



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

### REQUEST FOR PROPOSALS EXTERNAL SURFACES AND CANOPY MAINTENANCE SERVICES FOR A PERIOD OF TWO (2) YEARS AT THE BRIAN LARA CRICKET ACADEMY

The Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT) invites suitably qualified and experienced entities to submit proposals for the **External Surfaces and Canopy Maintenance Services for a Period of Two (2) Years at the Brian Lara Cricket Academy.**

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: 72153501 – Building exterior cleaning service**

The tender process for this project will be conducted via UDeCOTT's E-Tender System. The RFP package will be available on the E-Tender System from **Tuesday February 4, 2025**. To access the Tender, Proponents must register on the E-Tender System via <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 Office of the Chief Procurement Officer at [tenders@udecott.com](mailto:tenders@udecott.com).

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

#### **INFORMATION SESSION**

**An Online Information Session** will be held via **Microsoft Teams** on **Tuesday February 11, 2025 at 9:00 a.m.** This will be followed by a **Site Visit** on **Tuesday February 11, 2025 at 1:30 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 [tenders@udecott.com](mailto: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 submissions is **March 6, 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](mailto: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)**

### **EXTERNAL SURFACES AND CANOPY MAINTENANCE SERVICES FOR A PERIOD OF TWO (2) YEARS AT THE BRIAN LARA CRICKET ACADEMY**

#### **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 to undertake the Project.

#### **When will the RFP be available?**

The RFP package will be available on UDeCOTT's E-Tender System from Tuesday February 4, 2025.

#### **What is the Location of the site?**

The Project Site is the Brian Lara Cricket Academy located in Tarouba, San Fernando.

#### **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: 72153501 – Building exterior cleaning 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 as evidenced by the Certificate of Incorporation or Registration (as applicable);
- Submission of Statutory Clearance/Compliance Certificates, (for companies incorporated/registered in Trinidad and Tobago) valid as at the tender submission deadline, namely;
  - VAT Clearance Certificate
  - BIR Clearance Certificate
  - NIS Certificate of Compliance

#### **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/>.

**Are Proponents required to purchase the RFP package?**

There will be no cost for the RFP package.

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

No, a Bid Bond is not 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.**

# SCOPE OF WORKS

## **Semi-annual soft washing and cleaning of the Canopy Systems (both roof and underside) as well as cleaning and sanitizing of the external surfaces of the windows on the Media Tower and Corporate Levels at the Brian Lara Cricket Academy for a period of two (2) years**

