



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

### REQUEST FOR PROPOSALS SUPPLY AND INSTALLATION OF A BOOK SEWING MACHINE FOR THE GOVERNMENT PRINTERY

The Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT) invites suitably qualified and experienced entities to submit proposals for the **Supply and Installation of a Book Sewing Machine for the Government Printery.**

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: 23121614 – Sewing Machines.**

The tender process for this project will be conducted via UDeCOTT's E-Tender System. The RFP package will be available on the E-Tender System from **Tuesday February 20, 2024**. To access the Tender, Proponents must register on the E-Tender System via <https://udecott.etenderworld.tt/login.php>.

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 Office of the Chief Procurement Officer at [tenders@udecott.com](mailto:tenders@udecott.com).

The successful contractor shall be chosen using competitive selection process as set out in the Request for Proposals (RFP). Proponents are informed that submissions must include ALL the documents as set forth in the RFP. Failure to do so may result in disqualification.

#### **INFORMATION SESSION**

An **Online Information Session** will be held via **Microsoft Teams** on **Tuesday February 27, 2024 at 9:00 a.m.** This will be followed by a **Site Visit** on **Tuesday February 27, 2024 at 2:00 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](mailto: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 submissions is **March 18, 2024 (AST)**.

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)**

### **SUPPLY AND INSTALLATION OF A BOOK SEWING MACHINE FOR THE GOVERNMENT PRINTERY**

#### **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 to undertake the Project.

#### **What is the Location of the site?**

The Project Site is the Government Printery, located at 55-57 Eteck Park, Frederick Settlement, Caroni.

#### **When will the RFP be available?**

The RFP package will be available on UDeCOTT's E-Tender System from Tuesday February 20, 2023.

#### **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 as evidenced by the Certificate of Incorporation or Registration (as applicable);
- Submission of Statutory Clearance/Compliance Certificates, (for companies incorporated/registered in Trinidad and Tobago) valid as at the tender submission deadline, namely;
  - VAT Clearance Certificate
  - BIR Clearance Certificate
  - NIS Certificate of Compliance

#### **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: 23121614 – Sewing Machines.

#### **Are Proponents required to purchase the RFP package?**

There will be no cost for the RFP package.

**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.**



**udecott**

Urban Development Corporation  
of Trinidad and Tobago Limited

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**EMPLOYER'S REQUIREMENTS  
SUPPLY AND INSTALLATION OF A BOOK  
SEWING MACHINE FOR THE GOVERNMENT  
PRINTERY**

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## **BACKGROUND**

The Government Printery, a division of the Office of the Prime Minister – Communications, provides reliable printing, binding, distribution of official documents and related services for the Government of the Republic of Trinidad and Tobago.

The performance of the Government Printery in meeting its mandate is affected by its ageing hardware infrastructure and other Information and Communication Technology (ICT) equipment fast approaching end-of-life. This situation has resulted in much downtime in the operations of the Government Printery.

To revolutionize and improve the quality of service delivered to its stakeholders, the Government Printery wishes to modernize its production capabilities by implementing the following initiatives, inter alia, the proposed Mass Printing and Binding Initiative. This initiative will facilitate the replacement of Mass Printing and Sewing/Binding Machines.

## **OBJECTIVE**

The purpose of this Employer’s Requirements is to provide a detailed description of the User to guide Proponents in the preparation of their responses to the Request for Proposal (RFP) for the provision of SUPPLY AND INSTALLATION OF A BOOK SEWING MACHINE FOR THE GOVERNMENT PRINTERY (herein referred to as “Project”).

**This Employer’s Requirements shall be read in conjunction with the following Appendices and shall be used as a guide by the Proponents in developing their proposals:**

### **Appendix 1 - GENERAL PERFORMANCE SPECIFICATION**

The Project shall be completed within eight (8) months and is inclusive of, but not limited to, site evaluation, design, procurement, manufacturing, execution/installation and project closeout. The Project shall commence upon issuance of Letter of Award and confirmation of a Commencement Date.

