

# EXPRESSIONS OF INTEREST NOTICE

## LEASE OF COMMERCIAL SPACES AT TT GOVERNMENT CAMPUS PLAZA PARKADE

The Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT) has commercial spaces available for lease at the Trinidad and Tobago Government Campus Plaza Parkade located on Queen Street between Edward and Richmond Streets in Port of Spain.

The spaces are located on the ground and mezzanine levels and range in size from 194 Square Feet (18.0 Square Meters) to 2,562 Square Feet (238.0 Square Meters). The facility represents prime real estate in Port of Spain and will be managed by UDeCOTT.

The facility is located in close proximity to the main shopping areas of the capital city and attracts pedestrian traffic from the central business district of Port of Spain, the Parkade itself, and the Government Campus Plaza (GCP) which, when completed, will house the Customs Division and the Board of Inland Revenue of the Ministry of Finance, the Ministry of the Attorney General and Legal Affairs, and the Immigration Division of the Ministry of National Security.

The commercial spaces will boast amenities including:

- ☒ Acoustical Ceiling Tiles
- ☒ Interior Lighting
- ☒ Climate Control
- ☒ On-Site Parking
- ☒ Pre-Wiring for Telephone, Internet & Cable Television
- ☒ Restrooms in specific offices
- ☒ 24 hour Security
- ☒ On-site Facility Operations office
- ☒ Backup generators
- ☒ Fire suppression system

The intended days and hours of operation for the facility are weekdays from 6:00am to 6:00pm; weekend hours will be considered based on demand. Tenants will be responsible for the fit out of their commercial space including furniture, phone and internet access and equipment. Reserved or dedicated parking will be made available for tenants and public parking will be available for clients.

All Expressions of Interest (EOIs) must include the following information:

- The name of the entity/company, names of its principals and any details of incorporation and/or business registration;
- A Company Profile and/or Business Plan;
- A description of the nature of business in which the company is involved;
- The square footage of space desired and the preferred duration of lease;
- The expected size of clientele expected to frequent the place of business on a monthly basis;
- Where necessary, details of any logistical issues which need to be taken into consideration as a result of business operations, e.g. goods inwards (deliveries) and outwards (dispatches) and frequency of same;

- Details of any special considerations, e.g. the need for business to be conducted outside of the normal opening hours of the facility (weekdays 6:00am to 6:00pm) and the need for storage (inventory) facilities; Any requirements for disposal of waste, including the frequency of such services;
- A detailed description of any equipment/machinery which would be utilized in the company's operations, including weight(s) and dimensions of same;
- A description of the proposed security system (if any) which is to be installed in the assigned space.

The following types of business activities will not be considered:

- On-site Cooking;
- Illegal Activities
- Activities which interfere with the common areas of access and egress;
- Activities which would potentially interfere with the business operations of other tenants;
- Activities which would potentially breach the acceptable dress code and tolerable noise levels at the facility;
- Any business activities which would require material modification works to the premises (with the exception of fit out as stated herein).

UDeCOTT will review all Expressions of Interest received and thereafter issue Applications to Lease. This Expressions of Interest does not obligate UDeCOTT to award a lease to any party. UDeCOTT shall not reimburse any party for any expenses incurred in preparing its submissions.

EOIs may be submitted in person or via email. For in-person submissions, EOIs should be placed in a plain brown envelope and deposited in the Tender Box marked **“Expressions of Interest – Lease of Commercial Spaces at the TT GCP Parkade”** located on the First Floor, Urban Development Corporation of Trinidad and Tobago Limited, 38 – 40 Sackville Street, Port of Spain, during the hours of 8:00 am to 4.30 pm Monday to Friday. For email submissions, EOIs should be emailed to [Tendersecretary@Udecott.com](mailto:Tendersecretary@Udecott.com) with subject line “Expressions of Interest –Lease of Commercial Spaces at TT GCP Parkade.

Expressions of Interest should clearly indicate the name of the Company/individual on the envelope or email cover letter, which **MUST** be titled and addressed as follows:

**“Expressions of Interest – Lease of Commercial  
Spaces at the TT GCP Parkade”**

The Tenders Secretary - The Urban Development Corporation of Trinidad and Tobago Limited  
38 – 40 Sackville Street,  
Port of Spain