



THE URBAN DEVELOPMENT CORPORATION OF TRINIDAD AND TOBAGO LIMITED (UDeCOTT)

NOTICE

INVITING REQUESTS FOR QUOTATION FOR MAINTENANCE, SERVICES AND WORKS AT THE SOUTHERN ACADEMY FOR THE PERFORMING ARTS (SAPA)

The Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT) invites suitably qualified and experienced entities to submit quotations for the following projects:

- The Repair of Roof Membrane
- The Replacement of Chilled Water Piping Insulation
- The Supply and Installation of Two (2) Harmonic Filters
- The Replacement of Facade Cladding and Seals
- The Performance of Power Quality Upgrades

Each project is a separate procurement activity governed by its respective RFQ. Proponents may submit quotations for one or more project but must submit a separate quote for each RFQ.

Proponents are advised that in keeping with the requirements of the Office of Procurement Regulation (OPR), suppliers of goods, works and services interested in conducting business with UDeCOTT must be registered on the OPR Procurement Depository. The relevant guidelines for registration can be found on the OPR website via <https://opr.tt.org/procurement-depository/>. Therefore, UDeCOTT is inviting suitably qualified suppliers to register and apply for pre-qualification in the OPR's Procurement Depository under the respective Line of Business applicable to the services being procured. Proponents are advised that, for ease of reference, the relevant Lines of Business are identified in the respective Frequently Asked Questions (FAQs) available on UDeCOTT's website.

The separate RFQ packages will be available via UDeCOTT's E-Tender System from **Wednesday 12, August 2026**. To access the Tenders, Proponents must register on the E-Tender System via <https://udecott.etenderworld.tt/login.php>.

Should you encounter any technical difficulties in accessing or using the system, you are to immediately contact our IT Helpdesk at 225-4004 ext. 206 or etenderhelpdesk@udecott.com, carbon copying the Office of the Chief Procurement Officer at tenders@udecott.com.

The successful Proponent(s) shall be chosen using a competitive selection process as set out in the Request for Quotation (RFQ). Proponents are informed that submissions must include ALL the documents as set forth in the RFQ. Failure to do so may result in disqualification.

INFORMATION SESSIONS AND SITE VISITS

The Online Information Sessions dates and times are provided in the respective RFQ packages.

The deadline date for submissions is **10, September 2026, at 2:00 p.m. (AST)**.

Please visit our website at udecott.com for further details and updates.

THE OFFICE OF THE CHIEF PROCUREMENT OFFICER

FREQUENTLY ASKED QUESTIONS (FAQs)

For The Repair of Roof Membrane at the Southern Academy of the Performing Arts (SAPA)

What is the purpose of this Request for Quotation?

The purpose of this Request for Proposal is to identify and contract a suitably qualified and experienced Service Provider to undertake the Project.

When will the RFQ be available?

The RFQ packages will be available on UDeCOTT's E-Tender System from Wednesday 12, August 2026

What is the Location of the site?

The Southern Academy for the Performing Arts San Fernando.

Are interested parties required to register with the Office of the Procurement Regulator?

Proponents are advised that in light of the proclamation of the Public Procurement and Disposal of Public Property Act, 2015, all proponent interested in conducting business with UDeCOTT must be registered on the OPR Procurement Depository. The relevant guidelines for registration can be found on the OPR website via <https://oprtd.org/procurement-depository/>. Proponents are required to apply for pre-qualification in the OPR's Procurement Depository for the following:

Line of Business Code: 72152601 Roofing service

Is it mandatory to attend the online information session?

Attendance to the online information session is **not** mandatory. It does, however, provide a greater understanding of the requirements of the RFQ.

Proponents are advised that an Online Information Session will be held via Microsoft Teams on **Tuesday 18, August 2026, at 10:00 a.m.**

This will be followed by a Site Visit on **Tuesday 18, August 2026, at 1:30 p.m.** The assembly point will be at Southern Academy for Performing Arts, Todd Street, San Fernando.

Interested parties are kindly asked to confirm their availability, together with the names and preferred email addresses of their representatives who will be in attendance, via email to tenders@udecott.com.

Are there any eligibility requirements for this Procurement Process?

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

- Incorporation or otherwise registered to do business in Trinidad and Tobago as evidenced by the Certificate of Incorporation or Registration (as applicable);
- Submission of Statutory Clearance/Compliance Certificates, (for companies incorporated/registered in Trinidad and Tobago) valid as at the tender submission deadline, namely;

- VAT Clearance Certificate
- BIR Clearance Certificate
- NIS Certificate of Compliance

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Are Proponents required to purchase the RFQ packages?

There will be no cost for the RFQ packages.

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

No, a Bid Bond is not required for this RFQ.

Proponents are to note that the responses provided as guidance to these Frequently Asked Questions does not relieve the Proponent of its obligation and responsibility to fulfil and comply with all requirements of the Request for Proposals.

FREQUENTLY ASKED QUESTIONS (FAQs)

For The Chilled Water Piping Insulation at the Southern Academy of the Performing Arts (SAPA)

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Line of Business Code: 72101511 Air conditioning installation or maintenance or repair service

Is it mandatory to attend the online information session?

Attendance to the online information session is **not** mandatory. It does, however, provide a greater understanding of the requirements of the RFQ.

Proponents are advised that an Online Information Session will be held via Microsoft Teams on Wednesday 19, August 2026, at 10:00 a.m.

This will be followed by a **Site Visit** on **Wednesday 19, August, 2026, at 2:30 p.m.** The assembly point will be at Southern Academy for Performing Arts, Todd Street, San Fernando. Interested parties are kindly asked to confirm their availability, together with the **names and preferred email addresses** of their representatives who will be in attendance, via email to tenders@udecott.com.

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FREQUENTLY ASKED QUESTIONS (FAQs)

For The Supply and Installation of Two (2) Harmonic Filters at the Southern Academy of the Performing Arts (SAPA)

What is the purpose of this Request for Quotation?

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Line of Business Code: 73152108 Electrical Equipment Maintenance and Repair

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FREQUENTLY ASKED QUESTIONS (FAQs)

For The Replacement of Facade Cladding and Seals at the Southern Academy of the Performing Arts (SAPA)

What is the purpose of this Request for Quotation?

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Line of Business Code: 72153209 Water proofing service

Is it mandatory to attend the online information session?

Attendance to the online information session is **not** mandatory. It does, however, provide a greater understanding of the requirements of the RFQ.

Proponents are advised that an Online Information Session will be held via Microsoft Teams on Friday, 21, August, 2026, at 10:00 a.m.

This will be followed by a **Site Visit** on **Friday, 21, August 2026, at 1:30 p.m.** The assembly point will be at Southern Academy for Performing Arts, Todd Street, San Fernando. Interested parties are kindly asked to confirm their availability, together with the **names and preferred email addresses** of their representatives who will be in attendance, via email to tenders@udecott.com.

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FREQUENTLY ASKED QUESTIONS (FAQs)

For The Performance of Power Quality Upgrades at the Southern Academy of the Performing Arts (SAPA)

What is the purpose of this Request for Quotation?

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Line of Business Code: 72151518 Electrical Power Supply Service

Is it mandatory to attend the online information session?

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SCOPE OF WORKS

Asphaltic Roof Membrane Repairs Southern Academy for the Performing Arts (SAPA)

1.0	OBJECTIVE
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- i. Implement a high-quality waterproof membrane system to protect structural integrity and prevent water damage.
- ii. Prevent water infiltration to mitigate against water seepage into the building and ensure a safe environment for occupants.
- iii. Upgrade to a modern, durable waterproof membrane to enhance the building's longevity and aesthetic appeal.
- iv. Reduce long-term maintenance costs through improved waterproofing solutions.

2.0	SCOPE OF WORKS
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Section	Task	Details
2.1 Surface Preparation	Clean and prepare existing surfaces	• Clean roof surfaces using high-pressure water jetting (min. 3000 psi) or mechanical scraping. • Inspect roof deck for structural issues and repair as needed. • Ensure surfaces are dry and contaminant-free before membrane installation.
	Remove existing membrane and related materials	• Carefully remove old roofing membrane, flashings, and interfering materials. • Dispose of materials according to local environmental regulations.
2.2 Membrane Installation	Supply and install a new two-ply thermally bonded membrane	• Install a two-ply thermally bonded membrane system (either EPDM, PVC, TPO, or asphaltic membrane) with a minimum thickness to be recommended. • For asphaltic membranes, utilize torch-applied, self-adhesive, or cold-applied methods as appropriate. • Seams are to overlap by at least 3-4 inches for waterproofing integrity. • Ensure proper alignment and smooth application to avoid wrinkles or air pockets.
	Install termination bars and drip edge flashing	• Install termination bars and drip edge flashing along roof perimeters for water runoff. • Recommend and use an applicable

Section	Task	Details
		material for flashing, ensuring proper sealing.
2.3 Drainage Integration	Dress all roof drains and/or fulbora	• Dress fulbora and roof drains with compatible flashing materials. • Replace damaged or blocked drains as per standards. • Confirm roof pitch supports proper water runoff.
2.4 Equipment Handling	Relocate necessary equipment	• Temporarily relocate equipment to facilitate membrane installation. • Ensure equipment is safely and promptly repositioned.

