



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

PROCUREMENT NOTICE REQUEST FOR PROPOSALS AND REQUEST FOR QUOTATIONS AT THE GOVERNMENT CAMPUS PLAZA- CENTRAL PLANT

The Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT) invites suitably qualified and experienced entities to respond to the following separate procurements:

- **Request for Proposals (RFP):** Provision of Electrical Maintenance Services for Two (2) Years at the Government Campus Plaza Central Plant.
- **Request for Quotations (RFQ):** Supply and Installation of Three (3) Large Frame Breakers at the Government Campus Plaza Central Plant.

Proponents are advised that in keeping with the requirements of the Office of Procurement Regulation (OPR), suppliers of goods, works and services interested in conducting business with UDeCOTT must be registered and prequalified 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 advised that, for ease of reference, the relevant Line of Business is identified in the respective Frequently Asked Questions (FAQs) available on UDeCOTT's website.

The RFP and RFQ packages will be available via UDeCOTT's E-Tender System from **Tuesday, 29th September 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, carbon copying the Office of the Chief Procurement Officer at tenders@udecott.com.

The successful Proponent for each procurement shall be chosen using the competitive selection process set out in the respective RFP and RFQ. Submissions must include all documents required by the applicable solicitation documents. Failure to do so may result in disqualification.

INFORMATION SESSION

The information sessions will be held online via Microsoft Teams on Thursday, 1st October 2026. The site visits will take place at the Government Campus Plaza Central Plant on Monday, 5th October 2026.

	Procurement Method	Procurement Activity Name	Online information session	Site visit
1	Request for Proposal (RFP)	Electrical Maintenance Services for Two (2) Years	Thursday, 1 st October at 10:00 a.m.	Monday, 5 th October at 2:00 p.m.
2	Request for Quotation (RFQ)	Supply and Installation of Three (3) Large Frame Breakers	Thursday, 1 st October at 11:00 a.m.	Monday, 5 th October at 3:00 p.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. This will be followed by site visits on

The deadline for submission under each procurement is **Tuesday, 27th October 2026 at 2:00 p.m. (AST)**.

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

THE OFFICE OF THE CHIEF PROCUREMENT OFFICER

FREQUENTLY ASKED QUESTIONS (FAQs)

GOVERNMENT CAMPUS PLAZA-CENTRAL PLANT

These FAQs cover two separate procurement processes at the Government Campus Plaza- Central Plant. Proponents should refer to the relevant RFP or RFQ for the full requirements of the process in which they intend to participate.

Method	Procurement activity	Online information session	Site visit
RFP	Electrical Maintenance Services for Two (2) Years	Thursday, 1 st October 2026 at 10:00 a.m.	Monday, 5 th October 2026 at 2:00 p.m.
RFQ	Supply and Installation of Three (3) Large Frame Breakers	Thursday, 1 st October 2026 at 11:00 a.m.	Monday, 5 th October 2026 at 3:00 p.m.

What is the purpose of each procurement activity?

The RFP seeks a suitably qualified and experienced contractor to provide electrical maintenance services at the Central Plant for two (2) years. The services include preventive and corrective maintenance, inspections, testing, servicing, troubleshooting, repairs and emergency response to support safe, reliable and continuous operation of the electrical systems and equipment. The RFQ seeks a suitably qualified and experienced contractor to supply and install three (3) large frame breakers, including associated works for their safe and proper installation, testing, commissioning and operation.

When will the RFP and RFQ packages be available?

Both the RFP and RFQ packages will be available on UDeCOTT's E-Tender System from 29th September 2026. There is no cost for either package.

What is the Location of the site?

The Site is located at basement of the Government Campus Plaza (GCP) Parkade Complex, at the corner of Edward Street and Queen Janelle Commissiong Street (formerly Queen Street) in Port of Spain, Trinidad and Tobago.

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 under the line of business code applicable to the relevant procurement:

- RFP- Electrical Maintenance Services: UNSPSC 72151515 – Electrical inspection service
- RFQ- Supply and Installation of Three (3) Large Frame Breakers: UNSPSC 39121601 – Circuit breakers

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 relevant RFP or RFQ.

Are there any eligibility requirements for this Procurement Process?

