



Government of the Republic of Trinidad and Tobago

Ministry of Foreign and CARICOM Affairs

EXPRESSION OF INTEREST

MFCA-EOI-4 of 2026

Removal and Replacement of Timber Windows in Building A at the Ministry of Foreign and CARICOM Affairs' Headquarters

INVITATION

The Ministry of Foreign and CARICOM Affairs (MFCA), hereby invites eligible proponents who are interested in submitting Expressions of Interests for the removal and replacement of timber windows in Building A at the Ministry of Foreign and CARICOM Affairs' Headquarters.

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.



Government of the Republic of Trinidad and Tobago

Ministry of Foreign and CARICOM Affairs

PROJECTION DESCRIPTION

The Ministry of Foreign and CARICOM Affairs is seeking to engage a qualified and reputable window fabrication and installation company to undertake the removal and replacement of timber windows in Building A at the Ministry of Foreign and CARICOM Affairs' Headquarters, located at 2 Prada Street, St. Clair.

The scope of services includes the fabrication and installation of new windows in accordance with approved designs, specifications and relevant industry standards. All works are to be executed with due care to the existing building structure, exterior finishes and surrounding areas to ensure minimal disruption to ongoing operations.

The selected contractor will be responsible for providing suitably skilled and experienced personnel/labour, appropriate tools, materials, supervision and equipment and ensuring full compliance with occupational health and safety requirements throughout the duration of the works.

Additionally, the contractor shall provide adequate on-site supervision to ensure quality control, adherence to agreed timelines, and the prompt resolution of any issues that may arise during the execution of the project.

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.



Government of the Republic of Trinidad and Tobago

Ministry of Foreign and CARICOM Affairs

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 resumes, the organization's structure, and past and current clients.
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 Compliance (BIR, Income Tax, VAT, NIS)** to be valid as at date of submission.
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



Government of the Republic of Trinidad and Tobago

Ministry of Foreign and CARICOM Affairs

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)”***:

MFCA-EOI-04 of 2026 – Removal and Replacement of Timber Windows in Building A at the Ministry of Foreign and CARICOM Affairs’ Headquarters

- 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:

MFCA-EOI-04 of 2026

Removal and Replacement of Timber Windows in Building A at the Ministry of Foreign and CARICOM Affairs’ Headquarters

Submissions MUST be deposited in the box labelled:

Removal and Replacement of Timber Windows in Building A at the Ministry of Foreign and CARICOM Affairs’ Headquarters

The box is 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.



Government of the Republic of Trinidad and Tobago

Ministry of Foreign and CARICOM Affairs

2.0 Submission Deadline Date & Time

Date: Friday 20th February 2026

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.

RIGHT OF THE MINISTRY

The Ministry 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.



Government of the Republic of Trinidad and Tobago

Ministry of Foreign and CARICOM Affairs

NO CONTRACTUAL OBLIGATION

This is an Expression of Interest; not an Invitation to Tender. No contractual obligations will arise between the Ministry and any bidder until and unless the Ministry 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) 623-6894 or +1 (868) 285-5029 ext. 2197, 2067, 2325, 2071 or by email at procurement@foreign.gov.tt.

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



Government of the Republic of Trinidad and Tobago

Ministry of Foreign and CARICOM Affairs

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	Proof of Company Incorporation under the Companies Act, 1995		
6	Statutory Tax Compliance (VAT, NIS, BIR, Income Tax)		
7	OPR Procurement Depository Registration and Supplier Number		
8	Project Briefs of Clients with Similar Projects Undertaken and Costs of Projects		
9	Three (3) Reference Letters from Past Clients		
10	Qualifications of Key Personnel (Resume)		
11	Name and Resume of Safety Officer(s)		
12	Name and Resume of Project Lead		
13	Safety Policy		
14	Quality Control Policy		
15	List of Equipment		
16	Letter/Statement of Financial Capacity		
17	Three (3) Years of Audited Financial Statements		
18	Signed Declaration of Truth		
19	Documents Bound and Labelled		
20	Copy of Completed EOI Checklist		



Government of the Republic of Trinidad and Tobago

Ministry of Foreign and CARICOM Affairs

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 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 presents no conflict of interest whatsoever.

Signed.....

Witness.....

Date..... EOI.....

Company Seal: