



udecott

Urban Development Corporation
of Trinidad and Tobago Limited

An Agency of the Ministry of
Housing and Urban Development

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

REQUEST FOR QUOTATIONS FOR THE DEVELOPMENT OF A STRATEGIC AND BUSINESS PLAN FOR THE GOVERNMENT CAMPUS PLAZA (GCP) PARKADE

The Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT) is a limited liability company incorporated in Trinidad and Tobago and continued under the Companies Act, Chapter 81:01, with its offices at 38-40 Sackville Street, Port of Spain, Trinidad. Wholly owned by the Government of the Republic of Trinidad and Tobago (GORTT), UDeCOTT is engaged in the business of property development.

UDeCOTT wishes to engage a suitably qualified consultant to craft a five (5) year strategic plan and one (1) year business plan that will formulate the optimal operationalization of commercial entities under its purview located within the GCP Parkade and the Ministry of Legal Affairs and Attorney General's Towers in downtown Port of Spain.

The Scope of the Services includes the development of mission and vision statements, objectives, market analysis and marketing plan, financial projections, key success factors, risk identification and management and contingency planning.

The successful Proponent shall be chosen using a competitive selection process as set out in the Request for Quotations. Proponents will be required to demonstrate adequate experience in the provision of similar services as defined by the RFQ. Proponents are advised that submissions must include ALL the documents as set forth in the RFQ. Failure to do so may result in disqualification.

INSTRUCTIONS FOR PURCHASE OF RFQ PACKAGE

- (i) A complete set of documents for this Project may be purchased by making a non-refundable deposit of **TT\$1,500.00 VAT Inclusive, to UDeCOTT's Operating Account #852948 at any branch of 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 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 April 1 to **April 8, 2015 (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.**

PRE-SUBMISSION MEETING DETAILS

Proponents will be invited to attend a Site Visit on **April 15, 2015 commencing at 10:00 a.m. (EST)**, and are asked to gather at the northern entrance of the Parkade (opposite Subway) on Queen Street Port of Spain.

SUBMISSION DEADLINE

All submissions, clearly marked "ORIGINAL" or "COPY" and labelled as shown below should be placed in sealed plain envelopes as required by the RFQ 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 29, 2015:**

"Secretary, Tenders Committee

**Urban Development Corporation of Trinidad and Tobago Limited
38-40 Sackville Street
Port of Spain**

**STRATEGIC AND BUSINESS PLAN FOR THE GOVERNMENT
CAMPUS PLAZA (GCP) PARKADE"**

Quotations 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 406mm x 50mm and submittals **MUST** be packaged to be able to pass through this opening. Proponents must accurately sign the Tender Submittal Form located on the Tender Box.

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 of the 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 OF THE TENDERS COMMITTEE