3.0	PROJECT MILESTONES
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- i. **Project Initiation & Mobilization (Week 1-2)**
 - Procurement of materials and equipment.
 - Site setup, including scaffolding, safety provisions, and temporary works.
 - Pre-construction meetings and finalization of work schedule.
- ii. **Surface Preparation (Week 3-4)**
 - Cleaning and preparing roof surfaces.
 - Inspecting and repairing structural issues.
 - Removing existing membrane and related materials.
- iii. **Membrane Installation (Week 5-11)**
 - Installation of a two-ply thermally bonded waterproof membrane.
 - Ensuring proper overlap and alignment.
 - Installation of termination bars and drip edge flashing.
- iv. **Drainage Integration (Week 12-14)**
 - Dressing and replacing roof drains and fulbora as needed.
 - Ensuring proper pitch for water runoff.
- v. **Final Inspection & Testing (Week 15-16)**
 - Conducting water testing and quality assurance inspections.
 - Addressing any deficiencies.
 - Submission of final reports and handover.

vi. **Project Completion & Warranty Activation**

- Official sign-off and submission of warranty documentation.
- Post-installation monitoring (initial and follow-up inspections at 7, 14, and 30 days).

4.0	MATERIALS AND EQUIPMENT
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- i. **Roofing Membrane:** Contractor to recommend specify material type (EPDM, TPO or PVC) and thickness.
- ii. **Fasteners:** Contractor to specify type of fasteners to be used.
- iii. **Flashing Material:** Contractor to specify material for flashing (e.g. aluminum, galvanized steel).
- iv. **Termination Bars:** Contractor to specify type and material of termination bars.
- v. **Waterproofing Sealant:** Contractor to specify type of sealant to be used.

5.0	GENERAL REQUIREMENTS
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- i. **Technical Expertise:** Ensure that all personnel employed on this project are fully qualified and experienced in membrane installation and related roofing work, supervised by an experienced roofing expert.
- ii. **Approved Materials:** Use only certified and approved materials that meet industry standards, including:
 - ASTM D5147: Testing of modified bituminous membranes.
 - ASTM D6162/D6163/D6164: Specifications for SBS and APP modified bituminous membranes.
 - BS 8217: Code of practice for bitumen-based membrane roofing.
 - ISO 9001: Quality management systems.
 - ISO 14001: Environmental management systems.
 - FM Global and UL standards for fire, wind uplift, and impact resistance.
- iii. **Health and Safety:** Adhere to all relevant Occupational Health and Safety regulations, including the use of personal protective equipment (PPE) and safe handling of materials.
- iv. **Environmental Compliance:** Utilize environmentally friendly chemicals and provide relevant Material Safety Data Sheets (MSDS) for all materials used.

- v. **Risk Management:** Conduct detailed risk assessments and implement necessary safety measures to protect workers and the public.
- vi. **Communication:** Provide timely written notifications before disruptive work commences and maintain clear communication with stakeholders.
- vii. **Supervision:** Ensure the presence of a senior representative on-site for daily oversight, guidance, and issue resolution.
- viii. **Documentation:** Photograph work areas before starting work and document any damage that may occur during the project

6.0	QUALITY ASSURANCE
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1. **Inspections and Water Testing:**

- Conduct visual inspections and water testing of the completed membrane installation in line with ASTM D1961 standards to confirm the integrity of the membrane and ensure water-tightness.
- Promptly address any deficiencies identified during the inspections and ensure corrective measures are implemented.

2. **Deficiency Management:**

- All deficiencies must be documented and rectified without delay to maintain project quality and ensure adherence to the specified standards.

3. **Reporting:**

- Submit detailed reports for any additional work outside the scope, along with repair quotations for approval.

7.0	ENVIRONMENTAL AND SAFETY CONSIDERATIONS
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- i. **Waste Management:** Ensure all old membrane materials and waste are disposed of in accordance with local environmental regulations. Use eco-friendly disposal methods wherever possible.

- ii. **Material Handling:** All materials should be stored and handled in a manner that minimizes environmental impact, and any potential pollutants (e.g., adhesives, sealants) should be properly contained.
- iii. **Safety Protocols:** Implement all necessary safety measures, including hazard warnings, safe equipment operation, and proper PPE usage

8.0	PAYMENT AND INVOICING
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The contractor is to provide proposed payment terms for consideration.

9.0	WARRANTY
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Offer a minimum of ten (10) years' warranty covering both material and workmanship defects. The warranty should include full coverage for any failure related to waterproofing performance.

10.0	REPORTING AND DOCUMENTATION
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1. **Weekly Progress Reports:**

- Provide stakeholders with weekly reports detailing work progress, any delays, safety incidents, and upcoming tasks.

2. **Incident Reports:**

- Document and report any safety or environmental issues immediately, with corrective actions taken.

3. **Final Report:**

- Provide a final report summarizing the completed work, including water testing results, inspections, and any recommended follow-up actions.

