



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

### REQUEST FOR PROPOSALS SUPPLY AND INSTALLATION OF CHILLER REPLACEMENT AT THE MINISTRY OF EDUCATION BUILDING

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 Chiller Replacement at the Ministry of Education Building**.

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://opr.tt.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: 72151207 – Heating and cooling and air conditioning HVAC installation and maintenance service**

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 **Monday June 8, 2026**. 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).

#### **INFORMATION SESSION**

**An Online Information Session** will be held via **Microsoft Teams** on **Monday June 15, 2026 at 10:00 a.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 submission of proposals is **July 6, 2026 at 2:00 p.m. (AST)**.

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

### **SUPPLY AND INSTALLATION OF CHILLER REPLACEMENT AT THE MINISTRY OF EDUCATION BUILDING**

#### **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 Service Provider to undertake the Project.

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

The RFP package will be available on UDeCOTT's E-Tender System from Monday June 8, 2026.

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

The main entrance of the Ministry of Education building, located at #5 St. Vincent Street, Port of Spain.

#### **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: 72151207 – Heating and cooling and air conditioning HVAC installation and maintenance service

#### **Is it mandatory to attend the online information session?**

Attendance to the 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 Services, 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/>.

**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.**



## **Supply and Installation of Chiller Replacement at the Ministry of Education Building**

### **SCOPE OF WORKS**

UDeCOTT proposes to replace two (2) defective Air-Cooled Chillers on the rooftop of the Ministry of Education Complex (MOEC) with two (2) new Air-Cooled Screw Type Chillers. The existing defective chillers will be decommissioned and removed from service. The intention is to provide a stable and reliable air conditioning supply to the facility.

#### Existing Conditions

1. There are four (4) York 420ton Air Cooled Chillers installed on level 16 (rooftop) of Tower A comprising of 4 compressors each. At present only five (5) compressors from two (2) chillers are functional. There are no redundancy and spare capacity to increase cooling capacity to the building.
2. Two of the four (4) primary chilled water pumps are defective and require replacement.
3. There is an electrical distribution board on the rooftop that supplies 480/277V, 3 phase, 60HZ power to the chiller and all associated equipment.
4. The Height of the building is approximately 232ft (To Be verified by the contractor).

#### **1. SCOPE OF WORK**

The Contractor shall provide all labor, materials, equipment, tools, supervision, transportation, and services necessary for the complete supply, installation, testing, commissioning, and handover of two (2) new air-cooled chillers and associated systems at Building A. The scope of work shall be as follows but not limited to:

1. Supply and install two (2) new 420-tons Air Cooled Screw Type Chillers, 480 volts, 3-phase, 60Hz complete on the rooftop of Tower A.
2. Each compressor shall have its own VFD which can be independently controlled
3. Supply and install two new primary chilled water pumps appropriately sized for the chillers.
4. The tenderer should allow for refrigerant that is environmentally friendly R410A (or alternative) - which is not scheduled for phase-out in the near future.
5. Supply and install two (2) new 150HP secondary pumps and motors with associated Variable Frequency Drives (VFDs) to replace existing units for outdoor coastal environment complete. The existing units will be stored in the basement as directed by the client.
6. The Chillers and associated equipment to be installed must be treated for a corrosive atmosphere as they will be installed near the sea.
7. The coils and fins of the chillers shall be copper to copper or equivalent and properly treated for high corrosion resistance for extended lifespan. The proposal must indicate the type of material used for the copper and fins and the corrosion treatment used

8. The Chillers and pumps must have surge voltage protection, must respond to a fault within 30 seconds, must be able to self-start after a power failure when power is restored and normalized – equipment start up must be arranged for staggered starting as required.
9. The chillers must be robust and must be able to tolerate frequent voltage fluctuations from the utility with inherent voltage protection and automatic self-starting capabilities to ensure minimum downtime during power fluctuations.
10. The chillers must be capable of integration with the building's BMS system using common BACnet/Modbus protocols.
11. The interface display shall be a touch screen coloured display.
12. All equipment shall be UL Listed; the chillers shall be AHRI certified and shall conform to all applicable standards and codes for installation of chillers, pumps, pipes and air conditioning equipment.
13. The contractor shall provide equipment specifications and cut sheets for all equipment to be installed inclusive of chillers, pumps, VFDs.
14. Assess the current structural elements to ensure that the roof is able to facilitate the weight of the new chillers or supply additional support and structural members to accommodate the new equipment if needed.
15. The contractor shall show proof from the manufacturer being an authorized agent or service provider from the brand of chillers being supplied.
16. The contractor shall provide a methodology for removal and installation of the chillers, pumps and VFDs.
17. The contractor shall provide a proposal with drawings of the chillers and piping layouts utilizing the existing electrical and mechanical infrastructure and modifying same as required.
18. The contractor shall provide a project schedule for the entire project which shall include all activities from manufacture, delivery, Customs clearance, installation and commissioning.
19. The contractor shall be responsible for complete decommissioning and removal of the two defective chillers (Chiller #2 & #4) and associated equipment in preparation for the installation of the two new chillers. They shall remove existing fans, sensors, circuit boards, electrical components and any other items that are reusable which shall be kept as spares by the client and stored in a designated location identified. Non salvageable components are to be removed from the site and disposed of in a manner that is satisfactory to local statutory guidelines and practices.
20. The contractor shall be responsible for the complete commissioning of the new chillers which include all civil, electrical, mechanical and control wiring infrastructure inclusive of the primary chilled water pumps, secondary pumps with new VFDs, replacement of all old valves and any other infrastructure required for the proper operation of the chillers.
21. The lifting arrangement for the removal and replacement of the chiller is the responsibility of the Contractor. All approvals and permission for blocking of streets if needed to allow for lifting are to be arranged by the contractor.
22. The contractor shall be responsible for all associated Builder's Work as required for the complete Installation of the new chillers. This would include fabrication and/or modification of existing

