



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

REQUESTS FOR PROPOSALS

CONSTRUCTION OF THE UDECOTT FLAGSHIP BUILDING PHASE 1 – BASE BUILDING

The Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT) invites suitably qualified and experienced entities to submit proposals for **THE CONSTRUCTION OF THE UDECOTT FLAGSHIP BUILDING PHASE 1 – BASE BUILDING**

INSTRUCTIONS FOR PURCHASE OF RFP PACKAGE

- I. The RFP package may be purchased from **Monday December 12, 2022**, by making a non-refundable deposit of **\$8,750.00 VAT Inclusive, to UDeCOTT's Operating Account #852948 at any branch of First Citizens Bank Limited, by Cash or Manager's Cheque.**
- II. AFTER payment has been deposited into UDeCOTT's account, the RFP package may then be collected at UDeCOTT's Head Office (with proof of payment), First Floor, 38-40 Sackville Street, Port of Spain or provided electronically upon request, from **Monday December 12, 2022 (excluding weekends and public holidays)**, between the hours of **9:00 a.m. to 4:00 p.m. (AST)**, with proof of payment (stamped deposit receipt from the bank).

INFORMATION SESSION AND SITE VISIT

An **Online Information Session** will be held via **Microsoft Teams** on **Thursday December 15, 2022 at 10:00 a.m.** This will be followed by a **Site Visit**, commencing at **2:00 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.

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 **February 6, 2023 at 2:00pm (AST)**.

Additional information may be requested through email forwarded to the attention of **The Secretary, Tenders Committee** at 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

UDeCOTT Flagship Building Phase 1 – Base Building

Scope of Works

1. The Scope of Works includes the following:
 - I.** Construction Works for 9 stories of superstructure and 3 levels of basement
 - II.** Construction of Building Shell and Cladding
 - III.** Base building Interior Finishes;
 - Walls, floors and ceiling finishes to core and generic spaces
 - IV.** Services – Construction and Installation of Building Systems in:
 - Conveying Systems
 - Elevator System
 - Plumbing
 - HVAC
 - Electrical
 - Fire Protection:
 - i.** Sprinklers
 - ii.** Extinguishers
 - iii.** Dry Suppressants

FREQUENTLY ASKED QUESTIONS (FAQs)

Construction of the UDeCOTT Flagship Building Phase 1 – Base Building

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.

How can I Purchase this Request for Proposal?

The RFP package can be purchased by making a non-refundable deposit of \$8,750.00 vat Inclusive to UDeCOTT's Operating Account #852948 at any branch of First Citizens Bank Limited by Cash or Manager's Cheque. After payment has been deposited into UDeCOTT's account, the RFP package may then be collected UDeCOTT's Head Office with proof of payment.

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

The RFP will be available for viewing at UDeCOTT's Office from Monday December 12, 2022. Due to Covid-19 protocols, proponents are requested to forward an email to the Secretary of the Tenders Committee indicating the date and time that they would like to come in to view the RFP.

Are there any restrictions in the size of the proposal being submitted?

Proposals must be placed in the tender box provided and marked for the purpose located in the lobby of UDeCOTT's Head Office. Each box has an opening of 370 mm x 50 mm. The dimensions of the envelopes must therefore be sized so as to enter the box.

What is the Location of the site?

The project site is at Queen's Park East, 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 Works, Proponents must be able to demonstrate the following:

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

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

A Bid Bond to the value of \$1,000,000.00 is required.

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.