



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

REQUESTS FOR PROPOSALS PROVISION OF MAINTENANCE SERVICES AT THE MINISTRY OF EDUCATION COMPLEX

The Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT) hereby invites suitably qualified and experienced entities to submit proposals for the following Maintenance Services at the Ministry of Education Complex:

- a) **HVAC MAINTENANCE SERVICES**
- b) **CHILLER MAINTENANCE SERVICES**

The successful contractors shall be chosen using a competitive selection process as set out in the Requests for Proposals (RFP). Proponents are advised that submissions must include ALL the documents as set forth in the RFP. Failure to do so may result in disqualification.

INSTRUCTIONS FOR PURCHASE OF RFP PACKAGE

The tender process for these contracts will be conducted via UDeCOTT's E-Tender System. To access the Vendor Registration, proponents are required to go to UDeCOTT's website at udecott.com, place the cursor over the **tenders menu** at the top of the page, then select **E-Tender portal** in the drop-down list. Once registered, an automated email will be sent to the registered email account directing the proponent to activate their E-Tender account. Once the account is activated, the proponent will then be allowed access to view the RFP on the E-Tender System.

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 Secretary of the Tenders Committee at tendersecretary@udecott.com.

The RFP packages will be available for purchase from **August 9, 2022**. To download an RFP package, you will then be required to select and purchase the RFP **via online payment**. The cost of each RFP package is **\$1,500.00 VAT Inclusive**.

INFORMATION SESSION AND SITE VISIT

An **Online Information Session** will be held **via Microsoft Teams** on **August 16, 2022 at 10:00 a.m.**

A **Site Visit** will be held at the **Project Site, situated at St. Vincent Street, Port of Spain** on **August 16, 2022 at 1:00 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.

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 **August 30, 2022 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

HVAC MAINTENANCE SERVICES
SCOPE OF WORKS
MINISTRY OF EDUCATION COMPLEX
5 St. Vincent Street, Port-of-Spain



A. SCOPE OF WORKS

1. The Contractor shall provide HVAC Maintenance Services at the Ministry of Education (MOE) Complex, located at #5 St. Vincent Street Port-of-Spain for a period of twelve (12) months. The complex comprises of two buildings A and B.
2. The following is a listing of the equipment to be maintained in the complex :

Table 1 - Equipment

Equipment in A & B	Qty	Type	Location
Air Handler Units	25	Dunham Bush	Floors
Tempered Air units	2	Dunham Bush	Roof
Toilet Exhaust fans	4	Cook	Roof
Mini split units	5x2Ton 1x7.5Ton 1x1Ton	York	Roof Roof Basement
Pressurization Fans	4	Cook	Roof
Basement Extractor fans	7	Cook	Basement
Fan Coil Units	2	York	Basement

3. The Contractor shall:
 - Provide routine preventive and emergency maintenance of all equipment, in accordance with this scope of work, the manufacturers' specifications and all applicable codes and standards, on the entire air conditioning system encompassing all equipment and associated infrastructure.
 - Ensure all equipment is maintained and operating in accordance with the manufacturers' recommendations.
 - Ensure all ducting and refrigerant distribution piping are properly insulated and free of condensation and leaks.
 - Have access to parts, material, and technical information from the equipment manufacturers as required.

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4. The following describes the typical maintenance activities and applicable frequencies, which the Contractor will be expected to perform under the contract. The work shall include but not limited to the following:

SCHEDULE 1- MONTHLY SERVICE ACTIVITIES

Air Handling Units

- i. Flush strainer
- ii. Clean VFD
- iii. Grease Bearings
- iv. Check belts
- v. Check and record supply and return chilled water temperatures
- vi. Investigate any strange noises
- vii. Check starts and on/off controls (VFD)
- viii. Service all strainers where applicable
- ix. Ensure wire grilles are intact, clean and secure
- x. Verify water flow to air handlers
- xi. Verify operation of chilled water actuator valve and Thermostat
- xii. Verify operation with the BMS system.
- xiii. And other activities as per manufacturer's specifications

SCHEDULE 2- QUARTERLY SERVICE ACTIVITIES

2.1 Air Handler Units

- i. All monthly tasks
- ii. Ensure room is clear
- iii. Clean blower wheels
- iv. Clean unit coils
- v. Investigate any strange noises

