



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

REQUEST FOR PROPOSAL FOR THE SUPPLY, INSTALLATION AND COMMISSIONING OF IT SYSTEMS AND EQUIPMENT FOR THE ROXBOROUGH POLICE STATION

The Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT) invites suitably qualified entities to submit proposals for Supply, Installation and Commissioning of IT Systems and Equipment for the Roxborough Police Station.

The successful Proponent 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.

INSTRUCTIONS FOR PURCHASE OF RFP PACKAGES

- (i) A complete set of documents may be purchased by making a non-refundable deposit of **TT\$750.00 VAT Inclusive per RFP Package, 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/s may then be collected at UDeCOTT's Head Office, First Floor, 38-40 Sackville Street, Port of Spain or provided electronically upon request, from **Monday May 7th 2018 to Friday May 11th 2018 (excluding weekends and public holidays)**, between the hours of **9:00 a.m. to 4:00 p.m. (EST)**, 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. (EST) on June 15, 2018:**

"Secretary, Tenders Committee

Urban Development Corporation of Trinidad and Tobago Limited

38-40 Sackville Street

Port of Spain

Request for Proposals – Supply, Installation and Commissioning of IT Systems and Equipment for Roxborough Police Station"

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.

This Notice, along with responses to Frequently Asked Questions, may also be viewed at UDeCOTT's website at <http://www.udecott.com>.

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)

Supply, Installation and Commissioning of IT Systems and Equipment for the Roxborough Police Station

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 Supplier with the expertise necessary to undertake the Project

What is the Location of the site?

- 2.** The Project Site is located on the North Coast Road in the Village of Roxborough, opposite the existing Roxborough Police Youth Club and is situated 150 meters from the Roxborough Secondary School along the Bloody Bay Road Tobago.

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. Submission of receipt for the purchase of the RFP package;
2. Completed a minimum of two (2) Projects of similar nature, in which the Proponent Team Member has participated, for which the value of projects exceeds Two Million Trinidad and Tobago Dollars (TTD\$2,000,000.00).
3. Independently Audited Financial Statements (for companies) and Accountant's Reports (for partnerships and sole proprietors only) for 2014, 2015 and 2016 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. *Are Proponents required to submit a Bid Bond with their Proposals?*

Not applicable for this Project.



FREQUENTLY ASKED QUESTIONS (FAQs)

Supply, Installation and Commissioning of IT Systems and Equipment for the Roxborough Police Station

4. *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.

5. *What is the recommended team composition?*

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

1. Project Manager (1 No.)
2. Site Supervisor (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 cost exceeds Two Million Trinidad and Tobago Dollars (TTD\$2, 000,000.00).

6.

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.