

# PRE-QUALIFICATION FOR THE PROVISION OF CONSULTANCY SERVICES

The Urban Development Corporation of Trinidad and Tobago Limited, (UDeCOTT) hereby invites suitably qualified entities, firms and individuals to become pre-qualified with UDeCOTT for Consultancy Services for the period 2014 – 2017 for the following categories:

- Construction Administration
- Design and Design Review
- Quantity Surveying
- Insurance Brokers
- Master Planner

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

## PRE-QUALIFICATION CRITERIA

Entities wishing to become pre-qualified with UDeCOTT must meet the minimum requirements as outlined in the Pre-qualification Questionnaire. The criteria includes 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 2011, 2012, and 2013
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\$1,500.00 VAT Inclusive, to **UDeCOTT's Operating Account #852948 at First Citizen's Bank Limited**, Trinidad by **wire transfer, Cash or Manager's cheque**. A copy of the Pre-Qualification 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 UDeCOTT's Head Office, First Floor, 38 – 40 Sackville Street, Port of Spain or UDeCOTT's Tobago Office located at Ansa Mc Al Centre, Milford Road, Scarborough from **July 4, 2014 until July 25, 2014 (excluding week ends 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 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 **Hyatt Regency Trinidad, Port of Spain Ballroom** on the **25th day of July, 2014 commencing at 1:00 p.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 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 August 19, 2014

**"Tenders Secretary  
Urban Development Corporation of Trinidad and Tobago Limited  
38-40 Sackville Street  
Port of Spain  
Trinidad  
PRE-QUALIFICATION FOR THE PROVISION OF CONSULTANCY SERVICES"**

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

## SUBMISSION DEADLINE

Applicants are advised that submissions must include ALL the documents as set forth in the Pre-qualification Questionnaire. 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 Pre-qualification 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 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 in the Pre-qualification Questionnaire.

**SECRETARY OF THE TENDERS COMMITTEE**