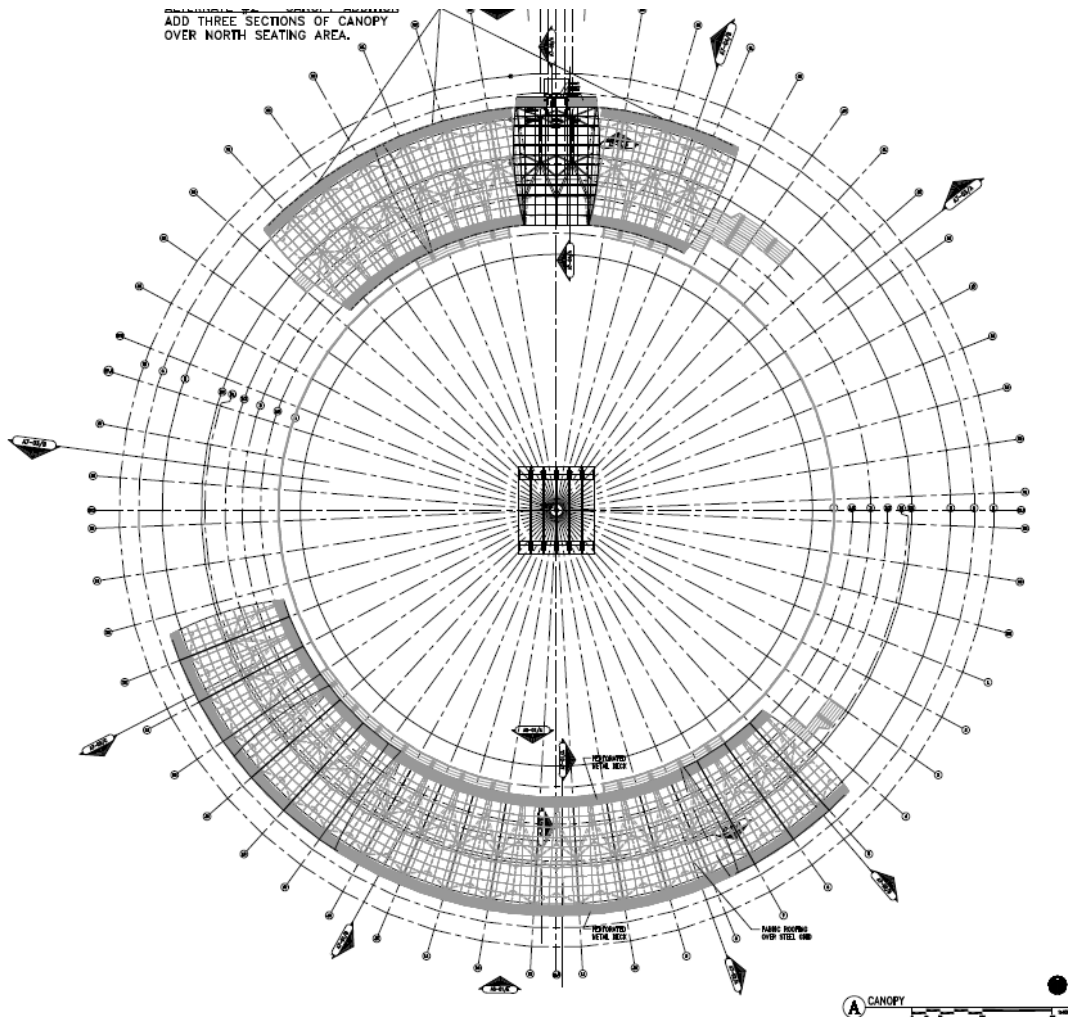
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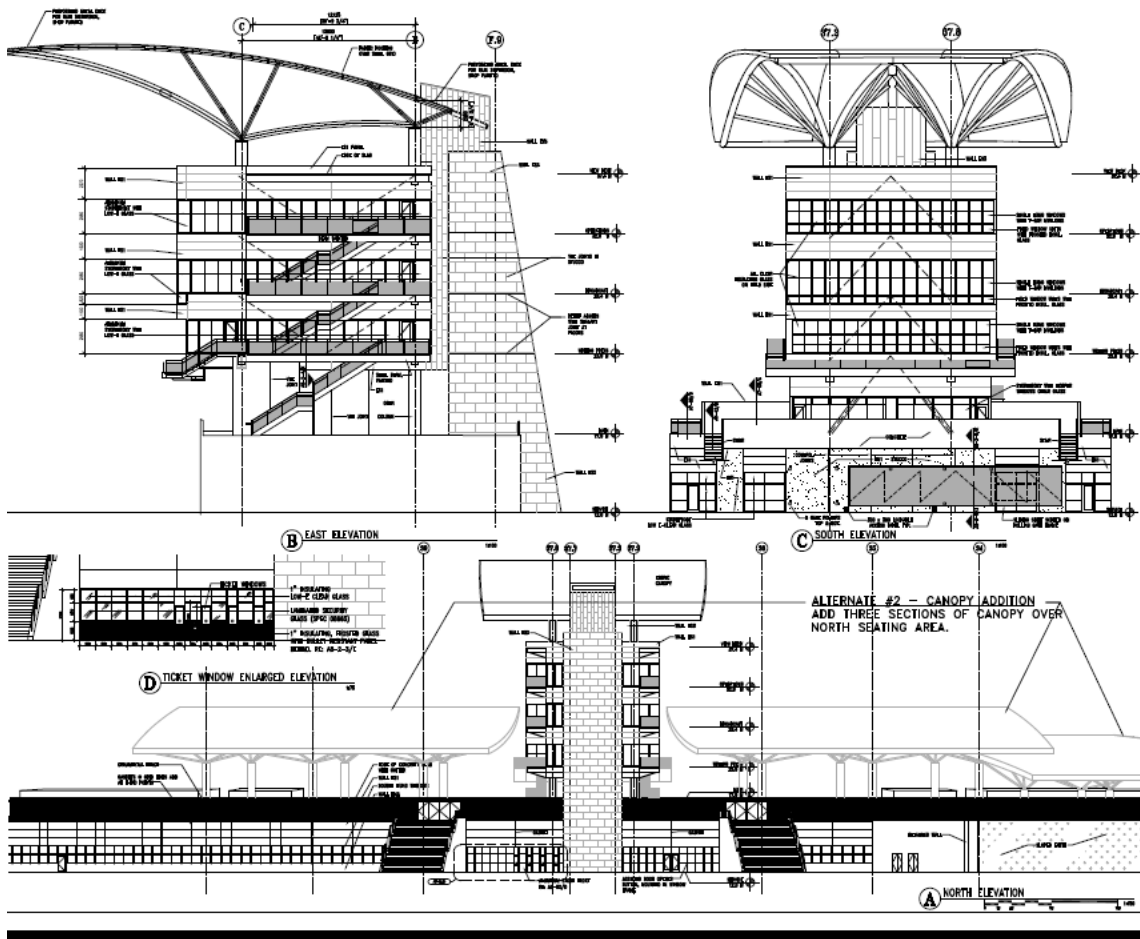
1. UDeCOTT's goal is the engagement of a competent service provider for the semi-annual soft washing and cleaning of the Canopy Systems (both roof and underside) as well as cleaning and sanitizing of the external surfaces of the windows on the Media Tower and Corporate Levels at the Brian Lara Cricket Academy for a period of two (2) years.
2. The contractor shall ensure both surfaces (under and upper) of the canopy, the external surfaces of the windows throughout the Media Tower and Corporate Levels at BLCA are sanitized and cleaned of debris and according to client satisfaction upon inspection. The approximated sizes of the surfaces to be treated (inclusive of the support columns) are –
  - North Tower Upper (Media) - 2, 000 sq m;
  - North Lower (East and West) - 6, 600 sq m;
  - South Tower Upper (VIP) - 12, 400 sq m;
  - South Lower (East and West) - 6, 264 sq m;
  - Scoreboard – 350 sq m;
  - North (low roof) between Staircase – 350 sq m
  - Roof of Washroom Facility in Practice Area – 350 sq m;
  - Windows on Corporate Levels (Levels 1 and 2) – 2516 sq m;
  - Windows on Media Tower – 420 sq m
3. The Contractor shall prepare and submit a job ticket to be signed off by the Facilities Assistant onsite for work performed.
4. Contractor's representatives onsite must be able to fill out the job ticket. Note that it is the responsibility of the contractor to ensure the job tickets are completely and legibly filled out for UDeCOTT staff to review and sign.
5. The contractor must be able to communicate via email.
6. The contractor must report to the UDeCOTT staff onsite before commencing work. The contractor must not appear onsite and begin work without consultation with UDeCOTT.
7. Contractor's representatives onsite must display the necessary skill to execute the works they are assigned. Workers that do not perform satisfactorily must be replaced by the contractor. Resumes for all onsite workers must be provided for review.