In order to be eligible for evaluation and/or consideration to provide the Works/Services, Proponents must be able to demonstrate the following:

- Evidence of legal incorporation, registration or establishment in the jurisdiction in which the Proponent operates, as evidenced by a Certificate of Incorporation, Certificate of Registration or equivalent legal registration document;
- For Proponents incorporated or registered in Trinidad and Tobago, valid statutory clearance and compliance certificates, valid as at the applicable submission deadline, namely:
 - VAT Clearance Certificate;
 - BIR Clearance Certificate; and
 - NIS Certificate of Compliance.

Are Proponents required to purchase the relevant packages?

No. Both packages are available at no cost.

Proponents are to note that the responses provided as guidance to these Frequently Asked Questions do not relieve the Proponent of its obligation and responsibility to fulfil and comply with all requirements of the applicable solicitation documents.

ELECTRICAL SERVICES
SCOPE OF SERVICES
PK4 – CENTRAL PLANT

A. SCOPE OF SERVICES

1. The Contractor shall be contracted to provide electrical services at PK4- Central Plant located at the Government Campus Plaza for a period of two (2) years.
2. The Contractor shall provide services on a scheduled basis, emergency (on call) or as required.

These Services shall include, but are not limited to:

- a. Supply and installation/replacement of lamps, ballasts, fixtures, circuit breakers, switches, outlets, cables, transformers, panels, etc., as required
 - b. Repairs to motors, pumps, fans, etc.
 - c. Troubleshooting of faults, defective circuits, electrical equipment, etc.,
 - d. Identification and Labelling of circuits and distribution panels.
 - e. Preventive maintenance of low voltage system including MCC, Transformers, Electrical Panels and other equipment. This shall include periodic cleaning, dusting/vacuuming, etc., and adjustment.
 - f. Measurement and correction of voltage and electrical power related issues throughout the building.
 - g. Corrective maintenance and as-specified improvement works.
 - h. Installation of electrical equipment, wiring and associated electrical infrastructure
 - i. Perform High Voltage Inspection/Testing/Certification on the 12KV equipment annually.
 - j. Any other electrical related work as may be required.
3. The Contractor shall ensure proper housekeeping is performed at all times
 4. The Contractor's hours of work shall be the arrival and departure times on site, no payment will be allowed for the designated lunch hour.
 5. The Contractor shall not charge for transportation of workers to site.
 6. The contractor shall be responsible for disposing of all defective bulbs from the site
 7. The Facility Manager shall discuss the human resource requirement for each task with the Contractor before allocation of such resources.
 8. The Contractor shall use reasonable efforts to keep the site and the premises clear of unnecessary obstruction so as to avoid danger to persons.
 9. The contractor shall ensure that his workers are professionally attired

10. The contractor shall ensure that his workers are supplied with company IDs when on site
11. Trained representatives shall attend to an emergency within two (2) hours of any emergency call.
12. The Contractor shall prepare and submit a daily job ticket (to be provided by UDeCOTT) to be signed off each day for work performed. This shall include names of employees, hours, tasks performed, materials used, equipment rented etc.
13. 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 necessary personnel.
14. Table 2 lists the type of bulbs and ballasts prevalent on site and required in large quantities. The schedules of unit rates are to be filled out by the contractor and will be fixed over the entire contract period.
15. The Contractor shall ensure that the Services conform to all local codes, standards and other applicable codes, which include the Trinidad and Tobago Electrical Wiring Code TTS171: Parts 1 and 2 of 2002 or later as well as to the Trinidad and Tobago Electricity Commission's Wiring for Light and Power and the requirements of the T&T Government's Electrical Inspectorate
16. The Contractor shall have in his employ, and utilize in connection with this Contract, only fully qualified tradesmen and use licensed tradesmen as specified by code and practice. The Contractor shall comply with all Local Government and Statutory Authorities' requirements and pay any and all fees as appropriate.
17. The Contractor shall conform to UDeCOTT's Health Safety and Environment Manual and shall submit its own HSE Policy which shall conform to same.
18. 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 Act [2004] amended 2006, which is or are the approved standards of safety for this Contract and which shall be considered as part of this Contract.
19. The Contractor shall provide its site personnel with personal protective equipment including clothing, hard hats and electrical safety boots and gloves, which equipment shall be utilized at all times on-site.
20. The Contractor shall not permit the use of alcohol, tobacco and narcotic products or the bringing of pets while on site, the use of inappropriate language is forbidden. Mobile phones and other similar electronic communication devices must be used only for work-related purposes.
21. The Contractor shall supply all the necessary materials as new, unopened units and shall further supply all necessary tools, equipment (testing devices/handtools) and access aids to allow the safe and prompt execution of the Services.
22. The contractor shall submit a list of names and class of workers assigned to the facility before commencement of the contract.
23. The Contractor shall ensure that public safety is maintained and monitored at all times to include the following:
 - Lock-out / tag-out
 - Caution tape
 - Barriers

