



An Agency of the Ministry of
Housing and Urban Development

The Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT) invites all micro and small contractors **based in Tobago** to register with the Corporation to become part of its Incubator Programme.

WHAT IS THE MICRO AND SMALL CONTRACTORS INCUBATOR PROGRAMME?

UDeCOTT recognizes that small contractors must be given the opportunity to develop their technical and financial capability in order to grow and become larger contractors. UDeCOTT's Micro and Small Contractors Incubator Programme will therefore allow smaller contractors in Trinidad and Tobago to tender exclusively for small contracts of a certain value. This initiative is specifically directed at micro (contracts up to \$500K) and small (contracts up to \$5M) contractors.

Upon award of a contract, UDeCOTT will provide the contractor with Business Development and Training support throughout the life of the contract, including accounting and contracts, project and business management and health and safety. Small contractors who achieve success in the Micro and Small Contractors Incubator Programme will be given the opportunity to become pre-qualified with UDeCOTT to perform contracts of higher value.

UDeCOTT intends that the Micro and Small Contractors Incubator Programme will be community-based in its approach, with Registered Contractors from the area being first offered the opportunity to tender for works within their communities.

This intake of Micro and Small Contractors is geared specifically to Tobago-based Contractors. **Micro and Small Contractors with their registered business address in Tobago are therefore requested to apply.**

WHO IS ELIGIBLE?

- Asset base less than \$1.5M (save for land and buildings)
- Small Contractors with net worth less than \$1M
- Annual revenues less than \$5M
- Fewer than 25 full-time employees
- Small Contractors in need of Business Development and Training
- Small Contractors with at least one (1) year of operations

CATEGORIES OF WORKS

Tiling	Ironmongery
Ceiling	Earthworks
Gypsum	Blockworks
Concrete works	Roof works
Plumbing	Paving
Electrical	Masonry
Air Conditioning	Carpentry/Joinery
Painting	Landscaping

DOCUMENTS TO BE SUBMITTED

1. Completed Registration Form
2. Incorporation Documents (i.e. Certificate of Incorporation or Registration)
3. Statutory Documents (i.e. VAT, NIB and BIR Clearance Certificates)
4. At least one (1) Client Reference Letter
5. CVs of Directors and Key Personnel
6. Qualification Certificates of Directors and Key Personnel
7. Recent Banker's Letter, Letter from Credit Union, Bank Statements, Credit Arrangements with Suppliers, Management Accounts or Audited Financial Statements
8. Organizational Structure and Profile
9. Equipment Listing

REGISTRATION CRITERIA

Registration will be based on satisfying the requirements as outlined on the Registration Form. The criteria include assessment of:

- Organization (how many employees, how many years in operation etc.)
- References (previous clients' assessment of track record and performance)
- Financial Capability (net worth, asset base, annual revenue)

TOBAGO CONTRACTORS MICRO and SMALL CONTRACTORS INCUBATOR PROGRAMME

- Technical Competence and Support Infrastructure (skills and experience of employees and management, available equipment)

INSTRUCTIONS FOR PURCHASE AND COLLECTION

- (i) Registration Forms may be purchased by making a non-refundable deposit of TT\$500.00 VAT Inclusive, to **UDeCOTT's Operating Account #852948 at First Citizen's Bank Limited, Trinidad** by **wire transfer, Cash or Manager's cheque**. The Registration Form will be available for reviewing at UDeCOTT's office prior to making a deposit.
- (ii) AFTER payment has been deposited into UDeCOTT's account, Registration Forms may then be collected at UDeCOTT's Head Office, First Floor, 38 – 40 Sackville Street, Port of Spain or UDeCOTT's Tobago Office located at Ashora Court, Ground Floor, Milford Road, Scarborough from **October 7, 2016 until October 21, 2016 (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)**. Alternatively, documents may be issued in electronic format upon request.

OPEN HOUSE

UDeCOTT will host open-house, workshop sessions at its Tobago Office on **October 24, 2016 and October 31, 2016** to assist those applicants requiring assistance in completing the Registration Form or with questions about the supporting documentation required. Assistance will be rendered between 9:00 a.m. and 4:00 p.m.

SUBMISSION OF PACKAGES

All submissions shall be labelled as follows and placed in sealed plain envelopes and deposited in the appropriately labelled tender boxes located at the Ashora Court, Ground Floor, Milford Road, Scarborough:

"Tenders Secretary

**Urban Development Corporation of Trinidad and Tobago Limited
Ashora Court, Ground Floor,
Milford Road
Scarborough**

MICRO AND SMALL CONTRACTORS INCUBATOR PROGRAMME - TOBAGO"

All Micro and Small Contractors interested in being considered in Intake #1 of the Incubator Programme must submit their packages on or before the submission deadline date of **2:00 p.m. on November 7, 2016. Submissions received after this submission time shall not be eligible for consideration for Intake #1 for Tobago Contractors.**

Applicants are advised that submissions must include ALL the documents as set forth in the Registration Form. Failure to do so may result in disqualification.

Applicants' Company's Name, return address, email address and mobile number must be clearly stated on the envelope. Failure to label the envelopes or complete Registration Form may result in disqualification.

The size of the opening in the tender box is 406mm x 50mm and submittals **MUST** be able to pass through this opening. Applicants will be required to accurately sign the Tender Submittal Form/Book and receive a receipt from a designated representative of the Procurement Department.

This Notice along with FAQs may be viewed at UDeCOTT's website at <http://www.udecott.com>.

Additional information can be obtained in response to email forwarded to the attention of **The Secretary of the Tenders Committee** at tendersecretary@udecott.com

UDeCOTT reserves the right to reject any or all submissions for failure to comply with any mandatory requirements stated on the Registration Form.

SECRETARY OF THE TENDERS COMMITTEE