



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

REQUEST FOR PROPOSAL CONSTRUCTION OF A PAVILION AT GOODWOOD RECREATION GROUND

The Tobago House of Assembly, Division of Sport and Youth Affairs (hereinafter referred to as "DSYA"), through the Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT) is desirous of constructing a Pavilion at the Goodwood Recreation Ground. This development is intended to meet the needs of the individuals that utilize the recreational ground by providing house change rooms for competing football and cricket teams, administrative spaces, concessions, washrooms and spectator seating.

In this regard, the DSYA through The Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT), invites suitably qualified and experienced entities to submit proposals for the Construction of a Pavilion at the Goodwood Recreation Ground.

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 **Tuesday January 14th, 2020** by making a non-refundable deposit of **TT\$2,500.00 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, First Floor, 38-40 Sackville Street, Port of Spain, Tobago Office Ground Floor, Ashora Court, Milford Road, Scarborough 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 UDeCOTT Tobago Office, Ground Floor, Ashora Court, Milford Road, Scarborough **no later than 2:00 p.m. (AST) on February 19th, 2020:**

**"Secretary, Tenders Committee
Urban Development Corporation of Trinidad and Tobago Limited
38-40 Sackville Street
Port of Spain
Construction of a Pavilion at the Goodwood Recreation Ground"**

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.

Proponent's company 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)

CONSTRUCTION OF A PAVILION AT GOODWOOD RECREATION GROUND

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 expertise necessary to undertake the Project

What is the Location of the site?

The Goodwood Recreation ground is located along the Windward Road, opposite the Goodwood Secondary School, Tobago.

Are there any eligibility requirements for this Procurement Process?

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

1. Submission of a copy of the receipt for the purchase of the RFP package;
2. Incorporation or otherwise registered to do business in Trinidad and Tobago **prior** to the award of any contract for the provision of the Works, as evidenced by the Certificate of Incorporation or Registration (as applicable);
3. Submission of Annual Return – 2019;
4. Submission of valid Statutory Clearance/Compliance Certificates, namely;
 - a. VAT Clearance Certificate
 - b. BIR Clearance Certificate
 - c. NIS Certificate of Compliance
5. **Proponents must have a Net Worth of <TT\$10M**

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

No Bid Bond is required for this Tender

Would proposals submitted by Joint Ventures be acceptable?

Proposals submitted by Joint Venture (JV) entities would be acceptable providing that the combined Net Worth of the Joint Venture Partners does not exceed **TT\$10M**.

Additionally, the following must be 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.

What is the recommended team composition?

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

1. Project Manager/Team Leader (1 No.)
2. Civil/Structural Engineer (1 No.)
3. Quantity Surveyor (1 No.)
4. HSSE Manager (1 No.)

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

An individual may only be proposed for one position and must demonstrate experience on projects of similar nature in which the key human resource has participated, for which the construction cost exceeds **Three Million Trinidad and Tobago Dollars (TT\$ 3,000,000.00)**. 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 fulfil and comply with all requirements of the Request for Proposals.