11.0	APPENDIX
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TABLE 2: Bill of Quantities

Nr	Description	Unit	Quantity	Rate (per Unit)	Total Cost (\$)
1	Preliminaries				
1.1	All preliminaries deemed necessary including but not limited to: Scaffolding, HSE provisions, supervision, overheads, temporary works, transportation, and all other works deemed necessary.	Item	1	\$	\$
2	Water Proofing Works				
2.1	Preparation of the existing surface to receive the new two-ply membrane roofing system inclusive of removing membrane and other materials	Item	1	\$	\$
2.2	Supply and install new two-ply membrane roofing system thermally bonded to flat areas	Item	1	\$	\$
2.3	Supply and install new two-ply membrane roofing system thermally bonded to skirting areas to match previous installation	Item	1	\$	\$
2.4	Supply and install a suitable termination bar /drip edge flashing as required along the perimeters	Item	1	\$	\$
2.5	Supply and install new two-ply membrane roofing system thermally bonded inclusive of dressing all fulbora and/or roof drains	Item	1	\$	\$
3	Post-Installation Monitoring				
3.1	Initial monitoring of new installation for leaks and damages	Item	1	\$	\$
3.2	Follow-up inspections (7, 14, and 30 days)				
Sub Total					\$
12.5% VAT					\$
Total					\$

SCOPE OF WORKS

Chilled Water Piping Insulation Replacement Southern Academy for the Performing Arts (SAPA)

SHORT-TERM PROJECT (1 MONTH)

1.0	OBJECTIVE
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This document outlines the scope of works for the replacement of HVAC chilled water piping insulation located on the 3rd floor of the Main Theatre Block at the Southern Academy for the Performing Arts. The objective is to ensure that the insulation system in the Chilled Water Pump Room and the nearby Air Handler Unit (AHU) Room is restored to optimal performance, providing:

- Energy efficiency
- Condensation prevention
- System longevity and integrity

2.0	METHODOLOGY
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Table 1 below provides guidance on the recommended methodology to be followed in carrying out the Chilled Water piping insulation replacement works:

Table 1: Chilled Water Piping Insulation Replacement Works Methodology

Section	Sub-Section	Description
Pre-Installation Checks	System Inspection	Confirm all pipe pressure and leak tests are completed and documented.
	Surface Preparation	Verify all pipe surfaces are clean, dry, and free from moisture, oil, and debris. Apply required anti-corrosion coatings.
	Accessibility	Ensure adequate clearance around piping for insulation installation. Confirm compliance with project-specific requirements.
	Safety Protocols	Establish site-specific safety measures, including proper PPE and dust control methods for handling mineral fiber insulation.
Removal of Existing Insulation	Removal	Remove existing insulation and jacketing carefully to avoid damage to the piping system.
	Inspection	Inspect piping for corrosion, leaks, or structural integrity issues. Document findings and report them to the client.
	Disposal	Dispose of old insulation and materials in compliance with local environmental regulations.

Section	Sub-Section	Description
Installation of Insulation	Material Selection	Use mineral fiber pipe insulation with ASTM C547 compliance for chilled water systems operating at 33°F–60°F. Select materials with factory-applied ASJ for vapor retardance.
	Insulation Thickness	Determine insulation thickness per ASHRAE 90.1 or project-specific requirements for thermal performance and condensation prevention.
	Cutting and Fitting	Measure and cut insulation sections to fit snugly around the piping. For multi-layer systems, stagger joints between layers to minimize thermal bridges.
	Joint Sealing	Seal longitudinal and circumferential joints with self-seal lap systems and butt strips, using vapor retarder mastic as needed.
Vapor Retarders and Dams	Vapor Barriers	Ensure all exposed insulation surfaces are covered with continuous vapor barriers to prevent condensation.
	Vapor Dams	Install vapor dams at every fourth section of piping and at all terminations, fittings, and junctions. Use mastic to seal the dams and extend the barrier.
Fittings and Hangers	Fitting Insulation	Use preformed or custom-cut mineral fiber insulation to match the thermal performance of the straight pipe insulation. Seal joints with vapor retarder mastic and tape.
	Pipe Hangers	Ensure insulation is continuous through pipe supports. Use high-density inserts at hangers to prevent insulation compression. Add vapor dams at support terminations.
Cladding and Finishing	Protective Jackets	Apply field-installed protective jackets (PVC or metal) over the factory-applied ASJ for mechanical protection, UV resistance, or aesthetic purposes.
	Securing Jackets	Secure jackets with overlaps sealed using compatible adhesives or tape, ensuring watertight seams.
	Visual Check	Conduct a visual check to verify no gaps, tears, or unsealed areas in the cladding or insulation system.
Quality Assurance and Testing	Inspection	Inspect all insulation and jacketing for proper installation, sealing, and alignment.
	Thermal Performance	Conduct thermal performance tests to confirm insulation effectiveness.
	Vapor Barrier Integrity	Verify vapor barrier integrity by inspecting for condensation during operation.
Finalization and Cleanup	Site Cleanup	Remove all debris, tools, and temporary access structures from the site.
	Client Walkthrough	Conduct a final walkthrough with the client to review completed works and address any concerns.
	Handover Package	Provide a comprehensive handover package, including material datasheets, test reports, and a maintenance guide.

