

PUBLIC TRANSPORT SERVICE CORPORATION (PTSC)

EXPRESSION OF INTEREST (EOI) SUPPLY, INSTALLATION, TRAINING AND MAINTENANCE OF BUS WASHING EQUIPMENT

In accordance with the Public Procurement and Disposal of Public Property Act, 2015 (as amended) and the guidelines issued by the Office of Procurement Regulation (OPR) of Trinidad and Tobago, this Expression of Interest (EOI) is issued to identify qualified local, regional, and international suppliers or contractors capable of providing the required services. This EOI is for pre-selection purposes to shortlist eligible parties who may be invited to participate in a subsequent Request for Proposals (RFP) or other procurement process. Participation is open to all eligible suppliers/contractors without discrimination based on nationality, residency, or political affiliation, promoting fairness, equity, and transparency.

1. Introduction

The Public Transport Service Corporation (PTSC), a public body under the laws of Trinidad and Tobago, is seeking Expressions of Interest from suitably qualified and experienced suppliers or contractors for the provision of a comprehensive bus washing solution to support the Corporation's fleet operations.

PTSC operates a diverse fleet of buses of varying sizes and configurations across multiple depots. The Corporation intends to acquire modern, efficient, and reliable bus washing equipment capable of servicing all fleet models while improving cleaning standards, reducing manual labour, and optimizing operational efficiency.

This EOI process is intended to identify capable suppliers/contractors who can provide equipment, installation, training, and ongoing maintenance support services, in compliance with OPR guidelines on pre-qualification and pre-selection.

2. Objective

The objective of this Expression of Interest is to identify suppliers/contractors that can deliver a complete bus washing solution applicable to all PTSC fleet types, including the provision of equipment, installation, commissioning, operator training, and long-term maintenance support. Shortlisted parties will be invited to submit proposals in a subsequent procurement stage.

3. Scope of Services

The selected supplier(s)/contractor(s) will be expected to provide, at a minimum, the following:

3.1 Equipment Supply

- Bus washing system suitable for various bus sizes and models within the PTSC fleet. See Table 1.1 for fleet dimensions.

Table 1.1 – Fleet Dimensions

Fleet Type	Length (m)	Width (m)	Height (m)
CS	7.5	2	2.3
YR	9	2.45	3.33
IO	10.94	2.44	3.12
CO	12.00	2.51	2.85
YE	15.00	2.55	3.80
SA/MO	18.50	2.50	3.50

- Automated or semi-automated washing solutions designed for high-volume operations.
- Durable equipment designed for heavy-duty transportation environments.
- Environmentally responsible systems with water efficiency features and optional recycling capability.
- Chemical dispensing and management systems, where applicable.
- Compatibility with Electric Buses.
- Acquisition by Ownership or Lease.

3.2 Installation and Commissioning

- Site assessment and recommendations.
- Delivery, installation, and commissioning at designated PTSC depot locations.
- Integration with existing utilities (water supply, drainage, electrical systems).
- Compliance with occupational health, safety, and environmental standards, including relevant international standards where applicable.

3.3 Training

- Comprehensive training for PTSC operators and maintenance personnel.
- Training materials, manuals, and operational documentation.
- Safety and operational best practices guidance.

3.4 Maintenance and Support

- Preventative maintenance programs.
- Provision of Maintenance Services if possible.
- Technical support and troubleshooting services.
- Availability of spare parts and consumables.

- Warranty coverage and service level commitments.
- Recommended maintenance schedules and response times.

3.5 Optional Value-Added Services (if applicable)

- Water recycling systems.
- Digital monitoring or automation features.
- Fleet cleaning management systems.
- Financing or leasing options.

4. Supplier/Contractor Eligibility Requirements

Interested suppliers/contractors must demonstrate compliance with Section 29(1) of the Public Procurement and Disposal of Public Property Act, 2015 (as amended), evaluated on a pass/fail basis, including:

- Legal capacity to contract (e.g. Certificate of Incorporation/Registration or equivalent for international entities).
- Not insolvent or in receivership (declaration required).
- No convictions for corruption, fraud, or related offenses in the past 10 years (declaration and police certificate or equivalent).
- Tax compliance (Tax Clearance, VAT Clearance, or international equivalents).
- Necessary qualifications, competence, resources, and experience (e.g., portfolio of projects, references, equipment listings).
- Compliance with industry standards (e.g. Health and Safety Policy, licenses, ISO certifications, or equivalents).

Additionally, suppliers/contractors should demonstrate:

- Proven experience supplying vehicle or bus washing equipment.
- Technical capability and qualified personnel.
- Availability of local, regional, or international support services.
- Financial stability and organizational capacity.
- References from similar projects or clients.

Important Note on OPR Procurement Depository Registration While registration in the OPR Procurement Depository is not required for submitting this Expression of Interest, shortlisted suppliers/contractors will be required to register (and may need to pre-qualify in the relevant line of business using UNSPSC code 25191740 – Vehicle Washing Machine) prior to participating in any subsequent procurement process or contract award.

Suppliers/contractors are strongly encouraged to register early via the OPR Procurement Depository at <https://depository.oprtt.org/> to avoid any delays if shortlisted. International suppliers/contractors should provide equivalent documentation verified to global standards.

5. Submission Requirements

Suppliers/contractors are invited to submit an Expression of Interest that includes the following information, in English language:

5.1 Company Information

- Company profile and history.
- Organizational structure.
- Location of headquarters and regional offices.
- Contact details of authorized representatives.

5.2 Technical Proposal

- Description of proposed equipment and technology.
- System capabilities and features.
- Infrastructure and utility requirements.
- Environmental considerations.
- Equipment specifications and brochures.