- Hazard cones
- Out-of-Order signage
- Trip hazard
- High visible construction warning signs
- Early warning signs of work zones ahead and/or work areas

And/or any other safety measures may be deemed necessary in the circumstances.

24. INVOICING

The daily job tickets are used to verify all labour and material costs that are invoiced.

Please note:

- a. All Job tickets for the relevant period must be submitted with the contractor's monthly invoice.
- b. Works that are not recorded on a job ticket cannot be billed for and will not be paid.
- c. The lunch hour will not be billed for.
- d. The exclusive VAT price of all materials and equipment rentals can be marked up by 15%.
- e. Back up invoices for all materials used must be attached to each ticket when submitted.
- f. Labour costs cannot be marked up.
- g. Labour costs will be paid for work/time spent onsite only. Activities offsite, including transport time and procurement cannot be billed for and will not be paid.
- h. Delivery of materials for use on site cannot be billed for and will not be paid.
- i. A summary sheet must be attached to the monthly invoice showing breakdowns of labour, material and equipment costs.

25. 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.

HIGH VOLTAGE TESTING / CERTIFICATION

1. INTRODUCTION

This Tender specification is for the High Voltage Inspection/testing/Certification of the 12KV equipment located in the Parkade that supplies power to the Central Plant situated at the corner of Richmond/Queen Street, Port of Spain.

2. OBJECTIVE

It is the objective of these works to assure that:

- 2.1. All 12kV Voltage Equipment which comprise Switch Gear, Breakers, and Transformers and associated Cables are Inspected, Cleaned, Tested, and Certified and put back into service in the shortest possible period so minimizing disruption to service during these works.
- 2.2. All works undertaken to achieve the above objective, must be done with Personnel Safety being the highest priority, so ensuring that these works and the relevant equipment operate efficiently and safely on completion of these works.
- 2.3. Unnecessary damage due to “stressing” of the equipment is not introduced as a result of methods of testing and or test values that may lead to the equipment not surviving its life expectancy due to premature failure.
- 2.4. The preparation and delivery of a comprehensive Report which will form part of the Buildings Records and proof of compliance with legislation.

3. SCOPE

3.1. This scope of the works to be undertaken includes but is not limited to the Maintenance and Testing of the 12kV Equipment identified in the following tables:

Table 1: Equipment

EQUIPMENT	MANUFACTURER	TYPE
H.V. Switchgear	Merlin Gerin	4 - VC6 – P21 Switchgear 12KV/630A
H.V. Cabling	Exelene	3-3C x 70 mm ² Exelene 15KV cable
H.V. Cabling	Exelene	1-3C x 120 mm ² Exelene 15KV cable
H.V./L.V-T.F. Pad Mounted Transformer	ABB	3 - 2500KVA 12KV- 480/277V 3P 4Wire

Works are to be undertaken employing the most recent best practice and/or as per the requirements as listed in the Trinidad & Tobago Bureau of Standards TTS 171 Part2:2002.

Also included as part of the Scope are the following:

- 3.1.1. Time for works shall be weekend periods preferably Saturday.
- 3.1.2. Arrangements with the Government Electrical Inspectorate (GEI) for the inspection and certification of the HV equipment
- 3.1.3. Arrangements for the temporary Disconnection/Reconnection of the 12KV Electrical Power Supply by the Service Provider (T&TEC) to facilitate the Testing, Certification, and subsequent Re-Closure to re-instate same for the G.C.P. Parkade.
- 3.1.4. Any Functional Tests either during operation or on shut down of the equipment, to identify and correct any impending problems
- 3.1.5. The preparation and submission within 2 weeks of all Test Results with applicable diagrams and interpretation of the results with recommendations which will form part of the Buildings Records. This report should also include any recommendations on improvement if necessary to equipment/installation and any impending problems which could impact on the reliability and Safety of the equipment during operation.

