



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

REQUEST FOR QUOTATION SUPPLY AND INSTALLATION OF TWO (2) HARMONIC FILTERS AT THE NATIONAL ACADEMY FOR THE PERFORMING ARTS (NAPA)

The Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT) invites suitably qualified and experienced entities to submit quotations for the **Supply and Installation of Two (2) Harmonic Filters at the National Academy for the Performing Arts (NAPA)**.

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: 73152108 – Electrical Equipment maintenance and repair

The tender process for this project will be conducted via UDeCOTT's E-Tender System. The RFQ package will be available on the E-Tender System from **Monday, 15 June 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, carbon copying the Office of the Chief Procurement Officer at tenders@udecott.com.

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

INFORMATION SESSION

An Online Information Session will be held via **Microsoft Teams** on **Tuesday, 23 June 2026, at 10:00 a.m.** This will be followed by a Site Visit on the same day at **2:00 p.m.** at the National Academy for the Performing Arts (NAPA), located at #119 Frederick Street, Port of Spain. The meeting point will be in the Auditorium lobby.

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 RFQ and must be in accordance with the terms therein.

Failure to do so may result in disqualification.

The deadline date for submissions is **7 July 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.

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

THE OFFICE OF THE CHIEF PROCUREMENT OFFICER

FREQUENTLY ASKED QUESTIONS (FAQs)

SUPPLY AND INSTALLATION OF TWO (2) HARMONIC FILTERS AT THE NATIONAL ACADEMY FOR THE PERFORMING ARTS (NAPA)

What is the purpose of this Request for Quotation?

The purpose of this Request for Quotation is to identify and contract a suitably qualified and experienced Contractor to undertake the Project.

When will the RFQ be available?

The RFQ package will be available on UDeCOTT's E-Tender System from Monday, 15 June 2026.

What is the Location of the site?

The National Academy for the Performing Arts (NAPA), located at #119 Frederick 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 proponents 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: 73152108 - Electrical Equipment maintenance and repair

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 RFQ.

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 proponents 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 RFQ package?

There will be no cost for the RFQ package.

Proponents are to note that the responses provided as guidance to these Frequently Asked Questions do not relieve the Proponent of its obligation and responsibility to fulfil and comply with all requirements of the Request for Quotation.

APPENDIX A- SCOPE OF WORKS

Supply and Installation of Two (2) Harmonic Filters at the National Academy for the Performing Arts (NAPA) North Campus POS

1.0 Project Overview

The Contractor shall supply, install, test, and commission two (2) Active Power Filters, to replace the existing defective harmonic power filters at NAPA

The new units shall 208V, 60Hz 3-phase, 4-wire electrical distribution system, with LCD display and communication capability.

The Contractor shall also investigate, verify, and demonstrate that the installed units effectively mitigate harmonic distortion and operate in accordance with IEEE power quality standards.

The existing filters are two 150A and one 200A filters 208V, 3 phase, 60Hz

2.0 Pre-Installation Investigation & Assessment

Before removal or installation works commence, the Contractor shall:

1. Conduct a detailed site inspection of the existing installation.
2. Perform baseline power quality measurements including:
 - Total Harmonic Distortion (THDi and THDv)
 - Individual harmonic orders (up to at least 50th order)
 - Neutral current levels
 - Power factor
3. Verify:
 - System voltage (208V $\pm$ tolerance)
 - Existing breaker ratings
 - Cable sizes and terminations
 - Panelboard capacity and ventilation
4. Confirm that the proposed 180A capacity per unit is adequate for existing nonlinear loads.
5. Submit a brief pre-installation report with findings and recommendations.

3.0 Decommissioning & Removal

The Contractor shall:

1. Isolate and safely de-energize existing harmonic filters.
2. Lockout/Tagout (LOTO) in accordance with safety standards.
3. Remove and dispose of the defective units. Salvage any reusable parts
4. Inspect busbars, cables, and terminations for overheating or damage.
5. Repair or replace any damaged components identified.
6. Note the Disposal shall only be carried out once written approval is received from NAPA and the contractor is directed to execute the work

4.0 Supply of New Active Power Filters

The Contractor shall supply two (2) filters as follows:

- 1x300A and 1x200A Active Power Filters
- 208V, 3-Phase, 4-Wire configuration
- Integrated LCD display
- Real-time monitoring capability
- Automatic harmonic detection and compensation
- Modular design allowing future expansion by adding power modules
- Communication interface (Modbus RS485 / Ethernet minimum)

5.0 Installation Works

The Contractor shall:

1. Install filters in the designated electrical room and cabinet
2. Provide:
 - Mounting brackets or floor-standing supports as required
 - Ensure Proper spacing for ventilation
 - Cable trays or conduit modifications if required
3. Connect to:
 - 208V 3-phase 4-wire supply
 - Neutral and grounding system
4. Provide appropriately rated:
 - MCCB/ACB protection
 - Control wiring
 - Current transformers (CTs) for harmonic sensing
5. Ensure correct CT orientation and phase matching.
6. Label all new equipment and circuits.

6.0 System Configuration & Programming

The Contractor shall:

1. Configure compensation parameters:
 - Harmonic compensation mode
 - Reactive power compensation (if applicable)
 - Load balancing function (if required)
2. Program LCD interface settings.
3. Enable communication protocol for integration with BMS (if applicable).
4. Set alarms and protection parameters.

7.0 Testing & Commissioning

The Contractor shall perform:

7.1 Functional Testing

- Verify correct startup sequence.
- Confirm CT polarity and signal accuracy.
- Verify harmonic tracking in real time.

7.2 Performance Testing

- Measure pre- and post-installation:
 - THDi
 - THDv
 - Neutral current
 - Power factor
- Demonstrate measurable harmonic reduction in accordance with IEEE 519 recommendations.

7.3 Load Testing

- Operate under typical building load conditions.
- Confirm stability and no abnormal overheating.

A commissioning report shall be submitted including:

- Before and after harmonic readings
- Screenshots of LCD data
- Thermal inspection results for all connections

8.0 Verification of Proper Operation

The Contractor shall:

1. Confirm harmonic reduction meets design expectations.
2. Verify that:
 - No nuisance tripping occurs
 - Neutral current reduction is achieved
 - System voltage distortion remains within acceptable limits
3. Provide 7-day monitoring data
4. Certify that units are operating as intended.

9.0 Training & Documentation

The Contractor shall provide:

1. On-site training for maintenance personnel covering:
 - LCD interface navigation
 - Alarm interpretation
 - Module expansion procedure
2. Operation & Maintenance manuals.
3. As-built drawings.
4. Warranty documentation (minimum 1 year).
5. Recommended preventive maintenance schedule.

10.0 Safety & Compliance

All works shall comply with:

- IEEE 519 – Harmonic Control
- NEC or applicable local electrical code
- Manufacturer installation guidelines
- Occupational safety regulations

11.0 Warranty & Defects Liability

- Minimum 12-month warranty from date of commissioning.
- Coverage shall include modules, control boards, and LCD interface.