



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

REQUEST FOR PROPOSAL DESIGN BUILD EQUIP SERVICES FOR THE ROXBOROUGH FIRE STATION

The Ministry of National Security ('MNS'), on behalf of the Trinidad and Tobago Fire Service ('TTFS') has engaged the Urban Development Corporation of Trinidad and Tobago Limited ('UDeCOTT') to perform project management services for the MNS' current programme for TTFS facility upgrade.

The Urban Development Corporation of Trinidad and Tobago Limited, (UDeCOTT) invites suitably qualified and experienced entities to submit proposals for Design Build Equip Services for the Roxborough Fire Station.

The successful Contractor shall be chosen using a competitive selection process as set out in the Request for Proposals (RFP). Proponents will be required to demonstrate adequate experience in the provision of similar services as defined by the 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

- (i) A complete set of documents may be purchased by making a non-refundable deposit of **TT\$2,500.00 VAT Inclusive, to UDeCOTT's Operating Account #852948 at any branch of First Citizen's 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 September 10th, 2018 to Friday September 14th, 2018 (excluding weekends and public holidays),** between the hours of **9:00 a.m. to 4:00 p.m. (EST), with proof of payment (stamped deposit receipt from the bank).** Documents will **NOT** be available for collection after this deadline.

ELIGIBILITY REQUIREMENTS

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

- Submission of receipt for the purchase of the RFP package, where applicable;
- Financial capability as determined by its Independently Audited Financial Statements (for companies) and Accountant's Reports (for partnerships and sole proprietors only) for 2015, 2016 and 2017, prepared in accordance with International Financial Reporting Standards or any other such internationally accepted accounting standards (For Joint Ventures, each member **MUST** meet this requirement). The respective Financial Statements should clearly

identify the individual financial position of the Proponent. Note; the Financial Statements should be prepared by Accountants registered and in good standing with the Institute of Chartered Accountants of Trinidad and Tobago (ICATT) and for the audited Financial, the Accountant or Accounting Firm should be registered as Practicing Member(s);

- Registration or incorporation for at least four (4) years (For Joint Ventures, each member MUST meet this requirement);
- 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 appropriate statutory documents i.e. VAT, NIB, BIR Clearance Certificates and Certificates of Incorporation or Registration. (This shall apply to both a foreign Proponent applying alone or a Joint Venture with a foreign member);

SUBMISSION DEADLINE

All submissions, clearly marked "ORIGINAL" or "COPY" and labelled as shown below should be placed in sealed plain envelopes and deposited in the appropriately labelled Tender Boxes located on the First Floor of the Urban Development Corporation of Trinidad and Tobago Limited, 38-40 Sackville Street, Port of Spain **no later than 2:00 p.m. (EST) on Friday October 19th, 2018:**

**"Secretary, Tenders Committee
Urban Development Corporation of Trinidad and Tobago Limited
38-40 Sackville Street
Port of Spain
Design Build Equip Services – Roxborough Fire Station"**

Proposals received after the stipulated tender submission deadline **shall not** be eligible for consideration and shall be returned unopened.

The size of the opening in the tender box is 360mm x 50mm and submittals **MUST** be packaged to be able to pass through this opening. Proponents must accurately sign the Tender Submittal Form provided by UDeCOTT's representatives.

Proponents Company's Name, return address, email address and mobile number must be clearly stated on the envelope. Failure to so label the envelopes may result in disqualification.

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

FREQUENTLY ASKED QUESTIONS (FAQs)

Design-Build-Equip Services for the Roxborough Fire Station

1. *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 Design-Build-Equip expertise necessary to undertake the Project

2. *What is the Location of the site?*

The Project Site is located along the Windward Road of Roxborough, adjacent to the Cyd Gray Sports Complex and approximately 200m from the Roxborough Administrative Complex site

3. *Are there any eligibility requirements for this Procurement Process?*

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

1. Submission of receipt for the purchase of the RFP package;
2. Completed a minimum of three (3) Projects of similar nature, in which the Proponent Team Member has participated, for which the construction cost exceeds Twenty-Five Million Trinidad and Tobago Dollars (TTD\$25,000,000.00).
3. Independently Audited Financial Statements (for companies) and Accountant's Reports (for partnerships and sole proprietors only) for 2015, 2016 and 2017 prepared in accordance with International Financial Reporting Standards or any other such internationally accepted accounting standards (For Joint Ventures, each member **MUST** meet this requirement) which clearly identify the individual financial position of the Proponent.
4. Certificate of Registration, Incorporation (and Certificate of Continuance, where applicable);
5. Valid Statutory Documents inclusive of Income Tax and VAT Clearance Certificates and National Insurance Board Compliance Certificate;
6. Firms must submit all documents and information as required by the RFP.

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

Each proposal must be accompanied by an original Bid Bond in the value of TT\$1,000,000.00 in the form of a Bank Guarantee acceptable to UDeCOTT and shall be valid for thirty-five (35) days beyond the end of the Tender Proposal Validity Period.

FREQUENTLY ASKED QUESTIONS (FAQs)

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5. *Would proposals submitted by Joint Ventures be acceptable?*

Proposals submitted by Joint Venture (JV) entities would be acceptable providing that the following is included in their Proposals:

1. Joint Venture Guarantee
2. Joint Venture Agreement (executed)
3. Audited Financial Statements, Litigation History and Experience of each member
4. Other related documents identified in the RFP.

6. *What is the recommended team composition?*

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

1. Team Leader (1 No.)
2. Architect (1 No.)
3. Civil Engineer Infrastructure (Drainage, Roads, Grading) (1 No.)
4. Mechanical Engineer (1 No.)
5. Electrical Engineer (1 No.)
6. Structural Engineer (1 No.)
7. Quantity Surveyor (1 No.)
8. Construction Manager (1 No.)
9. Procurement Manager (1 No.)
10. QA/QC Manager (1 No.)
11. Health, Safety, Security and the Environment Manager (1 No.)
12. Administrative Manager (1 No.)
13. AutoCAD Draftsperson (1 No.)

7. *What experience is the Proponent's Key Human Resources required to demonstrate?*

An individual may only be proposed for one position and must demonstrate experience on projects of similar nature in which the key human resource has participated, for which the construction cost exceeds Twenty-Five Million Trinidad and Tobago Dollars (TTD\$, 25,000,000.00).

Greater consideration will be given to those proponents who can demonstrate experience projects of a higher value.

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 fulfill and comply with all requirements of the Request for Proposals.