- 3.2. All tests, inspections and reports are the responsibility of the contractor and are to be undertaken and generated by a registered contractor in the field of HV testing and a certified testing laboratory.
- 3.3. The Contractor shall review this Scope of works in detail to either include or call to the Client's attention any additional works not specifically mentioned herein which are required to satisfy the intent of this scope as to ensure suitable inspection, testing and operation of the equipment.
- 3.4. Any exceptions to the requirements of this scope shall be listed in the Contractor's quotation.
- 3.5. The works shall include but not limited to the following testing:

Perform I.R. scan on 12kV and L.V. board before and after completion of the works. The contractor shall also be responsible for correcting any observed/identified hot spots as per I.R. scans on the 12kV and L.V. equipment

Table 2: 12KV Switchgear

No.	12kV Switchgear
1	Continuity Test
2	Insulation Resistance. Recommended Test Voltage should be in accordance with TTS 171 Part2:2002, Table 12
3	High Potential Test. Recommended Test Voltage should be in accordance with TTS 171 Part2:2002, Table 13
4	Functional Test should include the testing of the protective relays as required by the manufacturers
5	Gas pressure and leak or Vacuum integrity test as applicable.
6	Physical inspection.

Table 3: Cables

No.	Cables
1	Continuity Test
2	Insulation Resistance. Recommended Test Voltage should be in accordance with TTS 171 Part2:2002, Table 12
3	High Potential Test. Recommended Test Voltage should be in accordance with TTS 171 Part2:2002, Table 13
4	Physical Inspection.

Table 4: Power Transformers

No.	Power Transformers
1	Winding Continuity Test
2	Insulation Resistance Tests will be conducted as follows: 1. 5000V @ 1min, 2:30min, 5min, 7:30min, 10:00min 2. Windings: HV-Ground, LV-Ground, HV-LV, LV-HV

	Note: Recommended Test Voltage should be in accordance with TTS 171 Part2:2002, Table 12
3	Polarity and Ratio test
4	Dielectric Absorption or Polarization Index.
5	Insulating oil test Tests will be conducted as follows: 1. Moisture test 2. Acidity 3. KV strength 4. Liquid power factor 5. Dissolved gas (Carbon Monoxide, Hydrogen, Methane, Ethane, Ethylene, Acetylene)
6	IR Scan of Terminals and Tank.
7	Electrical Power factor test
8	Frequency Response Analysis (HVOC, LVOC)

SCOPE OF SERVICES

Supply and Installation of three (3) large Frame Breakers at Central Plant, Richmond Street, POS.

The Contractor shall supply and install two (2) large-frame circuit breakers for the generator system.

Generator Breaker Specifications

The breakers shall generally conform to the following:

- Manufacturer: Square D
- Product Type: Master pact
- Model: NW 30H
- Frame/Capacity: 3000A
- Quantity: Two (2)
- Catalog Number: WL3HGR64A3FFBFXXXX

The Contractor shall verify all existing electrical and physical characteristics prior to procurement to ensure that the proposed breakers are fully compatible with the existing switchgear, busbars, protection system and associated equipment.

Transformer circuit breaker Specifications

The Contractor shall supply and install one (1) large-frame circuit breaker for the transformer

Transformer Breaker Specifications

The breaker shall generally conform to the following:

- Manufacturer: Square D
- Product Type: Master pact

- Model: NW 40H
- Frame/Capacity: 4000A
- Quantity: One (1)
- Catalog Number: YL3KKR64A3SXXXXXXA

The Contractor shall verify all existing electrical and physical characteristics prior to procurement to ensure that the proposed breaker is fully compatible with the existing transformer switchgear, busbars, protection system and associated equipment.

Site verification and existing installation

Prior to commencement of the works, the Contractor shall conduct a detailed site inspection and verify the existing installation.

