



**The Urban Development Corporation of
Trinidad and Tobago Limited (UDeCOTT)**

REGISTRATION NOTICE

**LICENSE OF COMMERCIAL SPACES AT TT
GOVERNMENT PLAZA PARKADE AND COURTYARD**

The Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT) has commercial spaces available for license at the Trinidad and Tobago Government Plaza Parkade located on Queen Street between Edward and Richmond Streets in Port of Spain and the Government Plaza Courtyard located on Richmond Street, Port of Spain.

The spaces range in size from 194 Square Feet (18.0 Square Meters) to 2,562 Square Feet (238.0 Square Meters). The facility represents prime real estate in Port of Spain and will be managed by UDeCOTT.

The commercial spaces are located in close proximity to the main shopping areas of the capital city and attracts pedestrian traffic from the central business district of Port of Spain, the Parkade itself, and the Government Plaza (GP) which, when completed, will house the Customs Division and the Board of Inland Revenue of the Ministry of Finance, the Ministry of the Attorney General and Legal Affairs, and the Immigration Division of the Ministry of National Security.

The commercial spaces will boast amenities including:

- Acoustical Ceiling Tiles
- Interior Lighting
- Climate Control
- On-Site Parking
- Pre-Wiring for Telephone, Internet & Cable Television
- Restrooms in specific offices
- 24 hour Security

- On-site Facility Operations office
- Backup generators
- Fire suppression system

The intended days and hours of operation for the spaces are weekdays from 6:00am to 6:00pm; weekend hours will be considered based on demand. Licensees will be responsible for the fit out of their commercial space including furniture, phone and internet access and equipment. Reserved or dedicated parking will be made available for licensees at their cost and paid public parking will be available for clients.

All Registration Letters must include the following information:

- The name of the entity/company, names of its principals and any details of incorporation and/or business registration;
- A Company Profile and/or Business Plan;
- A description of the nature of business in which the company is involved;
- The square footage of space desired and the preferred duration of licence;
- The expected size of clientele expected to frequent the place of business on a monthly basis;
- Where necessary, details of any logistical issues which need to be taken into consideration as a result of business operations, e.g. goods inwards (deliveries) and outwards (dispatches) and frequency of same;
- Details of any special considerations, e.g. the need for business to be conducted outside of the normal opening hours of the facility (weekdays 6:00am to 6:00pm) and the need for storage (inventory) facilities; Any requirements for disposal of waste, including the frequency of such services;
- A detailed description of any equipment/machinery which would be utilized in the company's operations, including weight(s) and dimensions of same;
- A description of the proposed security system (if any) which is to be installed in the assigned space.

The following types of business activities will not be considered:

- On-site Cooking;
- Illegal Activities
- Activities which interfere with the common areas of access and egress;
- Activities which would potentially interfere with the business operations of other licensees;
- Activities which would potentially breach the acceptable dress code and tolerable noise levels at the facility;
- Any business activities which would require material modification works to the premises (with the exception of fit out as stated herein).

UDeCOTT will review all Registrations received and thereafter issue Applications to License. This Registration process does not obligate UDeCOTT to award a licence to any party. UDeCOTT shall not reimburse any party for any expenses incurred in preparing its submissions.

Registrations may be submitted in person or via email. For in-person submissions, Registrations should be placed in a plain brown envelope and deposited in the Tender Box marked **“Registrations for – License of Commercial Spaces at the TT GP Parkade or Courtyard”** located on the First Floor, Urban Development Corporation of Trinidad and Tobago Limited, 38 – 40 Sackville Street, Port of Spain, during the hours of 8;00 am to 4.30 pm Monday to Friday. For email submissions, Registrations should be emailed to Tendersecretary@Udecott.com with subject line “Registrations –License of Commercial Spaces at TT GP Parkade or Courtyard.

Registrations should clearly indicate the name of the Company/individual on the envelope or email cover letter, which **MUST** be titled and addressed as follows:

“Registration for License of Commercial Spaces at the TT GP Parkade or Courtyard”

The Tenders Secretary - The Urban Development Corporation of Trinidad and Tobago Limited
38 – 40 Sackville Street,
Port of Spain