8. 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 its personnel.
9. The Contractor shall ensure that the Services conform to all local codes, standards and other applicable codes.
10. The Contractor shall have in his employ, and utilize in connection with this Contract, only fully qualified personnel and shall comply with all Local Government and Statutory Authorities' requirements and pay any and all fees as appropriate.
11. The Contractor shall use reasonable efforts to keep the site and the premises clear of unnecessary obstruction so as to avoid danger to persons,
12. 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.
13. The Contractor shall provide its site personnel with personal safety wear which shall be utilized at all times on-site.
14. 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,
15. 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.
16. The Contractor shall ensure that public safety is maintained and monitored at all times to include the following:
  - Caution tape and barriers;
  - Hazard cones;
  - Out-of-Order signage;
  - Trip hazard;
  - High visible construction warning signs; and
  - Early warning signs of work zones ahead and/or work areas,

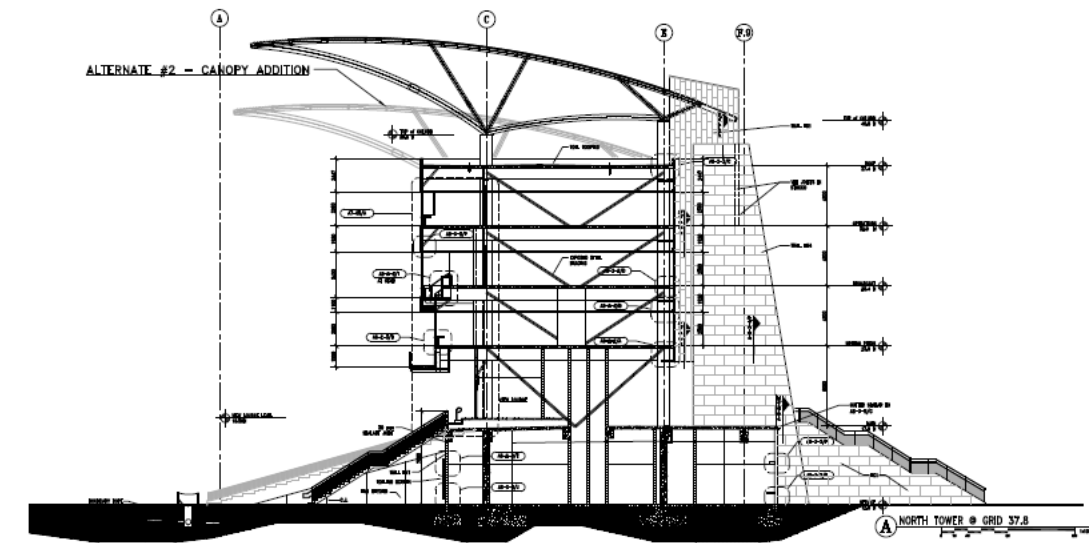
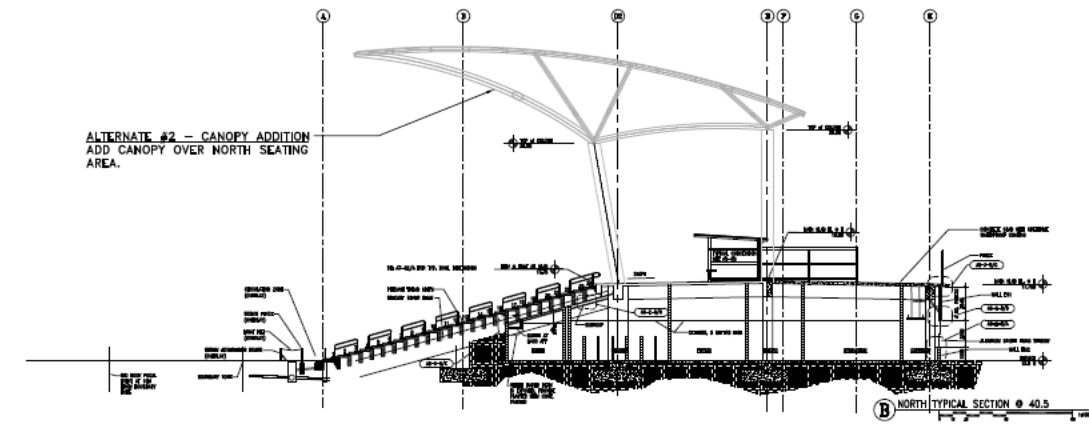
and/or any other safety measures as may be deemed necessary in the circumstances.

ADD THREE SECTIONS OF CANOPY  
OVER NORTH SEATING AREA.



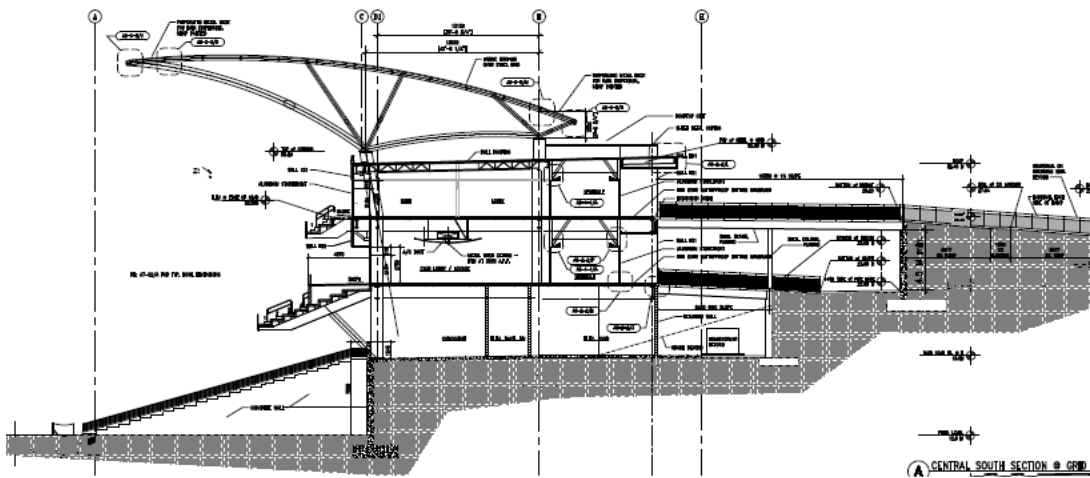
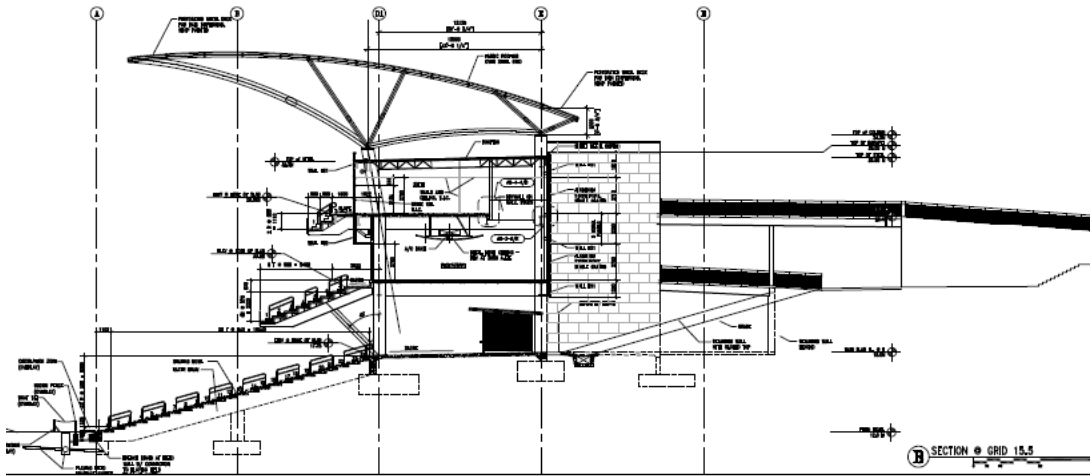