plinths to support the new chillers and associated equipment. It also includes plinths for piping supports, masonry works, re-mastic works as required etc.

23. Any area on the roof where the roof waterproof membrane has been compromised/damaged due to the installation works must be waterproofed to maintain the integrity of the waterproofing in those areas.
24. The Contractor shall be fully responsible for all costs, risks, and liabilities associated with the transportation, storage, lifting, removal, delivery, and final placement of the existing and new chillers and associated equipment from the port or designated storage facility to their final installed position on the rooftop of Building A (MOEC). This responsibility shall include all necessary lifting arrangements, equipment, traffic management, road closures, statutory approvals and permits, safety measures, insurance coverage, and any other requirements necessary for the safe and successful execution of the works. All such operations shall be carried out in accordance with applicable laws, regulations, and recognized industry best practices. The Contractor shall be deemed to have inspected the site and satisfied himself as to access, lifting constraints, and logistical requirements.
25. The contractor is responsible for providing safety documents before commencement of works. All safety protocols must be followed, and PPE must be worn onsite when conducting works.
26. The Contractor shall be responsible for assessing, supplying and installing power and control cables, switch isolators, panels, surge protection devices, cable trays etc. for a complete operation. All electrical wiring performed shall be according to the Trinidad and Tobago Electrical Wiring Code and the requirements of the NEC.
27. The contractor shall be responsible for the supply and installation of all insulation and mechanical protection to match and interface with the existing insulation and mechanical protection.
28. The Contractor shall properly Label all equipment, panels and pipes.
29. The contractor shall provide WARRANTIES / GUARANTEES as follows
  1. Minimum 5 years warranty on all Compressors.
  2. Minimum 5 years on coil.
  3. Minimum 1 year warranty on other components.
30. Chiller contractor shall furnish isolator pads for mounting equipment for vibration control.
31. Four hard copies of the manuals for each major component of the package must be provided. A system manual shall be prepared by the contractor describing the operation principles of the entire system as a whole, must be submitted (4 copies). Additionally, Operation and Maintenance manuals must be submitted for each piece of equipment installed. All manuals must also be submitted soft on a CD.
32. Training on the system must be provided. All aspects of operation, maintenance and troubleshooting must be described to the participants. The system manual must be used for this training exercise.
33. Strict adherence to national safety standards as outlined in OSHA Act 2004 as well as conformance to international safety standards
34. The work can be carried out during normal working hours during the week and on weekends with the minimum inconvenience to the operations of the facility

35. Proper housekeeping must be always maintained.
36. Provision of preventive maintenance services for 12 months from the date of Practical Completion for the chillers, pumps and all associated equipment.
37. The contractor must have a professional working relationship with the manufacturer and their nearest regional office. That is, have access to genuine spare parts; technical support and commissioning expertise evidenced by a letter.

Own a copy of the manufacturer software and is able to interface with the chillers to access all data.

## 1.2 GENERAL

1. The contractor shall have access to OEM parts and material and technical information from the equipment manufacturers as required.
2. The Contractor shall ensure that all tools and materials required for the performance of the Services are maintained in its regular inventory and readily accessible to all of his personnel.
3. The Contractor shall have in his employ, and utilize in connection with this Contract, only fully qualified Tradesmen and shall comply with all Local Government and Statutory Authorities' requirements.
4. The Contractor shall use reasonable efforts to keep the site clean and clear of unnecessary obstruction to avoid danger to users of the building.
5. 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 (Protective Measures] Order which is or are the approved standards of safety for this Contract and which shall be considered as part of this Contract.
6. The Contractor shall ensure proper housekeeping is performed at all times.
7. The Contractor shall provide its site personnel with personal safety wear which shall be utilized at all times on-site.
8. The Contractor shall not permit the use of alcohol or radios on site, nor shall it permit pets to be brought upon the site or the use of inappropriate language thereon.
9. The Contractor shall supply all the necessary materials as new, unopened units and shall further supply all necessary tools, equipment and access aids to allow the safe and prompt execution of the Services.
10. The contractor shall ensure that his workers are professionally attired with the company logo clearly visible on the breast pocket of his shirt.
11. The contractor shall ensure that his workers possess company identification cards or other forms of identification which shall always be on their person while on site.
12. The Contractor shall use reasonable efforts in consultation with the Facilities Manager to keep disruptions of the air condition supply to a minimum.
13. No free parking shall be available on site. The contractor shall be responsible for his own parking arrangement. Daily paid parking is available at the Hyatt Car Park and Parkade. No reimbursement shall be made for parking.