



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

REQUEST FOR PROPOSALS ELECTRICAL WORKS AT THE GOVERNMENT PLAZA PARKADE (GPP) FACILITY FOR A PERIOD OF ONE (1) YEAR

The Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT) invites suitably qualified and experienced entities to submit proposals for the **Electrical Works at the Government Plaza Parkade (GPP) Facility for a Period of One (1) Year**.

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://oprtd.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: 72151501 – Lighting Installation Services.

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, carbon copying the Office of the Chief Procurement Officer at tenders@udecott.com.

The successful contractor shall be chosen using competitive selection process as set out in the Request for Proposals (RFP). Proponents are informed that submissions must include ALL the documents as set forth in the RFP. Failure to do so may result in disqualification.

INFORMATION SESSION

An Online Information Session will be held **via Microsoft Teams on Tuesday October 10, 2023 at 10:00 a.m.** This will be followed by a **Site Visit** on **Tuesday October 10, 2023 at 1:30 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 tenders@udecott.com.

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 **November 3, 2023 (AST)**.

Additional information may be requested through email forwarded to the attention of **The Office of the Chief Procurement Officer** at 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.

THE OFFICE OF THE CHIEF PROCUREMENT OFFICER

FREQUENTLY ASKED QUESTIONS (FAQs)

ELECTRICAL WORKS AT THE GOVERNMENT PLAZA PARKADE (GPP) FACILITY FOR A PERIOD OF ONE (1) YEAR

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 to undertake the Project.

What is the Location of the site?

The Project Site is the Government Plaza Parkade, located on the corner of Queen and Edward Street, Port-of-Spain. Port-of-Spain.

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 Works, Proponents 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 Statutory Clearance/Compliance Certificates, (for companies incorporated/registered in Trinidad and Tobago) valid as at the tender submission deadline, namely;
 - VAT Clearance Certificate
 - BIR Clearance Certificate
 - NIS Certificate of Compliance

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/>.

Are Proponents required to purchase the RFP package?

There will be no cost for the RFP package.

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

No, a Bid Bond is not required for this 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 fulfil and comply with all requirements of the Request for Proposals.

SCOPE OF WORKS
GPP LIGHTING UPGRADE

A. LOCATIONS

1. This scope is for the procurement and installation for the Lighting Upgrade of the Government Plaza Parkade (GPP) Facility

B. CATEGORIES OF WORK

1. This Request for Quotation seeks offers to procure and replace the following light fixtures to comparable brand and/or equivalent specifications note in Table 1 & Table 2.
 - Surface-Mount Metal Halide Light Fixture (Type A)
 - Parkade Perimeter Lighting (Type B)
 - Cone Shape Light Fixture (Type C)
2. The Contractor is responsible for the procurement and installation of all fixtures which must adhere to NEC, SOW, inspection and manufacturer's specifications for installation.
3. The contractor shall provide all necessary materials, equipment and labor for the execution of all works.
4. Contractor must state the duration period, in calendar days, for the completion of the works.
5. All quantities, locations, measurements and installation types (collectively, conditions) provided by the GPP shall be considered estimations and prototypical.
6. The contractor is deemed to have visited the site and to have satisfied himself as the conditions on site including the electrical layouts and arrangements, and the works to be conducted.
7. Where lighting fixtures are identified for replacement (*i.e.* one for one exchange), the Contractor may rely that all lighting fixtures, as specified by the GPP, are sufficient for meeting or exceeding the specifications in terms of technical capability.
8. Upon completion of the works, Contractor shall submit a layout showing locations of all replacement lights.
9. Contractor shall liaise with the Parkade and Facilities Management Agents of UDeCOTT to efficiently coordinate the works to eliminate conflicts with GPP daily operations.
10. Contractor shall ensure that all work completed confirms to the Government Electrical Inspectorate Wiring and all applicable codes and regulations.
11. The Contractor shall inventory all defective fixtures removed and store at location identified by UDeCOTT
12. Contractor shall not charge for transport of material, equipment and/or labour.
13. Contractor shall provide its site personnel with personal protective equipment (PPE) which shall be utilized at all times on-site.
14. Contractor shall use reasonable efforts to keep the site and premises clear of unnecessary obstruction so as to avoid danger to persons and vehicles utilizing the car park.

