



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

### REQUEST FOR PROPOSAL THE PROVISION OF UPS MAINTENANCE SERVICES AT MINISTRY OF HEALTH (MOH) FOR A PERIOD OF TWO (2) YEARS

The Urban Development Corporation of Trinidad and Tobago Limited, (UDeCOTT) invites suitably qualified and experienced entities to submit proposals for **THE PROVISION OF UPS MAINTENANCE SERVICES AT MINISTRY OF HEALTH (MOH) FOR A PERIOD OF TWO (2) YEARS.**

In accordance with the Public Procurement and Disposal of Public Property Act, 2015 (as amended), 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.org/procurement-depository/>. Therefore, UDeCOTT is inviting suitably qualified suppliers to register and apply for pre-qualification in the OPR's Procurement Depository for the following:

**Line of Business Code: 39121011 - Uninterruptible power supply UPS.**

#### **INSTRUCTIONS FOR ACCESSING REQUEST FOR PROPOSAL (RFP) PACKAGE**

The tender process for this project will be conducted via UDeCOTT's E-Tender System. To register or access the E-Tender System go to <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](mailto:etenderhelpdesk@udecott.com).

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

An **Online Information Session** will be held **via Microsoft Teams on Friday September 20, 2024 at 10:00 a.m.** A **Site Visit** will be held on **Friday September 20, 2024 at 2:00 p.m.** starting at the Ground Floor Entrance of the Ministry of Health Building, Port of Spain. 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](mailto:tenders@udecott.com) by **Friday September 20, 2024 at 8:00 a.m.**

#### **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.**

The deadline date for submissions is **October 15, 2024 at 2:00 p.m. (AST) via the E-Tender Platform.**

Additional information may be requested through email forwarded to the attention of **The Office of the Chief Procurement Officer** at [tenders@udecott.com](mailto:tenders@udecott.com).

UDeCOTT reserves the right to reject any or all proposals for failure to comply with any mandatory requirements stated in the RFP.

Please visit our website at [udecott.com](http://udecott.com) for further details and updates.

THE OFFICE OF THE CHIEF PROCUREMENT OFFICER

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

### **FOR THE PROVISION OF UPS MAINTENANCE SERVICES AT MINISTRY OF HEALTH (MOH) FOR A PERIOD OF TWO (2) YEARS**

#### **What is the purpose of this Request for Proposal (RFP)?**

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

#### **Are Proponents required to purchase the (RFP) package?**

There will be no cost for the RFP package.

#### **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:** Uninterruptible power supply UPS.

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

The Site is located at #3-6 Queen's Park East and Jerningham Avenue, Belmont, Port of Spain, Trinidad and Tobago.

#### **Is it mandatory to attend the site visit and online information session?**

Attendance to the site visit and online information session is **not** mandatory. It does however provide a greater understanding of the requirements of the RFP.

#### **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 **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 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 not required for this RFP.

**What is the recommended team composition?**

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

1. Supervisor/Team Lead (1 No.)
2. Technician (1 No.)

**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 Proposal.**

## **SCOPE OF WORKS**

### **FOR THE PROVISION OF UPS MAINTENANCE SERVICES AT MINISTRY OF HEALTH (MOH) FOR A PERIOD OF TWO (2) YEARS**

1. This scope of works is for the provision of UPS Maintenance services for a period of two years at new Ministry of Health Building located at the corner of Queen's Park East and Jerningham Avenue, Belmont.

#### **2. SCOPE**

The work shall include but not limited to visual inspection, checks, measurements and adjustments as required for servicing of UPS units as follows:

- Check area for any safety concerns that may affect the safe operation of the unit
- Check subassemblies, wiring harnesses, contacts, cables and other major components for burns or broken wires.
- Clean or replace all air filters.
- Check all fans for slow start and free rotation.
- Check AC input and output for proper wiring, grounding and verify to NEC code standards.
- Check input and output grounding is proper and sufficient for customer application.
- Check and record alarm logs.
- Check all circuit boards and connections for cleanliness and or possible problems.
- Check all breakers, power connections, fuses and controls for excessive heating or swelling via thermal scan and reading.
- Check AC and DC capacitors for swelling or leakage.
- Check for DC capacitor vent caps that have extruded more than 1/8".
- Check all nuts, bolts, screws and connectors for tightness and heat discoloration.
- Perform thermal imaging on each unit

#### **POWER CHECKS**

- Check input voltage, amperage, and frequency readings for proper levels and balance.
- Check output voltage, amperage, and frequency readings for proper levels and balance.
- Check bypass voltage and frequency for proper available power.
- Check input power and harmonic filters for proper operation and balance.
- Check output power and harmonic filters for proper operation and balance.
- With UDeCOTT approval, perform operational test of the system including unit transfer and battery discharge.
- Review system performance with UDeCOTT to address any questions and to schedule any repairs, depending on Internal Component Checks
- Check and calibrate any logic and control signals as specified in the manufacturer's maintenance procedures.
- Check all indicators and meters for proper operation and calibration adjusting as necessary in accordance to the manufacturer's maintenance procedures.

