

UPDATED REQUEST FOR PROPOSAL CONTRACTORS FOR THE CONSTRUCTION OF COMMUNITY CENTRES

The Government of the Republic of Trinidad and Tobago, through the Office of the Ministry of Community Development, Culture and the Arts has mandated the Construction of new modern facilities to house the myriad of outreach programs set out for the Communities.

The Urban Development Corporation of Trinidad and Tobago Limited, (UDECOTT) invites suitably qualified and experienced Micro and Small entities to submit proposals for the Construction of Community Centres in the following areas:

Tarouba Quarry Road, Petit Valley Chickland Corinth Hills Pleasant Ville	Cantaro Maitagual Las Lomas#2 La Pastora Santa Cruz New Village	Quarry Village, Siparia Bon Air Indian Trail Techier
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Contractors from the listed areas who meet the following mandatory requirements would be eligible for consideration:

- Registered to conduct business in Trinidad and Tobago
- Asset base less than \$1.5M (save for land and buildings)
- Annual revenues less than \$5M
- Fewer than 25 employees
- Small Contractor with at least one (1) year of operations
- VAT registered or demonstrate that they are ineligible for VAT Registration

The successful Contractor 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 PACKAGE

- A complete set of documents for **EACH** Community Centre may be purchased by making a non-refundable deposit of **TT\$750.00 VAT Inclusive, to UDeCOTT's Operating Account #852948 at any branch of First Citizen's Bank Limited, by Cash or Manager's cheque.**
- AFTER payment has been deposited into UDeCOTT's account, the RFP package may then be collected at UDeCOTT's Head Office, First Floor, 38-40 Sackville Street, Port of Spain or provided electronically upon request, from **January 26, 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.**

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 12:00 noon (EST) on February 24, 2017:**

**"Secretary, Tenders Committee
Urban Development Corporation of Trinidad and Tobago Limited
38-40 Sackville Street
Port of Spain
Construction of Community Centres"**

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)

Contractor Services Community Centers

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 Contractor Services for the Community Centers.

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. Small and Micro Contractor from the specified area
2. Submission of receipt for the purchase of the RFQ package;
3. Independently Audited Financial Statements (for companies) and Accountant's Reports (for partnerships and sole proprietors only) for 2013, 2014 and 2015 or Banker's/Credit Union's Letter (issued within the last 3 months) or Bank Statements (dated within the last 3 months) or Letter confirming Credit Arrangements with Suppliers or Management Accounts for the last three (3) years.
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)

Contractor Services Community Centers

3. *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. Financial Statements, Litigation History and Experience of each member
4. Other related documents identified in the RFP.

4. *What is the recommended team composition?*

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

1. Site Supervisor
2. Foreman
3. HSE Technician

5. *What experience is the Proponent required to demonstrate?*

Proponents are required to demonstrate that its key human resources assigned to the team have provided similar works on at least three (3) completed projects of a similar nature.

For the purposes of this paragraph, projects of a similar nature means:

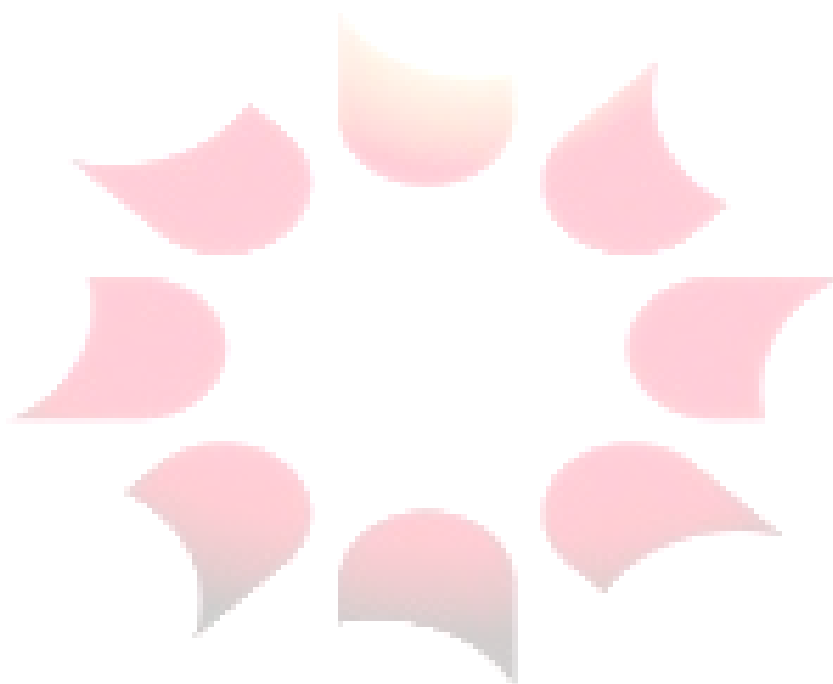
Completed projects whereby the proponents was responsible for the provision of Contractor Services on construction projects to the value of at least 1.5 Million Dollars TT\$ 1,500,000.00 (VAT Exclusive).

FREQUENTLY ASKED QUESTIONS (FAQs)

Contractor Services

Community Centers

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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