



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

# REQUEST FOR PROPOSAL ENGAGEMENT OF AN OPERATOR FOR THE AUDITORIUM RESTAURANT AND LOUNGE (TARL)

The Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT), invites suitably qualified and experienced entities to submit proposals for the Engagement of an Operator for The Auditorium Restaurant and Lounge (TARL).

The successful Operator shall be chosen using a competitive 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**

The tender process for this project will be conducted via UDeCOTT's E-Tender System. To access the Vendor Registration, proponents are required to go to UDeCOTT's website at [udecott.com](http://udecott.com), place the cursor over the **tenders menu** at the top of the page, then select **E-Tender portal** in the drop-down list. Once registered, an automated email will be sent to the registered email account directing the proponent to activate their E-Tender account. Once the account is activated, the proponent will then be allowed access to view the RFP on the E-Tender System.

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](mailto:etenderhelpdesk@udecott.com), carbon copying the Secretary of the Tenders Committee at [tendersecretary@udecott.com](mailto:tendersecretary@udecott.com).

The RFP package will be available for purchase from **July 26, 2022**. To download the RFP package, you will be required to select and purchase the RFP **via online payment**. The cost of the RFP package is **\$1,500.00 VAT Inclusive**.

### **SITE VISIT AND INFORMATION SESSION**

An **Online Information Session** will be held **via Microsoft Teams** on **Tuesday August 2, 2022 at 10:00 a.m.** This will be followed by a **Site Visit** commencing at **2:00 p.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 [tendersecretary@udecott.com](mailto:tendersecretary@udecott.com).

The Project Site is situated on **Level 2, The Auditorium Conference Centre Government Plaza Corner Richmond and Ajax Streets, Port of Spain.**

**SUBMISSION**

Proponents are advised that submissions must include ALL the documents as set forth in the RFP and must be in accordance with the terms therein.

**Failure to do so may result in disqualification.**

Proponents are advised that **only PDF** files can be uploaded onto the E-Tender platform. The responsibility for file conversion resides with the Proponent and failing to submit proposals in PDF format may result in disqualification.

The deadline date for submissions is **August 16, 2022 at 2:00 p.m.**

Additional information may be requested through 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)**

### **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 Operator with the specialised expertise necessary to successfully operate and manage TARL for an initial period of two (2) years.

### **I am interested in this project. Can I view the RFP to confirm the requirements prior to purchasing?**

The RFP will be available for viewing at UDeCOTT's Office Head Office, First Floor, 38-40 Sackville Street, Port of Spain, 100622, from Tuesday July 26, 2022 (excluding weekends and public holidays), between the hours of 9:00 a.m. to 4:00 p.m. (AST). Due to Covid-19 protocols, proponents are requested to forward an email to the Secretary of the Tenders Committee indicating the date and time that they would like to come in to view the RFP.

### **Where is TARL located?**

TARL is located at Level 2, The Auditorium Conference Centre, Government Plaza, Corner Richmond and Ajax Streets, Port of Spain.

### **Are there any eligibility requirements for this Procurement Process?**

In order to be eligible for evaluation and/or consideration to be engaged as the Operator, Proponents must be able to demonstrate the following:

- Submission of Annual Return –2021 (2022 if applicable) (for companies incorporated/registered in Trinidad and Tobago)
- 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

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

No Bid Bond is required for this tender.

### **Is there a preferred Operating Model for TARL?**

The New Restaurant Operating Model envisioned for TARL is as follows:

- I. Restaurant Type – Chic Local Cuisine/Creole Fusion
- II. Days of Operation – Wednesdays to Sundays
- III. Offering - Lunch
  - Dinner
  - Saturday and Sunday Brunches
- IV. Price point for meals - \$200.00 -\$250.00 per person
- V. Live Entertainment – Fridays, Saturdays, and Sundays (to be organized by TTT Ltd.)

### **Can an alternative Operating Model be proposed?**

Proponents can put forward alternative Operating Model for consideration.

**Can TARL be rebranded to be aligned with the proponents' existing business?**

The successful Proponents will be allowed to rebrand TARL in alignment with their existing business.

**What is the expected reopening date for TARL?**

UDeCOTT intends for the operations of TARL to commence by September 15, 2022.

**Is there a timeframe for which the Operator and UDeCOTT will be in partnership?**

UDeCOTT intends to enter into Partnership arrangement with Operator for a period of two (2) years in the first instance

**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.**