- Check and calibrate all power supply settings in accordance with manufacturer's specified settings.
- Check rectifier voltage and current balance for proper operation.
- Check inverter voltages and balance for proper operation.
- Check static switch voltages and inspect for any leakage.
- Check fuses on the DC capacitor deck for continuity if applicable.
- Check ambient temperature of the UPS room.
- Check location for cleanliness and accessibility.

#### BATTERY SYSTEM CHECK

- Inspect the appearance and cleanliness of all batteries, connectors, cabinet(s) or rack(s), and room(s).
  - Check each battery for signs of damage to the case, cover or terminals, staining of the case, terminals
  - Check for swelling, evidence of melting or thermal damage to the cover and terminal post-seal plus support cabinet(s) or rack(s) for signs of physical damage, corrosion, etc.
  - Confirm battery cabinet(s) or rack(s) hardware integrity and tighten connections as necessary.
  - Clean and retighten all terminal connectors and check for NO-OX grease or oil on all connections (when needed and/or accessible).
  - Check system float voltage and current and adjust if necessary to manufacturer's specified settings.
  - Measure and record DC bus ripple voltage when applicable.
  - Measure and record all battery connection resistances in micro-ohms when applicable.
  - Measure individual battery temperatures and check for any hot spots or readings which are out of the manufacturer's recommended temperature variance when accessible.
  - Perform individual battery load testing when accessible.
  - Record battery date codes, number of cells and strings.
  - Check manual Bypass switch to ensure functionality. Note this is to be coordinated with customer when De-energising system
  - Perform all other work as per manufacturer's recommendations.
3. The contractor shall submit a signed completed checklist/report upon completion of maintenance work with recommendations and corrective work required to maintain reliability and performance of each UPS.
  4. The contractor shall provide two preventive maintenance service per year which shall be coordinated by the Facilities Manager.
  5. Work shall be schedule during normal business hours and with coordination with the customer when turning on and off the unit.

6. The contractor shall provide corrective works as per labour rates given in Table 1
7. The contractor shall provide a quotation for replacement of defective parts for approval by the Facilities Manager as required.
8. The Contractor shall ensure that trained representatives attend to callouts within two (2) hours of an emergency call.
9. For all preventive maintenance work, work order numbers and task sheets with maintenance activities shall be sent via email to the contractor which are to be included in the service reports when the work is executed. Note these maintenance activities are to be included in the contractor's scope of activities when executing the preventive maintenance work.
10. The contractor must be able to receive scheduled work orders and submit quotations via email.
11. For all corrective work identified, the contractor must clearly record same on their service reports and a copy is to be given to UDeCOTT. All corrective work must be estimated and submitted to UDeCOTT to be scheduled. Work order numbers for the corrective work will be sent to the contractor via email which are to be included in their service reports when the works are executed.
12. All completed work being invoiced for must be supported by the contractor's service reports containing our work order numbers. Please note if our work order numbers are not included in the contractor's service reports, the invoices will not be processed.
13. Emergency work or unplanned work shall be executed as needed and in accordance with the rates requested in Table below. A Work order number will be assigned and emailed the following day which shall be included in the contractor's service report for the executed work. Note the emergency work will be invoiced separately and the invoice must contain the work order number.
14. The contractor can only invoice for work completed with a valid work order number.
15. The Contractor shall ensure that the Services conform to all local codes, standards, other applicable codes and as per manufacturer's recommendations.
16. The contractor shall ensure proper housekeeping is performed at all times.
17. The Contractor's hours of work shall be the arrival and departure times on site when corrective work is to be done.

18. 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.
19. The Services shall be provided at established labour rates (to be submitted) as outlined in Table 1 for all corrective work.
20. The contractor shall charge for only the preventive maintenance work as requested in the Bill of Quantities Table 2. All other charges for corrective work shall be as per labour rates to be submitted in Table 1. (Refer to Appendix B-C).
21. Note a quotation shall be submitted for approval for all corrective work to be done arising out of the preventive maintenance service.