



An Agency of the Ministry of  
Housing and Urban Development

# TOBAGO CONTRACTORS – LARGE GENERAL CONTRACTORS

The Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT) invites all LARGE General Contractors (contracts valued at more than TT\$10,000,000.00 (VE)) **based in Tobago** to register with the Corporation.

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

## **PRE-QUALIFICATION CRITERIA**

Pre-qualification will be based on meeting the minimum requirements as outlined in the Pre-qualification Questionnaire. The criteria include assessment of:

- Organization
- Legal requirements
- References
- Financial Capability
- Technical Competence and Support Infrastructure
- Risk Management

## **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) Major References
7. Audited Financial Statements/Accountant's Reports for 2013, 2014, and 2015
8. Bankers Letter (within last three (3) months)
9. Insurance Certificates

Further information and details are provided in the pre-qualification package.

## **INSTRUCTIONS FOR PURCHASE**

- (i) Each complete package for pre-qualification registration may be purchased by making a non-refundable deposit of TT\$750.00 VAT Inclusive, to **UDeCOTT's Operating Account #852948 at First Citizen's Bank Limited**, Trinidad by **wire transfer, Cash or Manager's cheque**. A copy of the Pre-qualification Questionnaire will be available for reviewing at UDeCOTT's office.
- (ii) AFTER payment has been deposited into UDeCOTT's account, Pre-qualification packages may then be collected at at UDeCOTT's Tobago Office located at Ashora Court, Ground Floor, Milford Road, Scarborough from **October 31, 2016 until November 4, 2016 (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)**. Alternatively, documents may be issued in electronic format upon request. **Documents will NOT be available after for collection this deadline.**
- (iii) **Applicants must purchase a separate package for each category for which pre-qualification is sought.**

## **PRE-SUBMISSION MEETING DETAILS**

Vendors that have purchased the Prequalification package will be invited to attend a pre-submission information session at **UDeCOTT's Tobago Office located at Ashora Court, Ground Floor, Milford Road, Scarborough on November 7, 2016 commencing at 9:00 a.m. (EST)**. Attendance at the meeting is encouraged, but not mandatory.

## **SUBMISSION OF PACKAGES**

All submissions shall be labelled as follows and placed in sealed plain envelopes and deposited in the appropriately labelled tender boxes located at the Ashora Court, Ground Floor, Milford Road, Scarborough:

**"Tenders Secretary  
Urban Development Corporation of Trinidad and Tobago Limited  
Ashora Court, Ground Floor,  
Milford Road  
Scarborough  
"PREQUALIFICATION OF LARGE CONTRACTORS TOBAGO"**

All Large Contractors interested in being considered to prequalify must submit their packages on or before the submission deadline date of **2:00 p.m. on November 22, 2016. Submissions received after this submission time shall not be eligible for consideration.**

Applicants are advised that submissions must include ALL the documents as set forth in the Registration Form. 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 Registration Form may result in disqualification.

The size of the opening in the tender box is 360mm x 50mm and submittals MUST be able to pass through this opening. Applicants will be required to accurately sign the Tender Submittal Form/Book and receive a receipt from a designated representative of the Procurement Department.

This Notice along with FAQs may be viewed at UDeCOTT's website at <http://www.udecott.com>.

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

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

SECRETARY OF THE TENDERS COMMITTEE

**udecott.com**