

FREQUENTLY ASKED QUESTIONS (FAQs)

Fit Out Contractor for the Outfitting of Manic Street Building for the Equal Opportunities Commission and Equal Opportunities Tribunal of the Ministry of the Attorney General

1. *What is the purpose of this Request for Proposal?*

The purpose of this Request for Proposals is to identify and contract a suitably qualified and experienced Fit-Out Contractor with the necessary resources to undertake Modified Design Build Fit-Out Works of the Manic Street Building in accordance with the User's requirements.

2. *What is the recommended team composition?*

At a minimum, the proposed team should comprise the following:

1. Site Manager (1 No.); and
2. Site Supervisor (Fit-Out experience in interior construction works plus training in safety) (1 No.)

3. *Are Proponents required to submit a Bid Bond with their Proposals?*

Each proposal must be accompanied by an original Bid Bond in the value of TT\$500,00.00 in the form of a Bank Guarantee acceptable to UDeCOTT and shall be valid for thirty-five (35) days beyond the end of the Tender Proposal Validity Period.

4. *Would proposals submitted by Joint Ventures be acceptable?*

Proposals submitted by Joint Venture (JV) entities would be acceptable providing that the following is included in their Proposals:

1. Joint Venture Guarantee
2. Joint Venture Agreement (executed)
3. Audited Financial Statements, Litigation History and Experience of each member
4. Other related documents identified in the RFP.

5. *Please provide a brief description of the services to be provided.*

The Fit-Out Contractor shall provide the works summarized below during the modify, design, construction, commissioning phases, as appropriate.

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The works to be executed by the Contractor for this Project can be divided into five (5) phases as follows:

1. The investigation of the existing condition, design modifications, developing detailed assignment methodologies and procurement of all medium to long lead items;
2. The Interior Construction phase of the Project;
3. The MEP services which includes the installation of all electrical services to new partition walls, plumbing services to the new kitchen and the upgrade of the existing air conditioning system for the office spaces;
4. Concurrently with the MEP services, the Fit-Out Contractor shall install, test and commission voice/data, fire alarm and security systems; and
5. The completion of office space with the installation of all furniture, soft furnishing and office equipment required as per the End User requirements

6. *What experience is the Proponent required to demonstrate?*

Proponents are required to demonstrate that its key human resources assigned to the team have provided similar works on at least three (3) completed projects of a similar nature.

Projects of a similar nature means:

- Fit- Out projects or projects including office accommodation and institutional buildings with a fit-out component, for which the construction costs exceeds Three Million Trinidad and Tobago Dollars (TTD\$3,000,000.00).

For the purposes of this paragraph, institutional facilities include, but are not limited to:

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- Police stations;
- Fire stations;
- Schools;
- Prisons;
- Housing Developments; and
- Hospitals or Healthcare Facilities

7. Must all professionals be registered to provide services in Trinidad and Tobago?

Architects and Engineers being proposed for the Project shall be required to provide evidence of current registration with the Board of Architecture of Trinidad and Tobago and the Board of Engineering of Trinidad and Tobago, respectively.

8. What financial documents must be submitted?

Proponents must submit independently certified financial statements for the years 2010, 2011 and 2012 for each member that comprises the Proponent.