



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

### REQUEST FOR PROPOSALS PROVISION OF FLEET VEHICLE LEASING SERVICES FOR UDECOTT FOR A PERIOD OF THREE (3) YEARS (2026-2029)

The Urban Development Corporation of Trinidad and Tobago Limited (UDECOTT) invites suitably qualified and experienced entities to submit proposals for the **Provision of Fleet Vehicle Leasing Services for UDeCOTT for a Period of Three (3) Years (2026-2029)**.

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: 78111811 – Vehicle leasing of light trucks and sport utility vehicles**

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 **Wednesday February 4, 2026**. 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 **Wednesday February 11, 2026, 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](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 submission of proposals is **March 6, 2026, at 2:00 p.m. (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)**

### **PROVISION OF FLEET VEHICLE LEASING SERVICES FOR UDECOTT FOR A PERIOD OF THREE (3) YEARS (2026-2029)**

#### **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 Service Provider to undertake the Project.

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

The RFP package will be available on UDeCOTT's E-Tender System from Wednesday February 4, 2026.

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

The vehicles will be utilized by UDeCOTT across its operational offices and project locations, as required.

#### **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://opr.org/procurement-depository/>. Proponents are required to apply for pre-qualification in the OPR's Procurement Depository for the following:

**Line of Business Code: 78111811 – Vehicle leasing of light trucks and sport utility vehicles**

#### **Is it mandatory to attend the online information session?**

Attendance to the 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 Services, 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

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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 SERVICES

### Leasing of Vehicles

#### A. SCOPE

The Contractor shall be contracted to provide leasing of vehicles for a period of three (3) years for the use by the Corporation.

Specification Sheet for Leasing Vehicles required shall be as follows:

1. Provision for Thirteen (13) fully loaded vehicles:

Item	Description	Quantity	Specifications of Vehicle
a	Mid-size pick-up truck	Three (3)	Automatic 2x4/ 4x4 (specify cc rating)
b	SUV – Five-Seater	Eight (8)	Automatic - Basic – 2x4/4x4/AWD
c	SUV – Seven-Seater	Two (2)	Automatic - Deluxe – 2x4/4x4/AWD

2. Cost shall include all maintenance cost over the duration of the lease.
3. Costs shall include all costs for the provision of replacement vehicles for use by the Corporation while leased vehicles are being serviced or repaired.
4. All insurance costs shall be borne by the leasing company.
5. All leased vehicles shall carry an option to purchase at the end of this lease.
6. All vehicles shall be equipped with safety, security and Hands Free/Bluetooth communication features.
7. The quote should include the option to lease additional similar class vehicles during the remaining term of the lease at the initial rates quoted.
8. Proponent must have service centers in the following locations:
  - i. Port of Spain and Environments
  - ii. San Fernando and Environments
  - iii. Scarborough, Tobago
9. Proponents must have twenty-four (24) hour Roadside assistance.
10. Quote should include optional lease rates as follows:
  - i. Gas Engine
  - ii. Diesel Engine
  - iii. Hybrid Engine