



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

REQUEST FOR PROPOSALS PROVISION OF GRASS CUTTING SERVICES AT INVADERS BAY FOR A PERIOD OF ONE (1) YEAR

The Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT) invites suitably qualified and experienced entities to submit proposals for the **Provision of Grass Cutting Services at Invaders Bay for a Period of One (1) Year.**

In accordance with the Public Procurement and Disposal of Public Property Act, 2015 (as amended), suppliers of goods, works and services, interested in conducting business with UDeCOTT must be registered on the OPR Procurement Depository. The relevant guidelines for registration can be found on the OPR website via <https://oprtd.org/procurement-depository/>. Therefore, UDeCOTT is inviting suitably qualified suppliers to register and apply for pre-qualification in the OPR's Procurement Depository for the following:

Line of Business Code: 72102902 - Landscaping services

A request for the RFP packages can be submitted via email to tenders@udecott.com from **Monday October 13, 2025 (excluding weekends and public holidays)**, between the hours of **9:00 a.m. to 4:00 p.m. (AST)**.

The successful contractor shall be chosen using competitive selection process as set out in the Request for Proposals (RFP).

INFORMATION SESSION AND SITE VISIT

An Online Information Session will be held **via Microsoft Teams on Friday October 24, 2025 at 9:00 a.m.** This will be followed by a **Site Visit** on **Friday October 24, 2025 at 1:30 p.m.**

Interested parties are kindly asked to confirm their availability, together with the **names and preferred email addresses** of their representatives who will be in attendance, via email to tenders@udecott.com.

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.

The deadline date for submission of proposals is **November 11, 2025 (AST)**.

Additional information may be requested through email forwarded to the attention of **The Office of the Chief Procurement Officer** at tenders@udecott.com.

UDeCOTT reserves the right to reject any or all proposals for failure to comply with any mandatory requirements stated in the RFP.

THE OFFICE OF THE CHIEF PROCUREMENT OFFICER

FREQUENTLY ASKED QUESTIONS (FAQs)

PROVISION OF GRASS CUTTING SERVICES AT INVADERS BAY FOR A PERIOD OF ONE (1) YEAR

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 specialised expertise necessary to undertake the Project.

When will the RFP be available?

A request for the RFP packages can be submitted via email to tenders@udecott.com from Monday October 13, 2025 (excluding weekends and public holidays), between the hours of 9:00 a.m. to 4:00 p.m. (AST).

What is the Location of the site?

The Project Site is situated south of the Audrey Jeffers Highway and East of the Maraval River, which is directly behind Movie Town, Woodside, and Marriott Hotel buildings in Invader's Bay, Port of Spain.

Are Proponents required to purchase the RFP package?

There will be no cost for the RFP package.

Are interested parties required to register with the Office of the Procurement Regulator?

Proponents are advised that in light of the proclamation of the Public Procurement and Disposal of Public Property Act, 2015, all proponent interested in conducting business with UDeCOTT must be registered on the OPR Procurement Depository. The relevant guidelines for registration can be found on the OPR website via <https://oprtd.org/procurement-depository/>. Proponents are required to apply for pre-qualification in the OPR's Procurement Depository for the following:

Line of Business Code: 72102902 - Landscaping services

Is it mandatory to attend the site visit and online information session?

Attendance to the site visit and online information session is **not** mandatory. It does however, provide a greater understanding of the requirements of the RFP.

Are there any eligibility requirements for this Procurement Process?

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

- 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),
- Submission of Statutory Clearance/Compliance Certificates, valid as at the tender submission deadline, namely;
 - VAT Clearance Certificate
 - BIR Clearance Certificate
 - NIS Certificate of Compliance

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

No, a Bid Bond is not required for this RFP.

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.

APPENDIX A – SCOPE OF WORK

Scope of Work – Grass Cutting Services

The Contractor shall be responsible for undertaking all necessary works, supervision, labour, tools, equipment, and materials to complete the following scope at the Invaders Bay Project Site (***See Photo #1 below***) in a safe, efficient, and environmentally compliant manner:

1. Site Clearance and Cutting to Grade

- a. The Contractor shall clear and cut down to grade approximately twenty-two (22) hectares of land located within the designated boundaries of the Invaders Bay site.
- b. Works shall include the removal of high vegetation, shrubs, underbrush, and small trees to achieve a uniform and maintainable surface level, suitable for routine upkeep.
- c. The Contractor shall cart away, dispose, or suitably stockpile all debris in accordance with environmental and local authority requirements.

