



TENDER NOTICES ONLINE

REQUEST FORM

ttconnect Tender Notices Online is a free e-advertising service available exclusively to Government organizations for the publication of Tender Notices to ttconnect Online. See the *ttconnect Tender Notices Online Form Instructions* for guidance on completing this form. All fields are mandatory save those marked with an asterisk (*). Failure to comply will result in delays to the publication of your Tender Notice. Please save and email your completed form together with all attachments to tendernotices@gov.tt. In the event that you need to notify us of a change to your Tender Notice, please update the form accordingly and re-submit.

Service Details

Please select one of the boxes below:

First Publication

Date Change

Other

If you checked "Other", please state the nature of the change:

Reference No:

Title:

Description:

Tender Contact Information:

Category:

Keyword:

TENDER NOTICES ONLINE FORM INSTRUCTIONS

Tender Issue Date (dd-mm-yy):

Tender Expiry Date (dd-mm-yy):

Time (hh:mm AM/PM):

*New Expiry Date (dd-mm-yy):

Time (hh:mm AM/PM):

Number of Attachments:

Issuing Organization

Ministry/Agency:

Authorised by:

Organization Contact:

Contact Email:

Contact No.:

For iGovTT's Use

Request Approved by:

Date:

TENDER NOTICES ONLINE FORM INSTRUCTIONS

REQUIRED INFORMATION

1. ttconnect Tender Notices Online is a free advertising service available exclusively to Government Ministries and Agencies for the publication of Tender Notices to ttconnect Online.
2. This form is intended for Government organizations that have signed an e-Service Agreement with iGovTT for the publication of Tender Notices to ttconnect Online.
3. All fields are mandatory save those marked with an asterisk (*). Failure to comply will result in delays to the publication of your Tender Notice.
4. Save your completed form and together with all attachments, email to tendernotices@gov.tt.
5. In the event that you need to notify us of a change to your Tender Notice, please re-submit another form. For further information, you may also contact iGovTT-Operations Unit at 627-4305/1074.
6. You are encouraged to read the instructions below before completing this form.

Service Details

1. **Check Boxes:** Select one of three options applicable to you. If you select "Other", state exactly the nature of the change you would like made to your Tender Notice in the space provided.
2. **Reference No. :** Insert the number or code used by your organization to identify your Tender Notice. If no such reference is available, insert "n/a" into the space provided.
3. **Title:** Insert the name of the Tender Notice in the space provided.
4. **Description:** Insert a brief summary (3-4 sentences) of the Tender Notice in the space provided. This content will be displayed in the search results when a user searches ttconnect Tender Notices Online.
5. **Tender Contact Information:** Insert the contact information (e.g. designated addressee, physical address, email address, phone contact etc.) for the Tender in the space provided.
6. **Category:** From the list given below, choose and insert the name(s) of one or more categories to which your Tender Notice belongs.

TENDER NOTICES ONLINE FORM INSTRUCTIONS

Proposed List for Categorizing of Supplies, Services & Consultancies	
Supplies	
1. Agricultural & Marine Equipment & Supplies	21. Janitorial Equipment & Supplies
2. Air Conditioning Equipment & Supplies	22. Kitchen and Canteen Equipment & Supplies
3. Automotive Accessories, Work Shop Equipment & Supplies	23. Laboratory Equipment & Supplies
4. Carpet Installation Equipment & Supply	24. Landscaping & Equipment
5. Catering Equipment & Supplies	Office Furniture & Stationery Equipment & Supplies
6. Clay Blocks & Concrete Products	26. Paper, Plastic & Rubber (Based) Products & Supplies
7. Cloth & Clothing Supplies & Products	27. Petroleum Products
8. Communication Equipment & Supplies	28. Pharmaceuticals
9. Computer Accessories, Software & Peripherals	29. Photographic Equipment & Supplies
10. Computer Desks & Workstations	30. Plumbing Supplies & Equipments
11. Dental & Medical Accessories & Supplies	31. Poultry & Meat Supplies, Equipment & Products
12. Dental, Medical & Bio Medical Furniture & Equipment	32. Printing Equipment & Supplies
13. Domestic & Grocery Products (Dry Goods) & Supplies	33. Quarry Materials
14. Electrical Products, Equipment & Supplies	34. Road & Building Construction Equipment & Supplies
15. Fabrication Equipment & Supplies	35. School Furniture
16. Fish & Seafood	36. Security System Installation, Equipments & Supplies
17. Hardware Equipment & Supplies	37. Transportation Equipment & Supplies
18. Hot & Cold Asphalt Mixture	38. Television & Radio Broadcasting Equipment & Supplies
19. Household Cleaning Supplies, Products, Furniture & Equipment	39. Veterinary Equipment, Supplies & Products
20. Industrial, Mechanical and Electromechanical Equipment & Supplies	

National Information and Communication Technology Company Ltd.

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portalsupport@gov.tt

TENDER NOTICES ONLINE FORM INSTRUCTIONS

Proposed List for Categorizing of Supplies, Services & Consultancies	
Services	
1. Advertising	21. Printing & Lamination
2. Automotive Repairs & Maintenance	22. Project Management
3. Catering	23. Security Services, System Installations, Repairs & Ambulance Services
4. Civil Works	25. Stage Lighting & Audio/Visual Production
5. Customs & Insurance Brokerage	26. Statutory Inspections
6. Decor	27. Telecommunications
7. Demolition	28. Tent Rental
8. Electrical	29. Travel Agencies & related services
9. Environmental Pest Control	30. Waste Disposal
10. Equipment & Motor Vehicle Rental	31. Welding & Fabrications
11. Graphic Design	
12. Haulage	
13. Heating, Ventilation, Air Conditioning & Refrigeration	
14. RR, PR & Industrial Relations	
15. Indoor & Outdoor Cleaning and Maintenance	
16. Key & Lock Repair	
17. Road & Building Construction	
18. Miscellaneous (other)	
19. Office Equipment Repair	
20. Plumbing	

7. **Keywords:** Insert any words that relate to or describe the Tender Notice. This will help a user quickly find Tender Notices that are of interest to them. There are no limits to the amount of keywords you can submit.
8. **Tender Issue Date:** You can either click on the arrow that appears to choose the date or enter the date directly in the format, dd-mm-yy.
9. **Tender Expiry Date:** Insert the date the related Tender will be closed to bidders. Dates should be inserted in the format, dd-mm,yy.
10. **New Tender Expiry Date:** Insert the new date requested for a Date Change. This date may be an extension or early closure of a Tender Notice. Dates should be inserted in the format, dd-mm,yy.
11. Insert the time of day the related Tender will be opened/closed to bidders. Times should be entered in the format, hh:mm AM/PM.

12. **Number of Attachments:** Please insert the number of attachments that is being submitted with this form. Users will be able to download these attachments. Attachments should include a digital copy of the actual Tender Notice.

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Issuing Organization

1. **Ministry/Agency:** Insert the name of the Ministry or Agency that is issuing the Tender Notice.
2. **Authorized by:** Insert the name of the individual who has been authorized to approved the contents of the form. This person should have already been identified in the e-Service Agreement signed by your organization for this service.
3. **Organization Contact:** Insert the name of the designated contact(s) for this service. This person should have already been identified in the e-Service Agreement signed by your organization for the service.
4. **Contact Number:** Insert a telephone number of the organizational contact for this service.
5. **Contact Email:** Insert the email address of the organizational contact for this service.

For iGovTT's Use Only

1. This section is for internal approval and must be filled ONLY by iGovTT designated personnel.