



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

REQUEST FOR PROPOSALS POINT FORTIN ADMINISTRATIVE COMPLEX: PACKAGE 2 – FF&E, PARTITIONS & JOINERY WORKS

The Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT) invites suitably qualified and experienced entities to submit proposals for the **Point Fortin Administrative Complex: Package 2 – FF&E, Partitions & Joinery Works**.

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: 72153606 - Office furniture installation or reconfiguration service

A request for the RFP packages can be submitted via email to tenders@udecott.com from **Monday March 10, 2025 (excluding weekends and public holidays)**, between the hours of **9:00 a.m. to 4:00 p.m. (AST)**.

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

INFORMATION SESSION AND SITE VISIT

An **Online Information Session** will be held **via Microsoft Teams** on **Monday March 17, 2025 at 2:00 p.m.** This will be followed by a **Site Visit** on **Tuesday March 18, 2025 at 10:00 a.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.

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 submission of proposals is **April 9, 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.

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)

POINT FORTIN ADMINISTRATIVE COMPLEX: PACKAGE 2 – FF&E, PARTITIONS & JOINERY WORKS

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.

When will the RFP be available?

A request for the RFP packages can be submitted via email to tenders@udecott.com from Monday March 10, 2025 (excluding weekends and public holidays), between the hours of 9:00 a.m. to 4:00 p.m. (AST).

What is the Location of the site?

The Project Site is the Point Fortin Administrative Complex, located on Guapo Cap-De-Ville Main Road, Point Fortin, in close proximity to the Point Fortin Police Station.

Are Proponents required to purchase the RFP package?

There will be no cost for the RFP package.

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: 72153606 - Office furniture installation or reconfiguration 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 **prior** to the award of any contract for the provision of the Works, as evidenced by the Certificate of Incorporation or Registration (as applicable),
- Submission of Statutory Clearance/Compliance Certificates, valid as at the tender submission deadline, namely;
 - VAT Clearance Certificate
 - BIR Clearance Certificate
 - NIS Certificate of Compliance

- Submission of a Bid Bond of One Hundred Thousand Trinidad and Tobago Dollars (TT\$100,000.00)
- Form 1 – Letter of Tender

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

Yes, a Bid Bond valued at One Hundred Thousand Trinidad and Tobago Dollars (TT\$100,000.00), is required for this RFP.

What is the recommended team composition?

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

1. Project Manager (1 No.)
2. Construction Manager (1 No.)
3. Architect (1 No.)
4. HSSE Manager (1 No.)

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.



PROJECT SCOPE OF WORKS

Refurbishment and Upgrade of the former
Heritage Administrative Building to the Point
Fortin Administrative Complex-
Package 2: FF&E, Partitions & Joinery

The Urban Development Corporation
of Trinidad and Tobago (UDECOTT)

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OVERVIEW

The Ministry of Public Administration (MPA) through its Property Real Estate Services Division (PRESD) is responsible for the provision of appropriate accommodation for all Ministries Departments and Agencies Division thereby bringing government services closer to citizens in their communities throughout Trinidad and Tobago. As such, the former Heritage Petroleum Company Limited (Heritage) Administrative Building has been allocated to the Ministry of Public Administration for the development of the Point Fortin Administrative Complex. The property is situated on the Guapo Cap-De-Ville Main Road in Point Fortin, with an office space of approximately 60,000 square feet.

UDeCOTT, on behalf of the MPA/PRESD is desirous of completing the services for the refurbishment and upgrade of the former Heritage Administrative Building to the Point Fortin Administrative Complex. The refurbishment works required is for Package 2, which consist of the supply and install of Furniture, Fixtures and Equipment (FF&E), Partitions and Joinery.

In this regard, UDeCOTT wishes to retain the services of a qualified, experienced and competent Design-Build Contractor to perform design and construction in accordance with the provided Scope of Works, Performance Specifications and Conceptual Design Drawings for Package 2.

