



udecott

Urban Development Corporation
of Trinidad and Tobago Limited

An Agency of the Ministry of
Housing and Urban Development

PARLIAMENTARY COMPLEX FOR ADMINISTRATIVE AND ANCILLARY SERVICES

REQUEST FOR PROPOSALS FOR DESIGN CONSULTANCY SERVICES

The Urban Development Corporation of Trinidad and Tobago Limited, (UDeCOTT) invites suitably qualified entities to submit proposals for the provision of Design Consultancy Services for the construction of the Parliamentary Complex for Administrative and Ancillary Services. These services will be governed by contracts as defined in the FIDIC Client / Consultant Model Services Agreement (2006), 4th Edition, (White Book) for the General Conditions.

The Government of the Republic of Trinidad and Tobago, through the Office of the Parliament has mandated the development of a Parliamentary Complex in the vicinity of the Red House, which is currently being restored and rehabilitated to provide a permanent home for the Parliament of Trinidad and Tobago. The Complex will be sited north of the Red House and will accommodate administrative support services for the efficient functioning of the Parliament. The Parliamentary Complex will be constructed via the Design-Bid-Build procurement methodology.

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 THE RFP 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. Only Cash or Manager's cheque will be accepted.**
- (ii) After payment has been deposited into UDeCOTT's account, RFP packages may then be collected at UDeCOTT's Head Office, First Floor, 38 – 40 Sackville Street, Port of Spain from **June 24 to July 1, 2014 (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 pre-submission information session at UDeCOTT's Head Office located at the address below on July 9, 2014 commencing at 10:00 a.m. (EST).

SUBMISSION DEADLINE

All submissions should be placed in sealed plain envelopes, appropriately labelled as required by the RFP, and deposited in the appropriately labelled Tender Box located on the First Floor at the address below **no later than 2:00 pm (EST) on July 31, 2014, as follows:**

"Secretary, Tenders Committee

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

Port of Spain

DESIGN CONSULTANCY SERVICES

PARLIAMENTARY COMPLEX FOR ADMINISTRATIVE AND ANCILLARY SERVICES"

Proponents' Company Name, return address, email address and mobile number must also be clearly stated on the envelope. Failure to so label the envelopes may result in disqualification.

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 300mm 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.

This Notice, along with responses to Frequently Asked Questions, may also 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**

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