



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

### REQUEST FOR PROPOSALS GENERATOR MAINTENANCE SERVICES AT IMMIGRATION BUILDING 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 **Generator Maintenance Services at Immigration Building 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: 72151516 - Generator Maintenance Services**

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](mailto:etenderhelpdesk@udecott.com), carbon copying the Office of the Chief Procurement Officer at [tenders@udecott.com](mailto: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 Wednesday October 25, 2023 at 10:00 a.m.** This will be followed by a **Site Visit** on **Wednesday October 25, 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](mailto: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 15, 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](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.

THE OFFICE OF THE CHIEF PROCUREMENT OFFICER

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

### **GENERATOR MAINTENANCE SERVICES FOR IMMIGRATION BUILDING 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 Immigration Building, located at the Government Campus Plaza, Ajax Street, Port of Spain.

#### **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: 72151516 - Generator Maintenance Services

#### **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?**

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#### **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**  
**ANNUAL MAINTENANCE OF THE STAND-BY GENERATOR SET**  
**IMMIGRATION BUILDING, GOVERNMENT CAMPUS PLAZA**

**INSTRUCTIONS**

1. The scope of works shall include the maintenance of the standby generator system located in the basement of the Immigration building in the Government Campus Plaza, Richmond Street, Port of Spain.
2. The maintenance shall include the complete system installed at the facility such as the engine, the alternator, remote radiator/cooling system, fuel system including storage tank, voltage regulator, the exhaust system, battery/charging system, the generator controller, the automatic transfer switch, pumps and associated piping.

**SCOPE OF WORK**

1. EQUIPMENT TO BE MAINTAINED:

Equip.	Brand	No.	Size		Serial	Remarks
			KVA	KW		
Generator	SDMO	1	1100	910	X910UCTB06009857	One complete integrated package including Engine, Generator, ATS, Electronic Console, Fuel tanks, remote radiator
ATS	ASCO 7000 Series 1200A	1				

2. PREVENTATIVE MAINTENANCE WORK

- i. Working Hours: The monthly preventive maintenance and load testing shall be done on a Saturday so as to prevent any disruption to the operations of the building. Note that load testing may not always be conducted based on instructions from the customer. All other maintenance shall be done during the week.

**SCOPE OF WORKS**  
**ANNUAL MAINTENANCE OF THE STAND-BY GENERATOR SET,**  
**CUSTOMS & EXCISE BUILDING, GOVERNMENT CAMPUS PLAZA**



**TABLE 1: Maintenance Activities**

<b>Activity</b>		<b>Description</b>	<b>Frequency</b>
1	Scheduled Preventative Maintenance (to be done on a Saturday)	<ol style="list-style-type: none"> <li>1. Check batteries and clean terminals of any corrosion.</li> <li>2. Check electrolyte levels and specific gravity and shall add electrolyte/distilled water as necessary.</li> <li>3. Check the battery charger operation and charge rate</li> <li>4. Check for obstruction of cooling air and remove any such obstruction.</li> <li>5. Check the generator control panel for heavy accumulation of dust and clean if necessary.</li> <li>6. Check the air filters and clean/replace as necessary.</li> <li>7. Check all belts and clean/replace as necessary.</li> <li>8. Drain condensate traps.</li> <li>9. Ensure that the emergency system operates with load transfer.</li> <li>10. Check the generator output voltage and adjust as necessary.</li> <li>11. Check the engine and generator, gauge and indicator operation.</li> <li>12. Check generator frequency/adjust governor.</li> <li>13. Inspect the silencer.</li> <li>14. Check for leaks.</li> <li>15. Check coolant hoses, lines and connections.</li> <li>16. Check cooling system</li> <li>17. Check starting system for proper operation.</li> <li>18. Check Remote radiator. Clean radiator fins of any debris and top up coolant</li> <li>19. Check operation of shut down devices.</li> <li>20. Check engine operation temperatures, and oil pressure</li> <li>21. Check general wiring.</li> <li>22. Check fuel system               <ol style="list-style-type: none"> <li>i. Check and maintain fuel pump ensuring full functionality.</li> <li>ii. Check fuel lines ensuring no leaks or deterioration</li> <li>iii. Check Level Gauges, Level Switches, so maintaining and displaying correct fuel levels in tank</li> <li>iv. Check fuel level</li> </ol> </li> <li>23. Clean generator removing dust, minor stains etc</li> <li>24. Clean generator room ensuring no 'foreign' items can cause problems for operation/safety of generators</li> <li>25. All checks as per manufacturer's specifications</li> </ol>	Once per month
2	Load and transfer switch testing (to be done on a Saturday)	Run generator on load for 1 hour. Check the operation of the Transfer switch. Also ensure that all errors/faults are rectified and cleared from the system. Record transfer, cool down times. Note load transfer may not be always possible based on the customer operations	Once per month

