



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

EXPRESSION OF INTEREST GYM MANAGEMENT SERVICES

The intent of this Expression of Interest (EOI) is to identify private sector entities that would be interested in the Management of the UDeCOTT Wellness Centre as Identified in the Scope of Works, for a period of one (1) Year.

This is a performance and prescriptive based service request for the safe and effective management of the UDeCOTT Wellness Centre ("the Gym"); inclusive of the activities of staff, assigned end-users and the care and maintenance of all assets, operational equipment, exercise equipment, accessories and related apparatus at the Urban Development Corporation of Trinidad and Tobago Limited ("UDeCOTT") Shop #10 Gym Facility located at Queen Janelle Commissioning Street between Edward and Richmond Streets, Port of Spain for a period of twelve (12) consecutive months.

Expression of Interest (EOI) Requirements

Interested parties are invited to submit proposals for a Gym Management System. The EOI submission must at a minimum include:

1. Letter of Introduction
2. The Company Profile
3. Framework for the effective and safe management of the Gym and its Users.

In accordance with the Public Procurement and Disposal of Public Property Act, 2015 (as amended), suppliers of goods, works and services, interested in conducting business with UDeCOTT must be registered on the OPR Procurement Depository. The relevant guidelines for registration can be found on the OPR website via <https://oprtd.org/procurement-depository/>. Therefore, UDeCOTT is inviting suitably qualified suppliers to register and apply for pre-qualification in the OPR's Procurement Depository for the following:

Line of Business Code: **91101501 – Health or fitness clubs.**

UDeCOTT reserves the right to develop a shortlist of entities based on assessment of the responses received. Interested entities are therefore required to submit a comprehensive response. Failure to do so may result in exclusion from further processes

A request for the EOI package can be made via email to tenders@udecott.com from **October 1, 2024 (excluding weekends and public holidays)**, between the hours of **9:00 a.m. to 4:00 p.m. (AST)**.

INFORMATION SESSION AND SITE VISIT

An **Online Information Session** will be held via **Microsoft Teams** on **October 4, 2024 at 10:00 a.m.** This will be followed by a **Site Visit** on **October 4, 2024 at 2:00 p.m.** Interested parties are kindly asked to confirm their availability, together with the **names and preferred email addresses** of their representatives who will be in attendance, via email to tenders@udecott.com by October 4, 2024 at 9:00 a.m.

SUBMISSION

Proponents are advised that submissions must include ALL the documents as set forth in the RFP and must be in accordance with the terms therein.

Failure to do so may result in disqualification.

The deadline date for submissions is **October 28, 2024 at 2:00 p.m.**

Additional information may be requested through email forwarded to the attention of **The Office of the Chief Procurement Officer** at tenders@udecott.com.

UDeCOTT reserves the right to reject any or all submissions for failure to comply with any mandatory requirements stated in the EOI.

THE OFFICE OF THE CHIEF PROCUREMENT OFFICER

FREQUENTLY ASKED QUESTIONS (FAQs)

EXPRESSION OF INTEREST - GYM MANAGEMENT SERVICES

What is the purpose of this Expression of Interest (EOI)?

The purpose of this **Expression of Interest (EOI)** is to identify entities that would be interested in the management of the UDeCOTT Wellness Centre (“the Gym”); inclusive of the activities of staff, assigned end-users and the care and maintenance of all assets, operational equipment, exercise equipment, accessories and related apparatus at the Urban Development Corporation of Trinidad and Tobago Limited (“UDeCOTT”) Shop #10 Gym Facility located at Queen Janelle Commissioning Street between Edward and Richmond Streets, Port of Spain for a period of twelve (12) consecutive months.

Are Proponents required to purchase the EOI package?

There will be no cost for the EOI package.

When will the EOI package be available?

The EOI package will be available via email request to tenders@udecott.com from **October 1, 2024** (excluding weekends and public holidays), between the hours of 9:00 a.m. to 4:00 p.m. (AST).

Where is the site located?

The site is Shop #10 Gym Facility located at Queen Janelle Commissioning Street between Edward and Richmond Streets, Port of Spain.

Date and Time of Pre-submission Meeting and Site Visit?

An **Online Information Session** will be held **via Microsoft Teams** on **October 4, 2024 at 10:00 a.m** This will be followed by a **Site Visit** on **October 4, 2024 at 2:00 p.m.** Interested parties are kindly asked to confirm their availability, together with the **names and preferred email addresses** of their representatives who will be in attendance, via email to tenders@udecott.com by **October 4, 2024** at 9:00 a.m.

Are there any eligibility requirements for this Procurement Process?

