



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

**PROCUREMENT NOTICE
REQUEST FOR QUOTATIONS
SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING
AND TRAINING OF CENTRAL STERILE SERVICES
DEPARTMENT (CSSD) EQUIPMENT AT THE COUVA
CHILDREN'S HOSPITAL**

The Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT) invites suitably qualified and experienced entities to submit a quotation for the **Supply, Delivery, Installation, Commissioning and Training of Central Sterile Services Department (CSSD) Equipment at the Couva Children's Hospital**.

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://opr.tt.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 **September 29, 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 **October 2, 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 **October 13, 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 SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND TRAINING OF CENTRAL STERILE SERVICES DEPARTMENT (CSSD) EQUIPMENT AT THE 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 September 29, 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://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: 42281508 – Steam autoclaves or sterilizers

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

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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.

SCOPE OF WORKS

COUVA CHILDREN'S HOSPITAL

Preysal, Couva

Supply, Delivery, Installation, Commissioning and Training of CSSD Equipment for the Operationalization of the Couva Children's Hospital

A. Goal

UDeCOTT's goal is to fully outfit the Central Sterile Services Department with safe, durable and fit-for-purpose equipment required for inspection, handling, storage, transport and cleaning of reusable medical devices and surgical instruments.

The Contractor shall provide all labour, equipment, accessories, tools, supervision, delivery, placement, installation, commissioning, functional testing and technical support required to provide the specified CSSD equipment complete and ready for use.

All supplied equipment shall be new and non-refurbished, suitable for continuous use in a healthcare CSSD environment, and compliant with the manufacturer requirements and the applicable technical, electrical, safety and quality standards stated in the specifications.

B. Objective Agreement / Deliverables

The Contractor shall supply, deliver, install or place, commission and functionally test the specified equipment as applicable, demonstrate compliance with the technical specifications, provide all required documentation and complete the specified user and technical training prior to handover.

Main project objectives include, but are not limited to:

- Verify site access, available space, delivery routes, final equipment locations, service clearances and electrical/service requirements for the equipment prior to delivery and installation.
- Submit manufacturer data sheets, proposed make/model, country of origin, compliance information and all technical literature necessary to demonstrate that each offered item meets or exceeds the specified requirements.
- Supply four (4) hospital-grade inspection light scopes for inspection of surgical instruments, lumens and working channels, complete with LED illumination, minimum 5X magnification and the specified accessories.
- Supply nine (9) medical-grade stainless-steel instrument tables, suitable for placement and arrangement of instruments and compliant with the specified dimensional, mobility and locking requirements.
- Supply six (6) stainless-steel instrument trolleys with conductive, non-marking swivel castors, braking provisions and two-shelf configuration for safe internal transport of instruments.
- Supply one (1) full-height modular surgical-supplies storage cabinet on casters, complete with lockable door, shelves, drawers, dividers and sub-containers in accordance with the specification.
- Supply six (6) mobile leak-proof utility transport trolleys with seamless welded trays, raised edges, conductive non-marking castors and ergonomic handling provisions.
- Supply, install, test and commission one (1) floor-mounted ultrasonic washer for CSSD instrument cleaning, complete with integrated heater, ultrasonic cavitation system, hands-free lifting assistance, drain arrangement and all standard accessories.

Complete all required installation, electrical connection where applicable, start-up, functional testing, safety checks and commissioning before handover.

- Provide the manufacturer warranties specified for each item, together with evidence of equipment support/non-obsolescence where required by the individual specifications.
Provide user and technical service training in accordance with the individual equipment specifications, together with operator manuals, preventive-maintenance schedules, parts listings and service manuals where required.

C. Definition of Services

The required service comprises the complete supply, installation, integration, testing and commissioning of the CSSD purified-water generation, storage and distribution system described in the technical specifications and Bill of Quantities. Final equipment sizing and pump selection shall be confirmed by the Contractor following the site assessment and shall meet or exceed the stated minimum performance requirements.