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- vi. Check starts and on/off controls
- vii. Clean drain pan and flush drain lines
- viii. Replace filters if required
- ix. And other activities as per manufacturer's specifications

2.2 Mini split A/C units and Fan Coil Units

- i. Cleaning/Replacement of filter
- ii. Clean evaporator and condenser coils
- iii. Check for refrigerant leaks and repair if required
- iv. Secure all panels
- v. Check all electrical connections
- vi. Check condenser fan and motor
- vii. Clean and flush condensate drain line
- viii. Checking operation of the controls of the equipment -selector switch, thermostat, relays, remote control etc.
- ix. Checking Firmness of the Supporting arrangement for the compressor, blower motor, air conditioners casing and fixing of the air conditioners etc.
- x. Replace any component of air conditioners found defective after the above checks and tests
- xi. Top up Refrigerant Gas if required
- xii. Check operating pressures
- xiii. Painting of rusted areas of all air conditioners
- xiv. All other work as per manufacturer specifications

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2.3 Exhaust Fans (Toilet, Extractor and Pressurization)

- i. Ensure fans are clean and operational
- ii. Check for vibration
- iii. Investigate any strange noises
- iv. Check electrical controls and connections
- v. Ensure fans are properly secured and housing is rust free.
- vi. Ensure wire grilles are intact, clean and secure.
- vii. Paint all rusted parts
- viii. And other activities as per manufacturer's specifications

Table 2: Estimated Quantity and sizes of required filters
(Note contractor is to confirm actual quantities and sizes of all filters)

CFM of Air Handler Unit	Dimension of Filters	No. of Filters	Total No
20,000(12 no.)	24x24x2	9	108
16,000 (4 no.)	24x24x2	6	36
	24x12x2	3	
15,000 (2 no.)	24x24x2	6	18
	24x12x2	3	
14,000 (4 no.)	24x24x2	6	36
	24x12x2	3	
10,000 (5 no.)	24x24x2	3	30
	24x20x2	3	
Total			228

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B. GENERAL REQUIREMENTS

1. The Contractor shall:
 - Provide routine preventive and emergency maintenance of all equipment, in accordance with the manufacturers' specifications and all applicable codes and standards.
 - Ensure all equipment is operating in accordance with the manufacturers recommendations.
 - Ensure all ducting and refrigerant distribution piping are properly insulated and free of condensation.
2. The Contractor shall ensure all scheduled maintenance activities are completed at the frequencies stipulated in the Schedules given above. Payment shall only be made for works completed.
3. The contractor shall have access to OEM parts and material and technical information from the equipment manufacturers as required.
4. The Contractor shall be responsible for replacing the filters with Merv 8 in the air handler units after inspection in the intervals specified only if needed after approval by the Facilities Manager.
5. The Contractor shall ensure that any and all tools and materials required for the performance of the Services are maintained in its regular inventory and readily accessible to all of his personnel.
6. The Contractor shall have in his employ, and utilize in connection with this Contract, only fully qualified Tradesmen and shall comply with all Local Government and Statutory Authorities' requirements.
7. The Contractor shall use reasonable efforts to keep the site clean and clear of unnecessary obstruction so as to avoid danger to users of the building.
8. 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.
9. The Contractor shall ensure proper housekeeping is performed at all times.

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10. Ensure all ducting and refrigerant distribution piping are properly insulated and free of condensation and leaks and shall make recommendations for corrective work as needed.
11. The Contractor shall provide its site personnel with personal safety wear which shall be utilized at all times on-site.
12. 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.
13. 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.
14. The contractor shall ensure that his workers are professionally attired with the company logo clearly visible on the breast pocket of his shirt.
15. The contractor shall ensure that his workers possess company identification cards or other forms of identification which shall be on their person at all times while on site.
16. All maintenance activities shall be directed and approved by the Facilities Manager. The Facilities Manager reserves the right to cancel maintenance activities based on the availability, access, exigencies of the client operations and their approval and agreement for reimbursement of such activities.
17. The Facility Manager shall discuss the human resource requirement for each task/job after receipt of an estimate with the Contractor before execution of job.
18. The Contractor shall use reasonable efforts in consultation with the Facilities Manager to keep disruptions of the air condition supply to a minimum.
19. The contractor shall ensure that trained representatives attend to an emergency within two (2) hours of any emergency call.
20. The contractor may be asked check, investigate, adjust or replace therma-fusers, dampers as the need arises. Liaison with in house BMS contractor is required (Sylinx).
21. The contractor shall assess the system and make recommendations for improvement as needed.
22. No parking shall be available on site. The contractor shall be responsible for his own parking arrangement. Parking can be obtained at the Parkade. No reimbursement shall be made for parking.

