



Government of the Republic of Trinidad and Tobago

Ministry of Foreign and CARICOM Affairs

EXPRESSION OF INTEREST

MFCA-EOI-2 of 2026

Provision of One (1) Year Security Service Contract for the Ministry of Foreign and CARICOM Affairs' Headquarters and Warehouse Facility

INVITATION

The Ministry of Foreign and CARICOM Affairs (MFCA), hereby invites eligible proponents who are interested in submitting Expressions of Interests for Provision of One (1) Year Security Service Contract for the Ministry of Foreign and CARICOM Affairs' Headquarters and Warehouse Facility.

DUE DILIGENCE

Interested contractors MUST meet the following requirements:

- a) Have the legal capacity to enter into a procurement contract;
- b) Are not insolvent, in receivership, bankrupt or being wound up, their affairs and are not being administered by a court of judicial officer, their business activities have not been suspended and they are not the subject of legal proceedings for any of the foregoing;
- c) Have not, and their directors or officers have not, been convicted of any criminal offence;
- d) Have fulfilled their obligations to pay all required taxes and contributions in Trinidad and Tobago;
- e) Have the necessary professional and technical qualifications and competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and personnel to perform the procurement contract; and
- f) Meet relevant industry standards.



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PROJECTION DESCRIPTION

The Ministry of Foreign and CARICOM Affairs is seeking to engage a qualified and reputable security services provider to deliver comprehensive protective services for its facilities located at 2 Prada Street, St. Clair, and its warehouse at McDonald Street, Woodbrook, for a period of one year.

The scope of services includes providing daily security coverage to safeguard all interior and exterior areas, including offices, perimeter zones, access points, parking areas, and critical operational spaces. The selected provider will be responsible for deploying trained and vetted security personnel, implementing access control measures, conducting routine patrols, monitoring for unauthorized activity, and ensuring the overall safety and protection of staff, visitors, and Government property.

Additionally, the contractor must supply on-site supervision to maintain a consistent standard of service, adhere to established security protocols, and respond promptly to any incidents or operational requirements throughout the duration of the contract.

SUBMISSION REQUIREMENTS

Interested participants **MUST**:

- a. Be listed in the Office of Procurement Regulation (OPR) Contractors Depository.
- b. Be a legally registered entity with the Registrar General of Trinidad and Tobago.

Submissions MUST include:

1. **Respondent(s) information** – Name, Address, Mobile/Telephone contact, Email Address. The name and contact number of a representative **MUST** be provided.
2. **Company Profile** – This should show details of the entity's history, directors, shareholders, mission, vision and core values, key personnel and their resume, organization's structure, and past and current clients.



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3. **Project Briefs on similar projects** – Projects undertaken by the entity or its members within the last three (3) to five (5) years, including approximate value of the Project. Three (3) reference letters (from listed clients) **MUST** be included.
4. **Qualifications of key personnel** – Entities **MUST** provide evidence of key personnel's financial, legal, architectural, engineering and safety qualifications.
5. **Evidence of Company Incorporation** or capacity to conduct business in Trinidad and Tobago.
6. **A minimum of three (3) years certified Audited Financial Statements** dating from the last accounting period.
7. **All Statutory Tax Compliances (BIR, Income Tax, VAT, NIS)** to be valid as at date of opening.
8. **Letter of Financial Capacity** – Statement/Letter from a recognized financial institution. Letter must provide a range, e.g. high seven digits etc.
9. **Statement of current litigation status of organization or consortium or joint venture.** In the case of a joint venture, each entity is to provide an individual statement.

See Checklist for Additional Submissions Requirements

INSTRUCTIONS FOR SUBMISSION

Submissions should contain the following:

- a. **A cover page** showing company name, address, logo, email address, the title of the Expression of Interest (EOI) ***“Expression of Interest (EOI) Provision of One (1) Year Security Service Contract for the Ministry of Foreign and CARICOM Affairs’ Headquarters and Warehouse Facility”***
- b. **Table of Contents**

FIRMS MUST FILL THE CHECKLIST ATTACHED IN APPENDIX A AND INCLUDE IN THE SUBMISSION OF THIS EOI. ALL DOCUMENTS IDENTIFIED IN THE CHECKLIST SHALL BE SUBMITTED WHETHER OR NOT THEY ARE MENTION IN THE BODY OF THIS EOI.

