



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

REQUEST FOR PROPOSALS CONSTRUCTION OF MATELOT POLICE STATION

The Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT) invites suitably qualified and experienced entities to submit proposals for the **Construction of Matelot Police Station**.

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: 72121101 - Commercial and office building new construction service

A request for the RFP packages can be submitted via email to tenders@udecott.com from **Friday March 28, 2025 (excluding weekends and public holidays)**, between the hours of **9:00 a.m. to 4:00 p.m. (AST)**.

The successful contractor shall be chosen using competitive selection process as set out in the Request for Proposals (RFP).

INFORMATION SESSION AND SITE VISIT

An Online Information Session will be held via **Microsoft Teams** on **Wednesday April 9, 2025 at 10:00 a.m.** This will be followed by a **Site Visit** on **Thursday April 10, 2025 at 10:00 a.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 submission of proposals is **May 1, 2025 (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)

CONSTRUCTION OF MATELOT POLICE STATION

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 with the specialised expertise necessary to undertake the Project.

When will the RFP be available?

A request for the RFP packages can be submitted via email to tenders@udecott.com from Friday March 28, 2025 (excluding weekends and public holidays), between the hours of 9:00 a.m. to 4:00 p.m. (AST).

What is the Location of the site?

The Project Site is on the eastern side of the Matelot Outreach Centre located on Paria Main Road, Matelot.

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: 72121101 - Commercial and office building new construction service

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 **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 Statutory Clearance/Compliance Certificates, valid as at the tender submission deadline, namely;
 - VAT Clearance Certificate
 - BIR Clearance Certificate
 - NIS Certificate of Compliance

- Submission of a Bid Bond of Two Hundred and Fifty Thousand Trinidad and Tobago Dollars (TT\$250,000.00)

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

Yes, a Bid Bond valued at Two Hundred and Fifty Thousand Trinidad and Tobago Dollars (TT\$250,000.00), is required for this RFP.

What is the recommended team composition?

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

1. Project Manager (1 No.)
2. Construction Manager (1 No.)
3. MEP Engineer (1 No.)
4. Civil/Structural Engineer (1 No.)
5. HSSE Manager (1 No.)
6. QA/QC Manager (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 Proposals.