



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

# REQUEST FOR PROPOSAL FOR THE PROVISION OF HANDYMAN SERVICES FOR ONE (1) YEAR AT IMMIGRATION BUILDING, GOVERNMENT PLAZA, PORT OF SPAIN

The Urban Development Corporation of Trinidad and Tobago Limited, (UDeCOTT) invites suitably qualified and experienced entities to submit proposals for **THE PROVISION OF HANDYMAN SERVICES FOR ONE (1) YEAR AT IMMIGRATION BUILDING, GOVERNMENT PLAZA, PORT OF SPAIN.**

### **INSTRUCTIONS FOR PURCHASE OF RFP PACKAGE**

The tender process for this project will be conducted via UDeCOTT's E-Tender System. To register or access the E-Tender System go to <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 Secretary of the Tenders Committee at [tendersecretary@udecott.com](mailto:tendersecretary@udecott.com).

The RFP package, will be available for purchase from **April 17, 2023**. To download the RFP Package you will be required to select and purchase the RFP **via online payment**. The cost of the RFP Package is **\$750.00 VAT Inclusive**.

### **INFORMATION SESSION AND SITE VISIT**

An **Online Information Session** will be held **via Microsoft Teams** on **Tuesday April 25, 2023, at 10:00 a.m.** A **Site Visit** will be held on **Wednesday April 26, 2023, at 10:00 a.m.** The assembly address is **Lower Richmond Street Port of Spain**. Interested parties are kindly asked to confirm their availability, together with **names and preferred email addresses** of their representatives who will be in attendance, via email to [tendersecretary@udecott.com](mailto:tendersecretary@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.**

Proponents are advised that **only PDF** files can be uploaded onto the E-Tender platform. The responsibility for file conversion resides with the Proponent and failing to submit proposals in PDF format may result in disqualification.

The deadline date for submissions is **May 16, 2023 at 2:00pm (AST)**.

Additional information may be requested through email forwarded to the attention of **The Secretary, Tenders Committee** at [tendersecretary@udecott.com](mailto: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



**SCOPE OF WORKS**  
**HANDYMAN SERVICES FOR ONE (1) YEAR AT**  
**Immigration Building, GCP Richmond Street, Port-of-Spain**

**A. SCOPE**

1. The Contractor will be contracted to provide handyman /general maintenance services at the Immigration building located at the Government Campus Plaza, Richmond Street for a period of twelve (12) months
2. Work may include, but is not limited to:
  - General building maintenance/construction work
  - Gypsum installation and repairs
  - Masonry
  - Cleaning and sanitizing of toilets
  - Installation of ceiling tiles
  - Repairs to doors and locks
  - Signage
  - General repairs
  - Painting
  - Yard work
  - Transport
  - General cleaning
  - Welding/Fabrication
  - Tile work
  - Mill work
  - General labor
  - Landscaping maintenance
  - Builder's work (masonry, carpentry, plumbing, minor electrical works etc.)
  - Power washing
  - And any other work as directed

**B. GENERAL REQUIREMENTS**

1. 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 his personnel as listed in "Table 1: Tools" below at no cost to UDeCOTT. Suggested tools and allowable rentals rates unless stated otherwise are shown in "Table 2: Rented Tools" but not limited to this list.
2. The Contractor shall have in his employ, and utilize experienced Tradesmen as requested and shall comply with all Local Government and Statutory Authorities' requirements
3. The Services will be provided at established labor rates as outlined in "Table 3", and the Contractor shall affix his stated labor rates therein, which shall be used for the purposes and intent of the Contract.



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4. The Contractor shall use reasonable efforts to keep the site clean and clear of unnecessary obstruction so as to avoid danger to users of the building.
5. 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.
6. The Contractor shall ensure proper housekeeping is performed at all times.
7. The Contractor shall provide its site personnel with personal safety wear which shall be utilized at all times on-site.
8. 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.
9. 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.
10. The contractor shall ensure that his workers are professionally attired with the company logo clearly visible on the breast pocket of his shirt.
11. The contractor shall ensure that his workers possess company identification cards or other forms of identification which shall be on their person at all times while on site.
12. All maintenance activities shall be directed and approved by the Facilities Manager. The Facilities Manager reserves the right to cancel maintenance activities based on the availability, access, exigencies of the client operations
13. The contractor shall ensure that his representatives attend to an emergency within two (2) hours of any emergency call.
14. No parking shall be available on site. The contractor shall be responsible for his own parking arrangement. Parking can be obtained at the Parkade. No reimbursement shall be made for parking.
15. The Contractor shall ensure that public safety is maintained and monitored at all times and implement safety measures as may be deemed necessary and applicable in the circumstances to include, but not be limited the following:
  - Caution tape and barriers;
  - Hazard cones;
  - Out-of-Order signage;
  - Trip hazard;



