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

PROCUREMENT NOTICE
REQUEST FOR QUOTATIONS
REPLACEMENT OF EXTERNAL SIGNAGE AT THE COUVA HOSPITAL AND MULTI-TRAINING FACILITY

The Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT) invites suitably qualified and experienced entities to submit a quotation for the **Replacement of External Signage at the Couva Hospital and Multi-Training Facility.**

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://oprtt.org/procurement-depository/. Proponents are advised that, for ease of reference, the relevant Line of Business is identified in the Frequently Asked Questions (FAQs) available on UDeCOTT's website.

The RFQ package will be available via UDeCOTT's E-Tender System from **Monday, 14 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(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.

INFORMATION SESSION AND SITE VISIT

An Online Information Session will be held **via Microsoft Teams** on **Thursday, 17 September 2026, at 10:00 a.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 a Site Visit on the same day at **2:00 p.m.** located at the Couva Children's Hospital is located at Preysal, Couva.

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 submissions for failure to comply with any mandatory requirements stated in the RFQ.

The deadline date for submission of proposals is **September 29, 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)

ADVERTISEMENT
NOTICE INVITING REQUESTS FOR QUOTATIONS FOR THE REPLACEMENT OF EXTERNAL SIGNAGE AT THE COUVA HOSPITAL AND MULTI-TRAINING FACILITY (COUVA CHILDREN'S HOSPITAL)

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 Service Provider to undertake the Project.

When will the RFQ be available?
The RFQ package will be available on UDeCOTT's E-Tender System from Monday September 14, 2026.

What is the Location of the site?
The Couva Children's Hospital is located at Preysal, Couva.

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 proponent 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://oprtt.org/procurement-depository/. Proponents are required to apply for pre-qualification in the OPR's Procurement Depository for the following:

Line of Business Code: 55121721 – Signage characters

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 RFQ.

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 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 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 proponent 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://oprtt.org/procurement-depository/.

Are Proponents required to purchase the RFQ package?

There will be no cost for the RFQ package.

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

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

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 Quotations.

A. SCOPE OF SERVICES

The Contractor shall provide all professional services, labour, supervision, detailed design, materials, fabrication, equipment, access systems, lifting arrangements, transport, temporary works, PPE and incidentals necessary to fabricate and install the approved illuminated signage at the Couva Children's Hospital.

The works comprise three signs: two rooftop signs reading 'COUVA CHILDREN'S HOSPITAL', mounted at the top of the Paediatric Bed Tower with one sign facing north and one sign facing south; and one wall-mounted hospital logo and wordmark on the western face of the building. The works include all structural frames, supports, anchors, electrical supplies, controls, concealed waterproof LED illumination, access, testing, certification, warranties and close-out requirements.

Work Component	Minimum Quantity / Location	Minimum Requirement	Frequency / Timing
Mobilisation and Site Verification	1 complete submission	Verify dimensions, locations, sight lines, roof/parapet/façade construction, access, lifting routes, electrical supply and cable routes; submit programme and survey report.	At commencement
Detailed Design and Approvals	1 complete submission	Submit signed/stamped structural and electrical designs, calculations, shop drawings, artwork, materials, colours, samples, method statements, HSE and lifting plans.	Before fabrication
Rooftop Structural Supports	2 complete systems	Design, fabricate and install corrosion-protected RHS steel frames, brackets, anchors and roof/parapet interfaces for both rooftop signs, including waterproofing and making good.	Before rooftop sign installation
Illuminated Rooftop Signs	2 signs; each approx. 100 ft × 7 ft	Fabricate and install individual 3D channel letters reading 'COUVA CHILDREN'S HOSPITAL', with one rooftop sign facing north and one facing south, complete with aluminium bodies, polycarbonate faces and waterproof LEDs.	Supply and installation
Illuminated Western-Face Sign	1 sign; approx. 60 ft × 16 ft	Fabricate and install the approved hospital logo and two-line wordmark on the western face as 3D illuminated elements with engineered brackets and concealed fixings.	Supply and installation
Electrical Works and Controls	3 complete signs	Provide exterior-rated LED modules/drivers, circuits, protection, isolation, controls, containment, earthing, connections, labels and certification.	Supply and installation

Work Component	Minimum Quantity / Location	Minimum Requirement	Frequency / Timing
Access, Lifting and Public Protection	All work areas	Provide cranes/access equipment, temporary works, exclusion zones, fall protection, dropped-object controls and protection of hospital operations, roof and façade.	Throughout works
Testing, Commissioning and Certification	3 complete signs	Inspect structural connections, conduct electrical and day/night illumination tests, correct deficiencies and submit structural and electrical certification.	Before handover
Close-out and Warranty	1 complete submission	Provide as-built drawings, O&M information, spare LED modules/drivers, maintenance guidance, warranties and final close-out report.	At handover

Approved Concept and Site-Verification Requirements

- The signage visualization dated 6 August 2026, included as Appendix A, is the approved concept basis. Each rooftop sign is approximately 100 ft long by 7 ft high. The western-face wall sign is approximately 60 ft long by 16 ft overall and comprises the approved hospital logo and two-line wordmark. Dimensions are indicative and shall be verified before fabrication.
- Tenderers shall attend the mandatory site visit and verify sign locations, dimensions, sight lines, roof and parapet construction, façade substrate, access, lifting routes, obstructions, existing electrical capacity, cable routes, control locations, waterproofing and all interfaces before submitting a fixed price.
- A Registered Structural Engineer in Trinidad and Tobago shall assess the building, roof, parapet and wall interfaces and design all frames, brackets, anchors and connections. Structural calculations, wind-load design, connection details and drawings shall be signed and stamped before fabrication or installation.
- A suitably qualified electrical designer shall confirm power requirements, circuits, protection, isolation, controls, earthing/bonding and cable routes. Electrical drawings and load information shall be submitted for review before installation.
- The final artwork, font, colours, letter proportions, logo geometry and sign locations shall conform to the approved Ministry of Health/UDeCOTT artwork and visualization. Shop drawings and colour/material samples require written approval before fabrication.

