



udecott

Urban Development Corporation  
of Trinidad and Tobago Limited

# EXPRESSION OF INTEREST DESIGN AND BUILD SERVICES FOR THE COMMUNITY CENTRES PROGRAMME

The Government of the Republic of Trinidad and Tobago, through the Office of the Ministry of Community Development, Culture and the Arts has mandated the construction of new modern facilities to house the myriad of outreach programs set out for the Communities.

The Urban Development Corporation of Trinidad and Tobago Limited, (UDeCOTT) invites suitably qualified and experienced Small and Medium entities to submit expressions of interest (EOIs) for the construction of Fifteen (15) Community Centres in the various regions of Trinidad using a Design-Build delivery method. The definition of Small and Medium entities are entities that earned revenues over the last three (3) years must be less than \$20M.

Interested entities must provide information evidencing that they are eligible for consideration and must include:

- Company Profile
- Letter of Introduction
- Description of all members of the prospective entity
- Description of similar design and construction projects undertaken by entity
- Registered to conduct business in Trinidad and Tobago
- Revenues earned over the last three (3) years must be less than \$20M
- VAT registered or demonstrate that they are ineligible for VAT Registration
- Independently Audited Financial Statements (for companies) and Accountant's Reports (for partnerships and sole proprietors only) for 2015, 2016 and 2017 prepared in accordance with International Financial Reporting Standards or any other such internationally accepted accounting standards (For Joint Ventures, each member MUST meet this requirement) which clearly identify the individual financial position of the Proponent

UDeCOTT reserves the right to develop a shortlist of entities based on its assessment of the responses received and will request detailed Proposal from these entities at a subsequent stage. Proponents are advised that submissions must include ALL the documents as set forth in the EOI. Failure to do so may result in disqualification.

## **INSTRUCTIONS FOR PURCHASE OF EOI PACKAGE**

- (i) A complete set of documents may be purchased by making a non-refundable deposit of **TTS1,200.00 VAT Inclusive, to UDeCOTT's Operating Account #852948 at any branch of First Citizen's Bank Limited, by Cash or Manager's cheque.**
- (ii) AFTER payment has been deposited into UDeCOTT's account, the EOI package may then be collected at UDeCOTT's Head Office, First Floor, 38-40 Sackville Street, Port of Spain or provided electronically upon request, from **January 25, 2019 (excluding weekends and public holidays)**, between the hours of **9:00 a.m. to 4:00 p.m. (EST)**, with **proof of payment (stamped deposit receipt from the bank)**. Documents will **NOT** be available for collection after this deadline.

## **SUBMISSION DEADLINE**

An original and three (3) copies of the EOI must be submitted at the address listed below no later than 2:00p.m. (EST) on **February 15, 2019**. EOIs received after the tender submission time will not be eligible for consideration. Submissions must be deposited at 1st Floor, UDeCOTT Building, 38-40 Sackville Street, Port of Spain in the tender box appropriately labelled:

**"Secretary, Tenders Committee  
Urban Development Corporation of Trinidad and Tobago Limited  
38-40 Sackville Street Port of Spain  
Expression of Interest Community Centres"**

Proposals received after the stipulated tender submission deadline **shall not** be eligible for consideration and shall be returned unopened.

The size of the opening in the tender box is 360mm x 50mm and submissions MUST be packaged to be able to pass through this opening. Proponents must accurately sign the Tender Submittal Form provided by UDeCOTT's representatives.

Proponents Company's Name, return address, email address and mobile number must be clearly stated on the envelope. Failure to so label the envelopes may result in disqualification.

This Notice, along with responses to Frequently Asked Questions, may also be viewed at UDeCOTT's website at <http://www.udcott.com>.

Additional information may be requested through email forwarded to the attention of **The Secretary, Tenders Committee** at [tendersecretary@udcott.com](mailto:tendersecretary@udcott.com). UDeCOTT reserves the right to reject any or all proposals for failure to comply with any mandatory requirements stated in the EOI.

**SECRETARY, TENDERS COMMITTEE**

## **FREQUENTLY ASKED QUESTIONS (FAQs)**

### **Design-Build Services for the Community Centres Programme**

---



**1. *What is the purpose of this Expression of Interest?***

The purpose of this Expression of Interest is to identify and shortlist a suitably qualified and experienced Contractor with the Design-Construct expertise necessary to undertake the Project

**2.**

***Are there any eligibility requirements for this Procurement Process?***

In order to be eligible for evaluation and/or consideration to provide the Services, the Respondent must be able to demonstrate the following:

1. Submission of receipt for the purchase of the EOI package
2. Revenues earned over the last three (3) years must be less than \$20M
3. Completion of design and construction projects of similar nature, in which the Proponent Team Member has participated
4. Independently Audited Financial Statements (for companies) and Accountant's Reports (for partnerships and sole proprietors only) for 2015, 2016 and 2017 prepared in accordance with International Financial Reporting Standards or any other such internationally accepted accounting standards (For Joint Ventures, each member **MUST** meet this requirement) which clearly identify the individual financial position of the Proponent.
5. Certificate of Registration, Incorporation (and Certificate of Continuance, where applicable);
6. Valid Statutory Documents inclusive of Income Tax and VAT Clearance Certificates and National Insurance Board Compliance Certificate;
7. Firms must submit all documents and information as required by the EOI.