



**National Cycling Velodrome, Off Couva Main Road, Balmain, Couva, Trinidad, W.I.
Tel: (868) 225-4886 Web: www.sportt-tt.com**

GUIDELINES FOR PAYMENT AND SALE OF TENDER DOCUMENTS

SPORTT wishes to advise the public, due to the present health guidelines regarding the COVID – 19 Pandemic, there will be no on-site payment or collection of Tender documents.

PAYMENT OPTIONS PROCESS:

Step 1 – After making payment via option A or B (as shown below) to **SPORTT’s FCB Account #1413090** for the specific tender, retain the bank receipt to complete **Step 3**.

Payment Instructions:

A. Making payments via Bank-to-Bank Transfers – Firms are to include the name of the organization in the description box (and not the name of the individual making the payment). If space permits, please include the following: **(i) Firm/Contractor’s name; (ii) Tender Name and Tender ID Number.**

or

B. Making payments via Direct Deposit or Wire Transfer – Firms are to instruct the Bank Representative to include the name of the organization in the description box (and not the name of the individual making the transaction). If space permits, please include the following: **If space permits, please include the following: (i) Firm/Contractor’s name; (ii) Tender Name and Tender ID Number.**

SPORTT Banking Information:

- **Company Name:** The Sports Company of Trinidad and Tobago Limited
- **Name of Bank:** First Citizens Bank Limited
- **Type of Account:** Chequing Account
- **Account No:** 1413090

Step 2 – Fill out the **Tender Document Purchase Request Form (TDPR Form)** completely. This form can be found on our website.

Step 3 - Forward the completed **Tender Document Purchase Request Form (TDPR Form)** along with copy of **stamped bank receipt or proof of payment** to email address **tenders@sportt-tt.com** on or before the **Purchase Deadline Date** stated on the advertisement.

- In the description/subject line of the email, include the Tender I.D. Number and Description for example:- **“Tender ID# 007-PROJ-004- XXXXX – “THE REMOVAL OF FLOORING AT ANY NATIONAL FACILITY”**.
- The Body of the email must include the Contractor/Supplier Name for example: - **“Please see attached completed Tender Document Purchase Request Form (TDPR Form) and Bank Receipt or Proof of Payment for ABC123 Limited for Tender “Tender ID# 007-PROJ-004- XXXXX – “THE REMOVAL OF FLOORING AT ANY NATIONAL FACILITY”**



**National Cycling Velodrome, Off Couva Main Road, Balmain, Couva, Trinidad, W.I.
Tel: (868) 225-4886 Web: www.sportt-tt.com**

POST PAYMENT PROCESS

Upon verification of payment, SPORTT will then issue via email, the following:

- a) An E-sales Receipt; and
- b) The relevant Request for Proposal Package (Tender Document).

-END-