- i.) Any requirement identified during site verification that is outside the approved scope shall be reported separately to UDeCOTT and shall not be undertaken without written authorization.

D. Technical Expertise

The Contractor shall employ qualified and experienced water-treatment/process, mechanical, electrical and commissioning personnel with demonstrated experience in healthcare or comparable purified-water systems. Personnel shall be competent in RO treatment, filtration, pumps, controls, piping, disinfection and commissioning.

Resumes/certificates for key technical personnel and evidence of manufacturer/supplier technical support for the principal equipment shall be submitted for review before commencement.

E. Approved Materials

All equipment, components and materials shall be new, non-refurbished and suitable for the intended healthcare application. Materials in contact with treated water shall be compatible with the specified water quality and operating conditions. Product data, certificates, model numbers and traceability information shall be submitted.

The system shall be designed to support the applicable ANSI/AAMI requirements identified in the technical specifications, including ANSI/AAMI ST108 and related water-treatment guidance where applicable.

F. Reliability

The Contractor shall ensure that the installed system can reliably maintain the required water quality, pressure, flow and temperature across the connected CSSD equipment and shall verify performance by documented commissioning and water-quality testing prior to handover.

G. Commitment to Users of the Hospital

The supplied equipment shall be placed into service only after successful installation/placement, functional testing where applicable, commissioning and acceptance by UDeCOTT and the relevant facility representatives.

Handover documentation shall include equipment data sheets, certificates, test/commissioning records where applicable, warranties, operator manuals, preventive-maintenance schedules, parts information, service manuals where specified and training records.

H. Health and Safety

The Contractor shall comply with **Occupational Safety and Health (OSH) Regulations** and all related UDeCOTT policies.

Detailed risk assessments, job hazard analyses, and method statements shall be provided before commencement of works.

All personnel shall be issued with and must wear appropriate **Personal Protective Equipment (PPE)** at all times if it is necessary as part of the installation works.

Alcohol, drugs, or inappropriate behaviour will not be tolerated on site.

UDeCOTT reserves the right to halt any unsafe practices or remove any non-compliant personnel or materials.

Communications

The Contractor must communicate in writing before undertaking any disruptive or intrusive work and shall coordinate closely with UDeCOTT's Facilities Management Team to minimize disruptions to hospital operations.

I. Accommodation

All contractor personnel must use designated areas for work and rest. Unauthorized use of hospital spaces such as wards, restrooms, and offices is strictly prohibited.

J. Supervision

A senior supervisor shall be present at all times during installation and commissioning to liaise with hospital officials and UDeCOTT representatives.

This individual must have a sound command of English and be capable of receiving instructions and resolving on-site issues promptly.

K. Equipment

The Contractor must ensure that all tools and lifting equipment used for installation are properly maintained, tested, and certified safe. All installers must be trained in the safe use of electrical and mechanical installation tools.

L. Liability Insurance

Proof of insurance, naming UDeCOTT as co-insured, shall be submitted prior to mobilization.

M. Invoicing

Invoices must be accompanied by delivery notes, test certificates, and commissioning reports if applicable.

Equipment to be Supplied and Installed

2	Description
	Inspection Light Scope - portable hospital-grade system for visual inspection of surgical instruments, lumens and device channels; integrated LED illumination; minimum 5X magnification; mounting clamp or stand; all standard accessories. Quantity: 4.
	Instrument Table - medical-grade stainless-steel instrument table, fixed base or mobile with integrated locking mechanism; approximate 34 in. D x 50 in. W and height between 36 and 60 in. Quantity: 9.
3	Stainless-Steel Instrument Trolley - conductive stainless-steel tube construction; two shelves; four non-marking conductive swivel castors (two with brakes); approximately 1219 x 610 x 864 mm; capacity approximately 150 kg. Quantity: 6.
4	Modular Surgical-Supplies Storage Cabinet - full-height cabinet on casters with lockable tambour or hinged glass door; four tray shelves, drawers, divider and sub-containers as specified. Quantity: 1.
5	Utility Trolley, Leak Proof - two seamless leak-proof shelves with raised edges; non-marking conductive swivel castors; ergonomic push handle; approximate capacity 100 kg or greater. Quantity: 6.
6	Ultrasonic Washer - floor-mounted 304 stainless-steel unit for ultrasonic cleaning of complex surgical instruments; integrated heater, hands-free tray handling feature, adjustable cycle time and all accessories for testing, training and handover. Quantity: 1.

