



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

REQUEST FOR PROPOSAL Red House Restoration Project

- 1. Internal and External Wall Render Repairs**
- 2. Doors and Windows**
- 3. Internal Partitions, Floor, Wall & Ceiling Finishes, Painting & Decorating Finishes**

The Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT) invites suitably qualified entities to submit proposals for the following:

1. PK4 Internal and External Wall Render Repairs
2. PK7 Doors and Windows
3. PK14 Internal Partitions, Floor, Wall & Ceiling Finishes, Painting & Decorating Finishes

The successful Proponent shall be chosen using a competitive selection process as set out in the Request for Proposals (RFP). Proponents will be required to demonstrate adequate experience in the provision of similar services as defined by the RFP. Proponents are advised that submissions must include ALL the documents as set forth in the RFP. Failure to do so may result in disqualification.

INSTRUCTIONS FOR PURCHASE OF RFP PACKAGES

- (i) A complete set of documents may be purchased by making a non-refundable deposit of **TT\$750.00 VAT Inclusive per RFP Package, to UDeCOTT's Operating Account #852948 at any branch of First Citizen's Bank Limited, by Cash or Manager's cheque.**
- (ii) AFTER payment has been deposited into UDeCOTT's account, the RFP package/s may then be collected at UDeCOTT's Head Office, First Floor, 38-40 Sackville Street, Port of Spain or provided electronically upon request, from **March 22– 29, 2017 (excluding weekends and public holidays)**, between the hours of **9:00 a.m. to 4:00 p.m. (EST)**, with proof of payment (stamped deposit receipt from the bank). Documents will NOT be available for collection after this deadline.

PRE-SUBMISSION MEETING DETAILS

Proponents will be invited to attend pre-submission information sessions as follows:

1. Internal and External Wall Render Repairs - on **April 3, 2017 commencing at 10:00 a.m. (EST)** at UDeCOTT's Head Office at the address below followed by a site visit to the Red House Restoration Site.
2. Doors and Windows - on **April 4, 2017 commencing at 10:00 a.m. (EST)** at UDeCOTT's Head Office at the address below followed by a site visit to the Red House Restoration Site.
3. Internal Partitions, Floor, Wall & Ceiling Finishes, Painting & Decorating Finishes - on **April 5, 2017 commencing at 10:00 a.m. (EST)** at UDeCOTT's Head Office at the address below followed by a site visit to the Red House Restoration Site.

SUBMISSION DEADLINE

All submissions, clearly marked "ORIGINAL" or "COPY" and labelled as shown below should be placed in sealed plain envelopes and deposited in the appropriately labelled Tender Boxes located on the First Floor of the Urban Development Corporation of Trinidad and Tobago Limited, 38-40 Sackville Street, Port of Spain **no later than 2:00 p.m. (EST) on April 19, 2017:**

1. **"Secretary, Tenders Committee
Urban Development Corporation of Trinidad and Tobago Limited
38-40 Sackville Street
Port of Spain
Request for Proposals – Red House Restoration Project – Internal and External Wall Render Repairs"**
2. **"Secretary, Tenders Committee
Urban Development Corporation of Trinidad and Tobago Limited
38-40 Sackville Street
Port of Spain
Request for Proposals – Red House Restoration Project – Doors and Windows"**
3. **"Secretary, Tenders Committee
Urban Development Corporation of Trinidad and Tobago Limited
38-40 Sackville Street
Port of Spain
Request for Proposals – Red House Restoration Project – Internal Partitions, Floor, Wall & Ceiling Finishes, Painting & Decorating Finishes"**

Proposals received after the stipulated tender submission deadline **shall not** be eligible for consideration and shall be returned unopened.

The size of the opening in the tender box is 360mm x 50mm and submittals **MUST** be packaged to be able to pass through this opening. Proponents must accurately sign the Tender Submittal Form provided by UDeCOTT's representatives.

Proponents Company's Name, return address, email address and mobile number must be clearly stated on the envelope. Failure to so label the envelopes may result in disqualification.

This Notice, along with responses to Frequently Asked Questions, may also be viewed at UDeCOTT's website at <http://www.udecott.com>.

Additional information may be requested through email forwarded to the attention of **The Secretary, Tenders Committee** at 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

FREQUENTLY ASKED QUESTIONS (FAQs)

Red House Restoration Project Internal And External Walls Render Repairs (PK 4)

1. *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 necessary resources to undertake Internal And External Walls Render Repairs for the Red House Restoration Project.