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High visible construction warning signs; and  
Early warning signs of work zones ahead and/or work areas,

16. All maintenance work on the system shall be done during normal working hours Monday to Friday where possible with minimum disruption to the client's operations. Planned work can be schedule on any day of the week or on weekends in accordance with the planned labour rates submitted.
17. The contractor shall be required to work 8 hours daily Monday to Friday as agreed however no payment will be made for the lunch hour.
18. A skilled worker shall be required to perform tasks inclusive of gypsum installation and repairs, carpentry, masonry and tiling and other general works with knowledge and or experience of minor electrical and plumbing repairs to sinks, toilets, urinals, cabinets, yard work, power washing, sanitization, cleaning, minor landscaping etc
19. The general worker shall be required to perform tasks inclusive of changing bulbs and minor plumbing repairs to sinks, toilets, urinals, cabinets, yard work, power washing, sanitization, cleaning, minor landscaping etc
20. A Skilled worker and a general work will be required daily at the facility to address reports, repairs, inspections and routine maintenance activities
21. In event that a plumber, electrician or an air condition technician is required for specific jobs, the rates listed in the table below will be applied for the provision of these technicians.

CMMS

22. For all maintenance work, work order numbers and task sheets with maintenance activities shall be sent via email to the contractor which are to be included in the service reports when the work is executed. Note these maintenance activities are to be included in the contractor's scope of activities when executing the maintenance work.
23. The contractor must be able to receive scheduled work orders and submit quotations via email.
24. For all corrective work identified, the contractor must clearly record same on their service reports and a copy is to be given to UDeCOTT. All corrective work must be estimated and submitted to UDeCOTT to be scheduled. Work order numbers for the corrective work will be sent to the contractor via email which are to be included in their service reports when the works are executed.
25. All corrective work performed will be planned work and must be recorded on a separate service report which shall be invoiced separately. Note the invoice must contain the work order number



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26. Emergency work or unplanned work shall be executed as needed and in accordance with the rates requested in Table below. A Work order number will be assigned and emailed the following day which shall be included in the contractor's service report for the executed work. Note the emergency work will be invoiced separately and the invoice must contain the work order number.
27. Labour Rates shall be submitted for maintenance work as requested in Table 3 below.
28. All completed work being invoiced for must be supported by the contractor's service reports containing UDeCOTT's work order numbers. Please note if UDeCOTT's work order numbers are not included in the contractor's service reports, the invoices will not be processed.
29. When invoicing of all maintenance work, a summary sheet must be prepared and attached to the invoice together with the other supporting docs such as the job tickets/service reports, bills and delivery notes for each day's work as applicable.
30. A minimum charge of 2 hours based on the planned rates submitted, shall be paid if any planned/scheduled work cannot be executed due to unforeseen circumstances.
31. The contractor can only invoice for work completed with a valid work order number.
32. All service reports must be completed and signed off by UDeCOTT's Facilities Assistant before leaving the site each day.
33. The contractor must provide service reports in triplicate, one copy for UDeCOTT, one copy for the contractor records and the original for the contractor to be submitted with the invoice. The service reports must include the following:
  - a. Description of the work done
  - b. Location where the work was done (as accurate as possible) – building, floor, room
  - c. Equipment number, model number, serial number
  - d. Technician name and class type
  - e. Start and end times of work
  - f. Date the work was done
  - g. Material used
  - h. Equipment rented if applicable
  - i. Corrective work to be done
  - j. Signatures of UDeCOTT and contractor's worker

## **FREQUENTLY ASKED QUESTIONS (FAQs)**

### **For the Provision of Handyman Services for One (1) Year at Immigration Building**

#### **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 with the specialised expertise necessary to undertake the Project.

#### **I am interested in this project. Can I view the RFP before purchasing to confirm the requirements prior to purchasing?**

The RFP will be available for viewing at UDeCOTT's office from **April 17, 2023**.

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

The Immigration Building is located at Government Plaza, Richmond Street, Port of Spain.

#### **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 valid statutory clearance/compliance certificates, namely,
    - VAT Clearance Certificate
    - BIR Clearance Certificate
    - NIS Certificate of Compliance

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

No, a Bid Bond is not required for this RFP.

#### **What is the recommended team composition?**

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

1. Supervisor (1 No.)
2. Skilled Worker (1 No.)
3. General Worker (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.**