TECHNICAL SPECIFICATIONS - CSSD OUTFITTING EQUIPMENT

MEQ 1.1 - Inspection Light Scope

- Portable hospital-grade inspection system for visual inspection of surgical instruments, lumens and device channels; integrated LED illumination; minimum magnification 5X; replaceable light source; clamp or self-supporting stand; ABS or stainless-steel construction.
- Provide all standard accessories, certificates and evidence of applicable IEC/ISO compliance; manufacturer support/non-obsolescence for not less than five (5) years; minimum two-year manufacturer warranty; manuals and preventive-maintenance documentation as specified.

MEQ 1.2 - Instrument Table

- Medical-grade stainless-steel table for placement and arrangement of instruments; fixed base or mobile with integrated locking mechanism; approximate dimensions 34 in. D x 50 in. W, height between 36 and 60 in.
- Provide standard accessories; applicable ISO compliance; evidence of spare-parts availability for not less than seven (7) years; two-year standard warranty and separately priced three-year extended warranty/service agreement; user and technical service training and manuals as specified.

MEQ 1.3 - Stainless-Steel Instrument Trolley

- Mobile conductive stainless-steel trolley; stable tube design; four non-marking conductive swivel castors, two with brakes, 75 mm diameter; capacity approximately 150 kg; approximate dimensions 1219 x 610 x 864 mm (W x D x H); two shelves.
- Provide all applicable certificates, manufacturer standard warranty and operator manual where applicable.

MEQ 1.4 - Modular Surgical-Supplies Storage Cabinet

- Full-height modular cabinet on casters with slotted frame for adjustable shelves/drawers/trays; self-extinguishing thermoplastic frame; lockable tambour door or lockable hinged glass door; integral molded rail.
- Supply four tray shelves, three 6-in. drawers, one 9-in. drawer, one C-vane divider and eight sub-containers; minimum two-year manufacturer warranty; user and technical service training; manuals, PM schedule, parts listing and service manual.

MEQ 1.5 - Utility Trolley, Leak Proof

- Mobile leak-proof trolley for safe transport of instruments/materials; seamless welded trays with raised edges; optional drain outlet with sealing plug; four non-marking conductive swivel castors, two with brakes, 75 mm diameter; capacity approximately 100 kg or greater; two leak-proof shelves; ergonomic push handle.

- Provide all standard accessories, applicable certificates/test reports, manufacturer standard warranty, basic operator training and operator manual.

MEQ 1.6 - Ultrasonic Washer

- Floor-mounted 304 stainless-steel ultrasonic cleaner using cavitation for complex surgical instruments; operating weight under 650 lb; hands-free tray lifting assistance; integrated heater; approximate dimensions 36 in. W x 42 in. H x 24 in. L closed; ultrasonic performance >40 W/US gal; frequency up to approximately 40 kHz.
- Adjustable cycle time; drain hose; non-proprietary baskets and detergents; 120 VAC/60 Hz hospital-grade plug; IEC/ISO compliance; service certification; five-year non-obsolescence support; at least one-year warranty inclusive of PM/service/repairs/labour/parts; user and technical training and full manuals.

General Delivery, Testing and Handover Requirements

- All equipment shall be new and non-refurbished, delivered complete with all standard accessories and ancillary items necessary for safe and proper use. The Contractor shall coordinate delivery, placement, installation, start-up, functional testing and commissioning with UDeCOTT and hospital representatives.
- The Contractor shall provide all required certificates, manuals, warranties, maintenance schedules, training records and service information before final acceptance. Optional accessories and extended-warranty items identified in the specifications shall be priced separately where applicable.