



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

# REQUEST FOR PROPOSAL

## SUPPLY & INSTALLATION OF GYM, TRACK & FIELD EQUIPMENT WITH RETRO-FITTED CONTAINER AT THE DWIGHT YORKE STADIUM, TOBAGO

The Tobago House of Assembly, Division of Sport & Youth Affairs (hereinafter referred to as DSYA) through the Urban Development Corporation of Trinidad and Tobago Limited, (UDeCOTT) is desirous of completing the refurbishment of the Dwight Yorke Stadium in Bacolet, Tobago. This development is intended to meet the needs of the individuals that utilize the stadium by providing new gym, track and field equipment.

In this regard, the DSYA through UDeCOTT invites suitably qualified and experienced entities to submit proposals for the SUPPLY & INSTALLATION OF GYM, TRACK & FIELD EQUIPMENT WITH RETRO-FITTED CONTAINER AT THE DWIGHT YORKE STADIUM, TOBAGO.

The successful proponent shall be chosen using a competitive selection process as set out in the Request for Proposal (RFP). Proponents will be required to demonstrate adequate experience in the supply of the similar Goods/Works as defined by the RFP, adequate financial capacity and the ability to source and deliver the required items within the specified schedule. 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**

The tender process for this project will be conducted via UDeCOTT's E-Tender System. To participate, proponents must be registered on the E-tender System. **Proponents already registered on the E-Tender System are not required to do so again.**

To register, proponents are required to log on to the portal and complete the Vendor Registration using the following address: <https://udecott.etenderworld.tt/login.php>. Once registered, an automated email will be sent to the registered email account directing the proponent to activate their E-Tender account.

Once the account is activated, you are required to inform the Secretary of the Tenders Committee via email at [tendersecretary@udecott.com](mailto:tendersecretary@udecott.com). Upon receipt of this email, the proponent will then be given access to view the RFP on the E-Tender System.

To download the RFP package, you will then be required to select and purchase the RFP **via online payment**. The cost of the RFP package is **TT\$750.00 VAT Inclusive**.

### **SITE VISIT AND INFORMATION SESSION**

A **Site Visit** and **Pre-Submission meeting** will be held at the **Dwight Yorke Stadium, Tobago** on **October 29th, 2020 at 11:00 a.m.**

## **SUBMISSION**

Proponents are advised that submissions must include ALL the documents as set forth in the RFP and must be in accordance with the terms therein.

### **Failure to do so may result in disqualification.**

Proponents are advised that **only pdf** files can be uploaded onto the E-Tender platform. The responsibility for file conversion resides with the Proponent and failing to submit proposals in PDF format may result in disqualification.

The deadline date for submissions is **November 17th, 2020 at 2:00pm (AST)**.

Should you encounter any technical difficulties in accessing or using the system, you are to immediately contact our IT Helpdesk at 225-4004 ext. 206 or [etenderhelpdesk@udecott.com](mailto:etenderhelpdesk@udecott.com), carbon copying the Secretary of the Tenders Committee at [tendersecretary@udecott.com](mailto: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