



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

# REQUEST FOR PROPOSALS

## The Provision of Pest Control Services at the International Waterfront Centre, (IWC) – Tower C, D, Common Areas and Breakfast Shed For One (1) Year

The Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT) invites suitably qualified and experienced entities to submit proposals for **The Provision of Pest Control Services at the International Waterfront Centre, (IWC) – Tower C, D, Common Areas and Breakfast Shed for One (1) Year.**

### **INSTRUCTIONS FOR PURCHASE OF RFP PACKAGE**

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](mailto:etenderhelpdesk@udecott.com), carbon copying the Secretary of the Tenders Committee at [tendersecretary@udecott.com](mailto:tendersecretary@udecott.com).

The RFP package will be available for purchase from **August 29, 2022**. To download the RFP package, you will be required to select and purchase the RFP **via online payment**. The cost of the RFP package is **\$1,500.00 VAT Inclusive**.

### **INFORMATION SESSION**

An **Online Information Session** will be held **via Microsoft Teams** on **September 5, 2022 at 1:00 p.m.** This will be followed by a **Site Visit** commencing at **3:00 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 [tendersecretary@udecott.com](mailto:tendersecretary@udecott.com).

Please visit our website at [udecott.com](http://udecott.com) for further details and updates.

### **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.**

Proponents are advised that **only PDF** files can be uploaded onto the E-Tender platform. The responsibility for file conversion resides with the Proponent and failing to submit proposals in PDF format may result in disqualification.

The deadline date for submissions is **September 19, 2022 at 2:00 p.m.**

Additional information may be requested through email forwarded to the attention of **The Secretary, Tenders Committee** at [tendersecretary@udecott.com](mailto:tendersecretary@udecott.com).

UDeCOTT reserves the right to reject any or all proposals for failure to comply with any mandatory requirements stated in the RFP.

SECRETARY, TENDERS COMMITTEE

## **SCOPE OF WORKS**

### **Pest Control Services**

**The International Waterfront Center –  
Breakfast Shed, Towers C and D  
Wrightson Road Port of Spain**

#### **A. SCOPE**

1. Pest Control Services shall be provided for one year for the extermination of Rodents, Cockroaches, Ants, Termites, Flies and other crawling and flying insects within and around the boundary walls of all buildings listed in Attachment 1. Treatment should also include for the prevention of reappearance of all pests.
2. Pest control will be extended to cover the entire waterfront compound, inclusive of the Water Taxi Pedestrian Walk Over, extending from the Breakfast Shed to Tower C, bounded by the entrance to the HYATT and the sea on the southern side of the compound (Refer to Attachment 2).
3. Monthly Service treatments will be applied to the following areas:
  - Canteen and other food consuming areas;
  - Restrooms ;
  - Manholes and cable tunnels;
  - Dumpster area (located at the Port Car Park);
  - Storage and Loading bay areas;
  - General office spaces;
  - Exterior of buildings;
  - Electrical and Mechanical rooms;
  - Ready to eat facility (Breakfast Shed);
  - Kitchens/pantry areas.
4. Contractor shall be responsible for provision of all pesticides, materials, equipment, Manpower, transport and insurances.
5. Contractor shall provide MSDS (Material Safety Data Sheet) of all pesticides which are intended for use within the scope of this contract.
6. Only those pesticides, which have been registered by the Environmental Protection Agency of the United States of America, and The Pesticides and Toxic Chemicals Control Board of the Ministry of Health of Government of Trinidad & Tobago and other agencies

having authority in this field, will be used. The contractor will strictly adhere to all pesticides label requirements, laws, and regulations.

7. All work shall be carried out with the best trade practices, with workers skilled in the type of work and by observing and complying with the local health requirements and all applicable regulations, codes, standards, ordinances etc.
8. All interior works are to be carried out after normal working hours and weekends, a list of names is to be provided and a schedule of times for the various pest control activities must be given one (1) week in advance to arrange clearance and security access for the various occupied levels.
9. The contractor shall prepare a layout of the facility identifying the areas where rodent control would be applied at the start of the contract.
10. The contractor shall prepare and furnish to UDeCOTT a copy of a "Commercial Service Inspection Report", with each service performed and shall complete all relevant documents provided by UDeCOTT's Representative as required. This report shall be signed off by the respective UDeCOTT's Representative and shall reflect housekeeping conditions, storage conditions, insect and rodent activity, corrective and preventative treatments, and documentation of pesticides and amount used.
11. All rodent control placements in the area scheduled for service shall be inspected. Bait materials will be maintained in a fresh, attractive condition; rodents will be removed from traps, and glue stations shall be replaced as necessary.
12. Preventative insect control shall be applied to potential sites of infestation in the area scheduled for service. Note that termite treatments shall only be done as required on a spot treatment basis.
13. When pest infestation requires additional services to maintain an acceptable level of control, the contractor will provide additional service. These visits will be made promptly and at the Contractor's expense.
14. The contractor shall make special recommendations and suggestions for the control of any pest activity that is not included in the scope of these specifications.
15. **No free parking shall be available on site.** The contractor shall be responsible for his own parking arrangement. Daily paid parking is available at the Hyatt Car Park and Parkade. No reimbursement shall be made for parking.