3.0	PROJECT TIMELINE
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Table 2 below presents the estimated project timeline:

Table 2: Project Timeline

Phase	Description	Duration
Phase 1: Pre-Installation Checks	Inspection, preparation, and safety setup	1 week
Phase 2: Removal of Existing Insulation	Removal and disposal of existing materials	1 week
Phase 3: Installation of New Insulation System	Installation of new insulation system	1 week
Phase 4: Testing & Handover	Final testing, walkthrough, and handover	1 week
Total Duration		4 weeks

4.0	DELIVERABLES
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- i. Pre- and post-inspection reports.
- ii. Material datasheets and certifications.
- iii. Warranty documentation for insulation and installation works.
- iv. Maintenance guide for the insulation system.

5.0	STANDARDS AND COMPLIANCE
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The works shall adhere to:

- ASHRAE Standards for HVAC systems.
- ASTM C534 and C547 for insulation materials.
- OSHA workplace safety regulations.
- Local environmental and waste disposal regulations.

6.0	MATERIALS AND EQUIPMENT
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- **Insulation Material:** Mineral fiber pipe insulation, ASTM C547 compliant.
- **Vapor Barrier:** Factory-applied ASJ with vapor retarder properties.
- **Protective Jackets:** PVC or metal cladding for durability.
- **Adhesives and Mastics:** As required for sealing and joint integrity.

7.0	ENVIRONMENTAL AND SAFETY CONSIDERATIONS
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- **Waste Management:** Dispose of removed materials per environmental regulations.
- **PPE:** Ensure use of gloves, masks, and safety goggles.
- **Risk Mitigation:** Conduct a site risk assessment prior to starting work.

8.0 PAYMENT AND INVOICING

1. Payment Milestones:

- Payments will be made upon the completion of the project.

2. Invoice Requirements:

- Submit invoices only upon completion and sign-off of work.
- Provide supporting documentation (job tickets, work orders, delivery notes) with each invoice.
- Separate invoicing for any approved emergency works with supporting documentation

9.0 WARRANTY

Provide a minimum of 5 years' warranty covering material and workmanship defects.

10.0 ACCEPTANCE CRITERIA

The works will be deemed complete upon:

- Successful inspection and testing of the installed insulation system.
- Submission of all required documentation.
- Final approval by the client or designated representative.

11.0 REPORTING AND DOCUMENTATION

- Weekly progress reports detailing milestones achieved and any delays.
- Final report summarizing completed work, including testing results and recommendations

12.0 APPENDIX

Table 3: Bill of Quantities

Nr.	Description	Unit	Quantity	Rate (per Unit)	Total Cost (\$)
1	Pre-Installation Checks	Item	1	\$	\$
2	Removal of Existing Insulation	Item	1	\$	\$
3	Installation of New Insulation System	Item	1	\$	\$
4	Testing and Handover	Item	1	\$	\$
Sub Total					\$
12.5% VAT					\$
Total					\$

SCOPE OF WORKS

SUPPLY AND INSTALLATION OF TWO (2) HARMONIC FILTERS SOUTHERN ACADEMY FOR THE PERFORMING ARTS (SAPA)

Todd St, San Fernando

1. Project Overview

The project involves the replacement of two defective harmonic filters at the Southern Academy for the Performing Arts (SAPA), located at the corner of the Rienzi Kirton Highway and Todd Street in San Fernando. The facility is operational, and the work must be coordinated to minimize disruption, potentially requiring installation after working hours or on weekends. The project is expected to be completed within four months.

2. Scope of Services

The contractor shall provide the following services:

2.1. Removal of Defective Harmonic Filters

- Safely remove the two existing defective harmonic filters.
- Dispose of the defective filters in an environmentally friendly manner in accordance with local regulations.

2.2. Supply and Installation of New Harmonic Filters

- Supply and install two new active power filters with the following specifications:
 - **Rating:** 200A, 208V, 3-phase, 4-wire.
 - **Cabinet:** Each unit shall be installed in a cabinet with an LCD display, associated breakers, and modular design to allow for future capacity expansion.
 - **Reuse of Existing Cabinet:** Preferably reuse the existing cabinet if possible.
 - **Compliance:** The filters must be UL-compliant and installed by authorized and qualified technicians familiar with the manufacturer's specifications and recommendations.

2.3. Configuration and Commissioning

- Configure the new active power filters to meet the specific harmonic mitigation requirements of the electrical system.
- Ensure the units can accommodate future expansion if the load increases.
- Conduct thorough testing and commissioning to verify the correct operation and performance of the new filters.

2.4. Testing and Performance Verification

- Conduct harmonic analysis and power quality testing before and after the installation of the new filters to demonstrate their effectiveness in mitigating harmonics.
- Provide a detailed report of the testing results.

