



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

REQUEST FOR PROPOSAL IMPROVEMENT AND EXPANSION WORKS AT THE EMPEROR VALLEY ZOO

The Urban Development Corporation of Trinidad and Tobago Limited, (UDeCOTT) invites suitably qualified and experienced entities to submit proposals for the Superstructure Works Package 5 of the Emperor Valley Zoo improvement and expansion project.

The Discovery Building is a two storey building which will include an Exhibition Centre, Cinema/Theatre, Multi-purpose Conference Room and Outdoor Dining. This expansion and upgrade will bring the Emperor Valley Zoo to the required international standards.

INSTRUCTIONS FOR PURCHASE OF RFP PACKAGE

- (i) A complete set of documents may be purchased from **Thursday February 7th, 2019 to Wednesday February 13th 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, from **Monday to Friday (excluding weekends and 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).

PRE-SUBMISSION MEETING & SITE VISIT DETAILS

Proponents will be invited to attend a pre-submission information session on the date and time stipulated in the RFP documents. A visit to the Project Site will be facilitated immediately after the pre-submission information session.

SUBMISSION DEADLINE

All submissions should be placed in sealed plain envelopes, clearly marked "ORIGINAL" or "COPY" and labelled as shown in the RFP documents 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 by **on or before 2:00p.m. on March 12th, 2018**

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

FREQUENTLY ASKED QUESTIONS (FAQs)

Expansion Works at the Emperor Valley Zoo Superstructure Works PK5

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

The purpose of this Request for Proposal is to identify and contract a suitably qualified and experienced Contractor with the necessary resources to undertake Superstructure Works PK5 for the Zoo Expansion Works

2. Are there any eligibility requirements for this Procurement Process?

In order to be eligible for evaluation and/or consideration to provide the Services for **Packages 5** the Proponent must be able to demonstrate the following:

1. Submission of receipt for the purchase of the RFP package;
2. Three (3) projects of a similar nature in the last 12 years valued TT\$3M, with at least (1) project using Trinidad and Tobago Institute of Architects Standard Building Contract (With Quantities) 2013 based on joint Contracts Tribunal(JCT) Standard Building Contract (With Quantities) 2005 as condition of Contract
3. 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.
4. Certificate of Registration, Incorporation (and Certificate of Continuance, where applicable);
5. Valid Statutory Documents inclusive of Income Tax and VAT Clearance Certificates and National Insurance Board Compliance Certificate;
6. Firms must submit all documents and information as required by the RFP.

3. *What is the recommended team composition?*

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

1. Project Administrator/ Team Leader (1No.)
2. Civil/Structural Engineer (1No.)
3. Site Supervisor (1No.)
4. Administrative Assistant (Part time) (1.No.)

4. *What experience is the Key Human Resources required to demonstrate?*

Proponents are required to demonstrate that its key human resources assigned to the team have provided similar works on at least two (2) similar projects of a similar nature of a value of at least TT\$3M.

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 Proposal.