



PUBLIC TRANSPORT SERVICE CORPORATION (PTSC)

EXPRESSION OF INTEREST (EOI) NO-COST PILOT IMPLEMENTATION OF ENTERPRISE ACCESS CONTROL SYSTEM – ADMINISTRATION BUILDING ONLY

1. Introduction

The Public Transport Service Corporation (PTSC) invites Expressions of Interest from suitably qualified and experienced service providers for the no-cost pilot deployment of an enterprise-grade access control system within the PTSC Administration Building.

This pilot aims to evaluate up to three (3) providers under live conditions to identify the most suitable solution for potential corporation-wide deployment, enhancing security, efficiency, and controlled access for key administrative functions.

2. Objective

To identify providers capable of delivering a secure, scalable, reliable enterprise access control solution via a no-cost pilot in the Administration Building, with evaluation of performance, compliance, user satisfaction, and scalability for broader rollout.

3. Scope of Services

The pilot is restricted exclusively to the PTSC Administration Building (no depots, terminals, or external sites in this phase). Providers must support:

3.1 Solution Deployment

- Enterprise-grade access control system (hardware, software, licensing, configuration).
- Coverage for these departments only:
 - General Manager's Office
 - Corporate Secretary
 - Legal Department
 - Finance and Accounts (Payroll)
 - Human Resources
 - Health, Safety and Environment (HSE)
- Secure controls, data segregation, audit logs, performance analytics, monitoring/reporting.

- Full compliance with PTSC ICT governance, cybersecurity, and data protection standards (including TT Data Protection Act).
- No disruption to existing ICT or operations.

3.2 Installation and Commissioning

- Mandatory site assessment (post-shortlisting).
- Implementation plan, timeline, coordination with PTSC ICT/Facilities.
- Delivery, installation, testing, commissioning.
- Minimal operational disruption.
- Compliance with local electrical, safety, health, and environmental regulations.

3.3 Training

- Basic user orientation/training (if required).
- Manuals, materials, best practices guidance.

3.4 Support During Pilot

- Full technical support, incident response, maintenance.
- Regular reporting (uptime, incidents, metrics).
- Review meetings facilitation.

3.5 Pilot Requirements

- Executed at **no cost** to PTSC (providers bear all equipment, licensing, installation, support, decommissioning costs).
- Duration: Mutually agreed (typically 3–6 months).
- Independent parallel deployments (up to 3 providers).
- Decommissioning/site restoration at provider's cost if not selected.

3.6 Optional Value-Added Features

- Integration with existing PTSC systems.
- Advanced capabilities (e.g. mobile credentials, visitor management).
- Scalability details for full rollout.

4. Supplier Eligibility Requirements

- Proven experience in enterprise access control deployments (preferably secure/government environments).
- Technical/cybersecurity capability and qualified personnel.

- Local/regional support availability.
- Financial/organizational stability for no-cost pilot.
- Compliance with relevant standards.
- References from similar projects.

5. Submission Requirements Submissions must include:

5.1 Company Information

- Profile, history, structure.
- Headquarters/regional offices.
- Authorized contact details.

5.2 Technical Proposal

- Solution description, architecture, specifications.
- Security controls, cybersecurity compliance.
- Integration, management interfaces, monitoring.
- Pilot support model.
- Scalability for corporation-wide rollout.

5.3 Experience and References

- Similar projects/pilots.
- Client references/contact info.
- Evidence of success in comparable settings.

5.4 Training and Support Approach

- Training programs.
- Pilot support structure, incident response.

5.5 Pilot Commitment

- Confirmation of no-cost participation (all aspects).
- Proposed duration/timeline.

5.6 Indicative Cost Information for Wider Implementation (Optional but Encouraged)

- High-level indicative estimates for scaling to full corporation-wide deployment
- Breakdown by components (hardware, licensing, installation, maintenance, etc.).
- Assumptions (e.g. sites/users).

- Note: Non-binding, informational only for scalability evaluation; firm pricing via subsequent process.

5.7 Compliance Documentation

- Certifications (e.g. ISO 27001).
- Policies (health, safety, environmental, data protection).

6. Evaluation Criteria Shortlisting up to 3 providers based on:

Main Criterion	Sub-Criteria	Points (per sub-criterion)	Total for Main Criterion
Technical Capability & Suitability (enterprise-grade solution, coverage, no disruption)	- Suitability of proposed system for the specified departments and live operational conditions	15	30
	- Architecture, features (e.g., audit logs, monitoring/reporting), and minimal disruption to existing ICT/operations	15	
Cybersecurity & Data Protection Compliance	- Compliance with PTSC ICT governance, cybersecurity standards, and TT Data Protection Act	12	20
	- Secure controls, data segregation, and audit capabilities as described	8	
Support & Responsiveness (during pilot)	- Technical support, incident response, maintenance, and regular performance reporting	10	15
	- Commitment to review meetings and no-cost pilot obligations	5	
Experience & Past Performance	- Relevance of similar access control projects or pilots (including successful outcomes and references)	15	15
Scalability & Rollout Potential	- Description of scalability, modularity, and path to corporation-wide deployment	10	15
	- Indicative cost estimates/Total Cost of Ownership for wider implementation (if provided)	5	
Installation, Training & User Focus	- Approach to site assessment, installation/commissioning, coordination, and basic training/orientation	3	5
	- User-friendly features and overall minimal operational impact	2	
TOTAL			100

7. EOI Process & Site Visit

This EOI is non-binding; no commitment to award. Used to shortlist for pilot (and/or subsequent RFP). PTSC may accept/reject submissions, request info, or cancel/modify.

Site Visit/Assessment:

- Mandatory for all shortlisted providers (post-EOI evaluation and before pilot commitment).
- Includes a guided tour of the PTSC Administration Building (relevant areas/departments) plus a brief high-level overview of representative wider PTSC facilities (e.g., one depot sample) to provide context on scale and potential future rollout requirements.
- Date, time, registration, and security protocols will be communicated directly to shortlisted providers.
- Attendance will be recorded. Minutes, photos/diagrams (if permitted), and any clarifications arising will be shared via addendum to all shortlisted parties for fairness and equal information.
- Non-attendance without valid reason may impact eligibility for pilot participation.

8. Submission Instructions

Mark clearly: “**Expression of Interest – No-Cost Pilot Implementation of Enterprise Access Control System – Administration Building**”

Submit electronically to Procurement.Tenders@ptsc.gov.tt by:

Submission Deadline: 30th April 2026

Contact Person: Chief Procurement Officer **Email:** Procurement.Tenders@ptsc.gov.tt

9. Confidentiality

All PTSC information is confidential; use solely for EOI response.

10. Contact for Clarifications

Submit in writing to Chief Procurement Officer (email above) no later than (date, two weeks before deadline).

11. Conclusion

PTSC looks forward to submissions from qualified providers for a secure, effective access control pilot supporting our security and operational goals.