

# REQUEST FOR PROPOSAL

## 1. Red House Restoration – Air-condition Installation 2. Air-condition General Maintenance Services (HVAC)

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

1. Red House Restoration – Air-condition Installation
2. Air-condition General Maintenance Services (HVAC)

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 **February 2, 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. Red House Restoration – Air-condition Installation - on **February 9, 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. Air-condition General Maintenance Services (HVAC) - on **February 10, 2017 commencing at 10:00 a.m. (EST)** at UDeCOTT's Head Office at the address below.

### **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 February 24, 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 – Air Condition Installation"**
2. **"Secretary, Tenders Committee  
Urban Development Corporation of Trinidad and Tobago Limited  
38-40 Sackville Street  
Port of Spain  
Request for Proposals – Air-condition General Maintenance Services (HVAC)"**

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](mailto: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 Air-Condition Installation Services**

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**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 Air-Condition Installation Services 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. A minimum of two (2) projects of restoration, renovation or new construction in nature in the last five (5) years' each valued at least TT\$10M Vat Excl.
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?***

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.

## **FREQUENTLY ASKED QUESTIONS (FAQs)**

### **Red House Restoration Project Air-Condition Installation Services**

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**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 – Mechanical, Plumbing and Fire Detection
2. Testing and Commissioning / QC Manager
3. HSSE Officer
4. Construction Supervisor / Inspector

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

- 6.** Proponents are required to demonstrate that its key human resources assigned to the team have provided similar works on at least two (2) 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 air-condition works to restoration, renovation or new construction projects to the value of at least Ten Million Dollars TT\$ 10,000,000.00 (VAT Exclusive).

**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.**