



THE UNIVERSITY OF THE WEST INDIES
ST. AUGUSTINE

DIVISION OF FACILITIES MANAGEMENT

PRE-QUALIFICATION AND REGISTRATION OF CONTRACTORS FOR AIR CONDITIONING PREVENTATIVE MAINTENANCE SERVICES

The Division of Facilities Management of The University of the West Indies, St. Augustine Campus, Trinidad and Tobago, invites applications for Pre-Qualification from registered and experienced contracting firms for the provision of preventative maintenance services to the AIR CONDITIONING equipment belonging to the University.

The University's equipment ranges from 1-5 Ton mini split AC units to 10-120 Ton DX Split central systems.

APPLICATION PROCESS

Payment of Application Fee

To collect the pre-qualification package, a non-refundable application fee of TT \$500.00 must be paid using any one of the following facilities:

1. At the Campus Bursary, Main Administrative Building, St. Augustine Campus by Cash or LINX payment ONLY. Account No. 1300-226530
2. At any Republic Bank Limited Branch. Account No. 160-284-614-001
3. At DFM's online payment facility:
https://secure.touchnet.net/C24203_ustores/web/classic/store_main.jsp?STOREID=42&SINGLESTORE=true

Collection of Pre-qualification Package

Applicants who have made payment are required to submit a copy of the respective receipt via email to procurement@sta.uwi.edu. Upon verification, the instructions for electronic download of the pre-qualification documents will be forwarded via email.

Submission of Completed Application & Supporting Documents

Completed Pre-Qualification Application Forms along with all supporting documents must be submitted in a plain sealed envelope and deposited in Tender Box B located at the Division of Facilities Management Office no later than **12.00 p.m. on April 27th, 2018. The envelope is to be marked and addressed as follows:**

"PRE QUALIFICATION OF CONTRACTORS FOR AIR CONDITIONING PREVENTATIVE MAINTENANCE SERVICES"

The Secretary,
Campus Procurement Committee
c/o Division of Facilities Management,
The University of the West Indies,
St Augustine Circular Road,
St. Augustine,
Trinidad, West Indies

Queries are to be emailed to procurement@sta.uwi.edu

For the Attention of:

Procurement Manager

The Procurement Unit, The University of The West Indies

Late or incomplete submissions will be rejected.

The University reserves the right to accept or reject any or all packages without defraying any costs incurred by any firm, including but not limited to the preparation of the pre-qualification application package. All correspondences must be in English.