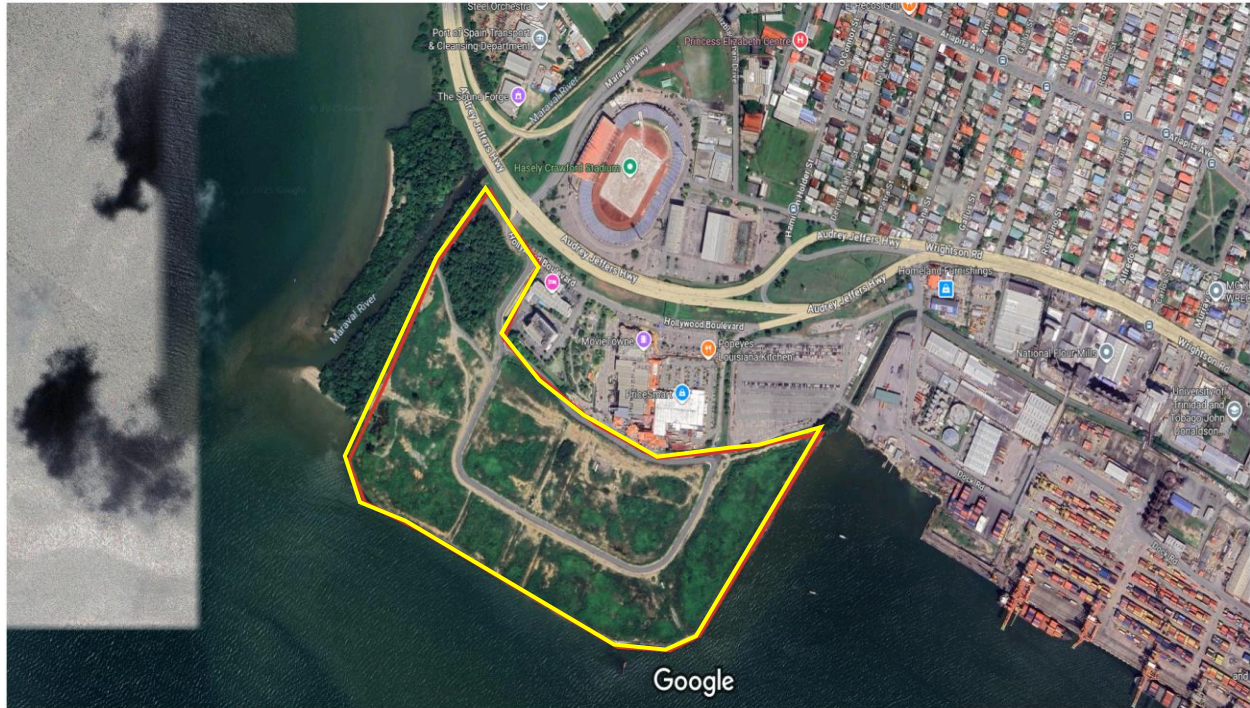
2. Monthly Maintenance and Grass Cutting

- a. Upon completion of the initial clearance, the Contractor shall be responsible for monthly maintenance of the entire cleared area for a period of twelve (12) months.
- b. Maintenance activities shall include, but not be limited to:
 - i. Grass cutting, trimming, and clearing of regrowth vegetation to maintain a clean and presentable appearance.
 - ii. Removal of litter and other debris during periodic maintenance activity.
 - iii. Periodic inspection and reporting of the site condition, highlighting any observed hazards, unauthorized access, or environmental issues.
- c. Grass cutting height shall generally not exceed 150 mm (6 inches) between cycles, and the Contractor shall schedule works to maintain consistent standards across the site.

3. Protection of Utilities and Existing Infrastructure

- a. The Contractor shall identify and protect all existing utilities and infrastructure within and adjacent to the site throughout the execution of the works.
- b. These include, but are not limited to, T&TEC electrical lines, WASA water mains, drainage culverts, telecom cables, and site lighting infrastructure.
- c. No excavation or mechanical clearing shall be carried out within 2 metres of known or visible utility alignments without prior approval and coordination with the relevant authorities. Manual labour to be used to clear around visible utility infrastructure.
- d. Any accidental damage to utilities or infrastructure shall be immediately reported to the Engineer/Project Manager and rectified at the Contractor's own expense.

APPENDIX A – SCOPE OF WORK



Photo#1 – Area to be Maintained Highlighted in Yellow