2.5. Documentation and Training

- Provide documentation, including:
 - User manuals.
 - Technical specifications.
 - Commissioning test results.
 - A one-year warranty for the new modular active power filters.
- Train personnel responsible for the operation and maintenance of the filters as required.

2.6. Project Closeout

- Ensure all project-related debris and waste materials are properly disposed of.
- Remove the defective harmonic filters and dispose of them in an environmentally friendly manner in accordance with local regulations.

3. Project Milestones

The project will be completed in four months, with the following milestones and estimated timelines:

Table 1: Project Milestones

Milestone	Tasks	Estimated Time
Milestone 1: Project Initiation and Planning	- Site assessment and verification of voltage/power requirements. - Procurement of new harmonic filters and materials. - Coordination with facility management for scheduling.	2 weeks

Milestone	Tasks	Estimated Time
Milestone 2: Removal of Defective Filters	- Safely remove and dispose of the two defective harmonic filters.	1 week
Milestone 3: Installation of New Filters	- Install two new active power filters with associated wiring and infrastructure. - Ensure proper electrical connections and secure mounting.	3 weeks
Milestone 4: Configuration and Commissioning	- Configure the new filters to meet harmonic mitigation requirements. - Conduct testing and commissioning to verify performance.	2 weeks
Milestone 5: Testing and Performance Verification	- Conduct harmonic analysis and power quality testing before and after installation. - Provide a detailed report of the testing results.	2 weeks
Milestone 6: Documentation and Training	- Provide user manuals, technical specifications, and commissioning test results. - Train personnel on operation and maintenance of the filters.	1 week
Milestone 7: Project Closeout	- Dispose of project-related debris and waste materials. - Final inspection and handover.	1 week

4. Quality Assurance

- The contractor shall adhere to all applicable safety and quality standards throughout the project to ensure the reliable and efficient operation of the new power filters.
- Ensure that the work complies with local electrical regulations and safety standards.

5. Bill of Quantities

The following table outlines the bill of quantities for the project:

Table 2: Bill of Quantities

Item	Description	QTY	Unit Cost	Cost (VAT Exclusive)
1	Replace the two defective harmonic filters 200A, 208V, 3-phase with two new active power filters, including all associated electrical and mechanical infrastructure	2	\$	\$
2	Conduct harmonic analysis and power quality testing before and after installation. Provide a report	1	\$	\$

Item	Description	QTY	Unit Cost	Cost (VAT Exclusive)
3	Provide documentation, training, user manuals, technical specifications, and commissioning test results	1	\$	\$
Sub Total				\$
VAT				\$
TOTAL				\$

6. Payments and Invoicing

The Contractor shall submit their proposed payment terms for the project.

7. Warranty

Provide a minimum of 10 years' warranty covering material and workmanship defects.

8. Reporting and Documentation

- Weekly progress reports detailing milestones achieved and any delays.
- Final report summarizing completed work, including testing results and recommendations.

SCOPE OF WORKS

REPLACEMENT OF FAÇADE CLADDING AND SEALS Southern Academy for the Performing Arts (SAPA)

1.0 PROJECT OVERVIEW

This project involves the removal and replacement of deteriorated façade cladding panels and seals at the Southern Academy for the Performing Arts (SAPA), Main Theatre Block. A recent façade cleaning exercise revealed multiple areas where the cladding seals are damaged, allowing water ingress during rainfall. This water intrusion has caused damage to the gypsum ceilings within the Main Theatre Block. The objective of this project is to restore the building envelope's weatherproofing, structural integrity, and aesthetic appearance while ensuring minimal disruption to ongoing operations.

2.0 SCOPE OF WORKS

2.1 Site Preparation

- Conduct an initial site inspection to assess the extent of cladding and seal damage.
- Prepare a detailed work plan, including access requirements, safety measures, and scheduling.
- Obtain necessary permits and approvals from relevant authorities.
- Set up access systems such as suspended scaffolding, swing stages, or aerial lifts as required.
- Ensure proper signage and barricades are in place to prevent unauthorized access to work areas.

2.2 Removal of Existing Cladding and Seals

- Carefully remove deteriorated or damaged façade cladding panels where necessary.
- Cut and remove damaged seals using appropriate tools to avoid damaging adjacent surfaces.
- Clean and prepare the joints by removing debris, old sealant residues, and contaminants.
- Inspect joint conditions and report any structural concerns requiring additional remedial work.

2.3 Surface Preparation

- Ensure joints are dry and free from dust, oil, and moisture before applying new sealant.
- Apply primers where required to enhance adhesion of the new sealant material.

- Install backer rods if needed to maintain proper joint depth and support the sealant.

