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

REQUEST FOR PROPOSAL

DESIGN, CONSTRUCTION, EQUIPPING AND COMMISSIONING OF ONE (1) BI-PLANE CATHETERIZATION LABORATORY AT THE SAN FERNANDO GENERAL HOSPITAL

The Urban Development Corporation of Trinidad and Tobago Limited, (UDeCOTT) invites suitably qualified and experienced entities to submit proposals for the DESIGN, CONSTRUCTION, EQUIPPING AND COMMISSIONING OF ONE (1) BI-PLANE CATHETERIZATION LABORATORY AT THE SAN FERNANDO GENERAL HOSPITAL.

The successful Contractor 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 RFP PACKAGE

(i) A complete set of documents may be purchased from **Thursday August 20th, 2020,** by making a non-refundable deposit of **TT$7,500.00 VAT Inclusive, to UDeCOTT's Operating Account #852948 at any branch of First Citizens Bank Limited, by Cash or Manager's Cheque**.

(ii) AFTER payment has been deposited into UDeCOTT's account, proponents are to email **proof of payment (stamped deposit receipt from the bank)** to the **Secretary of the Tenders Committee** at tendersecretary@udecott.com and the RFP package will be provided electronically.

SUBMISSION DEADLINE

All submissions, clearly marked "ORIGINAL" or "COPY" and labelled as shown below should be placed in sealed plain envelopes and deposited in the appropriately labelled Tender Boxes located on the First Floor of the Urban Development Corporation of Trinidad and Tobago Limited, 38-40 Sackville Street, Port of Spain **no later than 2:00 p.m. (AST) on September 16th, 2020**:

"Secretary, Tenders Committee
Urban Development Corporation of Trinidad and Tobago Limited
38-40 Sackville Street
Port of Spain
DESIGN, CONSTRUCTION, EQUIPPING AND COMMISSIONING OF ONE (1) BI-PLANE CATHETERIZATION LABORATORY AT THE SAN FERNANDO GENERAL HOSPITAL"

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 360mm x 50mm and submittals **MUST** be packaged to be able to pass through this opening. Proponents must accurately sign the Tender Submittal Form provided by UDeCOTT's representatives.

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

PRE-SUBMISSION MEETING AND SITE VISIT

A pre-submission meeting will be held on **Friday 28th August, 2020 at 10 a.m. (AST)** at the following location:

Level 8 Conference Room
San Fernando Teaching Hospital
Independence Avenue,
San Fernando

A site visit will be held on **Friday 28th August, 2020 at 12 p.m. (AST)** on site.

Additional information may be requested through email forwarded to the attention of **The Secretary, 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, TENDERS COMMITTEE

1.0 BACKGROUND

The Ministry of Health (MoH) in its mandate toward improving healthcare for the citizens of the Republic of Trinidad and Tobago has agreed to make the services of a Cardiac Catheterization Lab available at the San Fernando General Hospital.

In this regard, the services of a Design Build Contractor is required to provide Design, Construction and Equipping services for the establishment of a Cardiac Catheterization Lab and supporting services on the Third Floor above the Accident and Emergency Building at the at the San Fernando General Hospital.

2.0 PROJECT LOCATION

The San Fernando General Hospital is located Paradise Pasture, Independence Avenue, San Fernando.

FIGURE 1: SFGH SITE LOCATION

The drawing below shows a vacant floor area of approximately 14,800 sq. at the Level 3 of the SFGH - Hospital Extension. The proposed area identified to house the Catheterization Suite is located at the western end of the entire space with an area of approximately 6,000 sq. ft. (511.41 sq. m), and with a concrete floor base with a ceiling height of 12 ft. (4m).

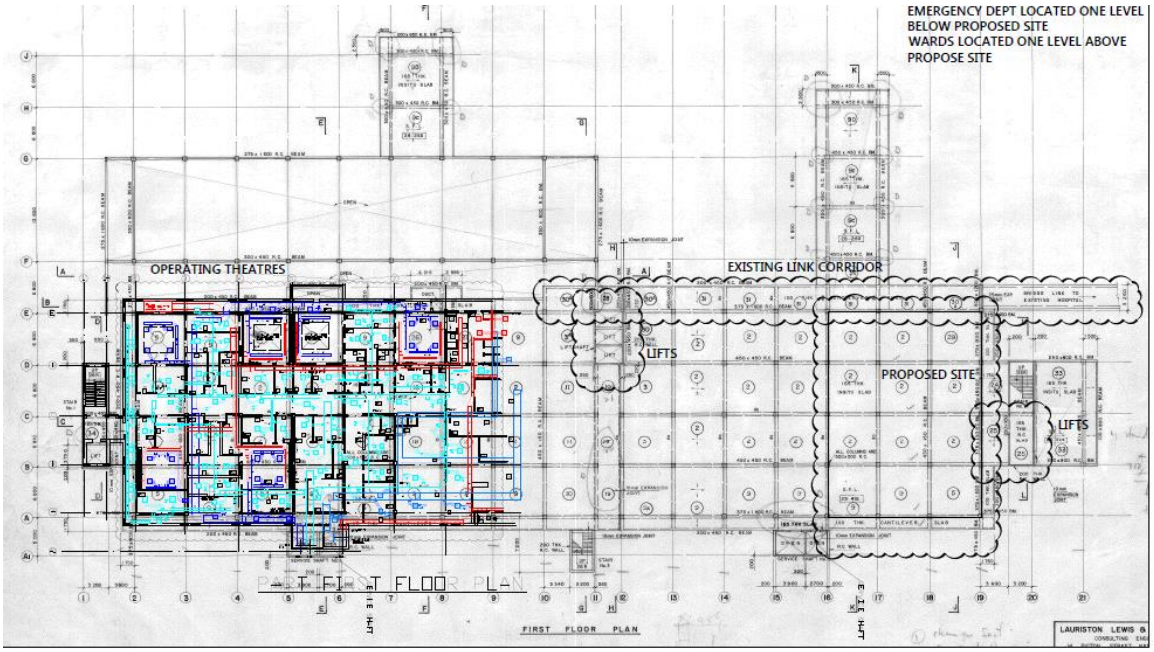

FIGURE 2: PROPOSED LOCATION FOR THE CATHETERIZATION LAB AND SUPPORTING SERVICES.

3.0 PROJECT DESCRIPTION

3.1 Design and Construction Works

The area identified to accommodate the Cardiac Catheterization Lab is approximately 6,000 square feet of the third Floor above the existing Accident and Emergency Department at the San Fernando General Hospital.

Although an existing space is being utilized at the facility, the Contractor is still responsible for detailed designs including Architectural, Structural, Mechanical, Electrical and Plumbing in accordance with the specified codes to ensure functionality and flexibility. The Contractor must also ensure that special requirements for fixed equipment and minimum dimensions are addressed and all Fixtures, Fittings & Equipment proposed to the project must be approved Healthcare grade.

The Room Data Sheets (RDS) will define the Fixtures, Fittings & Equipment for each room, where the successful proponent would be responsible for the supply of Furniture, Fixtures, Equipment (Non-Medical) inclusive of signage both internal, external and directional.

3.2 Room Schedule

The Ministry of Health have developed the room schedule below as a minimum but Contractors are expected to ensure all code requirements are met.

CATHETERIZATION SUITE	
SPACE ALLOCATION FOR THE CATHETERIZATION SUITE	
ROOMS	**APPROXIMATE ROOM SIZE (SQ. FT.)**
Procedure room	900
Control Room	200
UPS/Electrical room	120
Doctors Office x 4	200
Image Processing Room	100
Conference Room	144
Staff Break Room	144
Equipment Storage	200
Scrub Room	100
Mechanical room	170
Patient Prep and Recovery Area (8 beds)	1200
Nurses' station	100
Storage/Utilities Room	200
Dirty Utility	100
Clean Utility	100
Waiting Room	120
Counselling Room	100
Head Nurse Office	100
Staff Change Room (Male & Female)	200
Staff Toilet (Male & Female)	72
Patient Toilet (Male & Female)	72
Biomedical Service Room	200
Lab Prep Room	Contractor to determine based on FGI and Hospital standards based on the space requirements available
Server Room	Contractor to determine based on FGI and Hospital standards based on the space requirements available
Hub Room	Contractor to determine based on FGI and Hospital standards based on the space requirements available
Circulation (25%)	1,085.50
TOTAL	**5,427.50**

TABLE 1: SHOWING THE GIVEN ROOM AREAS FOR THE PROPOSED CATH-LAB

3.3 Design development and Procurement

The proponents are invited for the site readiness, the supply, and installation and commissioning of all MEP and MEQ equipment, the details of which are detailed in the User Brief. Proponent submissions shall be aligned with end user's requirements which is to be used as a minimum guide.

Submissions of designs for the consideration of the project team are required in order to provide an optimized clinical work-flow. As a fit for purpose unit, wherever possible, the proponent is to make recommendations of equipment and or services, which may be added to the unit to ensure the scope of supply for the project is complete and state-of-the-art.

The proponent is required to work closely with the designated equipment provider to ensure the site requirements meet the full specifications of the chosen manufacturer. The provider of the Bi-Plane Cath Lab system and ancillary equipment described in the present tender, is required to provide all Pre-Installation requirements to the proponent for the full installation and proper functioning of a Bi-Pane Cath Lab. It will be the responsibility of the provider of the Bi-Plane Cath Lab system to guide the contractor on all the required services leading to the delivery/install/commissioning at the SFGH of a fully functional Bi-Plane Cath Lab system as described in the tender document. Additionally, the proponent must submit all the necessary equipment manufacturer site readiness documentation, site specific drawings (inclusive of all parties' MEP installation responsibilities), hardware and software installation manuals, scatter radiation documentation, flooring and ceiling structural integrity data.

It will be the responsibility of the equipment provider to supply all such professional consulting and guidance to the construction services and to liaise, if necessary, with the relevant Authorities to obtain any necessary approvals. The provider to work with the proponent to coordinate with all contractors' services (mechanical, electrical, civil, ICT etc), which may be required for the functionality of the new angiography system.

A project schedule and methodology shall be submitted as part of the proponents bid, indicating the critical path for the project. A BoQ listing shall be provided for all Medical Equipment and MEP items showing procurement lead times. The proponent shall prioritize procurement item thereby not delaying project delivery or affecting the critical path. In addition to the schedule, a job safety/ risk analysis must be considered. Delivery timelines and installation times must be stipulated. A site-readiness checklist must also be provided in tender submission, adherent to the proposed project schedule. Standards must be used and explicitly state and be referenced to the respective aspect of the project deliverable, where applicable.

3.4 Testing and commissioning

All equipment included in this proposal shall have a local supplier or distributor and where not possible the capacity of the overseas company to reliably provide on the ground technical support and/or effective shipping and handling of parts and accessories for the equipment as part of after sales services within warranties and extended warranty periods where applicable. A consumable listing and specifications for the equipment(s) as part of the bid package is requested upfront. Contractors bidding for the project must present their commissioning sequence of equipment and requirements for commissioning for review. The proponent must ensure the provider assumes full responsibility for all labor, tools, equipment, transportation and supervision necessary to supply, install and maintain all equipment. The proponent must ensure 100% room readiness as per equipment manufacturer recommendations prior to commissioning and testing. These include but are not limited to:

a. Dust-free environment
b. HVAC control
c. Levelness of flooring and equipment base plates
d. Wall and ceiling finishes complete
e. All ICT infrastructure is installed

The proponent must ensure the final radiation survey is complete and acceptable according to the contracted medical physicist's guidelines. Equipment will not be accepted without successful passing of radiation testing. The proponent must provide manufacturer acceptance forms for testing and commissioning as well as all user and service manuals.

All test equipment and tools must be calibrated and show validation of last calibration date. The proponent must submit manufacturer certifications of ALL certified engineers involved in every aspect of the equipment installation.

3.5 Pre Installation Works

The Proponent will be responsible but not limited to the following:

- Perform site visit with equipment provider
- To redesign the existing area to provide all room requirements to accommodate all the rooms as per the Room Data Sheet (RDS). All standards followed must be documented
- The proponent must adhere to all electrical installation guidelines as per equipment manufacturer stipulations, including but not limited to site specific drawings, site readiness documentation, user requirements and RDS. Relevant codes must be followed and documented accordingly

- The proponent must ensure installation of plumbing fixtures as required for the functionality of the area in accordance with relevant codes, particularly for infection control. Proponent must document all codes used.
- Installation of lead shielding where required. Thickness of lead used must adhere to equipment manufacturer recommendations. Pre-survey by a contracted medical physicist must be employed and approved, prior to installation
- Installation of new suspended ceiling, unistruts and seamless floor covering per equipment manufacturer, user requirement and health care building guidelines where applicable. Floor to ceiling heights must be provided by the equipment provider and adhered to. Proponent must document all guidelines used.
- The proponent must ensure the equipment provider employ the necessary arrangements with the manufacturer to ship the equipment base plates as soon as possible, upon order acknowledgement. The proponent must also seek the provider's advice on any components which will require advanced shipment to render project completion within the provided timelines
- Installation and commissioning of the Bi-Plane Cath Lab system together with all Items of Equipment listed in the RDS provided
- Interconnection of the new Bi-Plane Cath Lab system to PACS system mentioned in Appendix # 4 and provision of successful implementation of all required DICOM licenses for modality communication
- Preparations of all drawings where applicable.
- The proponent shall be responsible and without extra charge to UDeCOTT for the supply of any missing component/parts to ensure that all equipment are installed and operating properly.
- The proponent shall be responsible for ensuring the safe packaging, forwarding, transport, insurance, loading, unloading and taking the necessary precautions against damage during transit and installation etc. to the proposed site. Delivery routes must take into consideration all equipment manufacturer transport data including but not limited to packaging dimensions, turning radii and weights. The proponent must ensure, where applicable, that a prior comprehensive floor structural analysis is completed. Job safety analysis must be formulated and submitted to the relevant authorities prior to delivery to the proposed site.
- The proponent shall perform all formalities to get all types of clearances, manufacturer's authorization letter, letters on warranty period, provision of support and spare parts for a minimum of seven (7) years, quality certificates (ISO, FDA, and CE) and any other approvals deemed necessary from the concerned authority(s).
- If any item(s) of specification are inadvertently not purchased or provided as per User Requirements, the proponent shall have to supply and install the same to make the relevant equipment operational at no extra cost to UDeCOTT

- Ensure all other required but not herein listed pre-installation works related to the functionality required for the new Bi-Plane Cath Lab system and ancillary components

3.6 Training

All training sessions shall be professionally video recorded for the use of the relevant end users/ Ministry of Health. This should be done with sufficient quality in order to allow the content captured to be useful for the re-cap of information taught within the training session and sufficient for a super user to use as a refresher course or to replicate the training session to other intended operators. The proponent shall be responsible to provide training services for the clinical staff, the technical staff (Radiographers) and the maintenance staff assigned to provide diagnostic, intervention services and responsible for maintenance of the equipment being considered. Two additional training may be requested and performed at no additional cost during the warranty period.

The proponent shall be required to provide clinical training by a suitably qualified Applications Specialist for end users. The training period must be no less than one (1) work week. The supplier is also requested to make provision for additional clinical training to cover the eventuality of rotation of clinical staff.

Factory Service Training to be provided for Biomedical Engineers/Technicians. Technical service training shall be provided by a qualified engineer. The technical service training shall be comprehensive and provided to a level such that the nominated service personnel are able to: Apply or handle; and Install, repair, calibrate, maintain or overhaul the equipment purchased. The outline of the technical service training programme must include - installation instructions; system overview with block diagram; detailed theory of operation; detailed preventive maintenance procedures; detailed calibration and performance checks; detailed trouble shooting; overhaul procedures. All cost shall be borne by the proponent.

FREQUENTLY ASKED QUESTIONS (FAQs)

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1. **What is the purpose of this Request for Proposal?**

The purpose of this Request for Proposal is to identify and contract a suitably qualified and experienced Contractor with the expertise necessary to undertake the Project

2. **What is the Location of the site?**

San Fernando General Hospital.

3. **Are there any eligibility requirements for this Procurement Process?**

In order to be eligible for evaluation and/or consideration to provide the Works, the Proponent 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 valid Statutory Clearance/Compliance Certificates, namely;
    - VAT Clearance Certificate
    - BIR Clearance Certificate
    - NIS Certificate of Compliance
- Submission of Annual Return – 2019 or 2020 if available
- A Bid Bond in the amount of ;
- Submission of a copy of the receipt for the purchase of the RFP Package

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

Yes

5. **Would proposals submitted by Joint Ventures be acceptable?**

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

1. Joint Venture Guarantee
2. Joint Venture Agreement (executed)
3. Audited Financial Statements, Litigation History and Experience of each member
4. Other related documents identified in the RFP

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 fulfill and comply with all requirements of the Request for Proposals.