In order to be eligible for evaluation and/or consideration to execute the Project, Proponents (at the EOI Stage) must be able to demonstrate the following:

- Incorporation or otherwise registered to do business in Trinidad and Tobago **prior** to the award of any contract, as evidenced by the Certificate of Incorporation or Registration (as applicable),

- Submission of valid statutory clearance/compliance certificates, namely,
 - VAT Clearance Certificate
 - BIR Clearance Certificate
 - NIS Certificate of Compliance

Are Respondents required to submit a Bid Bond with their Responses?

No Bid Bond is required for the EOI Stage.

Would Responses submitted by Joint Ventures be acceptable?

Responses submitted by Joint Venture (JV) entities would be acceptable providing that the following is included in their Response:

1. Joint Venture Guarantee
2. Joint Venture Agreement (executed)
3. Other related documents identified in the EOI.

Respondents are to note that the responses provided as guidance to these Frequently Asked Questions does not relieve the Respondent of its obligation and responsibility to fulfil and comply with all requirements of the EOI.

SCOPE OF WORKS

UDeCOTT Wellness Centre (Gym)

Shop #10 Government Plaza Parkade

Queen Janelle Commissioning Street between Edward and Richmond St, Port of Spain

Management of the UDeCOTT Wellness Centre (Gym) Contract

Description

This is a performance and prescriptive based service request for the safe and effective management of the UDeCOTT Wellness Centre ("the Gym"); inclusive of the activities of staff, assigned end-users and the care and maintenance of all assets, operational equipment, exercise equipment, accessories and related apparatus at the Urban Development Corporation of Trinidad and Tobago Limited ("UDeCOTT") Shop #10 Gym Facility located at Queen Janelle Commissioning Street between Edward and Richmond Streets, Port of Spain for a period of twelve (12) consecutive months.

Purpose

UDeCOTT is committed to providing a work environment that supports health and wellness. The Employee Health and Wellness Programme of UDeCOTT aims to provide information and resources to its employees to promote healthy living. UDeCOTT, cognizant of the lessons learnt from the COVID-19 pandemic, has reinforced the need to support the health, safety and wellbeing of our employees. UDeCOTT, therefore, recognizes that the provision of Gym facilities to support an active employee's lifestyle is a critical element of improving UDeCOTT's Employee Health and Wellness Programme. The purpose of this scope is to provide a framework for the effective and safe management of the Gym and its Users.

Lines of Authority

The Service Provider will report directly to the UDeCOTT Health and Wellness Committee (Ufit) through the Chairman of the Committee.

Scope of Contract

The scope of contract comprises the following:

1. Co-ordinating the daily administration of the Gym;
2. Enforcing UDeCOTT's HSSE, the Gym and other related Policies and Procedures;
3. Managing the Reception and Concessionary areas, Services, Inventory and related Finances;
4. Guiding end-users on the safe use and operation of gym equipment;
5. Scheduling routine maintenance of all gym equipment, accessories and related apparatus;
6. Keep a clean and organized gym environment;
7. Monthly reporting on the Gym usage;
8. Report on unresolved complaints, unsafe conditions, incidents, accidents or related safety issues to the Chairman of the UDeCOTT Health and Wellness Committee;

9. Seek medical intervention should the need arise;
10. Providing adequate personnel for the required services and developing suitable daily fitness programs for users. The Service Provider would be required to provide a minimum of four (4) classes per week, which may include but is not limited to aerobics, spin, zumba and self-defense.

Hours of operations

The Service Provider would be required to provide service to the Gym users as indicated hereunder:-

Monday's to Friday's

- 5:30 am to 7:45 am
- 4:30 pm to 7:00 pm

The Service Provider would also be required to ensure the maintenance and sanitization of the Gym to ensure safe use within the hours of 5:30 am and 7:00 pm.

Gym Operator Code of Conduct and Attire

The Service Provider must operate with the highest levels of integrity, professionalism and ethics with appropriate adherence to UDeCOTT's Policy and Procedures, where applicable. The Service Provider's personnel must at all times be professionally attired and easily identified with appropriate clothing.

Equipment and Machine Maintenance

The maintenance services to be carried out under this contract shall include the following:

- a. Daily inspections
- b. Schedule Quarterly Preventive Maintenance
- c. Schedule Annual Preventive Maintenance

Maintenance Schedule

Daily/Monthly Inspections will include the following:

- i. Check control elements for reliability (Sensors, belts, controllers, etc.)
- ii. Clean under treadmills and Surrounding Area.
- iii. Fill Out Maintenance Checklist and Report Deficiencies to the Chairman of the UDeCOTT Health and Wellness Committee.
- iv. Inspect general condition of equipment and check for unusual noise and vibration.
- v. Check Fan and motor bearings, lubricate if required.
- vi. Ensure machines and equipment are sanitized at the end of each shift.
- vii. Perform adhoc equipment adjustments as per manufacture's recommendations and user requirements.
- viii. Ensure all equipment are switched off prior to the closure of the UDeCOTT Wellness Centre. (Gym)