2.4 Installation of New Cladding and Seals

- Install new façade cladding panels as per approved specifications and manufacturer guidelines.
- Select and apply a high-performance weatherproof sealant suitable for exterior building joints, considering factors such as UV resistance, flexibility, and compatibility with cladding materials.
- Use proper application techniques to achieve uniform adhesion and prevent air pockets.
- Tool and finish the sealant to ensure smooth, consistent joints with proper bonding to the substrate.
- Allow sufficient curing time as per manufacturer specifications before exposing the seals to environmental conditions.

2.5 Quality Assurance and Inspection

- Conduct periodic quality checks to ensure proper adhesion, elasticity, and sealing effectiveness.
- Perform water infiltration testing where required to confirm joint integrity.
- Address any defects or inconsistencies promptly to ensure compliance with project standards.

2.6 Cleanup and Handover

- Remove all debris, excess materials, and equipment from the site.
- Conduct a final inspection to verify the completion of work by specifications.
- Provide maintenance guidelines and warranty details for the new sealant and cladding system.
- Obtain client approval and sign-off on the completed work.

3.0	PROJECT MILESTONES
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Month 1: Planning and Mobilization

- Conduct initial site inspection and assessments.
- Finalize work plan, permits, and approvals.
- Set up access systems and safety measures.

Month 2: Removal and Surface Preparation

- Remove existing seals across designated work areas.

- Clean and prepare joints, apply primer, and install backer rods where necessary.

Month 3: Installation of New Seals

- Apply new sealants and ensure uniform adhesion.
- Conduct periodic quality checks and make necessary adjustments.

Month 4: Quality Assurance, Testing and Handover

- Perform final quality checks and water infiltration testing.
- Complete site cleanup and removal of access equipment.
- Submit final reports and obtain client sign-off.

4.0 SAFETY AND COMPLIANCE

- Ensure compliance with all relevant occupational health and safety regulations.
- Provide personal protective equipment (PPE) for all workers.
- Implement fall protection measures, including harnesses, lifelines, and secure anchor points.
- Conduct safety briefings and training sessions for personnel involved in high-altitude work.
- Adhere to local building codes and industry best practices for sealant application.

5.0 QUALITY ASSURANCE

- Conduct water infiltration testing post-installation.
- Address all defects within a 7-day period for minor issues and 14 days for major issues.
- Provide a 5-year warranty covering material defects and workmanship failures.

6.0 ENVIRONMENTAL AND SAFETY CONSIDERATIONS

- Dispose of old cladding panels and sealant waste in compliance with environmental regulations.
- Use eco-friendly adhesives and sealants where applicable.

7.0 RISK ASSESSMENT AND CONTINGENCY PLAN

- Identify risks such as bad weather delays, unexpected structural issues, and supply chain disruptions.
- Implement mitigation strategies, including emergency work crews and temporary waterproofing solutions.

8.0 REPORTING AND DOCUMENTATION

- Weekly progress reports outlining completed work, issues encountered, and upcoming tasks.
- Incident reports for safety or environmental concerns.
- Final report with photographic evidence, test results, and maintenance recommendations.

9.0	PAYMENTS AND INVOICING
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The Contractor shall submit their proposed payment terms for the project.

10.0	APPENDIX
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Table 1: Bill of Quantities

Nr.	Description	Unit	Q'ty.	Rate (per Unit)	Total Cost (\$)
1	Replacement of deteriorated and damaged facade cladding and seals.	Item	1	\$	\$
Sub Total					\$
12.5% VAT					\$
Total					\$

SCOPE OF WORKS

POWER QUALITY IMPROVEMENT WORKS

SOUTHERN ACADEMY FOR THE PERFORMING ARTS (SAPA)

Todd St, San Fernando

1. Introduction

This Scope of Works outlines the tasks required to improve the power quality of the electrical system at the Southern Academy for the Performing Arts (SAPA). The work includes the installation of surge protection devices, grounding system enhancements, and assessments to ensure compliance with relevant electrical codes, standards, and best practices.

2. Objectives

The primary objectives of this project are:

- To enhance the power quality of the electrical system at SAPA.
- To protect critical electrical equipment from transient voltage surges.
- To establish a robust grounding system that meets industry standards.
- To ensure the lightning protection system is secure and compliant with code

3. Scope of Works

The following tasks shall be performed under this scope of work:

3.1. Supply and Installation of Transient Voltage Surge Suppressors (TVSS)

1. Main Switchboard:

- Supply and install two Transient Voltage Surge Suppressors (TVSS), rated at 200 kA, 277/480V, 3-phase and neutral protection, compliant with UL 1449.
- The contractor shall verify the correct specification of the units required on-site.

2. Stage Lighting and Harmonic Filter Panels:

- Supply and install three Transient Voltage Surge Suppressors (TVSS), rated at 100 kA, 120/208V, 3-phase, at the panel board for the stage lighting and harmonic filter panels.
- The contractor shall verify the correct specification of the units required on-site.

