



udecott

Urban Development Corporation
of Trinidad and Tobago Limited

An Agency of the Ministry of
Housing and Urban Development

REGISTRATION FOR SECURITY SERVICES

The Urban Development Corporation of Trinidad and Tobago Limited, (UDeCOTT) hereby invites all eligible entities, firms and individuals to become registered with UDeCOTT as Security Services providers.

All entities, including those which have previously submitted pre-qualification applications to UDeCOTT, are required to register.

INSTRUCTIONS/PROCEDURE

- (i) Each complete package for registration may be purchased by making a non-refundable deposit of TT\$2,500.00 VAT Inclusive, to **UDeCOTT's Operating Account #852948 at First Citizen's Bank Limited**, Trinidad by **wire transfer, Cash or Manager's cheque.**
- (ii) AFTER payment has been deposited into UDeCOTT's account, the Registration packages may then be collected at UDeCOTT's Head Office, First Floor, 38 – 40 Sackville Street, Port of Spain from **January 25, 2018 until February 9 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 after this deadline.

SUBMISSION OF PACKAGES

All submissions shall be labelled as follows and placed in sealed 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 on or before the submission deadline date of **2:00 p.m. on March 5, 2018**

“Tenders Secretary

Urban Development Corporation of Trinidad and Tobago Limited

38-40 Sackville Street

Port of Spain

Trinidad

“REGISTRATION OF SECURITY SERVICES PROVIDERS”

Applications received after the required specified submission time will not be accepted.

Additional information can be obtained in response to email forwarded to the attention of **The Secretary of the Tenders Committee** at tendersecretary@udecott.com

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

Please visit our website at udecott.com for further details.

SECRETARY OF THE TENDERS COMMITTEE



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

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REQUIRED DOCUMENTS

The required documents to be submitted include the following:

1. Completed Questionnaire
2. Certificate of Registration, Incorporation and Continuance
3. Statutory Documents i.e. VAT, NIS, BIR and Clearance Certificates
4. Organizational Chart
5. Curriculum Vitae of Key Human Resource
6. Three (3) References
7. Insurance Certificates

Further information and details are provided in the Registration package.

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**“Tenders Secretary
Urban Development Corporation of Trinidad and Tobago Limited
38-40 Sackville Street
Port of Spain
Trinidad
REGISTRATION OF SECURITY SERVICES PROVIDERS”**

Applications received after the required specified submission time shall not be eligible for consideration.

SUBMISSION REQUIREMENTS

Applicants are advised that submissions must include ALL the documents as set forth in the Registration Package. Failure to do so may result in disqualification.

Applicants Company's Name, return address, email address and mobile number must be clearly stated on the envelope. Failure to label the envelopes or complete the Registration Questionnaire may result in disqualification.

The size of the opening in the tender box is 406mm x 50mm and submittals **MUST** be able to pass through this opening. Applicants will be required to accurately sign the Registration Submittal Form/Book and receive a receipt from a designated representative of the Procurement Department.

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