## THE SITE

The Government Printery is located at 55-57 Eteck Park, Frederick Settlement, Caroni, as depicted in the photo below:



## GENERAL NOTES

- a) The Design-Build (“MD-B”) Contractor shall conduct all the necessary investigations, studies and analyses, update current drawings (if applicable), and prepare final designs for the successful completion of the project as per the intent use as mentioned in the objective above. These will then serve as the groundwork for the subsequent procurement, construction, supply, and installation stages.
- b) Duration of each service/works is in calendar days, inclusive of Saturdays, Sundays and public holidays.
- c) Units of system shall be metric, unless otherwise directed by the Client.
- d) All sketches, drawings, calculations, materials lists, bills of quantities, methodology, reports, and project schedules shall be submitted in both hard copy and digital format (electronic copy) via USB flash drive or any portable external storage device.

<b>Submittals</b>	<b>Hard Copy</b>	<b>Electronic Copy</b>
Sketches and Drawings	minimum acceptable sheet size is 11” x 17”	AutoCAD 2010 (or above) and PDF
Project Schedules	minimum acceptable sheet size is 11” x 17”	MS Project 2010 (or above) and PDF
Reports, analysis, charts	minimum acceptable sheet size is 8.5” x 11” or as appropriate (colour printed on one side only)	MS Word or/and MS Excel and PDF



<b>Submittals</b>	<b>Hard Copy</b>	<b>Electronic Copy</b>
Photography	Should be included in the report or as appropriate (colour printed on one side only)	JPEG and PDF
Presentation	As appropriate (print on one side only)	MS PowerPoint and PDF

- e) All designs and calculations shall be prepared in accordance with, and in compliance with, the guidelines, regulations and statutory requirements of all Governmental Statutory and Regulatory Agencies, which include (*whenever if applicable*):
- a) Trinidad and Tobago Electricity Commission (T&TEC)
  - b) Local Health Authorities
  - c) Occupational Safety and Health Authority (OSHA)
  - d) Trinidad and Tobago Fire Services Authority
- f) The codes and standards to be used in the designs are listed below at a minimum. The MD-B Contractor may propose other codes and standards as long as it is acceptable to the guidelines, regulations and statutory requirements of all Governmental Statutory and Regulatory Agencies of Trinidad and Tobago.

**Mechanical Engineering Designs (*if applicable*)**

AMSE B31	Standards of Pressure Piping
ASME B16	Standards of Pipes and Fittings
ASHRAE	American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc.

ICC IC 2007	2007 Supplement to the International Codes
ICC IFC 2006	2006 International Fire Code
ICC IPC 2006	2006 International Plumbing Code
ICC IMC 2006	2006 International Mechanical Code
ICC IECC 2006	2006 International Energy Conservation Code

*Trinidad and Tobago Bureau of Standards*

**Electrical Engineering Designs (if applicable)**

TTS-171	Trinidad and Tobago Electrical Wiring Code
ANSI C37.13	Low Voltage AC Breakers
ANSI C37.14	Low Voltage DC Breakers
ANSI C37.16	Low Voltage Breakers and AC Protectors
ANSI C57.12.01	Transformer - General Requirements for Dry Type Distribution
ANSI C63.12	Electromagnetic Compatibility
ANSI C7.14	Stranding of Conductors
ANSI C80.3	Electrical Metallic Tubing, Zinc-Coated
IEEE 730	Software QA Plans
IEEE 830	Recommended Practice for Software Requirements Specifications
NEC	2008 National Electrical Code
NFPA 70	National Electric Code
NFPA 72	National Fire Alarm Code
NFPA 780	Standard for the Installation of Lightning Protection Systems
UL 96A	Lightning Protection
IEEE STD 1100	Powering and Grounding Electronic Equipment

*Trinidad and Tobago Bureau of Standards*

**D-B SERVICES STAGES AND DURATION**

<b>SERVICE STAGE</b>	<b>DESCRIPTION OF SERVICES</b>	<b>DURATION</b>	<b>MINIMUM DELIVERABLES</b>
STAGE 1	Site Evaluation, Preliminary Works	- One (1) week upon issuance of Letter of Award and Commencement Letter	- Bonds & Insurances (if applicable) - Site Evaluation Report - Work Programme - QA/QC Plan - HSSE Plan - Cash Flow Projection - Manpower & Equipment Requirements
STAGE 2A	Conceptual Drawing, Preliminary and Final Drawings “For Construction” Drawings and Other Design Documents	- Within one (1) month upon issuance of Letter of Award and Commencement Letter.	- Conceptual Drawings - Final Drawings & For Construction Drawings: - Electrical - Mechanical
STAGE 2B	Procurement (Manufacturing and Shipping)	- Within Four (4) months upon approval of Conceptual and/or Final Drawings	- Procurement Schedule - Data Sheet / Brochures / Material or Equipment Specification - Evidence of Procurement / Bill of Lading
STAGE 3	Execution Stage (Installation)	- Installation works to commence as it may deemed practical, and will end upon	- Monthly Reports - Two Week Look Ahead Schedule - Shop Drawings

