



**udecott**

Urban Development Corporation  
of Trinidad and Tobago Limited

An Agency of the Ministry of  
Housing, Land and Marine Affairs

## EXPRESSIONS OF INTEREST NOTICE LEASE OF OFFICE SPACES AT TT GOVERNMENT CAMPUS PLAZA PARKADE

The Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT) is seeking to determine interest in the leasing of office spaces at the Trinidad and Tobago Government Campus Plaza Parkade located at the corner of Edward, Queen and Richmond Streets in Port of Spain.

The office spaces are located on the mezzanine level and range in size from 194 Square Feet (18.0 Square Meters) to 2562 Square Feet (238.0 Square Meters). The facility represents prime real estate in Port of Spain and is to be managed by an on-site Facility Operator. The target date for occupation of the subject office spaces is the end of June, 2013.

The office spaces will boast numerous amenities, including:

- Acoustical Ceiling Tiles
- Interior Lighting
- Climate Control
- On-Site Parking
- Pre-Wiring for Telephone, Internet & Cable Television
- On-site storage
- Restrooms in specific offices
- 24 hour Security
- On-site Facility Operations office
- Backup generators
- Fire suppression system

The intended days and hours of operation for the facility are weekdays from 6:00am to 6:00pm and Tenants will be responsible for the fit out of their office spaces including furniture, phone and internet access and equipment. Tenants will also be required to pay for parking at the facility. Reserved or dedicated parking will be made available for tenants and their clients.

All Expressions of Interest (EOIs) must include the following information:

- The registered name of the entity/company/individual, the names of its principals and any details of incorporation and/or business registration;
- A Company Profile;
- A detailed Business Plan, including a description of the nature of business in which the company is involved;
- The square footage of space desired and the preferred duration of lease;
- The expected size of clientele expected to frequent the place of business on a monthly basis;
- Where necessary, details of any logistical issues which need to be taken into consideration as a result of your business operations, e.g. goods inwards (deliveries) and outwards (dispatches) and frequency of same;
- Details of any special considerations, e.g. the need for business to be conducted outside of the normal opening hours of the facility (weekdays 6:00am to 6:00pm) and the need for storage (inventory) facilities;
- Any requirements for disposal of waste, including the frequency of such services;
- A detailed description of any equipment/machinery which would be utilized in the company's operations, including weight(s) and dimensions of same;
- A description of the proposed security system (if any) which is to be installed in the assigned space.

The following types of business activities will not be considered for occupation of the advertised retail spaces at the aforementioned facility:

- Illegal Activities;
- Activities which interfere with the common areas of access and egress;
- Activities which would potentially interfere with the business operations of other tenants;
- Activities which would potentially breach the acceptable dress code and tolerable noise levels at the facility;
- Any business activities which would require modification works to the premises (with the exception of fit out as stated herein).

UDeCOTT will review all EOIs received and thereafter issue Applications to Lease. This Expressions of Interest does not obligate UDeCOTT to award a lease to any party. UDeCOTT shall not reimburse any party for any expenses incurred in preparing its submissions. .

EOIs should be placed in a plain brown envelope and deposited in the Tender Box marked **Expressions of Interest – Lease of Office Spaces at GCP Parkade** located on the First Floor, Urban Development Corporation of Trinidad and Tobago Limited, 38-40 Sackville Street, Port of Spain, on or before 2:00p.m. on March 05, 2013.

EOIs should clearly indicate the name of the Company/individual on the envelope, which **MUST** be titled and addressed as follows:

### **"Expressions of Interest – Lease of Office Spaces at the TT GCP Parkade"**

The Corporate Secretary - The Urban Development Corporation of Trinidad and Tobago Limited  
38 – 40 Sackville Street  
Port of Spain

**Late and/ or incomplete submissions will not be considered.**