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3a	Oil, air & fuel Filter Changes( To be done during the week)	Complete servicing including all preventive monthly checks as per manufacturer’s specifications, including Change all oil, air and fuel filters. Remove all old oil and dispose of in an environmentally friendly manner. Only OEM recommended oil and filters to be used.	Once per year
3b	Replacement of drive, fan belts (To be done during the week)	Replace fan-belts, alternator and other drive-belts with OEM parts and reinstall to OEM specifications	Once per year
4	Fuel Polisher	Polish fuel on each genset day tank and on the main tank as instructed by the Facilities manager (Weekday)	Twice per year
5	Radiator Cleaning (weekday)	Flushout and Clean radiator and replace with new OEM recommended coolant	Once per year
6	Fuel Supply	Supply diesel fuel to tanks to ensure they are always filled and the Gen-set has a minimum 8-hr fuel supply	As required
7	Cleaning of Generator (Weekday)	Perform a thorough cleaning of the generator and all associated, equipment, housing etch removing dust and grease as required	Twice per year

**GENERAL GUIDELINES**

1. The contractor shall provide an emergency service as required. The response time to emergency calls shall be within two (2) hours
2. The monthly preventive maintenance and load transfer shall be done on a Saturday. The annual servicing and radiator flush-out will be done during the week.
3. The Contractor shall provide, after each visit, a copy of the field/service report stating clearly the work done on the equipment, any observations/recommendations and material used.
4. The Contractor shall use reasonable efforts to keep the site clear of unnecessary obstruction so as to avoid danger to persons.
5. 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.
6. The Contractor shall provide its site personnel with personal protective equipment (e.g. safety boots, hats, gloves, safety eye glasses, harnesses and ear protection, where necessary which shall be utilized at all times on-site.

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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 perform all Services in accordance with internationally recognized quality, environmental, health and safety standards.
10. The Contractor shall utilize only suitably trained and experienced technicians and equip them with the necessary tools and equipment to supply an efficient service.
11. The Contractor shall ensure that all employees possess company identification cards at all times while working on site.
12. The contractor shall ensure workers are properly attired with the company's logo visibly displayed.
13. The Contractor shall provide separate Invoices for corrective and preventive maintenance works. Invoices for corrective Maintenance must show the breakdown of materials and labour costs. Note that labour shall be as per labour rates given in Table 3.
14. The contractor shall provide upon request documentation to show it has access to OEM technology and training, original spare parts and materials and support.
15. The contractor shall provide all labour and materials in conformance with the original manufacturer's specifications to ensure the unimpaired reliability of the standby system
16. The contractor shall develop a work schedule of the preventive maintenance activities to be performed for the duration of the contract period.
17. The contractor shall ensure that a representative is always available to liaise with Facilities Management in the execution of the contract.
18. The MSDS sheets for all chemicals to be used must be submitted to the Facilities Manager prior to use.
19. All accidents shall be promptly reported and investigated with a written report submitted within two working days.
20. The Facilities Manager shall direct and authorize all maintenance activities to be performed in this scope and therefore his instruction is final.

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**CMMS System Requirements:**

- 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.
- The contractor must be able to receive scheduled work orders and submit quotations via email.
- 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.
- 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.
- Emergency work or unplanned work shall be executed as needed and in accordance with the rates requested in Table included. 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.
- The contractor can only invoice for work completed with a valid work order number