



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

REQUEST FOR PROPOSAL RELOCATION OF MEDICAL AND SURGICAL OUTPATIENT CLINICS WITH PHARMACY TO SEWING BUILDING AT PORT OF SPAIN GENERAL HOSPITAL

The Government of the Republic of Trinidad and Tobago (GORTT) through the Ministry of Health (MoH) has a program of works to improve the impact, system and delivery of health care services throughout Trinidad and Tobago.

The Urban Development Corporation of Trinidad and Tobago Limited, (UDeCOTT) invites suitably qualified and experienced entities to submit proposals for the Relocation of Medical and Surgical Outpatient Clinics with Pharmacy to Sewing Building at Port of Spain General Hospital.

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 by making a non-refundable deposit of **TT\$5000.00 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 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 **Tuesday January 22nd, 2019 to Tuesday January 29th, 2019 (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).** Documents will NOT be available for collection after this deadline.

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. (AST) on March 1st, 2019:**

"Secretary, Tenders Committee

Urban Development Corporation of Trinidad and Tobago Limited

38-40 Sackville Street

Port of Spain

Relocation of Medical and Surgical Outpatient Clinics with Pharmacy to Sewing Building at Port of Spain General Hospital"

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 Services

1.0 SCOPE of SERVICES

The scope of services are as follows (but not limited to) and as detailed in the Employer's Requirements attached hereto as **Appendix #1**.

These include:

- Abatement and removal of existing asbestos roof and termite infested timber roof framing.
- Construction of new roof structure, sheeting, soffits, guttering, downpipes, etc.
- Cleaning and assessment the existing concrete roof slab (207.5sq.ft. or 19.3m²) and reapplying water proofing as deemed necessary.
- Design and construction of a Waiting Area and Public Washrooms on northern grassed area.
- Design and construction of a Pharmacy area to be accessible by both the Medical and Surgical Out-Patient Clinics.
- Sewing Building, ground floor to be refurbished to accommodate the Medical and Surgical Out-Patient Clinics, and the Sewing Department and include:
 - Demolition and disposal of existing floor and wall tiles, in the existing washrooms,
 - Demolition and disposal of existing toilet fixtures and accessories, in the existing washrooms,
 - Demolition and disposal of existing ceiling,
 - Demolition and disposal of existing wire mesh on windows and balconies,
 - Construction of walls in accordance with the Proposed Floor Layout, (inclusive of enclosing openings in the existing balconies),
 - Supply and installation of ceiling throughout the building,
 - Cleaning and polishing of existing flooring,
 - Construction of cabinetry and joinery in accordance with User Space Requirements,
 - Upgrade of existing or replacement of doors, door frames, windows and window frames as necessary,
 - Installation of wall and floor tiles in all new washrooms areas,
 - Cleaning and painting of internal existing and proposed walls,
 - Assessment of the existing electrical infrastructure fixtures, fittings and accessories, and upgrade as deemed necessary to accommodate for 100% backup supply and provisions for the relocation of medical equipment outlined in the User Space Requirements,
 - Assessment of the existing plumbing infrastructure fixtures, fittings and accessories, and upgrade and/or replacement as deemed necessary, inclusive of fixtures, fittings and accessories in accordance with the User Space Requirements and Proposed Floor Layout,
 - Upgrade of existing and/ or installation of fire safety infrastructure, fixtures, fittings and accessories,
 - Upgrade of existing and/ or installation telecommunications infrastructure, fixtures, fittings and accessories,
 - Supply and installation of exhaust fans as required,

- Supply and installation of air conditioning infrastructure, fixtures, fittings and accessories, as required.
- Sewing Building, first floor to be refurbished to accommodate the Nutrition and Dietetics Department, Medical Social Workers Department, Telephone Operator Department, Inherited Blood Disorder Society, Infection Control and Prevention, and Common Spaces and include:
 - Demolition and disposal of existing floor and wall tiles, in the existing washrooms,
 - Demolition and disposal of existing toilet fixtures and accessories, in the existing washrooms,
 - Demolition and disposal of existing ceiling,
 - Demolition and disposal of existing wire mesh on windows and balconies,
 - Construction of walls in accordance with the Proposed Floor Layout, (inclusive of enclosing openings in the existing balconies),
 - Supply and installation of ceiling throughout the building,
 - Assessment of the existing timber flooring and upgrade as deemed necessary,
 - Cleaning and polishing of existing concrete/tiled flooring,
 - Construction of cabinetry and joinery in accordance with User Space Requirements,
 - Upgrade of existing or replacement of doors, door frames, windows and window frames as necessary,
 - Installation of wall and floor tiles in all new washrooms areas,
 - Cleaning and painting of internal existing and proposed walls,
 - Assessment of the existing electrical infrastructure fixtures, fittings and accessories, and upgrade as deemed necessary to accommodate for 100% backup supply, and in accordance with the User Space Requirements and Proposed Floor Layout,
 - Assessment of the existing plumbing infrastructure fixtures, fittings and accessories, and upgrade and/or replacement as deemed necessary, inclusive of fixtures, fittings and accessories in accordance with the User Space Requirements and Proposed Floor Layout,
 - Upgrade of existing and/ or installation of fire safety infrastructure, fixtures, fittings and accessories,
 - Upgrade of existing and/ or installation telecommunications infrastructure, fixtures, fittings and accessories,
 - Supply and installation of exhaust fans as required,
 - Supply and installation of air conditioning infrastructure, fixtures, fittings and accessories, as required.
- Other Works:
 - Cleaning and polishing of the existing flooring on the staircase,
 - Cleaning and painting of the internal walls and railings,
 - If required, conduct of any upgrade works associated with the electrical supply to the building, to ensure that these new services in the ground and first floors can be accommodated,
 - Supply and installation of an elevator (to accommodate wheelchairs and stretchers), inclusion of construction of the elevator shaft and all associated works.

FREQUENTLY ASKED QUESTIONS (FAQs)

Relocation of Medical and Surgical Outpatient Clinics with Pharmacy to Sewing Building at Port of Spain General Hospital

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

2. *What is the Location of the site?*

The Project Site is located along The Port of Spain General Hospital is located along Charlotte Street, Port of Spain (POSGH). The Sewing Building is two-storey building located to the northern bounds of the POSGH

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:

- I. Submission of receipt for the purchase of the RFP package;
- II. 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.
- III. Registration or incorporation for at least four (4) years (For Joint Ventures, each member MUST meet this requirement) ;
- IV. 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. (This shall apply to both a foreign Proponent applying alone or a Joint Venture with a foreign member);
- V. Minimum Number of Projects;
 - a. Three (3) projects of a similar nature in the last 10 years valued at least TT\$10M

4. *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\$500,000.00 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.

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. Mechanical Engineer
2. Electrical Engineer
3. Civil/Structural Engineer
4. Healthcare Architect
5. Project Manager

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

An individual may only be proposed for one position and must demonstrate prior experience in the proposed project role on projects of similar nature (e.g. Hospitals, Healthcare Facilities, Administration Buildings etc.) in which the key human resource has participated, for which the construction cost exceeds Ten Million Trinidad and Tobago Dollars (TTD\$10, 000,000.00).

Greater consideration will be given to those proponents who can demonstrate experience projects of a higher value.

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.