



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

REQUEST FOR PROPOSAL

MODIFIED DESIGN BUILD SERVICES FOR THE CONSTRUCTION OF THE NEW HEADQUARTERS OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS

The Government of the Republic of Trinidad and Tobago (GORTT) has mandated that new Headquarters be constructed for the Ministry of Foreign and CARICOM Affairs.

This new Headquarters of the Ministry of Foreign and CARICOM Affairs will facilitate the roles and functions of the Ministry and its interactions with Heads of Missions and Officials from the Diplomatic Corps, International Organisations, Government Agencies and other overseas Officials.

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\$2500.00 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 **July 23, 2018 to August 3, 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.**

SUBMISSION DEADLINE

All submissions, clearly marked "ORIGINAL" or "COPY" and labelled as shown below should be placed in sealed plain envelopes 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. (EST) on September 17th, 2018:**

**“Secretary, Tenders Committee
Urban Development Corporation of Trinidad and Tobago Limited
38-40 Sackville Street
Port of Spain
Modified-Design-Build Services – New Headquarters of the Ministry of Foreign and CARICOM Affairs”**

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)

New Headquarters for Ministry of Foreign and CARICOM Affairs



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 undertake Design-Build Services for the New Headquarters for the Ministry of Foreign and CARICOM Affairs.

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. Completed projects whereby the proponent was responsible for the provision of General Contractor services on at least three (3) construction projects of a similar nature (Office Buildings) within the last ten (10) years valued at least Thirty Million Dollars TT\$30,000,000.00 (VAT Exclusive).
3. Independently Audited Financial Statements for 2014, 2015 and 2016 prepared in accordance with International Financial Reporting Standards or any other such internationally accepted accounting standards (For Joint Ventures, each member MUST meet this requirement) which clearly identify the individual financial position of the Proponent. Note; the Financial Statements should be prepared by Accountants registered and in good standing with the Institute of Chartered Accountants of Trinidad and Tobago (ICATT) and for the audited Financial, the Accountant or Accounting Firm should be registered as Practicing Member(s);
4. Certificate of Registration, Incorporation (and Certificate of Continuance, where applicable);
5. Valid Statutory Documents inclusive of Income Tax and VAT Clearance Certificates and National Insurance Board Compliance Certificate;
6. Firms must submit all documents and information as required by the RFP.

FREQUENTLY ASKED QUESTIONS (FAQs)

New Headquarters for Ministry of Foreign and CARICOM Affairs



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

Proponents are required to submit a bid bond of Three million Trinidad and Tobago Dollars (\$3M TTD).

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 Manger
2. Construction Manager
3. Structural Engineer
4. MEP Engineer
5. Architect
6. HSSE Manager

6. *What experience is the Proponent's Key Human Resources required to demonstrate?*

An individual may be proposed for only one position as listed in paragraph 5 and must demonstrate experience in acting as that position on at least two (2) or more projects valued over \$TT30M (VAT Excl.)

Greater consideration will be given to those proponents who can demonstrate experience in more projects and project of higher value.

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.