



EXPRESSION OF INTEREST

PROVISION OF REAL ESTATE SERVICES FOR TENANT SOURCING FOR PTSC TRANSIT MALLS

1. Introduction

The Public Transport Service Corporation (PTSC) invites Expressions of Interest (EOIs) from suitably qualified and experienced real estate agents and/or agencies to provide tenant sourcing and marketing services for vacant commercial booths located within PTSC Transit Malls.

This EOI is intended to establish a non-exclusive framework of pre-qualified agents/agencies who may be engaged by PTSC on a call-off basis, as and when required.

2. Scope of Services

Under this framework, appointed agents/agencies may be required to:

- Market and promote vacant commercial booths in accordance with PTSC guidelines
- Identify and source prospective tenants
- Facilitate site visits with prior PTSC approval
- Assist prospective tenants with the completion of tenancy application forms
- Collect and verify application forms and supporting documentation
- Submit completed tenancy applications to PTSC for consideration

Agents/agencies shall not:

- Approve or reject tenants
- Negotiate rental rates or commercial terms
- Execute lease agreements
- Collect rent, security deposits, or any other payments on behalf of PTSC

All such functions shall remain the sole responsibility of PTSC.

3. Preferred Tenant Mix and Use of Space

PTSC seeks to maintain a balanced, functional, and commercially viable tenant mix across its Transit Malls to enhance passenger convenience, foot traffic, and overall service delivery.

While all suitable applications will be assessed in accordance with PTSC's Commercial Rental Policy, the following uses are currently preferred:



- ***Ground Floor Booths***

Primarily intended for food and beverage-related businesses, including but not limited to takeaway food outlets, snack vendors, beverage services, and other high-turnover retail operations catering to commuter demand.

- ***Level One (1) Booths***

Primarily intended for appointment-based and service-oriented businesses, including but not limited to salons, barbershops, beauty services, professional services, and similar operations that function on a scheduled or appointment basis.

Agents/agencies are encouraged to market available booths in a manner consistent with the intended use of each level. Final determination of tenant suitability, placement, and approval shall rest solely with PTSC.

4. Site Visit Schedule

PTSC will facilitate a site visit for prospective respondents to view the locations and assets associated with this Expression of Interest. The site visits are scheduled as follows:

- San Juan Transit Mall: 18th March 2026 at 9:00 a.m.
- Curepe Transit Mall: 18th March 2026 at 9:30 a.m.

Interested parties are encouraged to attend in order to familiarize themselves with the spaces and infrastructure that may form part of the advertising network. Respondents should confirm attendance in advance via email to Procurement.Tenders@ptsc.gov.tt

5. Tenant Approval Process

All tenancy applications submitted under this framework shall be processed in accordance with PTSC's Commercial Rental Policy and internal approval procedures. This includes review by relevant departments such as Finance and Accounts, Legal Services, Management, and final approval by the Board of Directors.

6. Remuneration

Remuneration shall be commission-based and shall only become payable upon the successful completion of all of the following:

- Approval of the tenant by the Board of Directors
- Execution of a formal lease agreement
- Receipt by PTSC of the first month's rent and applicable security deposit

No commission shall be payable for applications that do not result in an executed lease.



7. Framework Arrangement and Performance Management

Appointment under this EOI does not constitute a guarantee of work, nor does it confer exclusivity. PTSC reserves the right to:

- Appoint multiple agents/agencies under the framework
- Source tenants independently, including through direct enquiries, in-house marketing initiatives, walk-in applications, or other marketing channels
- Engage or disengage any agent/agency on a call-off basis at its discretion

PTSC further reserves the right to suspend or remove any agent/agency from the framework for non-performance, submission of poor-quality or non-compliant applications, failure to adhere to PTSC policies and procedures, or conduct deemed detrimental to PTSC's interests.

8. Submission Requirements

Submission Deadline - EOIs must be submitted by March 27th 2026 at 2.00pm via email to Procurement.Tenders@ptsc.gov.tt

Interested agents/agencies are required to submit the following:

- Company registration and legal status details
- Evidence of experience in commercial leasing and tenant placement
- A proposed commission structure
- A marketing and tenant-sourcing strategy
- Disclosure of any actual or potential conflicts of interest

PTSC reserves the right to request additional information where necessary.

9. Evaluation Criteria

Proposals received in response to this EOI will be evaluated by a PTSC-appointed panel using the following weighted criteria. The total possible score is 100 points.

Only submissions achieving a minimum overall score of 70/100 and at least 25/40 in Technical Competency & Track Record will be considered for shortlisting to the non-exclusive framework.



Category	Description / Sub-Criteria	Maximum Points
Technical Competency & Track Record	<ul style="list-style-type: none"> - Relevant experience and proven success in commercial / retail tenant placement (especially in high-traffic, transit, or mall environments) (15) - Demonstrated ability to source quality tenants matching PTSC’s preferred mix (ground floor food/beverage, Level 1 services) (15) - Quality of past performance (references, case studies, number of successful placements in similar settings) (10) 	40
Proposed Strategy, Innovation & Marketing Approach	<ul style="list-style-type: none"> - Clarity, creativity and realism of the marketing & tenant-sourcing strategy. (8) - Innovative ideas for attracting tenants (digital campaigns, sector targeting, partnerships, social media, signage, events, etc.) (8) - Understanding of PTSC’s tenant mix goals and how the agent will promote booths accordingly and Scalability across multiple malls and speed of rollout. (9) 	25
Team, Local Presence & Resources	<ul style="list-style-type: none"> - Quality, relevant expertise and size of the proposed team (brokers, marketers, admin support) (8) - Local presence in Trinidad & Tobago (office, network, knowledge of local business community) (7) - Availability of resources to handle site visits, document verification and frequent communication with PTSC (5) 	20
Compliance, Risk Management & Basic Financial Standing	<ul style="list-style-type: none"> - Regulatory compliance (valid real estate agency registration if required, no major legal issues) and HSE awareness, conflict-of-interest disclosure, and risk management approach (6) - Basic evidence of financial stability / good standing (e.g., no insolvency, ability to operate without PTSC advances) (5) - Professionalism and completeness of submission (4) 	15
TOTAL		100



10. Duration

The framework arrangement, if established, shall be valid for a period of two (2) years, subject to PTSC's operational requirements and performance considerations.

11. Disclaimer

- This EOI does not constitute a binding offer or contract.
- PTSC reserves the right to cancel/amend the EOI or not appoint any agents without liability.
- All information submitted may be subject to verification.