



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

REQUEST FOR PROPOSALS FOR LANDSCAPING MAINTENANCE SERVICES AND ELECTRICAL MAINTENANCE SERVICES AT THE INTERNATIONAL WATERFRONT CENTRE (IWC) COMMON AREAS 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 **International Waterfront Centre (IWC), Common Areas for a Period of One (1) Year:**

- a) **Landscaping Maintenance Services; and**
- b) **Electrical Maintenance Services.**

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: 72102902 – Landscaping Services; and

Line of Business Code: 72151511 - Lighting System Maintenance or Repair 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

- For the **Landscaping Services**, 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.**
- For the **Electrical Maintenance Services**, an **Online Information Session** will be held **via Microsoft Teams** on **Thursday October 26, 2023 at 10:00 a.m.** This will be followed by a **Site Visit** on **Thursday October 26, 2023 at 1:30 p.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 **November 15, 2023 at 2:00 p.m. (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)

LANDSCAPING MAINTENANCE SERVICES AND ELECTRICAL MAINTENANCE SERVICES AT THE INTERNATIONAL WATERFRONT CENTRE (IWC) COMMON AREAS 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 International Waterfront Centre, located on Wrightson Road, Port of Spain.

When will the RFP be available?

The RFP will be available via UDeCOTT's E-Tender Platform, from October 17, 2023.

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/>.

Line of Business Code: 72102902 – Landscaping Services; and

Line of Business Code: 72151511 - Lighting System Maintenance or Repair Service.

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.

