

REQUEST FOR PROPOSALS

IMPROVEMENT AND EXPANSION WORKS AT THE EMPEROR VALLEY ZOO

The Urban Development Corporation of Trinidad and Tobago Limited, (UDeCOTT) invites suitably qualified and experienced entities to submit quotations for the following packages for the Construction of a Discovery Building as part of the Emperor Valley Zoo improvement and expansion project Phase 3:

Package 1- Foundation Works

Package 2- Plumbing and Fire Protection Installation

Package 3- Electrical Installation Works

Package 4- Air Conditioning and Ventilation System

The Discovery Building is a two storey building which will include an Exhibition Centre, Cinema/Theatre, Multi-purpose Conference Room and Outdoor Dining. This expansion and upgrade will bring the Emperor Valley Zoo to the required international standards.

The successful Contractor shall be chosen using a competitive selection process as set out in the Request for Quotation (RFQ). Proponents will be required to demonstrate adequate experience in the provision of similar services as defined by the RFQ. Proponents are advised that submissions must include ALL the documents as set forth in the RFQ. Failure to do so may result in disqualification.

INSTRUCTIONS FOR PURCHASE OF RFQ PACKAGE

- (i) A complete set of documents may be purchased by making a non-refundable deposit of **TT\$750.00 VAT Inclusive, for EACH 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 RFQ package may then be collected at UDeCOTT's Head Office (with proof of payment), First Floor, 38-40 Sackville Street, Port of Spain or provided electronically upon request, from **March 12, 2018 to March 19, 2018 (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.

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

SECRETARY, TENDERS COMMITTEE



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

REQUEST FOR PROPOSAL

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PRE-SUBMISSION MEETING & SITE VISIT DETAILS

Proponents will be invited to attend a pre-submission information session on the date and time stipulated in the RFP documents. A visit to the Project Site will be facilitated immediately after the pre-submission information session.

SUBMISSION DEADLINE

All submissions should be placed in sealed plain envelopes, clearly marked "ORIGINAL" or "COPY" and labelled as shown in the RFP documents 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 by **on or before 2:00p.m. on April 4, 2018**

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.

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)

Expansion Works at the Emperor Valley Zoo

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 the following work packages:

Package 1- Foundation Works

Package 2- Plumbing and Fire Protection Installation

Package 3- Electrical Installation Works

Package 4- Air Conditioning and Ventilation System

2. *Are there any eligibility requirements for this Procurement Process?*

In order to be eligible for evaluation and/or consideration to provide the Services for **Packages 1 & 4** the Proponent must be able to demonstrate the following:

1. Submission of receipt for the purchase of the RFP package;
2. Three (3) projects of a similar nature in the last 10 years valued TT2M, with at least (1) project using Trinidad and Tobago Institute of Architects Stand Building Contract (With Quantities) 2013 based on joint Contracts Tribunal(JCT) Standard Building Contract (With Quantities) 2005 as condition of Contract
3. Independently Audited Financial Statements (for companies) and Accountant's Reports (for partnerships and sole proprietors only) for 2014, 2015 and 2016 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.

In order to be eligible for evaluation and/or consideration to provide the Services for **Packages 2 & 3** the Proponent must be able to demonstrate the following:

FREQUENTLY ASKED QUESTIONS (FAQs)

Expansion Works at the Emperor Valley Zoo

1. Submission of receipt for the purchase of the RFP package;
2. Three (3) projects of a similar nature in the last 10 years valued TT45,000.00 with at least (1) project using Trinidad and Tobago Institute of Architects Standard Building Contract (With Quantities) 2013 based on joint Contracts Tribunal(JCT) Standard Building Contract (With Quantities) 2005 as condition of Contract
3. Independently Audited Financial Statements (for companies) and Accountant's Reports (for partnerships and sole proprietors only) for 2014, 2015 and 2016 Audited financial statements for 2014, 2015 and 2016 or Management accounts for 2014, 2015 and 2016 (for VAT-registered entities) or Banker's Letter (for non-VAT registered entities only
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.

5. *What is the recommended team composition?*

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

Package – 1

1. Project Administrator/Team Leader(Full Time)
2. Civil/Structural Engineer;
3. Site Supervisor- Civil/Structural/Masonry

Package-2 & 4

1. Project Administrator/Team Leader(Full Time)
2. Mechanical Engineer
3. Site Supervisor- MEP(Full Time)

Package-3

1. Project Administrator/Team Leader(Full Time)
2. Electrical Engineer
3. Site Supervisor- MEP(Full Time)

FREQUENTLY ASKED QUESTIONS (FAQs)

Expansion Works at the Emperor Valley Zoo

What experience is the Proponent required to demonstrate?

Package – 1

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 of a value of at least TT\$2M.

Similar projects is defined as follows:

- I. Provision of Construction services (Civil/Building Works) (e.g. Commercial buildings at least two storey, foundations of two storey buildings no less than 7500sq.ft. earthworks).
- II. Projects for which the construction cost exceeded TT2M, in which the Proponent has provided construction services.

Package-2

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 value of at least TTD\$45,000.00.

Similar projects is defined as follows:

- I. Provision of Plumbing and Fire Services (e.g. Installation of plumbing and fire lines, piping, pumps, tanks).
- II. Projects for which the construction cost exceeded (TTDS 45,000.00).

Package-3

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 value of at least TTD\$20,000.00.

Similar projects is defined as follows:

- I. Provision of Electrical Services (e.g. Electrical Installation in two storey commercial buildings).
- II. Projects for which the services cost exceeded (TTDS 20,000.00).

FREQUENTLY ASKED QUESTIONS (FAQs)

Expansion Works at the Emperor Valley Zoo

Package-4

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 value of at least TTD\$1.5M.

Similar projects is defined as follows:

- I. Provision of Air Conditioning and Ventilation System Services (e.g. two storey commercial buildings).
- II. Projects for which the construction cost exceeded (TTD\$1.5M).

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 Proposal.



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