



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

REQUEST FOR PROPOSAL FOR THE REMOVAL OF THE TEMPORARY ROOF OF THE RED HOUSE BUILDING

The Urban Development Corporation of Trinidad and Tobago Limited, (UDeCOTT) invites suitably qualified and experienced entities to submit proposals to remove the existing temporary roof and frame works of the Red House Building.

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 **May 14, 2018 to May 19, 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.

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 2:00 p.m. on June 4th, 2018.**

**“Secretary, Tenders Committee
Urban Development Corporation of Trinidad and Tobago Limited
38-40 Sackville Street
Port of Spain
Removal of Temporary Roof of the Red House Building”**

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)

Red House Restoration Project Removal of Temporary Roof

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 carefully remove and salvage the existing temporary roof and the frame works including demolish and cart away of the temporary concrete footing.

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 RFQ package;
2. Two (2) completed projects whereby the Proponent either erected and/or dismantled a steel structure through the use of Heavy Lifting Machinery and Equipment valued at least TT4M.

These Structures must have consisted of steel roof sheeting, steel purlins, portal frames, concrete footing and of linear footage of minimum 50,000sq. ft. (Apex of 100ft)

3. Certificate of Registration, Incorporation (and Certificate of Continuance, where applicable);
4. Valid Statutory Documents inclusive of Income Tax and VAT Clearance Certificates and National Insurance Board Compliance Certificate;
5. Firms must submit all documents and information as required by the RFP.

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

Bidders are not required to submit a bid Bond with their Proposal.



FREQUENTLY ASKED QUESTIONS (FAQs)

Red House Restoration Project Removal of Temporary Roof

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- Team Leader
2. Civil/Structural Engineer
3. Project Engineer
4. HSSE Officer

6. *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 at least two (2) project of a similar nature.

- I. Each individual identified as Key Personnel must have worked on a minimum of two (2) projects which entailed the erection and dismantling a steel structure through the use of Heavy Lifting Machinery and Equipment.

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.