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23. All preventive maintenance work shall be done during normal working hours Monday to Friday. Planned work can be scheduled on any day of the week in accordance with the planned labour rates submitted.

C. CMMS

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 corrective work performed will be planned work and must be recorded on a separate service report which shall be invoiced separately. Note the invoice must contain the work order number
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. Labour Rates shall be submitted for planned maintenance work as requested in Rate sheets below.
7. 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.
8. When invoicing of preventive maintenance work, a summary sheet must be prepared and attached to the invoice together with the other supporting docs such as the service reports. The

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summary sheet must match the BOQ and must include frequency, Number of units, Cost per unit, number of units completed, total cost etc.

9. A minimum charge of 2 hours based on the planned rates submitted, shall be paid if any planned/scheduled work can not be executed due to unforeseen circumstances.
10. The contractor can only invoice for work completed with a valid work order number.
11. All service reports must be completed and signed off by UDeCOTT's Facilities Assistant before leaving the site each day.
12. The contractor must provide service reports in triplicate, one copy for UDeCOTT, one copy for the contractor records and the original for the contractor to be submitted with the invoice. The service reports must include the following:
 1. Description of the work done
 2. Location where the work was done (as accurate as possible) – building, floor, room
 3. Equipment number, model number, serial number
 4. Technician name and class type
 5. Start and end times of work
 6. Date the work was done
 7. Material used
 8. Equipment rented if applicable
 9. Corrective work to be done
 10. Signatures of UDeCOTT and contractor's technician

D. COVID-19 VACCINATION

All contractor representatives onsite must be fully vaccinated, and provide proof of vaccination. Persons are fully vaccinated 2 weeks after their second dose in a 2-dose series or 2 weeks after a single-dose vaccine. Unvaccinated persons will not be allowed entry onsite.

- END -

CHILLER MAINTENANCE SERVICES
SCOPE OF WORKS
MINISTRY OF EDUCATION COMPLEX
5 St. Vincent Street, Port-of-Spain



A. SCOPE OF WORKS

1. The Contractor shall provide Chiller Maintenance Services at the Ministry of Education (MOE) Complex, located at #5 St. Vincent Street Port-of-Spain for a period of twelve (12) months. The complex comprises of two buildings A and B. Building A is 16 storeys which houses the chillers and associated equipment on the roof. Building B is 5 storeys which is supplied from Building A.

2. The following is a listing of the equipment to be maintained in the complex :

Table 1 – Equipment

Equipment	Qty	Type	Location
Chilled water pumps	6	Armstrong	Roof
Chillers	4	York, Screw Liquid Air Cooled	Roof
Treated Water Tank	1		Roof

3. The Contractor shall:

- Provide routine preventive and emergency maintenance of all equipment, in accordance with this scope of work, the manufacturers' specifications and all applicable codes and standards, on the entire Chiller system, encompassing all equipment and associated infrastructure.
- Ensure all equipment is maintained and operating in accordance with the manufacturers' recommendations.
- Ensure all refrigerant distribution piping are properly insulated and free of condensation and leaks.
- Have access to parts, material, and technical information from the equipment manufacturers as required.

