



udecott

Urban Development Corporation
of Trinidad and Tobago Limited

An Agency of the Ministry of
Housing and Urban Development

PRE-QUALIFICATION FOR SMALL CONTRACTORS

The Urban Development Corporation of Trinidad and Tobago Limited, (UDeCOTT) hereby invites suitably qualified entities, firms and individuals to become pre-qualified with UDeCOTT as Small Contractors (contracts valued at less than TT\$10,000,000.00) for the period 2016-2019 for the following categories:

- General Contractor
- Electrical
- Plumbing
- Security
- Landscaping

Entities which are currently pre-qualified with UDeCOTT, are not required to re-apply for prequalification.

Further information and details are provided in the pre-qualification package.

INSTRUCTIONS FOR PURCHASE

- Each** complete package for pre-qualification registration may be purchased by making a non-refundable deposit of TT\$1,500.00 VAT Inclusive, to **UDeCOTT's Operating Account #852948 at First Citizen's Bank Limited**, Trinidad by **wire transfer, Cash or Manager's cheque**. A copy of the Pre-qualification Questionnaire will be available for reviewing at UDeCOTT's office.
- AFTER payment has been deposited into UDeCOTT's account, Pre-qualification packages 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 Ansa MacAl Centre, Milford Road, Scarborough from **January 7th, 2016 until January 13th, 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. **Documents will NOT be available after this deadline.**
- Applicants must purchase a separate package for each category for which pre-qualification is sought.**

PRE-SUBMISSION MEETING DETAILS

Vendors that have purchased the Prequalification package will be invited to attend a pre-submission information session at the **Hyatt Regency Trinidad on January 14th, 2016 commencing at 9:00 a.m. (EST)**. Attendance at the meeting is encouraged, but not mandatory.

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 on the First Floor of the Urban Development Corporation of Trinidad and Tobago Limited, 38-40 Sackville Street, Port of Spain on or before the submission deadline date of **2:00 p.m. on January 29th, 2016**.

“Tenders Secretary

**Urban Development Corporation of Trinidad and Tobago Limited
38-40 Sackville Street
Port of Spain
Trinidad**

PRE-QUALIFICATION OF SMALL CONTRACTORS – CATEGORY”

Applications received after the required specified submission time shall not be eligible for consideration.

SUBMISSION DEADLINE

Applicants are advised that submissions must include ALL the documents as set forth in the Prequalification Questionnaire. 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 Pre-qualification Questionnaire may result in disqualification.

The size of the opening in the tender box is 360mm 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 in the Pre-qualification Questionnaire.

SECRETARY OF THE TENDERS COMMITTEE