**North Tower Upper (media)**

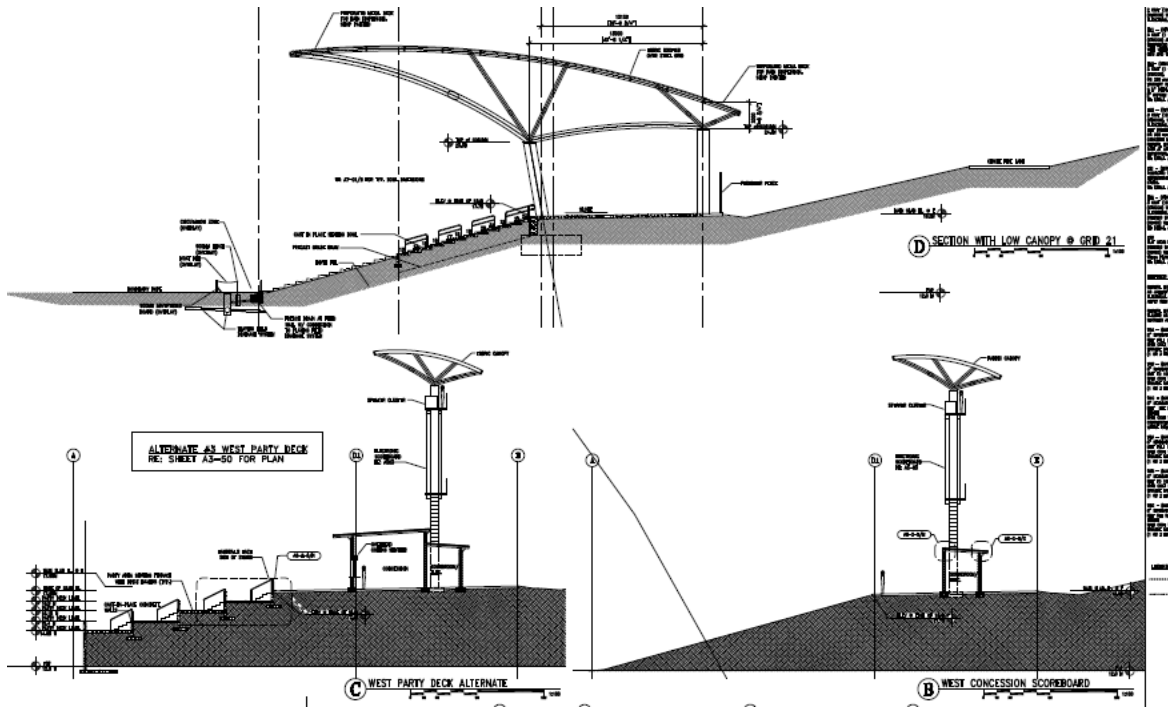


**North Tower Upper (media) and North Tower Lower (East and West)**





**South Tower Upper (VIP)**



**South Tower Lower (East and West) and Scoreboard.**