<b>SERVICE STAGE</b>	<b>DESCRIPTION OF SERVICES</b>	<b>DURATION</b>	<b>MINIMUM DELIVERABLES</b>
		confirmation of Practical Completion by UDeCOTT	<ul style="list-style-type: none"> <li>- Revised Schedule (if required)</li> <li>- Practical Completion</li> </ul>
STAGE 4	Project Close Out and Post-Construction	<ul style="list-style-type: none"> <li>- Project Closeout i.e. Snagging, Testing and Commissioning;</li> <li>- 12 months DNP and will start upon issuance of Taking Over Certificate, and will end upon issuance of the Performance Certificate to the Contractor and successful financial close-out</li> </ul>	<ul style="list-style-type: none"> <li>- Hand Over Documents</li> <li>- O/M Manual &amp; Warranties</li> <li>- Statutory Approval Certificates</li> <li>- Keys</li> <li>- Training Dossier</li> <li>- As-Built Drawings</li> <li>- Commissioning Certificates</li> <li>- Rectification of identified defects</li> </ul>

## **PROJECT REQUIREMENTS**

### **I. SCOPE OF WORK**

The requirements for the Supply and Installation of a Book Sewing Machine for the Government Printery broadly consist of the following:

- Design Services;
- Decommissioning of a twenty-two (22) year old Mass Printer and any other related equipment and electrical installation, as required. Engineer to provide instruction on relocation;
- Supply, installation, testing and commissioning of a One (1) Automatic document Binding/Sewing Machine;
- Infrastructural modifications to accommodate new equipment as per approved design;
- Knowledge transfer i.e. conduct of training i.e. operation and maintenance, to End User; and,
- Warranty and support – one (1) year full preventative maintenance to be conducted on a monthly basis, and five (5) year warranty on parts and installation. Contractor also be required to provide impromptu on-call services as required in the event of equipment downtime during the one (1) year defects notification period. Additionally, Contractor shall include an extended full preventative maintenance proposal for an additional four (4) years, for a potential engagement by the Client Ministry.

### **II. TIMELINE**

The Project shall be completed within eight (8) months upon issuance of Letter of Award and Commencement Letter to the appointed Contractor.

### **III. TECHNICAL SPECIFICATION**

See Appendix 1 – Technical Specification and Appendix 2 – General Performance Specification.

### **IV. WORKMANSHIP**

Unless otherwise described in the Conditions of Contract or below descriptions the terms "**carefully remove**" means the Contractor shall give special attention to these works and all works to be included, but not limited to prevent damaging all surrounding work and existing finishing works. If the work comprising deferent component the Contractor shall unmount all components separately by using proper tools and equipment. All screws and nails to be removed from each component.

The Contractor shall conduct a joint inspection to analyze the condition of the existing elements, which fall within the working area, and properly protect said elements and same approved, by UDeCOTT's Project Manager and /or Construction Manager and/or UDeCOTT's Authorized Site Representative, prior to the commencement of the Works. If any damage occurs due to Contractor's negligence or carelessness, the Contractor shall reimburse all losses to UDeCOTT.

The Contractor shall not allow removing / dismantling / demolishing of any element from the building, unless otherwise instructed by the UDeCOTT's Project Manager and /or Construction Manager and/or UDeCOTT's Authorized Representative.

Case up and protect all existing work, from any kind of injury and damage prior to the commencement of the works.

The Contractor shall make sure, prior to disposing of any removed waste items from the site, that a joint inspection be conducted to analyze the condition of the said items with UDeCOTT's Project Manager and or UDeCOTT's Authorized Site Representative. If any items are determined to be for "salvage or reuse", the Contractor is to follow the above descriptions and to store properly.

## **V. SITE VISIT**

The Tenderer is advised to visit and examine the Site and its surroundings and obtain for himself all information necessary for preparing the Tender and entering into a Contract.

