



Government of the Republic of Trinidad and Tobago  
Ministry of Homeland Security

## EXPRESSION OF INTEREST UPGRADE OF THE PASSPORT ISSUING AND CONTROL SYSTEM FROM MACHINE READABLE PASSPORT (MRP) TO ELECTRONIC PASSPORT (E-PASSPORT) ISSUING AND CONTROL SYSTEM FOR THE IMMIGRATION DIVISION

The intent of this Expression of Interest (EOI) is to identify private and public sector entities that would be interested in providing the service to Upgrade the Passport Issuing and Control System from Machine Readable Passport (MRP) to Electronic Passport (E-Passport) Issuing and Control System for the Immigration Division, Ministry of Homeland Security (MHS), Government of the Republic of Trinidad and Tobago.

The MHS will carefully review all submissions to ensure that entities possess the necessary resources, expertise and experience to provide this service. Based upon the results of the review process the MHS will develop a shortlist of entities to move forward to submit formal proposals - the Request for Proposal (RFP) process.

Interested entities are therefore required to submit a comprehensive response to this EOI as failure to do so may result in exclusion from the Request for Proposal (RFP) process.

Interested entities are advised that they must be an ISO 9001 accredited company and proof of such must be included within your EOI submission. All systems to be provided must be of the highest level of security as it relates to passport and passport issuing processes in accordance with the recommendations and stipulations of the International Civil Aviation Organisation (ICAO). Further, interested entities are advised that should you be selected to move forward to the RFP process, prior to your submission of your RFP, you will be required to register on the Procurement Depository on the Republic of Trinidad and Tobago Office of Procurement Regulation website at [www.oprtt.org](http://www.oprtt.org).

### Submission

Respondents are advised that submissions must include ALL the documents as set forth in this EOI and must be in accordance with the terms herein.

### **Failure to do so may result in disqualification.**

The deadline date for submissions is **June 19, 2026 at 2:00pm GMT-4** via email to [procurementimmigration@mhs.gov.tt](mailto:procurementimmigration@mhs.gov.tt) and the subject of the email should state :-

**EOI: Upgrade of the Passport Issuing and Control System from Machine Readable Passport (MRP) to Electronic Passport (E-Passport) Issuing and Control System for the Immigration Division, Ministry of Homeland Security (MHS).**

Additionally, information and/or clarification may also be requested via email to [procurementimmigration@mhs.gov.tt](mailto:procurementimmigration@mhs.gov.tt) no later than **June 5, 2026**.

All submissions should be addressed to the **Permanent Secretary, Ministry of Homeland Security**.

## PROJECT OVERVIEW

### GENERAL PROJECT OBJECTIVES

To upgrade the passport issuing and control system from Machine Readable Passports (MRP) to Electronic Passports (e-Passports) in accordance with ICAO standards while ensuring that all appropriate security mechanisms are included. This new system must be interoperable with all existing systems, inclusive of the Integrated Border Management System. In so doing, the Trinidad and Tobago Immigration Division will achieve compliance with the latest ICAO standards in its operations, while improving its efficiency with the use of the latest technology and improved security mechanisms.

### PROJECT LOCATION

The system will be installed at various locations across Trinidad and Tobago and may also include external consular sites. These sites will support the key elements of Enrolment, Production, Disaster Recovery and Test/Training as required for the efficient operations of the Immigration Division, Ministry of Homeland Security, within Trinidad and Tobago.

### SCOPE OVERVIEW

The entity will be required to provide the following deliverables/ outputs:

- ALL hardware and software inclusive of network connectivity and security elements required for a fully functional e-Passport Issuing and Control System (ePICS), with Facial Recognition System (FRS), included for the personalization of e-Passports. All equipment must be new (used or refurbished will not be accepted) and should include back-end server and connectivity equipment, as well as front-end user equipment. Additionally, ALL sites as it relates to Production, Disaster Recovery, Testing and Training will also be required.
- A fully functional system which includes, but may not be limited to the following modules in the process flow:
  - Reception;
  - Scanning;
  - Data Entry;
  - Supervisory Review;
  - Print;
  - Quality Assurance;
  - Online Application Verification; and
  - Issuance;
- Develop and commission a fully functional web online application for e-Passports, with online payment processing included;
- A minimum of 70 days' worth of programming/ system upgrade/ customization hours;

- 750,000 e-Passport booklets compliant with *ICAO Doc 9303 Latest Edition Machine Readable Travel Documents, Part 1 Vol 2 & Part 3 Vol 2*. These are to be supplied based upon the needs of the Immigration Division over the 5-year period of the contract
- 400 coloured brochures that set out the overt security features in the new e-Passport;
- specimen e-passport booklets; based upon the various types of passports
- Maintenance and support services for the e-Passport Issuing and Control System (ePICS) for a period of 5 years, inclusive of Service Level Agreement (SLA) to be agreed upon with the successful entity;
- Warranties for all system elements;
- Knowledge transfer and training for the various level of staff with administrative and user manuals and any other relevant written documentation and procedures;
- Testing and Commissioning among the Production, Disaster Recovery, Testing and Training environments; user acceptance testing and regression testing; and
- System handover procedure.

#### LANGUAGE

The project must be conducted in English. All documents, correspondence, and any other formatted communications shall be written in the English Language. All software, applications and systems must also be in English Language.

#### DOCUMENTS SUBMISSION

In this regard, the Ministry of Homeland Security invites entities to indicate their interest in providing services for the Upgrade of the Passport Issuing and Control System from Machine Readable Passport (MRP) to Electronic Passport (E-Passport) Issuing and Control System for the Immigration Division, Ministry of Homeland Security (MHS). Submissions must include the following documents (or its equivalent):

- Signed covering letter;
- Letter of Incumbency duly appointing the firm's authorized representative;
- A company's profile, detailing:
  - Brief information on the structure and organization of the firm and evidence of managerial strength to undertake this project;
  - Information on the professional and technical staffing of the firm's project team; and
  - A summary of the firm's past experiences in undertaking similar projects. The information should address the firm's capabilities, background, and ability to successfully undertake the projects;
- Certificate of Incorporation;
- Evidence of financial capability and tax clearance and/or compliance certificates.

- Any other relevant information which may be helpful to the Ministry in assessing your submission

The MHS accepts no responsibility or liability for the accuracy or completeness of this EOI and will not be responsible for any cost to the entities in the preparation and submission of any responses to this EOI.