3. Electrical Panels for Critical Equipment:

- Supply and install five Transient Voltage Surge Suppressors (TVSS), rated at 100 kA, 277/480V, 3-phase and neutral, in the electrical panels for the following equipment:
 - Air handler units
 - Chillers
 - Elevator water pumps
 - Fire pumps
- The contractor shall verify the correct specification of the units required on-site.

3.2. Grounding System Enhancements

4. Additional Grounding System:

- Establish an additional grounding system by installing ground rods with associated infrastructure.
- Connect the new grounding system to the existing grounding system in the main LV room.

5. Flat Copper Grounding Bars:

- Add 200 feet of flat copper grounding bars in the main LV room.
- Integrate the new copper grounding bars with the existing flat steel grounding bars, ensuring compliance with relevant electrical codes and standards.
- Ensure the new copper grounding system is connected to the new grounding rod system.

6. Earth Grid Testing and Assessment:

- Perform earth grid testing and assessment after completing the grounding system enhancements.
- Ensure the ground impedance is below 5 ohms.

3.3. Lightning Arrester Assessment

7. Lightning Arrester Assessment:

- Conduct a lightning arrester assessment to ensure all connections are securely grounded in accordance with relevant electrical codes and standards.
- Repair or replace any defective connections.

8. Report and Recommendations:

- Provide a detailed report with recommendations and cost estimates for any corrective actions required to bring the lightning protection system up to standard.

3.4. Compliance and Standards

9. Compliance:

- All work shall be performed in accordance with the required electrical codes, industry standards, and best practices.

4. Bill of Quantities

Table 1: Bill of Quantities

Item	Description	QTY	Unit Cost	Total (VAT Exclusive)
1	Supply and install two Transient Voltage Surge Suppressors 200 kA, 277/480V, 3-phase	2	\$	\$
2	Supply and install three Transient Voltage Surge Suppressors 100 kA, 120/208V, 3-phase	3	\$	\$
3	Supply and install five Transient Voltage Surge Suppressors 100 kA, 277/480V, 3-phase	5	\$	\$
4	Establish new ground system and connect to existing system in LV room	1	\$	\$
5	Perform Earth grid testing and assessment to ensure 5 ohms or less	1	\$	\$
6	Add new flat copper grounding bars and connect to existing system in LV room	200 ft	\$	\$
7	Conduct lightning arrester assessment and provide report with recommendations	1	\$	\$
Sub Total				\$
VAT				\$
TOTAL				\$

5. Deliverables

The contractor shall provide the following deliverables:

- Installed and operational Transient Voltage Surge Suppressors (TVSS).
- Enhanced grounding system with flat copper grounding bars and ground rods.
- Earth grid testing report confirming ground impedance of less than 5 ohms.
- Lightning arrester assessment report with recommendations and cost estimates.

6. Compliance and Standards

All work shall comply with the following:

- UL 1449 for surge protection devices.
- Relevant electrical codes and standards for grounding and lightning protection systems.
- Industry best practices for power quality improvement.

7. Project Milestones

The project will be executed over a period of 6 months (approximately 26 weeks). The following milestones and their respective durations are outlined below:

Table 2: Project Milestones

Milestone	Duration (Weeks)	Description
1. Project Kickoff and Site Assessment	2 weeks	Initial site visit, assessment, and finalization of project plan.
2. Supply and Installation of TVSS Units	6 weeks	Supply, installation, and testing of all Transient Voltage Surge Suppressors.
3. Grounding System Enhancements	6 weeks	Installation of ground rods, flat copper grounding bars, and integration.
4. Earth Grid Testing and Assessment	2 weeks	Conduct earth grid testing to ensure ground impedance is below 5 ohms.
5. Lightning Arrester Assessment	2 weeks	Assessment of lightning arresters, repairs, and preparation of recommendations.
6. Compliance Verification and Final Testing	2 weeks	Verify compliance with electrical codes, standards, and final system testing.
7. Documentation and Handover	2 weeks	Prepare final reports, documentation, and handover to the client.
8. Project Closure	1 week	Final review, project closure, and warranty documentation.

Timeline Overview

- **Weeks 1-2:** Project Kickoff and Site Assessment
- **Weeks 3-8:** Supply and Installation of TVSS Units
- **Weeks 9-14:** Grounding System Enhancements
- **Weeks 15-16:** Earth Grid Testing and Assessment
- **Weeks 17-18:** Lightning Arrester Assessment
- **Weeks 19-20:** Compliance Verification and Final Testing
- **Weeks 21-22:** Documentation and Handover
- **Week 23:** Project Closure

8. Payments and Invoicing

The Contractor shall submit their proposed payment terms for the project.

9. Warranty

Provide a minimum of 10 years' warranty covering material and workmanship defects.

10. Reporting and Documentation

- Weekly progress reports detailing milestones achieved and any delays.
- Final report summarizing completed work, including testing results and recommendations.