1.0 Hard Copy Submissions

Four (4) bounded hard copies of the relevant documents; one (1) marked “ORIGINAL” and three (3) marked “COPY” are to be submitted in sealed brown 10” x 15” envelopes labelled:

2 Prada Street, St. Clair, Newtown 190325, Republic of Trinidad and Tobago
Tel. No.: 623-6894/625-5158 Email: procurement@foreign.gov.tt Website: www.foreign.gov.tt



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“MFCA EOI-02 of 2026

Provision of One (1) Year Security Service Contract for the Ministry of Foreign and CARICOM Affairs Headquarters and Warehouse Facility”

Submissions **MUST** be deposited in the box labelled:

“Provision of One (1) Year Security Service Contract for the Ministry of Foreign and CARICOM Affairs Headquarters and Warehouse Facility”

Located at the Building A, Reception area, 2 Prada Street, St. Clair, Newtown 190325.

The name of the Respondent and return address should be clearly marked on the envelopes. All certificates submitted as itemized must be valid as at the date of opening.

2.0 Submission Deadline Date & Time

Date: Thursday 11th December 2025

Time: 4:00 p.m.

Late and/or incomplete submissions will not be accepted. Please note the costs of preparing an Expression of Interest for the captioned project is not reimbursable.

RESPONSIBILITIES OF THE RESPONDENT

It is the responsibility of the Respondent before submitting to:

- a. Examine thoroughly this Invitation;
- b. Pursue Registration with the Office of the Procurement Regulator (OPR)
- c. Ensure that it can meet all conditions that may affect cost, progress and performance;
- d. Consider local laws and regulations that may affect cost, progress and performance and implementation of the project.

RESPONDENT'S REPRESENTATION

By submitting an Expression of Interest, each respondent represents and warrants that the information submitted is accurate and complete, and by submitting a response respondents have agreed that they have read and understood this Expressions of Interest and have complied with the instructions therein.



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RIGHT OF THE DIVISION

The Division reserves the right to cancel this Expression of Interest at any time by Addendum issued to the respondent without any liability for any loss, damage, cost or expense incurred or suffered by any respondent as a result of cancellation.

NO CONTRACTUAL OBLIGATION

This is an Expression of Interest, not an Invitation to Tender. No contractual obligations will arise between the Division and any bidder until and unless the Division enters into a formal written contract with a respondent to provide the services contemplated in this Expression of Interest.

Further information may be obtained from the procurement unit at +1-868-285-5029, Ext 2708 or email by procurement@foreign.gov.tt

The Ministry of Foreign and CARICOM Affairs, reserves the right to generate a shortlist of respondents based on evaluation of the submissions received of whom would be issued and Request for proposal and invited to attend a site visit.



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APPENDIX A

EOI CHECKLIST

Please Tick (☐)

NO.	DOCUMENT	YES	NO
1	Cover Page		
2	Table of Contents		
3	Stamped Introduction letter		
4	Company Profile		
5	Project Briefs of Similar Projects		
6	Qualifications of Key Personnel (Resume)		
7	Proof of Company Incorporation		
8	Three (3) Years Audited Financial Statements		
9	Statutory Tax Compliance (VAT, NIS, BIR)		
10	Safety Policy		
11	Letter/Statement of Financial Capacity		
12	List of Past Clients, projects and project cost (if applicable)		
13	List of Equipment		
14	Three (3) Reference Letters from past clients		
15	Name/Revenue of Safety Officers		
16	Name /Resume of Project Lead		
17	Quality Control Policy		
18	Signed Declaration of Truth		
19	Documents Bound and Labelled		



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APPENDIX B

DECLARATION OF TRUTH

NON-CONFLICT OF INTEREST STATEMENT

I _____ certify that neither I nor any member of my Company has a material, personal or financial relationship with any top ranking official of the Ministry of Foreign and CARICOM Affairs (MFCA). I further certify that no other relationship, bias or ethical conflict exists which will prevent me from submitting my package in accordance with this Expression of Interest (EOI).

Furthermore, I agree to notify the Chairman of the Evaluation Committee or any other committee so set up to evaluate my submission if my personal or financial relationship with any of the officials of the Division/MFCA is altered at any time during the evaluation process. I hereby declare that all of the information presented in my submission is true and present no conflict of interest whatsoever.

Signed.....

Witness.....

Date.....

EOI.....

Company Seal