The following document outlines the proposed scope of works for the Point Fortin Administrative Complex refurbishment and upgrade: Package 2 - FF&E, Partitions & Joinery works.

GOALS AND OBJECTIVES

The goal of this Project is the outfitting of the Point Fortin Administrative Complex. The following agencies are proposed to be housed at the Point Fortin Administrative Complex as summarized in Table 1 below.

Ministry/Agency	Department
Ministry of Works and Transport	<ul style="list-style-type: none">Licensing Division
Ministry of National Security	<ul style="list-style-type: none">Immigration DivisionTraffic Warden Services Division and Highways Division
Ministry of Finance	<ul style="list-style-type: none">Inland Revenue DivisionValuations Division
Ministry of Labour	<ul style="list-style-type: none">Manpower DivisionOn the Job Training Division
Ministry of Sport and Community Development	<ul style="list-style-type: none">Community Mediation CentreSt. Patrick West District Office
Ministry of Social Development and Family Services	<ul style="list-style-type: none">National Family Services Division / Social Help and Rehabilitation Efforts (SHARE) Programme

Attorney General and Legal Affairs	• Office of the District Registrar
Ministry of Youth and National Service	• St Patrick West District Office
Elections and Boundaries Commission	• Point Fortin Registration Area Office of the Elections and Boundaries Commission

Table 1. Proposed Agencies to be housed at Point Fortin Administrative Complex

In this regard, the objectives of the Project are as follows:

1. Development of Architectural Layout Designs for internal Partitions, Joinery and Furniture & Equipment for the facility in accordance with the client provided conceptual design.
2. Supply and Install Partitions & FFE (inclusive of Electrical & Communications Outfitting), & Joinery for the facility
3. Complete all works within schedule
4. Complete works within designated budget

PRINCIPLE DESIGN-BUILD CONTRACTOR RESPONSIBILITIES

1. Product Specifications
2. Project Programme & Works Scheduling
3. Project Insurances
4. Contractor Accreditation
5. Project Delivery
6. Contract Management
7. Subcontractor Coordination and verification of works
8. Health Safety, Security and Environmental Management during the works
9. Construction Phase HSSE Plan and Risk Assessment
10. HSSE Set Up & Welfare
11. Personal protective equipment (safety glasses, vests, boots, vests)
12. Job Safety Analysis
13. Site Safety Induction
14. Tool box talks
15. First Aider and First Aid Kit
16. Fire Warden
17. Certification of equipment and equipment users (where applicable)
18. Safety and Evacuation Signage
19. Site Evacuation Plan
20. Site Waste Management and disposal
21. General labour
22. Site Cleaning
23. Practical Completion/Final Account Applications
24. Operations Manuals (O&M) Contractor Accreditation

DESIGN REQUIREMENTS

The Design-Build Contractor shall be required to provide project documentation and drawings for:

- Architectural Layout Designs for Partitions, Joinery and Furniture & Equipment
- As-built drawings for all of the above

Furniture & Equipment Submissions: The Design-Build Contractor shall be required to prepare and submit all technical specifications and product data of all materials and equipment to be used in the project. This shall list the materials in sufficient detail that approval for the materials and equipment can be granted without further elaboration specifications; if needed a sample should be provided.

BUILDING WORKS

The Works to be performed by the Design-Build Contractor shall include, but not limited to:

- i. Obtain all necessary bonds and insurance, etc. necessary for the execution of the works;
- ii. Supply and installation of all movable partitions (inclusive of Electrical & Communications Outfitting) and joinery works
- iii. Supply and installation of all Furniture (inclusive of Electrical & Communications Outfitting) & Equipment
- iv. Coordination with the Main Building Refurbishment contractor
- v. Site Maintenance and Management
- vi. Snagging, testing
- vii. Site Cleaning and Handover

