

# REQUEST FOR PROPOSALS

## PROVISION OF MAINTENANCE SERVICES FOR THE NATIONAL ACADEMY FOR THE PERFORMING ARTS, SAN FERNANDO (SAPA)

The Government of the Republic of Trinidad and Tobago (GORTT), through the Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT), is desirous of procuring Maintenance Services for the National Academy for the Performing Arts, San Fernando (SAPA).

In this regard, UDeCOTT hereby invites suitably qualified and experienced entities to submit proposals for the following **MAINTENANCE SERVICES** at the National Academy for the Performing Arts, San Fernando:

- Package 1. Handyman Maintenance;
- Package 2. HVAC Maintenance;
- Package 3. Façade Cleaning;
- Package 4. HV & LV Electrical Maintenance;
- Package 5. Plumbing Maintenance;
- Package 6. Generator Maintenance;
- Package 7. Fire Detection / Suppression Maintenance;
- Package 8. UPS Maintenance;
- Package 9. Public Address System Maintenance;
- Package 10. Fountain Maintenance;
- Package 11. Specialist Systems - Curtin Wall, Stage Rigging, Moving Stage Systems; and
- Package 12. Specialist Systems - Roller Gates & Barrier Systems.

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 this project will be conducted via UDeCOTT's E-Tender System. To participate, proponents must be registered on the E-Tender System. **Proponents already registered on the E-Tender System are not required to register again.**

To access the Vendor Registration, proponents are required to go to UDeCOTT's website at [udecott.com](http://udecott.com), place the cursor over the tendersmenu 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](mailto:etenderhelpdesk@udecott.com), carbon copying the Secretary of the Tenders Committee at [tendersecretary@udecott.com](mailto:tendersecretary@udecott.com).

The RFP packages will be available for purchase from **December 8, 2021**. 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** and **Site Visit** will be conducted for each Package at the dates and times specified on our website. 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).

The deadline date for submissions is **January 19, 2022 at 2:00pm (AST)**. Please visit our website at [udecott.com](http://udecott.com) for further details and updates.

**SECRETARY, TENDERS COMMITTEE**