



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

NOTICE

INVITING REQUESTS FOR QUOTATIONS FOR THE REPLACEMENT OF ROOF MEMBRANE AT THE CUSTOMS AND EXCISE DIVISION

The Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT) invites suitably qualified and experienced entities to submit quotations for the **Replacement of Roof Membrane at the Customs and Excise Division**.

Proponents are advised that in keeping with the requirements of the Office of Procurement Regulation (OPR), 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://opr.tt.org/procurement-depository/>. Therefore, UDeCOTT is inviting suitably qualified suppliers to register and apply for pre-qualification in the OPR's Procurement Depository under the respective Line of Business applicable to the services being procured. Proponents are advised that, for ease of reference, the relevant Lines of Business are identified in the respective Frequently Asked Questions (FAQs) available on UDeCOTT's website.

The RFQ package will be available via UDeCOTT's E-Tender System from **Wednesday 12, August 2026**. To access the Tender, Proponents must register on the E-Tender System via <https://udecott.etenderworld.tt/login.php>.

Should you encounter any technical difficulties in accessing or using the system, you are to immediately contact our IT Helpdesk at 225-4004 ext. 206 or etenderhelpdesk@udecott.com, carbon copying the Office of the Chief Procurement Officer at tenders@udecott.com.

The successful Proponent(s) shall be chosen using a competitive selection process as set out in the Request for Quotation (RFQ). Proponents are informed that submissions must include ALL the documents as set forth in the RFQ. Failure to do so may result in disqualification.

INFORMATION SESSION AND SITE VISIT

An Online Information Session will be held **via Microsoft Teams** on **Monday August 17, 2026, at 10:00 a.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. This will be followed by a Site Visit on the same day at **2:00 p.m.** located between Government Campus, Richmond Street, Port of Spain.

SUBMISSION

Proponents are advised that submissions must include ALL the documents as set forth in the RFQ and must be in accordance with the terms therein. The deadline date for submission of proposals is **September 3, 2026, at 2:00 p.m. (AST)**.

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 RFQ.

THE OFFICE OF THE CHIEF PROCUREMENT OFFICER

FREQUENTLY ASKED QUESTIONS (FAQs)

REPLACEMENT OF ROOF MEMBRANE AT THE CUSTOMS AND EXCISE DIVISION

What is the purpose of this Request for Quotation?

The purpose of this Request for Quotation is to identify and contract a suitably qualified and experienced Service Provider to undertake the Project.

When will the RFQ be available?

The RFQ package will be available on UDeCOTT's E-Tender System from Wednesday 12, 2026.

What is the Location of the site?

The Customs and Excise Division is located between Government Campus, Richmond Street, Port of Spain.

Are interested parties required to register with the Office of the Procurement Regulator?

Proponents are advised that in light of the proclamation of the Public Procurement and Disposal of Public Property Act, 2015, all proponent 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/>. Proponents are required to apply for pre-qualification in the OPR's Procurement Depository for the following:

Line of Business Code: 72153209 – Waterproofing service

Is it mandatory to attend the online information session?

Attendance to the online information session is **not** mandatory. It does, however, provide a greater understanding of the requirements of the RFQ.

Are there any eligibility requirements for this Procurement Process?

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

- Incorporation or otherwise registered to do business in Trinidad and Tobago as evidenced by the Certificate of Incorporation or Registration (as applicable);
- Submission of Statutory Clearance/Compliance Certificates, (for companies incorporated/registered in Trinidad and Tobago) valid as at the tender submission deadline, namely;
 - VAT Clearance Certificate
 - BIR Clearance Certificate
 - NIS Certificate of Compliance

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Proponents are advised that in light of the proclamation of the Public Procurement and Disposal of Public Property Act, 2015, all proponent 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/>.

Are Proponents required to purchase the RFQ package?

There will be no cost for the RFQ package.

Are Proponents required to submit a Bid Bond with their Proposals?

No, a Bid Bond is not required for this RFQ.

Proponents are to note that the responses provided as guidance to these Frequently Asked Questions does not relieve the Proponent of its obligation and responsibility to fulfil and comply with all requirements of the Request for Proposals.