HSSE REQUIREMENTS

- **All Works** to conform to Local OSH regulations and best practices
- Job Safety Analysis (JSA) meetings to be conducted for each element of work
- Designated UDeCOTT Supervision will be provided during work hours
- Designated Design-Build Contractor Supervision will be provided during work hours
- Appropriate PPE will be worn by all site personnel
- All site personnel must be identifiable with reflective vests and contractor issued ID badges
- Construction waste will be accumulated and disposed appropriately
- Lobby areas for contractor assigned lifts will be isolated from staff/public
- All staff/public spaces which the Design-Build Contractor uses during afterhours must be cleaned and restored for use before 5am
- Signage will be placed notifying staff/public of ongoing works
- Elevator to be used by Design-Build Contractor will be left on priority control to prevent staff/public access

REFERENCE DOCUMENTS

This document is to be used collaboratively with the following:

- Drawings: “For Tender” Conceptual Design and Furniture plans
- Performance Specifications
- Pricing Schedule

GENERAL NOTES

The Design-Build Contractor shall at all times keep the work area, including storage areas, free from accumulations of waste materials. Before completing the work, the Design-Build Contractor shall remove the work and premises any rubbish, tools, scaffolding, equipment, and materials that are not the property of the Government.

Unightly materials and debris, garbage, and equipment should be removed as required; while materials should be scheduled for delivery only as required for immediate use.

The Design-Build Contractor shall be required to prepare and submit material submissions inclusive of design documents outlined in “**Section 4. Designs**” to be used in the project.

- **Logistics:** Staging / storage areas are to be advised by the project manager. The Design-Build Contractor shall provide all equipment needed for material transportation, equipment and labor to execute the project.
- **Coordination:** The Design-Build Contractor is also required to coordinate with other appointed UDeCOTT and Client appointed contractors for implementation of the works
- **Removals:** Any Items that effect the work space and need to be removed either temporarily and reinstated; or need to be removed altogether and reinstated with new shall be accounted for by the Design-Build Contractor and identified and agreed prior to commencement of any work
- **Finishing & Clean up:** Restore all items to their existing conditions; The Design-Build Contractor shall be required to keep the work site free from debris and trash at all time, upon completion of work contractor must remove all debris and trash from the site out of the compound.

Appendix B-1

Phase Two Electrical & Communications Outfitting Scope

This document outlines tasks necessary for completing both electrical installations related primarily around powering various components like workstations alongside integrating appropriate communications infrastructure such as network connectivity across different parts within a facility undergoing renovation/expansion efforts aimed ultimately towards optimizing operational efficiency via strategic placement/installations detailed below.

1. Termination of Existing Drops

- Terminate all existing electrical and communications cables left in the ceiling during Phase One.
- Ensure proper connection to workstations based on finalized layouts provided during Phase Two.
- Conduct thorough testing to confirm compliance with safety standards and performance requirements.

2. Installation of Floor Boxes in Meeting Rooms

- Install floor boxes in designated meeting rooms to accommodate furniture requiring integrated power, data, and voice connections.
- Coordinate with furniture layouts to ensure precise placement aligning with functional requirements of meeting room setups.
- Provide necessary wiring from existing panels or telecommunications rooms to these floor boxes.

3. Additional Drops for Revised Layouts or New Partitions

- Assess areas where furniture layouts have been amended, or new partitions are being installed.
- Determine if additional power or data drops are required beyond those already provided during Phase One.
 - If needed, install these additional drops ensuring they meet current standards for safety and performance.

4. General Requirements

- Verify compatibility with existing electrical panels/wall outlets installed during Phase One for power needs.
 - Perform load calculations for any added circuits; conduct cable management assessments for communications infrastructure as needed.

5. Coordination with Other Trades

- Collaborate with furniture vendors, IT/data contractors (if separate), architects/engineers responsible for finalizing layouts—ensuring seamless integration across disciplines:
 - Power: Confirm panel capacity can support added loads without modifications beyond this scope's additions;
 - Data/Voice: Validate network topology supports intended use cases post-installation;
 - Furniture Layouts: Align installation points precisely where needed under tables/desks;