Fabrication, Installation and Deliverable Requirements

- Each rooftop sign shall use individual three-dimensional channel letters mounted on a minimally visible hot-dip-galvanised or equivalently protected RHS steel support frame secured to the approved roof/parapet structure. One sign shall be oriented for visibility from the north and the other for visibility from the south. Each letter shall contain concealed waterproof LED illumination.
- The western-face wall sign shall use three-dimensional channel letters and the approved hospital logo mounted directly to engineered wall brackets/rails. Letters and the logo shall contain concealed waterproof LED illumination. All fixings shall be concealed where practicable and coordinated with the façade system.
- Letter bodies shall be fabricated from exterior-grade aluminium with impact-resistant polycarbonate faces. Frames, brackets, fasteners, sealants, coatings, cable entries and junction

boxes shall be durable, corrosion resistant, weatherproof and suitable for permanent tropical/coastal exposure.

- Installation shall include safe access and lifting, temporary works, exclusion zones, protection of occupied areas, structural and electrical connections, weatherproofing, making good, focusing/adjustment, day and night testing and correction of all deficiencies.
- Submit the site survey, design basis, calculations, signed/stamped drawings, shop drawings, artwork, product data, samples, programme, method statements, lifting plan, HSE plan, risk assessments, inspection and test plan, electrical test results, structural certification, as-built information, O&M manuals, warranties and final close-out report.

B. GENERAL AND TECHNICAL REQUIREMENTS

1. The Contractor shall provide an experienced Project Manager/Supervisor, a Registered Structural Engineer, qualified electrical personnel, HSSE oversight and trained signage fabricators/installers and access-equipment operators.
2. Before commencement, submit personnel qualifications, statutory and insurance documents, programme, design submissions, samples, method statements, lifting/access arrangements, site-specific HSE plan, risk assessments, emergency/rescue arrangements and inspection and test plan.
3. The signs shall be designed, fabricated, installed and tested in accordance with applicable structural, electrical, occupational-safety, work-at-height and manufacturer requirements. UDeCOTT's review does not relieve the Contractor of design, safety or performance responsibility.
4. The structural design shall account for dead, wind, installation and maintenance loads; limit vibration and deflection; avoid overstressing existing construction; and provide safe access for future inspection and maintenance.
5. All penetrations and interfaces shall be detailed to prevent water ingress. Roof membranes, flashings, parapets and façade finishes shall be protected and reinstated by approved methods. Damage caused by the Contractor shall be repaired at no additional cost.
6. LED modules, drivers, wiring, isolators, timers/photocells or other approved controls, protection devices, cable containment, junction boxes and connections shall be exterior-rated, accessible for maintenance, labelled, tested and certified.
7. Exposed steelwork shall be hot-dip galvanised after fabrication or provided with an approved equivalent high-performance coating system. Aluminium, polycarbonate, fasteners, sealants and dissimilar-metal interfaces shall be compatible and resistant to ultraviolet exposure and corrosion.
8. Maintain exclusion zones, warning signs, access control, fall protection, dropped-object prevention and safe lifting practices. Coordinate shutdowns and work areas to protect patients, staff, visitors, vehicles and hospital operations.
9. Any concealed deterioration, unsuitable substrate or conflict identified during survey or installation shall be photographed and reported promptly. Additional work requires UDeCOTT's prior written instruction.
10. Provide maintenance instructions, recommended spare LED modules/drivers, touch-up materials and a minimum twelve-month warranty. Defects in illumination, finishes, fixings, water sealing or workmanship shall be corrected promptly at no additional cost.

C. WORK ORDERS, REPORTING AND INVOICING

1. All work shall be authorised through the Contract and any applicable UDeCOTT instruction. Submittals, reports, quotations and invoices shall reference the relevant contract and work-order information.
2. Provide progress reports identifying design/submittal status, procurement and manufacturing status, delivery dates, site activities, inspections, tests, risks, delays, outstanding information and actions required from UDeCOTT.
3. Payment shall be made only for authorised milestones completed to UDeCOTT's satisfaction and supported by approved submittals, delivery records, inspection documentation, test certificates, commissioning records and a valid invoice.
4. Tenderers shall submit a proposed payment breakdown linked to approved design/shop drawings, fabrication, delivery, installation, testing/certification and final handover. No milestone is complete until its required documentation is accepted.
5. Labour, replacement parts or additional work outside the accepted scope shall be paid only where specifically instructed in writing and shall be valued using the accepted Schedule of Rates or an approved quotation. Travel, procurement time and lunch periods shall not be separately billable.
6. The Contract Sum shall include all requirements necessary for complete, safe and operational signs. No omission from the Contractor's breakdown relieves it of responsibility for the complete scope.