



**Government of the Republic of Trinidad and Tobago**

## ***Ministry of Foreign and CARICOM Affairs***

### **EXPRESSION OF INTEREST**

**MFCA-EOI-7 of 2026**

#### **Provision of a One (1) Year Janitorial Service Contract for at 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 the provision of a one (1) year janitorial service contract for at 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.



**Government of the Republic of Trinidad and Tobago**

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**PROJECT DESCRIPTION**

The Ministry of Foreign and CARICOM Affairs seeks to engage a qualified and experienced janitorial service provider to undertake a comprehensive one-year cleaning and maintenance contract for its facilities located at 2 Prada Street, St. Clair, and its warehouse facility at McDonald Street, Woodbrook.

The project entails providing daily janitorial services to ensure all interior and exterior areas including offices, washrooms, conference rooms, common areas, and grounds are maintained to high hygienic and aesthetic standards.

The selected contractor will be responsible for supplying all cleaning materials, equipment, and trained personnel, including on-site supervision, to ensure consistent quality of service, compliance with health and safety requirements, and prompt response to the Ministry's operational needs throughout the contract period.

**SUBMISSION REQUIREMENTS**

Interested participants **MUST**:

- a. Be listed in the Office of Procurement Regulation (OPR) Procurement 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.
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.



**Government of the Republic of Trinidad and Tobago**

***Ministry of Foreign and CARICOM Affairs***

4. **Qualifications of key personnel** – Entities **MUST** provide evidence of key personnel's facilities management, financial, legal 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)***":

**MFCA-EOI-07 of 2026 – Provision of a One (1) Year Janitorial Service Contract for at 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 MENTIONED IN THE BODY OF THIS EOI.**



**Government of the Republic of Trinidad and Tobago**

## ***Ministry of Foreign and CARICOM Affairs***

### **1.0 Hard Copy Submissions**

Four (4) bound 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-07 of 2026***

#### **Provision of a One (1) Year Janitorial Service Contract for at the Ministry of Foreign and CARICOM Affairs’ Headquarters and Warehouse Facility**

Submissions MUST be deposited in the box labelled:

#### **Provision of a One (1) Year Janitorial Service Contract for at the Ministry of Foreign and CARICOM Affairs’ Headquarters and Warehouse Facility**

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.

### **2.0 Submission Deadline Date & Time**

**Date: Thursday 9th April 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)

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



**Government of the Republic of Trinidad and Tobago**

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***Ministry of Foreign and CARICOM Affairs***

- 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 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) 623-6894 or +1 (868) 285-5029 ext. 2197, 2067, 2325, 2071 or by email at [procurement@foreign.gov.tt](mailto: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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***Ministry of Foreign and CARICOM Affairs***

**APPENDIX A**

**EOI CHECKLIST**

**Please Tick (  )**

<b>NO.</b>	<b>DOCUMENT</b>	<b>YES</b>	<b>NO</b>
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		



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***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 present no conflict of interest whatsoever.

Signed.....

Witness.....

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

Company Seal: