



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

REQUEST FOR PROPOSAL OUTFITTING OF 23 STANMORE AVENUE FOR THE LEGAL AID AND ADVISORY AUTHORITY: OUTFITTING AND FURNITURE, FIXTURES AND EQUIPMENT (FFE) WORKS

The Ministry of the Attorney-General, Legal Aid and Advisory Authority, through the Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT) is desirous of Outfitting 23 Stanmore Avenue with Furniture, Fixtures and Equipment (FFE) for the Legal Aid And Advisory Authority: This project is intended to modernize the infrastructure and operating environment to achieve the Authority's objectives, facilitate the establishment of a public Defender's Office and allow for the efficient and effective delivery of services to meet the needs citizens.

As the executing agency for the project the Urban Development Corporation of Trinidad and Tobago Limited, (UDeCOTT) invites suitably qualified and experienced entities to submit proposals for Outfitting and Furniture, Fixtures and Equipment (FFE) Works for the Legal Aid and Advisory Authority at 23 Stanmore Avenue.

The successful Contractor shall be chosen using a competitive selection process as set out in the Request for Proposals (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 **Monday 11 November 2019** by making a non-refundable deposit of **TT\$2,500.00 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, the RFP package may then be collected at UDeCOTT's Head Office (with proof of payment), First Floor, 38-40 Sackville Street, Port of Spain or provided electronically upon request, **Monday to Friday (excluding public holidays), between the hours of 9:00 a.m. to 4:00 p.m. (AST), with proof of payment (stamped deposit receipt from the bank).**

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. (EST) on December 5, 2019:**

**"Secretary, Tenders Committee
Urban Development Corporation of Trinidad and Tobago Limited
38-40 Sackville Street
Port of Spain
Outfitting of 23 Stanmore Avenue for the Legal Aid and Advisory Authority:
Outfitting and Furniture, Fixtures and Equipment (FFE) Works"**

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.

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

SCOPE OF WORKS

OUTFITTING OF 23 STANMORE AVENUE FOR THE LEGAL AID AND ADVISORY AUTHORITY: OUTFITTING AND FURNITURE, FIXTURES AND EQUIPMENT (FFE) WORKS

In order to facilitate the requests of the MAGLA, the following are the Outfitting Works and FFE Works required:

SCOPE OF WORKS

- i. Demolition Works
Framed Gypsum Walls
- ii. Finishes
 - a. Wall Finishes (Wall Painting and Coating, Acoustical Wall Treatment, Wall Finish Supplementary Components, Special Wall Surfacing etc.)
 - b. Floor Finishes (Carpeting, Flooring Treatments, Tile Flooring, Specialty Flooring etc.)
 - c. Ceiling Finishes (Plaster and Gypsum Board Finish, Ceiling Paneling, Ceiling Painting and Coating, Acoustic Ceiling Treatment, Suspended Ceilings etc.)
- iii. Interior Doors & Ironmongery (Interior Special Function Doors, Interior Access Doors and Panels, Interior Door Supplementary Components)
- iv. Interior Windows (Interior Special Function Windows, Interior Window Supplementary Components etc.)
- v. Interior Operable Partitions
- vi. Plumbing
 - a. Domestic Plumbing (where required)
 - b. Sanitary Plumbing (where required)
- vii. Electrical
 - a. Power
 - b. Lighting (Lighting Control Branch Wiring for Lighting, Lighting Fixtures)
- viii. HVAC Works
 - a. Ventilation and Air Condition (HVAC Air Distribution , Facility Distribution Systems Supplementary Components Commissioning & Balancing)
- ix. Fire Protection Works (Modifications to Existing System Where Necessary)
 - a. Fire Alarm System
 - b. Fire Suppression Systems
- x. ICT Works
 - a. Voice and Data Communications Infrastructure and Cabling
 - b. Access Control Systems Infrastructure
- xi. Furniture, Fixture and Equipment
 - a. Fixed Furnishings (Work Stations, Casework, Other Fixed Furnishings)
 - b. Joinery goods
 - c. Seating (Task Chairs, Fixed Multiple Seating, etc.)
- xii. Site Maintenance and Management
- xiii. Site Cleaning and Handover

FREQUENTLY ASKED QUESTIONS (FAQs)

OUTFITTING OF 23 STANMORE AVENUE FOR THE LEGAL AID AND ADVISORY AUTHORITY: OUTFITTING AND FURNITURE, FIXTURES AND EQUIPMENT (FFE) WORKS

What is the purpose of this Request for Proposal?

The purpose of this Request for Proposal is to identify and contract a suitably qualified Contractor to Outfit 23 Stanmore Avenue with Furniture, Fixtures and Equipment (FFE) for the Legal Aid And Advisory Authority: This project is intended to modernize the infrastructure and operating environment to achieve the Authority's objectives, facilitate the establishment of a public Defender's Office and allow for the efficient and effective delivery of services to meet the needs citizens.

What is the Location of the site?

The site is located at 23 Stanmore Avenue, Port of Spain.

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

1. Submission of a copy of the receipt for the purchase of the RFP package;
2. Incorporation or otherwise registered to do business in Trinidad and Tobago **prior** to the award of any contract for the provision of the Works, as evidenced by the Certificate of Incorporation or Registration (as applicable);
3. Submission of Annual Return – 2018;
4. Submission of valid statutory clearance/compliance certificates, namely;
 - a. VAT Clearance Certificate
 - b. BIR Clearance Certificate
 - c. NIS Certificate of Compliance

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

Each proposal must be accompanied by an original Bid Bond in the value of **TT\$500,000.00** in the form of a Bank Guarantee acceptable to UDeCOTT and shall be valid for thirty-five (35) days beyond the end of the Tender Proposal Validity Period.

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.

What is the recommended team composition?

At a minimum, the proposed team should comprise the following:

1. Project Manager (1 No.)
2. Construction Manager (1 No.)
3. MEP Engineer (1 No.)
4. ICT Technician (1 No.)

What experience is the Proponent's Key Human Resources required to demonstrate?

An individual may only be proposed for one position and must demonstrate experience on projects of similar nature in which the key human resource has participated, for which the construction cost exceeds **Seven Million Trinidad and Tobago Dollars (TT\$7,000,000.00)**. Greater consideration will be given to those proponents who can demonstrate experience projects of a higher value.

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.