



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

REQUEST FOR PROPOSAL REMOVAL & SALE OF THE TEMPORARY ROOF AT THE PRESIDENT'S HOUSE AND MILLE FLEURS SITES

The Urban Development Corporation of Trinidad and Tobago Limited, (UDeCOTT) invites suitably qualified and experienced entities to submit proposals for The Removal and Sale of the Temporary Roof at the President's House Restoration Project, and the Sale of the Temporary Roof at the Mille Fleurs Restoration Project.

The successful Contractor shall be chosen using a competitive selection process as set out in the Request for Proposals (RFP). Proponents will be required to demonstrate adequate experience in the provision of similar services as defined by the RFP. Proponents are advised that submissions must include ALL the documents as set forth in the RFP. Failure to do so may result in disqualification.

INSTRUCTIONS FOR PURCHASE OF RFP PACKAGE

- (i) A complete set of documents may be purchased from **Friday April 12th, 2019 to Thursday April 18th, 2019**, by making a non-refundable deposit of **TT\$750.00 VAT Inclusive, to UDeCOTT's Operating Account #852948 at any branch of First Citizens Bank Limited, by Cash or Manager's Cheque.**
- (ii) AFTER payment has been deposited into UDeCOTT's account, the RFP package may then be collected at UDeCOTT's Head Office (with proof of payment), First Floor, 38-40 Sackville Street, Port of Spain or provided electronically upon request, **Monday to Friday (excluding public holidays), between the hours of 9:00 a.m. to 4:00 p.m. (AST), with proof of payment (stamped deposit receipt from the bank).**

SUBMISSION DEADLINE

All submissions, clearly marked "ORIGINAL" or "COPY" and labelled as shown below should be placed in sealed plain envelopes and deposited in the appropriately labelled Tender Boxes located on the First Floor of the Urban Development Corporation of Trinidad and Tobago Limited, 38-40 Sackville Street, Port of Spain **no later than 2:00 p.m. (EST) on May 10th, 2019:**

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

Removal and Sale of the Temporary Roof at the President’s House Restoration Project and Sale of the Temporary Roof at Mille Fleurs”

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 submittals **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.

Additional information may be requested through email forwarded to the attention of **The Secretary, Tenders Committee** at tendersecretary@udecott.com.

UDeCOTT reserves the right to reject any or all proposals for failure to comply with any mandatory requirements stated in the RFP.

SECRETARY, TENDERS COMMITTEE

Description of Works:

The Works to be performed by the Contractor is the safe removal of the Temporary Roof at the President's House, which shall include, but not limited to:

- Demolition and alteration works e.g. concrete pedestal, foundation, etc.
- Carefully remove Temporary Roof and the Frame over the entire building.
- Carefully remove all Rainwater Goods e.g. downpipes, gutters, etc.
- Store on site or off site all salvaged materials as instructed by Project Manager.
- Carting away from site debris and/ or materials to be discarded as instructed by Project Manager.
- Utilization of proper tools, equipment and other consumables by the Contractor to ensure successfully deliverable of the project.

FREQUENTLY ASKED QUESTIONS (FAQs)

Removal of Temporary Roof at the President's House Restoration Project

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

The purpose of this Request for Proposal is to identify and procure a suitably qualified and experienced Supplier with the expertise necessary to undertake the Project

What is the Location of the site?

- 2.** The Project Site is located at St. Ann's Circular Road, Port of Spain, Trinidad and Tobago, and Mille Fleurs Estate is located at #23 Maraval Road, POS

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

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

1. Submission of receipt for the purchase of the RFP package;
2. A minimum of two (2) projects which entailed the erection and dismantling of a steel structure value at least \$500,000.00.
3. Registration or incorporation for at least four (4) years.
4. Incorporation or otherwise registered to do business in Trinidad and, as evidenced by the appropriate statutory documents i.e. VAT, NIB, BIR Clearance Certificates and Certificates of Incorporation or Registration.
5. The submission of Audited Financial Statements or Management Accounts for the years 2015, 2016 **and** 2017 (For Joint Ventures, each member **MUST** meet this requirement) which clearly identifies the individual financial position of the Proponent, prepared in accordance with International Financial Reporting Standards or any other such internationally accepted accounting standards, by an Accountant registered and in good standing with the Institute of Chartered Accountants of Trinidad and Tobago (ICATT).

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

Not applicable for this Project.

5. *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.

6. *What is the recommended team composition?*

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

1. Project Manager/ Team Leader
2. HSSE Manager/Officer

7. *What experience is the Proponent's Key Human Resources required to demonstrate?*

The key personnel is required to prove experience on a minimum of two (2) projects which entailed the erection and dismantling of a steel structure through the use of heavy lifting machinery value of at least TT\$500,000.00).

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 fulfill and comply with all requirements of the Request for Proposals.