SCOPE OF WORKS

Roof Membrane Works

Customs and Excise Division Building

INTRODUCTION

The Customs and Excise Division building comprise 189,000 sq. ft. The building has nine (9) floors and is constructed with concrete roofs on the North and East sides of the building. Both roof tops are covered with similar waterproofing membrane.

The roof of any building is a critical structure that needs to perform as designed. This means that no leaks or penetration should occur, which allows unwanted moisture or water into the building. In instances where water is unwittingly entering the facility from the roof or other areas of the building fabric, urgent remedial works must be conducted to prevent damage to the facility and maintain an environmentally safe and productive environment for the occupants.

UDeCOTT's goal is to provide corrective maintenance (i.e. removal and replacement) of the roof membrane at the Customs and Excise building. The full scope of the services is detailed within this document.

The contractor is expected to:

- a. Provide a work methodology detailing all activities from initiation to completion of the work;
- b. Confirm all on-site measurements;
- c. Develop and provide all technical specifications, to perform the required works to eliminate all roof leaks throughout the north and south roofs at Customs and Excise Building;
- d. Develop and implement a quality control program, inclusive of verification testing to ensure all leaks are addressed;
- e. Dispose of all waste generated from execution of the work
- f. Provide protection of the site in the event of adverse weather
- g. Develop a project schedule/timeline with the estimated duration of all project activities;
- h. Assign capable and competent Representatives to be on site during the execution of the works;
- i. Provide a minimum ten (10) year system warranty/guarantee on completion.

Works shall include the following:

1. Preparation of the existing surfaces (North, South & Central Core) to receive the new two-ply membrane roofing system inclusive of removing membrane and other materials.
2. Supply and install new two-ply membrane roofing system thermally bonded to flat and skirting areas inclusive of all fullbora and/or roof drains as defined.
3. Supply and Install termination bar /drip edge flashing as required along the perimeters.

A. GENERAL REQUIREMENTS

1. Technical Expertise

The contractor shall employ a best-practice approach in servicing the needs of UDeCOTT. This should be evident by use of qualified and experienced personnel to execute specialist works under technically sound supervision.

2. Approved Materials

The contractor shall use materials approved by the Trinidad and Tobago Bureau of Standard for use in Trinidad and Tobago when conducting works for UDeCOTT.

3. Commitment To Users of the Customs & Excise Facility

Ensure building services and equipment maintained by contractor are compliant and fit for purpose. Keep under review all existing maintenance guidelines and relevant legislation and respond to new legislation to ensure that UDeCOTT's statutory obligations are met and assist with improving the built environment.

4. Health and Safety

Adhere to the Occupational Health and Safety Policies of UDeCOTT and the OSH Authority and take all steps to minimize the possibility of death and injury and subsequent consequential loss and damage claims through faulty services

Contractor must carry out detailed risk assessments of all activities related to the job including providing a detailed methodology, job hazard analysis and frequency and severity analysis.

The contractor must cordon off the necessary spaces on the ground floor around the buildings from pedestrian traffic to prevent users from being unnecessarily exposed to falling material and runoff. Appropriate manpower must be provided by the contractor to accomplish this.

UDeCOTT reserves the right to require the removal from the work site of any supplies and/or equipment it deems does not meet safety codes or regulations. Additionally UDeCOTT may require the halt of any unsafe practices observed in carrying out the contracted service. This will in no way relieve the Contractor of complying with the approved work schedule.

5. Timeliness of Service

The works under this scope must be completed within a reasonable time frame.

Delays can be due to natural causes such as inclement weather conditions. Extended work delays or stoppages not attributed to the natural causes must be explained via a written report for UDeCOTT's review. The contractor will respond to special requests in a timely manner.

6. Communications

To communicate in writing prior to undertaking any disruptive works and ensure that all affected parties are well aware of the activity, scheduling, duration and expected result of any work activity.

7. Accommodation

Ensure that technicians and other staff only make use of approved areas for accommodation and do not occupy or misuse areas of the towers including washrooms, utility and service areas and office areas.

Washrooms are available on the Courtyard Area of the Government Campus Plaza (GCP).

Contractors will not be allowed access to any other washrooms in the Plaza.

No lunch room facilities will be provided.

No free parking is available on the compound. Paid parking is available at the Parkade Carpark.

8. Environmental

All chemicals used should be environmentally friendly and approved by the TTBS. All SDS must be provided prior to use.

