udecott

Urban Developement Corporation of Trinidad and Tobago Limited

An Agency of the Ministry of Housing and Urban Development

GOVERNMENT CAMPUS PLAZA

REQUEST FOR PROPOSALS FOR FIT OUT CONTRACTOR

The Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT) invites suitably qualified entities to submit proposals for Fit-Out Contractor at the Government Campus Plaza, PK9 Tower. These services will be governed by contracts as defined in the FIDIC Conditions of Contract for Design-Build (Yellow Book) for the General Conditions.

The Government of the Republic of Trinidad and Tobago, through the Ministry of National Security has mandated the outfitting of the Government Campus Plaza Tower PK9 for the purpose of providing accommodation for the Immigration Division.

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 THE RFP PACKAGE

(i) A complete set of documents for this Project may be purchased by making a non-refundable deposit of **TT$1,500.00 VAT Inclusive, to UDeCOTT's Operating Account #852948 at any branch of First Citizen's Bank Limited, Trinidad. Only Cash or Manager's cheque will be accepted.**

(ii) After payment has been deposited into UDeCOTT's account, RFP packages may then be collected at UDeCOTT's Head Office, First Floor, 38 – 40 Sackville Street, Port of Spain from October 24, 2014 until **October 31, 2014 (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 after this dead line.**

PRE-SUBMISSION MEETING DETAILS

Proponents will be invited to attend a pre-submission information session at UDeCOTT's Head Office located at the address below on **November 7, 2014** commencing at **10:00 a.m.** (EST).

SUBMISSION DEADLINE

All submissions should be placed in sealed plain envelopes, appropriately labelled as required by the RFP, and deposited in the appropriately labelled Tender Box located on the First Floor at the address below **no later than 2:00 pm (EST) on January 7, 2014, as follows:**

"Secretary, Tenders Committee
Urban Development Corporation of Trinidad and Tobago Limited
38-40 Sackville Street
Port of Spain
Fit Out Contractor
Government Campus Plaza PK9"

Proponents' Company Name, return address, email address and mobile number must also be clearly stated on the envelope. Failure to so label the envelopes may result in disqualification.

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 300mm x 50mm and submittals **MUST** be packaged to be able to pass through this opening. Proponents must accurately sign the Tender Submittal Form located on the Tender Box.

This Notice, along with responses to Frequently Asked Questions, may also be viewed at UDeCOTT's website at http://www.udecott.com/index.php/cc/cc_sub_level/C109.

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 proposals for failure to comply with any mandatory requirements stated in the RFP.

SECRETARY OF THE TENDERS COMMITTEE