



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

PROCUREMENT NOTICE REQUEST FOR QUOTATION EMPLOYEE ASSISTANCE PROGRAMME (EAP)

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

1. Employee Assistance Programme (EAP). Closing October 19, 2026, 2:00 p.m.

Proponents are advised that in light of the proclamation of the Public Procurement and Disposal of Public Property Act, 2015 (as amended) on April 26, 2023 and 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 on the OPR Procurement Depository. The relevant guidelines for registration can be found on the OPR website via <https://opr.tt.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:

1. Line of Business Code: 84131609 – Employee Assistance Programs

The tender process for this project will be conducted via UDeCOTT's E-Tender System. The RFQ packages will be available on the E-Tender System from **Friday, September 18, 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 supplier/s shall be chosen using a competitive selection process as set out in the Request for Quotation (RFQ). Proponents are informed that submissions must include ALL the documents as set forth in the RFQ. Failure to do so may result in disqualification.

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

THE OFFICE OF THE CHIEF PROCUREMENT OFFICER

FREQUENTLY ASKED QUESTIONS (FAQs)

EMPLOYEE ASSISTANCE PROGRAMME (EAP)

What is the purpose of this Request for Quotation?

The purpose of this Request for Quotation is to identify and contract a suitably qualified and experienced Contractor to undertake the Project.

When will the RFQ be available?

The RFQ package will be available on UDeCOTT's E-Tender System from Friday, 18 September, 2026.

When is the deadline for submission of quotations?

The deadline for submission of quotations is **2:00 p.m. on 19 October 2026**. Submissions must be made via UDeCOTT's E-Tender Platform.

What is the Location of the site?

UDeCOTT Head Office 38-40 Sackville Street, Port of Spain.

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:

Line of Business Code:

- 1) 84131609 – Employee Assistance Programs

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 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

Are Proponents required to purchase the RFQ package?

There will be no cost for the RFQ package.

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 Request for Quotation.

SCOPE OF WORKS

Policy Review

Description

UDeCOTT requires as service provider to offer support to staff for both personal and work-related issues that may impact the employee's performance and health and well-being. These include but are not limited to:

- Health Issues
- Marital issues
- Emotional, stress or other personal issues
- Anger Management
- Substance Abuse
- Life Coach
- Crisis Management

Duration

The maximum period for engagement is two (2) years with reviews/renewals every two (2) years.

Purpose

The service provider is engaged to deliver the necessary support to approximately 365 employees experiencing grief, mental health challenges, or other emotional and stress-related concerns. In addition, the service provider may offer confidential, accessible, and professionally delivered services that promote employee wellbeing, resilience, and productivity. This partnership will form part of the Corporation's overarching Operational Excellence strategy, aimed at enhancing overall efficiency and effectiveness within the organization.

Lines of Authority

The Contractor will be required to work in conjunction with UDeCOTT's Human Resources Division (HRD) and provide the required reports to the HRD quarterly.

Scope of Contract

The scope of contract comprises the following:

1. 5 Counselling sessions per employee with the option of sessions being given to family members.



2. 2 orientation sessions per year
3. 6 sessions Conflict Resolution and Mediation (group sessions)
4. 4 hours of workshops/psycho-educational groups per contract year
5. 24-Hour Hotline
6. Newsletters
7. Utilization Reports