E. CONTRACTOR RESOURCES

1. Labour

- a. The Contractor shall ensure that his workers are professionally attired with the company logo clearly visible on the breast pocket of his shirt.
- b. The contractor shall ensure that his workers possess company identification cards or other forms of identification, which shall be on their person at all times while on site.
- c. The contractor shall submit a list of names and classes of workers assigned to the Facility before commencement of the Contract.
- d. The Contractor shall have in his employ and utilize in connection with this Contract, only **fully qualified personnel** and shall comply with all Local Government and Statutory Authorities' requirements.
- e. Contractor workers on-site must possess and display the necessary skill to execute the assigned work.

2. Material, Tools and Equipment

- a. The Contractor shall ensure that any and all tools and materials required for the performance of the Services are maintained in its regular inventory and readily accessible to all of his personnel at no cost to UDeCOTT.
- b. 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.

I. HSSE

1. The Contractor shall ensure that the Services conform to all local codes, standards and other applicable codes, as well as the applicable laws of Trinidad and Tobago.
2. The Contractor shall comply with all applicable Laws and regulations regarding safety including but not limited to those contained in the Occupational Safety and Health (Protective Measures) Order, which is or are the approved standards of safety for this Contract and which shall be considered as part of this Contract.
3. The Contractor shall conform to UDeCOTT's Health and Safety and Environment (HSE) Manual and shall submit its own HSE policy which shall confirm to same.
4. The Contractor shall ensure proper housekeeping is performed at all times and shall use reasonable efforts to keep the site and the premises clear of unnecessary obstruction so as to avoid danger to persons.
5. The Contractor shall provide its site personnel with personal protective equipment which shall be utilized at all times on-site.

6. The Contractor shall ensure that public safety is maintained and monitored at all times and implement safety measures as may be deemed necessary in the circumstances to include, but not be limited the following:

- Caution tape and barriers;
- Hazard cones;
- Out-of-Order signage;
- Trip hazard;
- High visible construction warning signs; and
- Early warning signs of work zones ahead and/or work areas.

J. GENERAL ITEMS

1. The Contractor shall use all reasonable efforts to keep the site and the premises clear of unnecessary obstruction so as to avoid danger to persons.
2. The Contractor shall not permit the use of alcohol or radios on site, nor shall it permit pets to be brought upon the site or the use of inappropriate language thereon.
3. The Contractor shall indemnify UDeCOTT for any and/or all loss/damage/injury to persons/property, arising out of the neglect/actions/omissions of the Contractor through no fault attributed to UDeCOTT.
4. No parking shall be available on site. The contractor shall be responsible for his own parking arrangement. Parking can be obtained at the Parkade. No reimbursement shall be made for parking.
5. The Contractor must be able to communicate *via* email and other electronic means.








REPLACEMENT OF DEFECTIVE LIGHT FIXTURES			
1.0	GENERAL AREA - TYPE A	REMOVE	INSTALL
1.1	Remove & Store at a location identified by UDeCOTT		
1.2	Fixture: Surface-Mount Metal Halide Light Fixture - 175 W		
1.3	Procure & Install		
1.4	Fixture: 100 W LED Canopy Light-8,775 Lumens-400W HID/HPS		
2.0	PERIMETER LIGHTING - TYPE B		
2.1	Remove & Store at a location identified by UDeCOTT		
2.2	Fixture: Existing Reflective Light Fixture		
2.4	Fixture : Solar LED street lighting fixtures (200-400W) or equivalent		
3.0	PERIMETER LIGHTING - TYPE C		
3.1	Remove & Store at a location identified by UDeCOTT		
3.2	Fixture: Cone Shape Light Fixture		
3.4	Fixture : Solar Cone Shaped LED fixtures (200-400W) or equivalent		

Table 1: Light Fixture Description