5.3 Experience and References

- List of similar projects completed.
- Client references with contact information.
- Evidence of successful installations in comparable operations.

5.4 Training and Support Approach

- Proposed training programs.
- Maintenance support structure.
- Spare parts availability.
- Warranty details.

5.5 Financial Information

- Indicative pricing (optional at EOI stage; if provided, specify in TTD or USD equivalent).
- Financing or leasing options (if available).

5.6 Compliance Documentation

- Certifications and standards compliance (including equivalents for international suppliers).
- Health, safety, and environmental policies.
- Declarations as per Section 29 of the Act (e.g. no corruption convictions, solvency).
- Evidence of tax compliance or equivalents.

6. Optional Site Visit

To assist interested suppliers/contractors in better understanding the operational environment, fleet characteristics, and depot conditions relevant to the proposed bus washing solution, PTSC may facilitate **optional site visits** to the **City Gate (PTSC Terminal), South Quay, Port of Spain, Trinidad and Tobago**.

Site visits are **not mandatory** and will not form part of the evaluation criteria. Participation is entirely voluntary.

Arrangements for site visits (if requested):

- Interested parties must submit a written request via email to Procurement.Tenders@ptsc.gov.tt, addressed to the Chief Procurement Officer (Ag.), **no later than 13th April 2026 at 4:00 PM Trinidad and Tobago Time (AST)**.
- Site visits will be scheduled during the following dates only:
 - 15th April 2026
 - 16th April 2026
 - 17th April 2026
- (Time slots will be assigned between 9:00 AM and 12:00 PM each day, subject to availability.)
- The request should include:
 - Company name
 - Names and positions of persons wishing to attend (maximum 2 persons per company)
 - Preferred date(s) from the list above
 - Contact telephone number and email for coordination
- PTSC will confirm slots on a first-come, first-served basis (limited spaces per session) and provide details of the scheduled visit, including exact meeting point and any safety/induction requirements.
- All visitors must comply with PTSC's site safety, security, and confidentiality protocols, including signing a non-disclosure agreement (if required) and wearing appropriate personal protective equipment (PPE) as instructed.

- Photographs, video recording, or detailed measurements are not permitted unless expressly authorized in advance by PTSC.

PTSC reserves the right to limit the number of visitors per session, reschedule or cancel visits due to operational constraints, or decline requests without explanation.

For any questions regarding site visit arrangements, please contact Procurement.Tenders@ptsc.gov.tt (attn: Chief Procurement Officer (Ag.)).

7. Evaluation Criteria

Submissions will be evaluated on a rated basis (pre-selection) using the following criteria, with a minimum overall score of 70% required for shortlisting. Evaluation ensures objectivity, transparency, and alignment with OPR guidelines.

Evaluation Criteria	Description	Score
Technical Capability and Suitability of proposed solution for PTSC fleet	Alignment with fleet dimensions, features, and requirements	30
Experience and Past Performance: Proven track record and references	Similar projects and client satisfaction	20
Maintenance and Support: Availability of parts (lead time) and support services	Reliability of after-sales support	20
Training Approach: Quality and Completeness of Training	Comprehensive and effective programs	10
Financial Strength: Organizational Capacity and Stability	Financial health and resources	10
Innovation and Sustainability: Efficiency, water usage, environmental benefits	Eco-friendly and innovative features	10
Total		100

8. EOI Process

This EOI is not a tender and does not constitute a commitment by PTSC to award any contract. Information received will be used to shortlist suppliers/contractors who may be invited to participate in a subsequent Request for Proposal (RFP) or procurement process, in accordance with OPR guidelines.

PTSC reserves the right to:

- Accept or reject any submission.
- Request additional information or clarifications.

- Cancel or modify the process at any time.
- Conduct due diligence, including verification of submitted information.

Shortlisted parties will be notified, and unsuccessful applicants will receive debriefing upon request, promoting transparency.

This EOI will be advertised nationally, regionally, and internationally (e.g. on the OPR website, PTSC website, international procurement portals, and relevant publications) to encourage broad participation.

9. Submission Instructions

EOI submissions must include all requested information and be clearly marked in the email subject line: **“Expression of Interest – SUPPLY, INSTALLATION, TRAINING AND MAINTENANCE OF BUS WASHING EQUIPMENT”**

Submission Method: Electronic (Preferred and Primary) Submit your complete Expression of Interest as a single PDF file (or a zipped folder containing PDFs if multiple files) via email to: Procurement.Tenders@ptsc.gov.tt

The email must be addressed to: **Chief Procurement Officer (Ag.)**

- Electronic submissions must be in PDF format.
- Maximum file size: 20MB (or as otherwise advised by PTSC).
- **Submission Deadline:** 5th May 2026 at 2:00 PM Trinidad and Tobago Time (AST)
- Late submissions will not be considered.

10. Confidentiality

All information provided by PTSC shall be treated as confidential and used solely for the purpose of responding to this EOI, in accordance with Sections 39(1)-(4) of the Act, the Freedom of Information Act, and the Data Protection Act, 2011.

11. Contact for Clarifications

All requests for clarification should be submitted in writing to Procurement.Tenders@ptsc.gov.tt (addressed to the Chief Procurement Officer (Ag.)), **no later than 24th April 2026 at 4:00 PM Trinidad and Tobago Time (AST)**. Responses will be provided to all interested parties without identifying the source, ensuring fairness.

12. Conclusion

PTSC looks forward to receiving submissions from qualified local, regional, and international suppliers/contractors capable of delivering a reliable, efficient, and sustainable bus washing solution that supports the Corporation's operational objectives and aligns with national socio-economic policies, including local content where feasible.