



An Agency of the Ministry of
Housing and Urban Development

REQUEST FOR PROPOSAL FOR THE DESIGN, SUPPLY, IMPLEMENTATION AND MAINTENANCE OF AN ENTERPRISE-WIDE INFORMATION MANAGEMENT SYSTEM

The Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT) invites suitably qualified entities to submit proposals for the design, supply, implementation and maintenance of an enterprise-wide information management system.

The successful Proponent 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 PACKAGES

- (i) A complete set of documents may be purchased by making a non-refundable deposit of **TT\$750.00 VAT Inclusive per RFP Package, 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, First Floor, 38-40 Sackville Street, Port of Spain or provided electronically upon request, from **March 9, 2017**, between the hours of **9:00 a.m. to 4:00 p.m. (EST), with proof of payment (stamped deposit receipt from the bank).**

PRE-SUBMISSION MEETING DETAILS

Proponents will be invited to attend a pre-submission information session on **March 20, 2017** commencing at 10:00 a.m. (EST) at UDeCOTT's Head Office at the address below.

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 April 3, 2017:**

**Secretary, Tenders Committee
Urban Development Corporation of Trinidad and Tobago Limited
38-40 Sackville Street
Port of Spain
Request for Proposals – Design, Supply, Implementation and Maintenance of an Enterprise-Wide Information Management System"**

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.

This Notice, along with responses to Frequently Asked Questions, may also be viewed at UDeCOTT's website at <http://www.udecott.com>.

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