2. *Are there any eligibility requirements for this Procurement Process?*

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

1. Submission of receipt for the purchase of the RFQ package;
2. Completed projects whereby the proponent was responsible for the provision of General Contractor services on at least one (1) restoration, renovation or new construction projects with the application of 100m² of Lime Mortar within the last five (5) years.
3. Independently Audited Financial Statements (for companies) and Accountant's Reports (for partnerships and sole proprietors only) for 2013, 2014 and 2015 prepared in accordance with International Financial Reporting Standards or any other such internationally accepted accounting standards (For Joint Ventures, each member **MUST** meet this requirement) which clearly identify the individual financial position of the Proponent.
4. Certificate of Registration, Incorporation (and Certificate of Continuance, where applicable);
5. Valid Statutory Documents inclusive of Income Tax and VAT Clearance Certificates and National Insurance Board Compliance Certificate;
6. Firms must submit all documents and information as required by the RFP.

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

No.

FREQUENTLY ASKED QUESTIONS (FAQs)

Red House Restoration Project Internal And External Walls Render Repairs (PK 4)

4. *Would proposals submitted by Joint Ventures be acceptable?*

Proposals submitted by Joint Venture (JV) entities would be acceptable providing that the following is included in their Proposals:

1. Joint Venture Guarantee
2. Joint Venture Agreement (executed)
3. Audited Financial Statements, Litigation History and Experience of each member
4. Other related documents identified in the RFP.

5. *What is the recommended team composition?*

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

1. Construction Manager / Team Leader – Rendering, Plaster, Woodwork and Finishes
2. Testing and Commissioning / QC Manager

What experience is the Proponent's Key Human Resources required to demonstrate?

- 6.** An individual may only be proposed for one position and must demonstrate experience on the provision of at least one (1) project whereby lime mortar works were undertaken. Greater consideration will be given to those proponents who can demonstrate experience projects of a higher value.

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 fulfill and comply with all requirements of the Request for Proposals.

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FREQUENTLY ASKED QUESTIONS (FAQs)

Red House Restoration Project Internal Partitions, Floor, Wall & Ceiling Finishes, Painting & Decorating Works (Package 14)

1. *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 necessary resources to undertake Internal Partitions, Floor, Wall & Ceiling Finishes, Painting & Decorating Works for the Red House Restoration Project.

2. *Are there any eligibility requirements for this Procurement Process?*

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

1. Submission of receipt for the purchase of the RFQ package;
2. Completed projects whereby the proponent was responsible for the provision of General Contractor services on at least two (2) restoration, renovation or new construction projects within the last five (5) years valued at least Seven Million Dollars TT\$7,000,000.00 (VAT Exclusive)
3. Independently Audited Financial Statements (for companies) and Accountant's Reports (for partnerships and sole proprietors only) for 2013, 2014 and 2015 prepared in accordance with International Financial Reporting Standards or any other such internationally accepted accounting standards (For Joint Ventures, each member **MUST** meet this requirement) which clearly identify the individual financial position of the Proponent.
4. Certificate of Registration, Incorporation (and Certificate of Continuance, where applicable);
5. Valid Statutory Documents inclusive of Income Tax and VAT Clearance Certificates and National Insurance Board Compliance Certificate;
6. Firms must submit all documents and information as required by the RFP.

FREQUENTLY ASKED QUESTIONS (FAQs)

Red House Restoration Project Internal Partitions, Floor, Wall & Ceiling Finishes, Painting & Decorating Works (Package 14)

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

Each proposal must be accompanied by an original Bid Bond in the value of TT\$1,000,000.00 in the form of a Bank Guarantee acceptable to UDeCOTT and shall be valid for thirty-five (35) days beyond the end of the Tender Proposal Validity Period.

4. *Would proposals submitted by Joint Ventures be acceptable?*

Proposals submitted by Joint Venture (JV) entities would be acceptable providing that the following is included in their Proposals:

1. Joint Venture Guarantee
2. Joint Venture Agreement (executed)
3. Audited Financial Statements, Litigation History and Experience of each member
4. Other related documents identified in the RFP.

5. *What is the recommended team composition?*

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

1. Project Manager / Team Leader
2. Construction Manager - Finishes

6. *What experience is the Proponent's Key Human Resources required to demonstrate?*

An individual may only be proposed for one position and must demonstrate experience on the provision of at least two (2) projects whereby Internal Partitions, Floor, Wall & Ceiling Finishes, Painting & Decorating were undertaken.

Greater consideration will be given to those proponents who can demonstrate experience projects of a higher value.

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 fulfill and comply with all requirements of the Request for Proposals.

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Red House Restoration Project

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