9. Supervision

At least one (1) senior contractor representative must always be on site to liaise with UDeCOTT to receive complaints and/or issue instructions to workers.

The contractor will be responsible for documenting and taking pictures of the roof before works commence. Any damages to the glass or cladding will have to be repaired at the contractor's cost.

10. Equipment

Contractor must ensure that all equipment (ropes, hoists, lifts, baskets, and Contractor provided equipment) are properly maintained and certified by a GORTT certified examiner/certified verification agent/inspector prior to use and all staff are trained in proper use of equipment and provided with all recommended PPE as a result of risk assessment.

B. WATERPROOFING MEMBRANE REPLACEMENT

There are currently numerous leaks to the north, south and central core concrete roofing structure of the Customs and Excise building, due to breaches in the existing Membrane. As is required periodically, the building requires waterproofing by removal and replacement of the existing defective waterproofing.

1. Objectives

- To implement a high-quality waterproof membrane to protect the building's structure from water damage, preventing deterioration and ensuring the longevity of the Customs and Excise building.
- To prevent water infiltration, that can lead to mold growth, compromising indoor air quality and occupant health. Maintain a safe and comfortable environment for all building occupants.
- To upgrade to a modern, durable waterproof membrane that not only protects but also improves the aesthetic appeal of the building, thereby enhancing its market value and attractiveness to tenants.
- Achieve a significant extension in the lifespan of the building's exterior, reducing the need for frequent repairs and maintenance, leading to cost savings over time.
- Eliminate water ingress and associated issues, resulting in better air quality and a healthier living and working environment for occupants, thereby increasing overall satisfaction and productivity.

2. Methodology

The submitted methodology must describe in detail:

- a. How to safely access all the roofing structure to undertake the works.
- b. What methodology is used to prepare the surface, including removal of existing membrane and sealing of cracks.
- c. The selected chemicals must be first tested on a sample area before being applied to the rest of the roofing structure. The effects of the methodology must be observed by a UDeCOTT representative and approved before use.
- d. How to protect the glass and other surfaces from stains/damage while the work is being done.
- e. Protective measures in the event of adverse weather during the works
- f. The Methodology being used to install the new Waterproofing.
- g. The inspection procedure to assure compliance. Sample testing documentation is to be provided
- h. A work schedule is to be submitted with the estimated duration of all the activities.
- i. A safety plan and risk assessment must be provided for the entire job.
- j. All work activities must be clearly described.

3. Work Sequence

The expected work sequence is as follows:

- Inspect Roofing Areas
- Protect Building Components
- Prepare surface to receive new 2 ply membrane and seal cracks
- Apply Membrane
- Testing

4. Work Inspections

- a. Provisions will be made by the contractor for UDeCOTT representatives to visually inspect and water testing of all works conducted.
- b. This may require temporary work stoppages to allow UDeCOTT representatives to inspect works that are in progress.
- c. Any deficiencies or concerns identified during these inspections will be immediately dealt with by the contractor to UDeCOTT's satisfaction before works can continue.
- d. The contractor is required to identify any leaks discovered in execution of the work and submit written report to the onsite UDeCOTT Representative. A quotation with methodology is to be provided by the contractor for the repairing of leaks identified that are not covered in the Scope of Works. The contractor shall repair all leaks identified in accordance with methodology and quotation submitted.

5. Invoicing

- a. Claims can be made upon full completion of the works. Only Works that have been signed off by UDeCOTT as completed can be billed for.
- b. Areas which have not been re-sheeted or have not been completed to the satisfaction of UDeCOTT cannot be billed for.
- c. All invoices issued by the Contractor, must include a summary sheet and have attached all relevant supporting documents such as respective job tickets, the Work Orders (inclusive of the Work Order Number), delivery notes etc. Failure to attach the aforementioned supporting documents, will result in non-processing of invoices.
- d. Quotations shall be submitted for Emergency works or unplanned works as needed, to be approved by UDeCOTT. Once approved, the works shall be executed by the contractor as per price and duration quoted. The Contractor shall invoice separately for emergency works and include all relevant supportive documentation inclusive of approved quotation and instructions to proceed.

6. Payment Terms

Contractors must provide their standard payment terms with the tender for review and/or negotiation by UDeCOTT.