



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

REQUEST FOR PROPOSAL FOR THE RECONSTRUCTION OF THE JOSEPHINE SHAW HOUSE

The Urban Development Corporation of Trinidad and Tobago Limited, (UDeCOTT) invites suitably qualified and experienced entities to submit proposals for Works for the Reconstruction of the Josephine Shaw House:

Phase 1 - Site Hoarding and Demolition Works

The project involves the demolition of a building with an area of approximately 5,500sq.ft in a manner that adheres to the requirements of all building statutory codes and OSH safety requirement.

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\$750.00 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 **April 9, 2018 to April 13, 2018 (excluding weekends and public holidays)**, between the hours of **9:00 a.m. to 4:00 p.m. with proof of payment (stamped deposit receipt from the bank). Documents will NOT be available for collection after this deadline.**

• 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 no later than **2:00p.m. on April 24th 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)

Josephine Shaw House Hoarding and Demolition (PK 1)

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 Hoarding and Demolition 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, the Proponent must be able to demonstrate the following:

1. Proponents must demonstrate at least three (3) completed projects of a similar nature in the last Ten (10) years valued at a minimum of TT\$500,000.00 (VAT Exclusive).
2. Submission of receipt for the purchase of the RFQ package;
3. Independently Audited Financial Statements (for companies) and Accountant's Reports (for partnerships and sole proprietors only) for 2014, 2015 and 2016 years.
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. *Would proposals submitted by Joint Ventures be acceptable?*

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Josephine Shaw House Hoarding and Demolition (PK 1)

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. Financial Statements, Litigation History and Experience of each member
4. Other related documents identified in the RFP.

4. *What is the recommended team composition?*

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

1. Project Manager
2. Civil/Infrastructural Engineer
3. HSE Manager
4. Site Supervisor

5. *What experience is the Proponent required to demonstrate?*

Proponents are required to demonstrate that its key human resources assigned to the team have provided similar works on at least three (3) completed projects of a similar nature.

For the purposes of this paragraph, projects of a similar nature means:

Completed projects whereby the proponent was responsible for hoarding and demolition works to the value of at least TT\$ 500,000.00 (VAT Exclusive).

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.