



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

NOTICE

INVITING REQUESTS FOR QUOTATIONS FOR THE SALVATORI CAR PARK - PARKING MANAGEMENT SYSTEM

The Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT) invites suitably qualified and experienced entities to submit proposals for the **Salvatori Car Park - Parking Management System**.

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 Frederick Street, Henry Street, and Independence Square South in 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 **August 26, 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)

ADVERTISEMENT

NOTICE INVITING REQUESTS FOR QUOTATIONS SALVATORI CAR PARK - PARKING MANAGEMENT SYSTEM

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 August 12, 2026.

What is the Location of the site?

Salvatori Car Park, located between Frederick Street, Henry Street, and Independence Square South in 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: 46171619 – Security or access control systems

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

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/>.

Are Proponents required to purchase the RFQ package?

There will be no cost for the RFP 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

Salvatori Car Park - Parking Management System

A. INTRODUCTION

1. This Scope of Works sets out the requirements for the supply, installation, commissioning and maintenance of a Parking Management System / Vehicular Access Control System at the Salvatori Carpark, Port of Spain.
2. The system is required to support UDeCOTT's operational needs by providing efficient vehicular access control, secure revenue collection, and improved customer service. This is also inclusive of providing secure and accurate revenue management tools as part of the system function.

B. SCOPE OF WORK

3. The successful bidder will be required to:
 - a. Supply and install parking management hardware and cloud-based software
 - i. One (1) entry and one (1) exit articulated barrier arm.
 - ii. One (1) ticket dispenser to the entry lane of the carpark with the following minimum capabilities:
 - Container for holding 5000 -10,000 tickets with easy loading
 - fanfold ticket printer
 - Vandal proof button for ticket request
 - Barcode reader/scanner for tickets and access cards
 - Assistance call button
 - Barrier control
 - Digital intercom
 - iii. Exit lane - Barcode reader/scanner for tickets and access cards
 - iv. Fifty (50) swipe cards. Swipe cards shall be sequentially numbered and carry the UPark logo with Salvatori Carpark visual on same.
 - v. Desk Pay Station - manual desktop with cashier system and cash till, functional push button, LCD display, scanner/validator for 2-D barcode ticket/ RFID desk reader/writer, ticket/receipt printer
 - vi. One hundred thousand (100,000) tickets intended to be delivered as follows:
 - 50,000 on testing and commissioning of system
 - 50,000 within 3 months of commissioning

Note: Contractor to indicate if tickets are specific to equipment being used.
 - vii. Physical presentation of the new Parkade Management System shall include but not limited to:
 - Develop and deliver a comprehensive presentation outlining the features, benefits, and operational procedures of the new Parkade Management System.

SCOPE OF WORKS

Salvatori Car Park - Parking Management System

- Facilitate stakeholder engagement through visual demonstrations, system walkthroughs, and Q&A sessions to ensure clarity and alignment.
 - Provide supporting documentation and training materials to reinforce understanding and promote effective system adoption.
- b. Integrated payment and access control solutions.
 - c. Provide training for operational staff.
 - d. Deliver ongoing maintenance and support under a Service Level Agreement (SLA).
 - e. Ensure compliance with relevant legal, safety, and data protection regulations.
 - f. All Reporting capabilities for revenue collection and parking occupancy for all categories of users
 - i. revenue collection (daily, monthly, annually and live data),
 - ii. parking occupancy (daily, monthly, annually, and live data),
 - iii. Validation services
 - iv. All categories of users
 - v. Backup power supply (2hrs) and all electrical accommodation to accommodate system backup
 - g. Provide system maintenance for a period of one (1) year.

4. Technical Requirements

4.1 System Functionality

- a. Automated entry/exit control (boom gates, RFID, ticketing).
- b. Real-time occupancy monitoring.
- c. Multi-user support (short-term (hourly, daily), monthly subscribers, staff, VIP, corporate, validated).
- d. Integration with multiple payment methods (cash, card).

4.2 Software

- a. Centralized dashboard (cloud-based), 20 licenses
- b. Real-time monitoring, reporting, and analytics.
- c. Automated financial reconciliation and audit trail.
- d. API integration with third-party systems.
- e. Multi-site management capability.

4.3 Hardware

- a. Entry/exit barriers (articulated), ticket dispensers, card/RFID readers.
- b. Network infrastructure and UPS/backup power.

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Salvatori Car Park - Parking Management System

5. Operations & Maintenance

- a. Vendor to provide user and technical training.
- b. Preventive and corrective maintenance schedule.
- c. SLA with defined response/resolution times.
- d. Remote support and monitoring.
- e. Guaranteed spare parts availability.

6. Proposal

Vendors must provide an itemized submission covering:

- a. Company profile with at least 2 references from similar projects.
- b. List of project personnel and qualifications.
- c. After-sales support and escalation contacts.
- d. Technical proposal (system design, architecture, implementation plan).
- e. Costing:
 - i. Hardware and software supply costs.
 - ii. Installation and commissioning.
 - iii. Licensing, support, and upgrades (annual fees clearly stated).
 - iv. Maintenance charges.
 - v. Optional enhancements and value-added services.

7. Legal and Compliance

- Insurance coverage during provision of services.
- Occupational Health & Safety compliance.
- Data protection and privacy compliance (GDPR/local law).
- Warranty terms for equipment and software.
- Liability and indemnity coverage.

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8. Ownership and Warranty Clause

8.1 Transfer of Ownership

- a. All rights, title, and interest in the Parking Management System, including but not limited to hardware, software licenses (where transferrable), documentation, source codes (if applicable), and any other deliverables provided under this contract, shall pass to the Client upon final acceptance and handover of the system, subject to full payment as per the agreed contract terms.

8.2 Warranty Period

- a. The Vendor warrants that all equipment, software, and related services supplied under this contract shall be free from defects in design, material, and workmanship for a minimum period of two years from the date of handover and acceptance by the Client.
- b. During the warranty period, the Vendor shall, at no additional cost to the Client:
 - i. Repair or replace defective hardware components.
 - ii. Correct software errors, bugs, or failures.
 - iii. Provide all necessary updates, patches, and upgrades required to maintain system functionality.
 - iv. Restore system performance to full working order within the SLA response and resolution times.
- c. Extension of Warranty
Any component repaired or replaced under warranty shall carry a renewed warranty period of minimum 12 months commencing from the date of repair or replacement.

9. Payment Terms

To support the timely supply, installation, commissioning and use of the system, the following payment terms are presented:

- a. **20% Mobilization Payment** – upon contract signing and submission of approved project schedule and mobilization plan.
- b. **30% Upon Delivery and Installation of Equipment** – after delivery, installation, and configuration of all parking management system hardware and associated infrastructure on site.
- c. **25% Upon System Integration and Testing** – following successful completion of system configuration, integration, testing, and demonstration of all required system functionalities.
- d. **15% Upon Substantial Completion / Commissioning** – upon commissioning and operational acceptance of the parking management system, with the facility fully functional and ready for use.
- e. **10% Retention** – payable upon expiry of the defects liability period and satisfactory rectification of all defects, deficiencies, and outstanding items

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10. General

- 10.1 Expertise - The Service Provider shall adopt a best-practice approach, ensuring that only qualified and experienced personnel execute the works under technically sound supervision. The proposal shall include the names and qualifications of all individuals assigned to the project.
- 10.2 Service Delivery - These Services are required to be performed within a Two (2) month period from notification of award.
- 10.3 Communication - The Service provider shall communicate in writing to UDeCOTT. Verbal communication will not be accepted.
- 10.4 Bid Proposal - The Service provider shall provide the following information as part of its bid proposal:
 - a. Schedule for completion of the work
 - b. Warranty period for equipment.
 - c. Tender Breakdown for the services to be provided. Refer to Appendix B.

Appendices

- Appendix A – Scope of Works
- Appendix B – Tender Breakdown
- Appendix C – Warranty and Support Checklist
- Appendix D – Draft Contract

Appendix E – General Conditions

A. RESPONSE TIME

1. The Contractor shall ensure that trained personnel attend to an emergency within two (2) hours of the emergency call. Emergencies that severely affect the operations and occupancy of the premises are considered high priority and repairs must be completed before the next working day. Parking operations are 24/7 and response in relation to issues raised must be provided over a 24 hour basis.

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B. INSPECTION AND REPORTS

1. The Contractor shall provide scheduled inspection reports and breakdown reports within two (2) days of the Service.
2. The Contractor shall prepare and submit a daily job ticket to be signed off each day by the authorized UDeCOTT Representative for work performed, which shall include names of employees, hours, tasks performed, materials used and equipment rented.
3. The Contractor's representatives on-site must be able to fill out the job ticket. Note that it is the responsibility of the Contractor to ensure the job tickets are completely and legibly filled out for UDeCOTT staff to review and sign.
4. The daily job tickets are used to verify all labour and material costs that are invoiced, as well as all service repairs conducted.
5. Tickets for works submitted a week after they have been completed will not be signed and will not be paid for.
6. Note the following:
 - a. All Job tickets for the relevant period must be submitted with the Contractor's monthly invoice.
 - b. Works that are not recorded on a job ticket cannot be billed for and will not be paid.
 - c. Back up invoices for all materials used must be attached to each job ticket when submitted.
7. All maintenance activities shall be directed and approved by the CBDD Representative. The CBDD Representative reserves the right to cancel maintenance activities based on the availability, access, exigencies of the client operations.

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C. CONTRACTOR RESOURCES

8. Labour

- a. The Contractor shall ensure that his workers are professionally attired with the company logo clearly visible on the breast pocket of his shirt.
- b. The contractor shall ensure that his workers possess company identification cards or other forms of identification, which shall be on their person at all times while on site.
- c. The contractor shall submit a list of names and classes of workers assigned to the Facility before commencement of the Contract.
- d. The Contractor shall have in his employ and utilize in connection with this Contract, only **fully qualified and licensed Tradesmen** and shall comply with all Local Government and Statutory Authorities' requirements and pay any and all fees as appropriate.
- e. The Contractor shall provide resumes of all technical and senior staff to be used on site in their tender submission.
- f. Contractor workers on-site must possess and display the necessary skill to execute the assigned work. The contractor shall replace poorly performing workers with those of a more appropriate and demonstrable skill.

9. Material, Tools and Equipment

- g. The Contractor shall supply all the necessary materials as new, unopened units and shall further supply all necessary tools, equipment and access aids to allow the safe and prompt execution of the Services.

D. WORKING TIME

10. As the facility is an operational one, all maintenance work on the system shall be carried out as required to ensure minimal system downtime/interruption and responses/repairs conducted within the timeline stated above.
11. The Contractor shall report to the UDeCOTT staff on-site before commencing work. The Contractor must not appear on-site and begin work without approval of the UDeCOTT Representative.

E. RATES AND INVOICING

12. The rates quoted within shall remain consistent throughout the duration of the contract.
Bid proposals shall be evaluated in accordance with criteria as set out in the tender document.

F. PERFORMANCE MEASUREMENT

13. Specific Performance Measures shall include but are not limited to: response time, quality of work, optimal use of human/material resources, competence/technical knowledge of supervisor/workers, and work team professionalism.

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G. HSSE

14. The Contractor shall ensure that the Services conform to all local codes, standards and other applicable codes, as well as the applicable laws of Trinidad and Tobago.

15. The Contractor shall comply with all applicable Laws and regulations regarding safety including but not limited to those contained in the Occupational Safety and Health (Protective Measures) Order, which is or are the approved standards of safety for this Contract and which shall be considered as part of this Contract.

16. The Contractor shall conform to UDeCOTT's Health and Safety and Environment (HSE) Manual and shall submit its own HSE policy which shall confirm to same.

17. The Contractor shall ensure proper housekeeping is performed at all times and shall use reasonable efforts to keep the site and the premises clear of unnecessary obstruction so as to avoid danger to persons.

18. The Contractor shall provide its site personnel with personal protective equipment which shall be utilized at all times on-site.

19. The Contractor shall ensure that public safety is maintained and monitored at all times and implement safety measures as may be deemed necessary in the circumstances to include, but not be limited the following:

- Caution tape and barriers;
- Hazard cones;
- Out-of-Order signage;
- Trip hazard;
- High visible construction warning signs; and
- Early warning signs of work zones ahead and/or work areas

H. GENERAL ITEMS

20. The Contractor shall use all reasonable efforts to keep the site and the premises clear of unnecessary obstruction so as to avoid danger to persons.

21. The Contractor shall not permit the use of alcohol or radios on site, nor shall it permit pets to be brought upon the site or the use of inappropriate language thereon.

22. The Contractor shall indemnify UDeCOTT for any and/or all loss/damage/injury to persons/property, arising out of the neglect/actions/omissions of the Contractor through no fault attributed to UDeCOTT.

23. The Contractor must be able to communicate *via* email and other electronic means.

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H. DEFECTS LIABILITY PERIOD

24. The Contractor shall provide a Defects Liability Period of twelve (12) months which shall commence after the Contractor completes Handover of the Supply, Installation and Commissioning of the Salvatori Car Park – Parking Management System to UDeCOTT.

25. During the Defects Liability Period, the Contractor shall, at no additional cost to UDeCOTT, promptly rectify any defects, faults, or deficiencies arising from defective design, workmanship, materials, software configuration, or installation. All corrective work, including replacement parts, labour, software updates and recommissioning where required, shall be undertaken within the response times specified in the Service Level Agreement.