



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

REQUEST FOR PROPOSALS EMERGENCY REPAIRS TO SIX (6) LIFEGUARD TOWERS MARACAS BEACH FACILITY

The Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT) invites suitably qualified and experienced entities to submit proposals for the **Emergency Repairs to Six (6) Lifeguard Towers – Maracas Beach Facility**.

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.tt.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: 72101507 – Building Maintenance Service.

The tender process for this project will be conducted via UDeCOTT's E-Tender System. To access the Tender, Proponents must register on the E-Tender System via <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 **Friday October 20, 2023 at 9:00 a.m.** This will be followed by a **Site Visit** on **Friday October 20, 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 9, 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)

EMERGENCY REPAIRS TO SIX (6) LIFEGUARD TOWERS AT THE MARACAS BEACH FACILITY

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.

Are Proponents required to purchase the RFP package?

There will be no cost for the RFP package.

When will the RFP be available?

The RFP will be available via UDeCOTT's E-Tender Platform, from October 12, 2023.

What is the Location of the site?

The Project Site is the Maracas Beach Facility.

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 Proponents required to submit a Bid Bond with their Proposals?

No, a Bid Bond is not required for this RFP.

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/>.

Line of Business Code: 72101507 – Building Maintenance Service.

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

Emergency Repairs to the Six (6) Lifeguard Towers at the Maracas Beach Facility

The six (6) lifeguard towers at the Maracas Beach Facility are dilapidated. Their current condition can also potentially be in violation of OSH Regulations. The rehabilitation of these structures are urgently required to ensure they are fit for continued usage.

A. SCOPE OF WORKS

1. The Contractor will be contracted to provide all of the components, materials and labor for the emergency repairs of the six (6) lifeguard towers at the Maracas Beach Facility.
2. The Scope of Works for the emergency repairs of the six (6) lifeguard towers; includes, but is not limited to:
 - Repairs to the access walkway ramps leading into the structures – this includes replacement of rotted/broken flooring planks, supports, braces and handrails;
 - Replacement of all rotted and missing weather boards on all structures;
 - Remediation of all leaks on the roofs of all Towers;
 - Replacement of all PVC and Plexiglass windows throughout the structures;
 - Replacement of all damaged and rotted sills;
 - Replacement of all corroded metal cleats with corrosion-resistant fasteners, cleats and brackets;
 - Replacement of all damaged and rotted timber posts;
 - Repairs to the sitting bench inside Towers;
 - Repainting of all Towers (internal and external) – Color codes – signal red and hazard yellow.

PLEASE NOTE THAT GREEN HEART WOOD OR AN EQUIVALENT CORROSION-RESISTANT ALTERNATIVE MUST BE USED FOR THE UNDERTAKING OF THESE WORKS.

ALL PAINTS/COATINGS USED MUST ALSO BE MARINE – GRADE/CORROSION-RESISTANT.

B. GENERAL REQUIREMENTS

2. The Contractor shall have in his employ, and utilize experienced Tradesmen as requested and shall comply with all Local Government and Statutory Authorities' requirements
3. The Contractor shall use reasonable efforts to keep the site clean and clear of unnecessary obstruction so as to avoid danger to users of the building.

SCOPE OF WORKS

Emergency Repairs to the Six (6) Lifeguard Towers at the Maracas Beach Facility

4. 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.
5. The Contractor shall ensure proper housekeeping is performed at all times.
6. The Contractor shall provide its site personnel with personal safety wear which shall be utilized at all times on-site.
7. 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.
8. 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.
9. The contractor shall ensure that his workers are professionally attired with the company logo clearly visible on the breast pocket of his shirt.
10. 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.
11. All activities associated with this Project shall be directed and approved by the Facilities Manager. The Facilities Manager reserves the right to cancel any activity based on the availability, access, exigencies of the client operations.
12. The contractor shall ensure that his representatives attend to an emergency within two (2) hours of any emergency call.
13. No parking shall be available on site. The contractor shall be responsible for his own parking arrangement. No reimbursement shall be made for parking.
14. The Contractor shall ensure that public safety is maintained and monitored at all times and implement safety measures as may be deemed necessary and applicable in the circumstances to include, but not be limited the following:
 - a. Caution tape and barriers;
 - b. Hazard cones;

SCOPE OF WORKS

Emergency Repairs to the Six (6) Lifeguard Towers at the Maracas Beach Facility

- c. Out-of-Order signage;
 - d. Trip hazard;
 - e. High visible construction warning signs; and
 - f. Early warning signs of work zones ahead and/or work areas.
15. All works on the system shall be done during normal working hours Monday to Friday where possible with minimum disruption to the client's operations. Planned work can be scheduled on any day of the week or on weekends where necessary.
16. Labour Rates shall be submitted as requested in [Table 2 below](#).
17. When invoicing for work, a summary sheet must be prepared and attached to the invoice together with the other supporting docs such as the job tickets/service reports, bills and delivery notes for each day's work as applicable.
18. A minimum charge of 2 hours based on the planned rates submitted, shall be paid if any planned/scheduled work cannot be executed due to unforeseen circumstances.
19. The contractor must provide service reports in triplicate, one copy for UDeCOTT, one copy for the contractor records and the original for the contractor to be submitted with the invoice. The service reports must include the following:
- i. Description of the work done;
 - ii. Location where the work was done (as accurate as possible) – building, floor, room, etc.
 - iii. Equipment number, model number, serial number;
 - iv. Technician name and class type;
 - v. Start and end times of work;
 - vi. Date the work was done;
 - vii. Material used;
 - viii. Equipment rented (if applicable);
 - ix. Corrective work to be done;
 - x. Signatures of UDeCOTT and contractor's worker.

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