4. The following describes the typical maintenance activities and applicable frequencies, which the Contractor will be expected to perform under the contract. The work shall include but not limited to the following:

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SCHEDULE 1- MONTHLY SERVICE ACTIVITIES

Chillers

- i. Check condenser fans
- ii. Check Oil Level in Oil Separator Sight Glass
- iii. Check Liquid Line Sight Glass/ Moisture indicator
- iv. Investigate any strange noises
- v. Check controller functions.
- vi. Record System Operating Temperatures & Pressures
- vii. Check Programmable Operating Set points and Safety Cutouts. Ensure they are correct for the application.
- viii. Check Compressor and Evaporator Heater operation
- ix. Ensure wire grilles are intact, clean and secure
- x. Check refrigerant charge and top-up as required
- xi. Check for refrigerant leaks and repair if required
- xii. Check coolant in system
- xiii. Inspect the entire system so as to detect any eventual abnormality: noisy compressor, loose casing panels, leaky pipes or juddering contacts.
- xiv. Check all insulations are intact.
- xv. Verify operation with the BMS system.
- xvi. And other activities as per manufacturer's specifications

SCHEDULE 2- QUARTERLY SERVICE ACTIVITIES

2.0 Chillers

- i. All monthly tasks
- ii. Check and service condenser fans
- iii. Check Oil Level in Oil Separator Sight Glass
- iv. Check Liquid Line Sight Glass/ Moisture indicator
- v. Investigate any strange noises
- vi. Check Compressor and Evaporator Heater operation
- vii. Clean Condenser Coils
- viii. Check starts and on/off controls

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- ix. Service all strainers, dryers where applicable
- x. Check refrigerant charge and top-up as required
- xi. Check oil and change as per manufacturer specifications.
- xii. Check coolant and change as per manufacturer specifications.
- xiii. Inspect the entire system so as to detect any eventual abnormality: noisy compressor, loose casing panels, leaky pipes or juddering contacts.
- xiv. Tighten all electrical connections
- xv. Verify operation with the BMS system.
- xvi. And other activities as per manufacturer's specifications

2.1 Chilled Water Pumps – Primary and Secondary

- i. Check pumps for vibrations
- ii. Investigate any strange noise
- iii. Check shaft alignments
- iv. Check pump couplings
- v. Check filters and strainers
- vi. Flush drain lines in pump room
- vii. Check starts and On/Off controls
- viii. Check Vfd controllers for pumps
- ix. Grease bearings where applicable
- x. Verify operation with the BMS system. Note that the BMS contractor is Sylinx
- xi. And other activities as per manufacturer's specifications

SCHEDULE 3 - ANNUAL SERVICE ACTIVITIES

3.0 Chilled Water Testing/Treatment

- i. Ensure pot feeder is operational
- ii. Take water samples from various points along the chill water system to check for contaminants.
- iii. Ensure results are certified by a reputable laboratory.
- iv. Provide a recommendation on chemical water treatment based on these results.

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- v. If treatment is required, the contractor will be responsible for purchasing and adding the necessary chemicals to the water system.

B. GENERAL REQUIREMENTS

1. **The contractor shall be an authorized service provider for YORK chillers and relevant documents must be submitted.**
2. The Contractor shall:
 - Provide routine preventive and emergency maintenance of all equipment, in accordance with the manufacturers' specifications and all applicable codes and standards.
 - Ensure all equipment is operating in accordance with the manufacturers recommendations.
 - Ensure all refrigerant distribution piping are properly insulated and free of condensation.
3. The Contractor shall ensure all scheduled maintenance activities are completed at the frequencies stipulated in the Schedules given above. Payment shall only be made for works completed.
4. The contractor shall have access to OEM parts and material and technical information from the equipment manufacturers as required.
5. The Contractor shall ensure that any and all tools and materials required for the performance of the Services are maintained in its regular inventory and readily accessible to all of his personnel.
6. The Contractor shall have in his employ, and utilize in connection with this Contract, only fully qualified Tradesmen and shall comply with all Local Government and Statutory Authorities' requirements.
7. The Contractor shall use reasonable efforts to keep the site clean and clear of unnecessary obstruction so as to avoid danger to users of the building.
8. 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.
9. The Contractor shall ensure proper housekeeping is performed at all times.

