



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

# REQUEST FOR PROPOSAL DESIGN, SUPPLY, INSTALLATION & COMMISSIONING OF AN LED MAST LIGHTING SYSTEM AT THE COURLAND RECREATIONAL PARK

The Government of the Republic of Trinidad and Tobago through the Division of Sport & Youth Affairs in conjunction with the Tobago House of Assembly and UDeCOTT is embarking upon a Facility Upgrade Project at Courland, Tobago.

As the executing agency for the project, UDeCOTT invites suitably qualified and experienced entities to submit proposals for the Design, Supply, Installation and Commissioning of an LED High Mast Lighting System at the Courland Recreational Park in Tobago.

The successful Contractor shall be selected using a competitive tendering 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 **March 16th, 2020** by making a non-refundable deposit of **TT\$1,500.00 VAT Inclusive (Cash or Manager's Cheque)**, to **UDeCOTT's Operating Account #852948 at any branch of First Citizens Bank Limited.**
- (ii) AFTER payment has been deposited into UDeCOTT's account, the RFP package may then be collected at **UDeCOTT's Head Office**, First Floor, 38-40 Sackville Street, Port of Spain, **UDeCOTT's Tobago Office**, Ground Floor, Ashora Court, Milford Road, Scarborough, 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 at **UDeCOTT's Tobago Office**, Ground Floor, Ashora Court, Milford Road, Scarborough **no later than 2:00 p.m. (EST) on April 24th, 2020:**

**"Secretary, Tenders Committee  
Urban Development Corporation of Trinidad and Tobago Limited  
Tobago Office  
Ground Floor, Ashora Court  
Milford Road  
Scarborough**

### **LED High Mast Lighting System at the Courland Recreational Park"**

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 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 via email forwarded to the attention of **The Secretary, Tenders Committee** at [tendersecretary@udecott.com](mailto: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

## **FREQUENTLY ASKED QUESTIONS (FAQs)**

### **Design, Supply, Installation and Commissioning of a LED High Mast Lighting System at the Courland Recreational Park**

#### **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 Design-Build and specialist expertise necessary to undertake the Project.

#### **What is the Location of the site?**

The Courland Recreational Park, is in Courland, which is located on the Western side of Tobago and is surrounded by landmarks such as Katzenjammers Pan Theatre, the YMCA pool and the Courland Housing Development.

#### **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:

- Submission of a copy of the receipt for the purchase of the RFP package,
- 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),
- Submission of Annual Return – 2019,
- Submission of valid statutory clearance/compliance certificates, namely,
  - VAT Clearance Certificate
  - BIR Clearance Certificate
  - NIS Certificate of Compliance

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

No Bid Bond is required for this project.

### **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. Team Leader/Project Manager (1 No.)
2. Civil/Structural Engineer (1 No.)
3. Electrical Engineer (1 No.)
4. QA/QC Inspector (1No.)
5. HSE Inspector (1No.)

### **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 **Four Million Trinidad and Tobago Dollars (TT\$4,000,000.00)**.

**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.**