The Tenderer and any of his personnel or agents will be granted permission by UDeCOTT to enter upon the premises for the purpose of such inspection, but only upon express conditions that the Tenderer, his personnel or agents, will release and indemnify UDeCOTT and its personnel and agents from and against all liability in respect thereof and will be responsible for personal injury (whether fatal or otherwise), loss of or damage to property and any other loss, damage, costs and expenses however caused, which, but for the exercise of such permission would not have arisen. Applications to visit the site must be made in the first instance, with UDeCOTT.

The Tenderer and their agents shall ensure that Personal Protective Equipment (PPE) are worn at all times during any site visits.

The Tenderer should show care to existing historical value elements (if applicable) and all site properties during the site visit. If any damages occur due to Tenderer's negligence or carelessness, the Tenderer shall reimburse all losses to UDeCOTT.

The Tenderer, by submitting a tender, is deemed to have visited the site and clearly ascertained all the conditions likely to affect the carrying out of the works and allowed for these in his Tender.

## **VI. OTHER REQUIREMENTS**

1. Due to the sensitivity of the nature of work and its location, the Contractor is required to supervise the works at all-times on-site by, at a minimum, a competent supervisor and a qualified Health and Safety Officer;
2. The Contractor shall comply with all applicable Laws and regulations regarding safety including but not limited to those contained in the Occupational Safety and Health Act;
3. The Contractor shall comply with all national health and safety requirements and codes and shall provide the required personal protective equipment for each employee at his expense at all times;
4. The Contractor shall ensure that proper housekeeping is performed at the end of each work day, and all debris disposed of at an approved location off site;
5. The Contractor shall remove and dispose all debris/garbage to an approved dumpsite. Strictly no compounding of garbage/debris within a 2-day period, including weekends and public holidays;
6. All transportation costs shall be borne by the Contractor, and is deemed to be included in their Tender cost;
7. The Contractor shall ensure that public safety is maintained and monitored at all time. Such safety measures shall include but not be limited to:

- Caution tape;
- Barriers;
- Hazard cones;
- Trip hazard;
- Early warning signs of work zones ahead and/or work areas;



- and/or any other safety measures as may be deemed necessary in the circumstances.
8. Ensure that appropriate and suitable signage is installed and maintained throughout the clearing exercise, and the general safety of motorists and pedestrians is not jeopardized;
  9. If needed, the Contractor shall be ready at all times to perform on-call services for specific tasks, as instructed by UDeCOTT;
  10. The Contractor shall supply all the necessary materials as new, and shall further supply all necessary tools, equipment and access aids to allow the safe and prompt execution of the clearing exercise;
  11. The Contractor shall supply and maintain portable toilet(s) as required, and as per the OSHA requirement;
  12. The Contractor shall not permit the use of alcohol or radios on the compound, nor shall he permit horse play or the use of inappropriate language on the compound;
  13. Any additional costs not mentioned above, which may be incurred in relation to the successful delivery and completion of works, shall be to the Contractor's account.

# **APPENDIX 1 – GENERAL PERFORMANCE SPECIFICATION**

### **Automated Book Sewing Machine – Performance Specifications**

- Book sewing size: Minimum - 6 x 4 ½ inches; Maximum - 12 x 17 inches
- 3 phase, 240 - 415 volt
- Internal lubrication
- Pneumatic run suction feed
- Compressor with drying unit
- Hopper
- Computerized automated book set up with touch screen
- Internal memory for storage and retrieving of jobs
- Page/signature opening system
- Suction-type page opening
- Networked capable to enable offsite software troubleshooting, management, diagnostics and software updates
- Notification of system faults
- Signature feeder with double opened to enable folder signatures
- Continuous feed for folded sheets and signatures
- Saddle sewing with punch and sewing and hook needles - maximum 12 stitches
- Programmable stitching
- Automatic thread cut when the book is sewn. Thread cut minimum 10 cm with heat seal
- Notch chain for large format books with folded signatures and folded sheets 12 x 17 inches
- Conveyor-type book delivery with stacker
- Bar code reader for digitally printed book signatures
- Operator manual, parts manual and electrical schematics must be provided
- Must include installation and training
- Five (5) year warranty on parts and service, and monthly preventative maintenance for one (1) year (Preventative maintenance scheduling).