

TRINIDAD AND TOBAGO ELECTRICITY COMMISSION

Guidelines for non-resident/foreign companies desirous of participating in our tendering process:

1. Tender documents may be obtained from the Supplies Manager, Trinidad and Tobago Electricity Commission, Light Pole, #846 Southern Main Road, King Village, California upon payment of non-refundable fees. Please contact **636-4632 Ext 4715** or email **tenderqueries@ttec.co.tt** to verify fees to be paid.
2. The fees should be paid in the form of a Bank Draft. Companies interested should insert the following information on the Bank Draft:-

Payee: Trinidad and Tobago Electricity Commission
Reference: The relevant Tender No.
Company Name: Name of the Tenderer

3. Tenderers are required to confirm either by telephone, fax, or email the date that the bank draft has been made. Tenderers shall provide details of the bank draft receipt in order to trace the payment. The contact numbers and email addresses are as follows:-

Telephone numbers: 1-868-636-4632 Ext. 4715
Fax Numbers: 1-868-679-8868
1-868-679-8683

E-mail address: tenderqueries@ttec.co.tt
ybobb@ttec.co.tt

4. The Bank Draft should be mailed via courier to the following name/address:-

Mrs. Yvette Bobb-Morris
Senior Accountant – Finance
Trinidad and Tobago Electricity Commission
63 Frederick Street
Port of Spain

The charges for this service are for the account of the tenderer.

5. Upon payment and confirmation of the non-refundable fee, tenderers would be provided with the Specifications of the tenders as well as the Instructions to Tenderers. These documents would be sent via courier upon receipt of the following information:-

- 5.1 Name and full mailing address of company
- 5.2 Telephone and fax numbers
- 5.3 E-mail address
- 5.4 Contact person
- 5.5 Relevant courier company account number

NB: The charges for the courier service are for the account of the tenderer

6. Tenderers are advised to carefully follow the Instructions to Tenderers, especially with respect to the proper labelling, sealing and delivery of envelopes. Please ensure the contents of the envelope matches the Tender Number on the envelope. Failure to do so may result in non-acceptance of the tender package (Proposal).

7. Tenderers must also ensure that their tender proposals are submitted before the stipulated closing date and time.
8. Kindly contact tenderqueries@ttec.co.tt if you have any enquiries concerning these guidelines or the tender(s) in general. You should note that these are preliminary guidelines and further information would be provided to you upon payment of the non-refundable fee.