The Contractor shall verify, but not be limited to:

1. Existing breaker manufacturer, model and ratings.
2. Physical dimensions and configuration of the existing breakers.
3. Available space and clearances within the switchgear.
4. Existing mounting arrangements.
5. Breaker racking arrangements.
6. Busbar dimensions and configuration.
7. Incoming and outgoing cable/busbar connections.
8. Primary and secondary connection arrangements.
9. Existing protection and trip unit arrangements.
10. Auxiliary contacts and control wiring.
11. Shunt trip and closing mechanisms.
12. Under-voltage release arrangements where applicable.
13. Breaker interlocking arrangements.
14. Mechanical and electrical interlocks.

15. Existing metering and indication arrangements.
16. Existing control and monitoring systems.
17. Existing protection settings and coordination requirements.
18. Access and lifting requirements.
19. Requirements for temporary works.
20. Any modifications required to accommodate the new breakers.

The Contractor shall satisfy itself that the proposed breakers are suitable for direct replacement or shall identify and include all required modifications in its tender.

Isolation and shutdown

The Contractor shall coordinate all electrical shutdowns with UDeCOTT prior to commencing work.

The Contractor shall prepare and submit a detailed shutdown and work sequence identifying:

- Equipment to be isolated
- Proposed shutdown dates
- Expected duration of each shutdown
- Isolation points
- Lock-out/Tag-out requirements
- Electrical safety procedures
- Required temporary supplies, where applicable
- Breaker replacement sequence
- Testing and Commissioning

No shutdown or isolation shall be undertaken without authorization from UDeCOTT. All electrical isolation and energization activities shall be carried out by suitably qualified and authorized personnel.

Removal of existing breakers

The Contractor shall carefully remove the existing generator and transformer circuit breakers identified for replacement.

The works shall include:

1. Complete electrical isolation and verification of dead conditions.
2. Lock-out/Tag-out.
3. Disconnection of control and auxiliary wiring.
4. Disconnection of primary connections where applicable.
5. Disconnection of secondary connections.
6. Removal of mechanical and electrical interconnections.
7. Removal of the existing breakers using suitable lifting and handling equipment.
8. Protection of the existing switchgear during removal.
9. Inspection of the breaker compartments following removal.
10. Cleaning of the breaker compartments.
11. Removal of redundant materials and debris.

The Contractor shall take all necessary precautions to prevent damage to the existing equipment, busbars, cables, control wiring and associated equipment.

Installation

The Contractor shall install the three new circuit breakers in their respective equipment

Installation shall include:

1. Positioning of the breakers.
2. Mechanical installation.
3. Connection to existing busbars.
4. Connection of incoming and outgoing conductors.
5. Installation of control wiring.
6. Installation of auxiliary wiring.

7. Installation and termination of protection/control circuits.
8. Installation of mechanical and electrical interlocks.
9. Connection of trip and closing circuits.
10. Verification of breaker racking operation.
11. Verification of breaker position indication.
12. Verification of all electrical and mechanical interlocks.
13. Tightening of all electrical connections to manufacturer's specifications
14. Labelling and identification.
15. Final inspection.

Any minor modifications required to mounting arrangements, busbar connections, control wiring or auxiliary connections to facilitate the installation shall be included in the Contractor's scope.

Busbar and power connections

The Contractor shall inspect all existing busbar and power connection arrangements prior to installation.

Where required, the Contractor shall provide suitable:

- Busbar connection hardware
- Flexible connectors
- Lugs
- Terminals
- Links
- Bolts and washers
- Insulating materials
- Barriers
- Other accessories that are required for a safe and compliant installation.

All electrical connections shall be properly aligned, secured and torqued in accordance with the manufacturer's requirements.

Testing and Commissioning

Following completion of installation, the Contractor shall test and commission each breaker.

Commissioning shall include:

1. Verification that all installation works are complete.
2. Verification of all electrical connections.
3. Verification of wiring.
4. Verification of protection settings.
5. Functional testing.
6. Confirmation of breaker trip operation.
7. Confirmation of breaker closing operation.
8. Confirmation of interlocks.
9. Verification of breaker racking positions.
10. Energization of the equipment.
11. Monitoring during initial operation.
12. Confirmation that the electrical system is operating normally.

The Contractor shall coordinate final energization with the UDeCOTT.