

## **FREQUENTLY ASKED QUESTIONS (FAQs)**

### **Supply of Twenty-Two (22) Vehicles on a Leased Basis to the Urban Development Corporation of Trinidad and Tobago (UDeCOTT) Limited**

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#### **1. *What is the purpose of this Request for Quotations?***

The purpose of this Request for Quotations is to identify a suitably qualified vendor or vendors with which UDeCOTT can enter into a lease agreement for the supply of vehicles for its use within Trinidad and Tobago.

#### **2. *Are there any eligibility requirements for this Procurement Process?***

In order to be eligible for evaluation and/or consideration to provide the Services, the Proponent must be able to demonstrate the following:

1. Submission of receipt for the purchase of the RFQ package;
2. Garage facilities in Trinidad and Tobago suitable for the provision of maintenance services during the period of the lease arrangement;
3. Specifications for the vehicles that meet or exceed the requirements;
4. Independently Audited Financial Statements signed by the external auditor and two of the Proponent's Directors, **OR** Management Accounts prepared by a registered ICATT member, for the financial years 2012, 2013 and 2014, prepared in accordance with International Financial Reporting Standards **or any other such internationally accepted accounting standards**. The financial statements must clearly identify the individual financial position of the Proponent;
5. Certificate of Registration, Incorporation (and Certificate of Continuance, where applicable);
6. Valid Statutory Documents inclusive of Income Tax and VAT Clearance Certificates and National Insurance Board Compliance Certificate;
7. Firms must submit all documents and information as required by the RFQ.

#### **3. *Are Proponents allowed to offer options?***

A Proponent may offer one or several options for each type of vehicle required.

#### **4. *Would the Lease Arrangement be for entire fleet of vehicles?***

Proponents are asked to submit quotes for all of the required vehicle types, as well as to state any applicable options. UDeCOTT reserves the right to award one or multiple contracts for the leasing of the vehicles, and to vary the number of vehicles during the period of the lease, at the unit rate established in the lease agreement.

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**5. *Would consideration be given to environmentally friendly options?***

Proponents are encouraged to submit quotations for environmentally friendly options including vehicles outfitted with Compressed Natural Gas (CNG) systems.

**6. *Are there any other requirements?***

Proponents' quotations must be for a full service lease for the stated periods including the following:

- a) All maintenance costs;
- b) Costs for provision of replacement vehicles for use by the Corporation while the leased vehicles are being serviced or repaired; and
- c) All insurance costs.