#### CMMS Requirements:

1. 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.
2. The contractor must be able to receive scheduled work orders and submit quotations via email.
3. 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.
4. 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.
5. Emergency work or unplanned work shall be executed as needed and in accordance with the rates requested in Table below. 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.
6. The contractor can only invoice for work completed with a valid work order number.

## **ATTACHMENT 1**

### **APPROXIMATE AREAS FOR THE LOCATIONS REQUIRING PEST CONTROL**

#### **TOWER D**

Floors 3-26: 15,000 ft<sup>2</sup>/floor

Floors Ground, Mezz and 2: 22,000 ft<sup>2</sup>/floor

#### **TOWER C**

Floors 2-26: 15,000 ft<sup>2</sup>/floor

Floor Mezz: 7,500 ft<sup>2</sup>

Ground floor: 15,000 ft<sup>2</sup>

#### **BREAKFAST SHED**

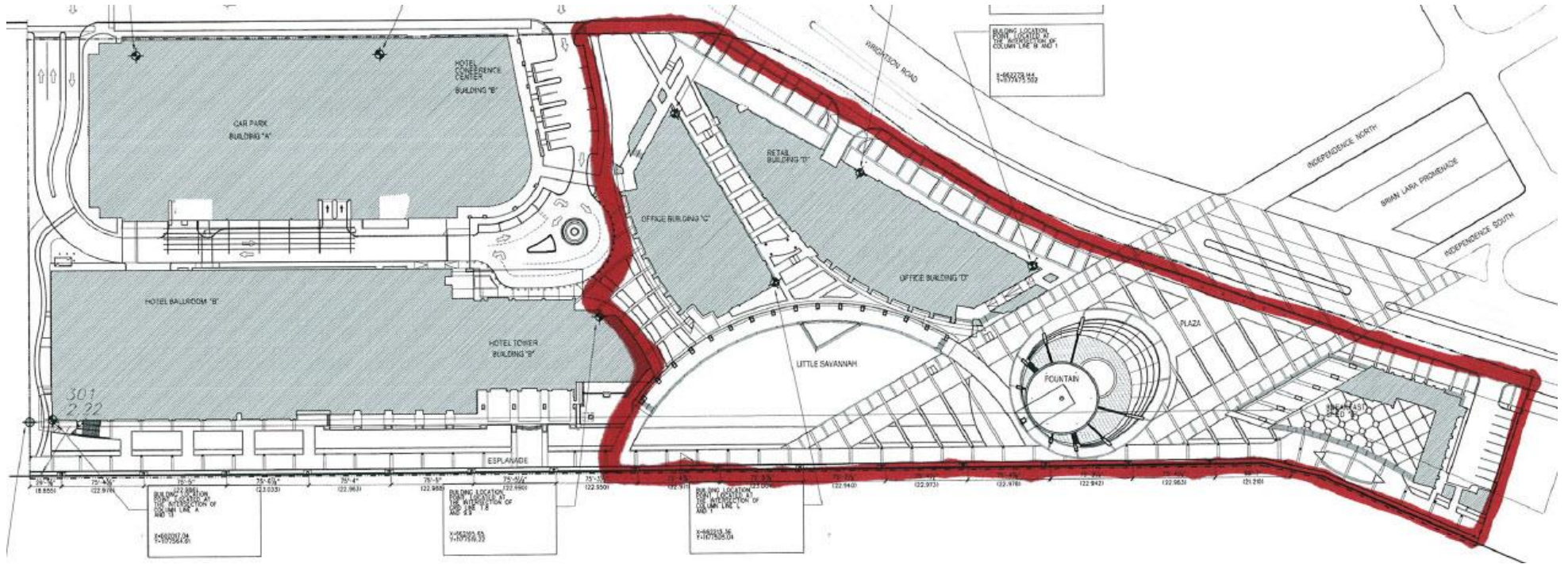
27,000 ft<sup>2</sup> of kitchen areas, bathrooms and open air dining space.

#### **EXTERNAL GROUNDS (from the Breakfast Shed to Tower C, inclusive of Water Taxi Pedestrian Overpass)**

155,000 ft<sup>2</sup> (Refer to Attachment 2)

# ATTACHMENT 2

Outline shows area to be treated



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

### **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 firm to provide Pest Control Services at the International Waterfront Centre (IWC) for a one (1) year period.

### **I am interested in this project. Can I view the RFP to confirm the requirements prior to purchasing?**

The RFP will be available for viewing at UDeCOTT's Office Head Office, First Floor, 38-40 Sackville Street, Port of Spain, 100622, from August 29, 2022 (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 IWC is located at Wrightson Road, Port of Spain.

### **Are there any eligibility requirements for this Procurement Process?**

In order to be eligible for evaluation and/or consideration to provide the Services, Proponents must be able to demonstrate the following:

- Incorporation or otherwise registered to do business in Trinidad and Tobago as evidenced by a Certificate of Incorporation or Registration (as applicable);
- Submission of valid Statutory Clearance/Compliance Certificates, (for companies incorporated/registered in Trinidad and Tobago) namely;
  - Copy of VAT Clearance Certificate
  - Copy of BIR Clearance Certificate
  - Copy of NIS Certificate of Compliance
- Submission of Annual Return – 2021 (2022 if applicable) (for companies incorporated/registered in Trinidad and Tobago)

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

No Bid Bond is 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.**