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10. Ensure all chiller refrigerant distribution piping and chiller water lines up to secondary pump discharge are properly insulated, free of condensation and leaks and shall make recommendations for corrective work as needed.
11. The Contractor shall provide its site personnel with personal safety wear which shall be utilized at all times on-site.
12. 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.
13. 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.
14. The contractor shall ensure that his workers are professionally attired with the company logo clearly visible on the breast pocket of his shirt.
15. The contractor shall ensure that his workers possess company identification cards or other forms of identification which shall be on their person at all times while on site.
16. All maintenance activities shall be directed and approved by the Facilities Manager. The Facilities Manager reserves the right to cancel maintenance activities based on the availability, access, exigencies of the client operations and their approval and agreement for reimbursement of such activities.
17. The Facility Manager shall discuss the human resource requirement for each task/job after receipt of an estimate with the Contractor before execution of job.
18. The Contractor shall use reasonable efforts in consultation with the Facilities Manager to keep disruptions of the chilled water for the air condition supply to a minimum.
19. The contractor shall ensure that trained representatives attend to an emergency within two (2) hours of any emergency call.
20. The contractor shall assess the system and make recommendations for improvement as needed.
21. The contractor shall liaison with in house BMS contractor as required (Sylinx).
22. No parking shall be available on site. The contractor shall be responsible for his own parking arrangement. Parking can be obtained at the Parkade. No reimbursement shall be made for parking.

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23. All preventive maintenance work shall be done during normal working hours Monday to Friday. Planned work can be scheduled on any day of the week in accordance with the planned labour rates submitted.

C. CMMS

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6. Labour Rates shall be submitted for planned maintenance work as requested in Rate Sheets below.
7. 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.
8. When invoicing of preventive maintenance work, a summary sheet must be prepared and attached to the invoice together with the other supporting docs such as the service reports.

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The summary sheet must match the BOQ and must include frequency, Number of units, Cost per unit, number of units completed, total cost etc.

9. A minimum charge of 2 hours based on the planned rates submitted, shall be paid if any planned/scheduled work can not be executed due to unforeseen circumstances.
10. The contractor can only invoice for work completed with a valid work order number.
11. All service reports must be completed and signed off by UDeCOTT's Facilities Assistant before leaving the site each day.
12. The contractor must provide service reports in triplicate, one copy for UDeCOTT, one copy for the contractor records and the original for the contractor to be submitted with the invoice.

The service reports must include the following:

1. Description of the work done
2. Location where the work was done (as accurate as possible) – building, floor, room
3. Equipment number, model number, serial number
4. Technician name and class type
5. Start and end times of work
6. Date the work was done
7. Material used
8. Equipment rented if applicable
9. Corrective work to be done
10. Signatures of UDeCOTT and contractor's technician

D. COVID-19 VACCINATION

All contractor representatives onsite must be fully vaccinated, and provide proof of vaccination.

Persons are fully vaccinated 2 weeks after their second dose in a 2-dose series or 2 weeks after a single-dose vaccine. Unvaccinated persons will not be allowed entry onsite.

- END -

FREQUENTLY ASKED QUESTIONS (FAQs)

What is the purpose of these Requests for Proposals?

The purpose of these Requests for Proposals is to identify and contract suitably qualified and experienced Contractors to undertake the following Maintenance Services at the Ministry of Education Complex.

- a) HVAC MAINTENANCE SERVICES**
- b) CHILLER MAINTENANCE SERVICE**

Can I bid for only 1 Maintenance contract or am I required to bid on both?

Proponents can submit Bids for one (1) or both Maintenance contract. Services required are for two (2) separate projects.

Do I have to purchase each RFP separately?

Each RFP must be purchased separately. The cost of each RFP package is \$1,500.00.

I am bidding for both contracts, will my bids be considered together as a package?

Bids are to be submitted separately for each RFP and will not be considered as a package. Each RFP will be evaluated independently.

I am interested in tendering for these contracts. Can I view the RFP(s) before purchasing to confirm the requirements prior to purchasing?

The RFPs will be available for viewing at UDeCOTT's Office from August 9, 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's. A confirmatory email will be sent accompanied by UDeCOTT's Covid-19 Visitor Screening Questionnaire. Proponents will be required to complete and return the questionnaire via e-mail prior to the appointment date.

Where is the Ministry of Education Complex located?

The Ministry of Education Complex is located at No. 5 St Vincent Street, 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, (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

Are Proponents required to submit Bid Bonds with their Proposals?

No Bid Bonds are required for these RFPs.

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.