



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

**REQUEST FOR PROPOSALS
FOR THE
SUPPLY AND INSTALLATION OF TWO (2)
AUTOMATIC TRANSFER SWITCHES
AT THE
NATIONAL ACADEMY FOR PERFORMING
ARTS (NAPA)**

The Urban Development Corporation of Trinidad and Tobago Limited, (UDeCOTT) invites suitably qualified and experienced entities to submit proposals for the **Supply and Installation of Two (2) Automatic Transfer Switches at the National Academy for Performing Arts (NAPA)**.

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: 39121116 - Low Voltage Switchgear

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 **Monday 21 October, 2024**. 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, carbon copying the Office of the Chief Procurement Officer at tenders@udecott.com.

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 **Friday, October 25, 2024 at 10:00 a.m.** A **Site Visit** will be held on **Friday, October 25, 2024 at 2:30 p.m.** starting at the National Academy of Performing Arts (NAPA) Port of Spain, Trinidad and Tobago. 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 submissions is **November 18, 2024 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.

UDeCOTT reserves the right to reject any or all proposals for failure to comply with any mandatory requirements stated in the RFP.

Please visit our website at udecott.com for further details and updates.

THE OFFICE OF THE CHIEF PROCUREMENT OFFICER

FREQUENTLY ASKED QUESTIONS (FAQs)

SUPPLY AND INSTALLATION OF TWO (2) AUTOMATIC TRANSFER SWITCHES AT THE NATIONAL ACADEMY FOR PERFORMING ARTS (NAPA)

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.

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 proponents 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:

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What is the Location of the site?

The Site is located at the National Academy for the Performing Arts (NAPA) Port of Spain, Trinidad and Tobago.

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 Services, 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 Bid Bond is 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

SUPPLY AND INSTALLATION OF TWO (2) AUTOMATIC TRANSFER SWITCHES AT THE NATIONAL ACADEMY FOR PERFORMING ARTS (NAPA)

Objective: The primary goal of this project is to enhance the reliability and efficiency of the standby power system at NAPA by disabling the existing smart 480V breaker automatic transfer feature and supplying and installing two (2) ASCO 300 Series Automatic Transfer Switches (ATSs), one at each Power Center. The new ATSs will integrate into the existing infrastructure and seamlessly transition power sources during outages, ensuring uninterrupted power supply to the whole facility.

SCOPE:

1. Site Assessment:

- Conduct a thorough site assessment to understand the existing electrical infrastructure and determine the optimal locations for the two (2) ATS installations inside the LV rooms.
- One ATS is to be installed in the Plant Room substation and the other in the UTT Substation room where each substation is fed from one 2000KA, 480V power transformer
- Note each ATS must be able to supply the entire facility if required.

2. System Compatibility Analysis:

- Verify compatibility between the existing generator and the new ATSs to ensure seamless integration and efficient operation.

3. Specification of Automatic Transfer Switch:

- Engine Exerciser to automatically test backup generator each week-with or without load
- 60Hz frequency
- ATS shall be rated for 60Hz, 3 phase, 480V, 3000A, 4 pole operation
- The ATS shall be the ASCO 300 series power transfer switches with the group G controller
- The ATS shall comply with all relevant industry standards and local codes and Meet NFPA 110 for Emergency and Standby Power Systems and the National Electrical Code (NEC) Articles 700, 701 and 702 and be UL listed
- The ATS shall provide Remote monitoring capabilities
- The ATS shall provide power monitoring of voltage, frequency, load current and power factor

4. Procurement of Equipment:

- Source and procure the ATS from reputable vendors based on the minimum specifications outlined.
- Provide any additional infrastructure and equipment to meet code requirements and isolation of ATSs for maintenance and repairs without affecting supply to facility

5. Installation:

- Install the new ATSs and all additional equipment and infrastructure in the designated locations, ensuring proper electrical connections and adherence to manufacturer's guidelines.

6. Wiring and Integration:

- Wire the ATs into the existing electrical system, ensuring compatibility with the generator and critical loads.
- Integrate the ATs with the generator control system for seamless communication and coordination during power transitions.

7. Testing and Commissioning:

- Conduct comprehensive testing of the entire system to ensure the proper functioning of the ATs, including simulated power outages and recovery scenarios.
- Commission the new system only after successful testing and validation.

8. Documentation:

- Provide detailed documentation, including as-built drawings, equipment manuals, and any necessary operational guidelines for future reference.

9. Training:

- Conduct training sessions for relevant personnel on the operation and maintenance of the new ATs system.

10. Safety Measures:

- Implement all necessary safety measures during the installation process to ensure the well-being of personnel and the integrity of existing infrastructure.

Timeline: The project is anticipated to be completed within 12 months from the commencement date, subject to any unforeseen challenges that may arise during the implementation.

This project aims to improve the resilience of our standby power system, ensuring that critical operations can seamlessly transition to generator power during outages. Your support and approval are crucial for the successful implementation of this project.