

THE UNIVERSITY OF THE WEST INDIES

ST. AUGUSTINE TRINIDAD AND TOBAGO, WEST INDIES

**INVITATION FOR**

**EXPRESSIONS OF INTEREST [EOI]**

***Upgrade of The ICT Infrastructure***

***for The UWI St. Augustine Campus***

February 2023

**EOI**

**INFORMATION PACKAGE**

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| **THE UNIVERSITY OF THE WEST INDIES**  ST. AUGUSTINE, TRINIDAD AND TOBAGO, WEST INDIES  **CAMPUS PROJECTS OFFICE**  19-21 Warner Street, St. Augustine, TUNAPUNA 330508  Tel: (868) 662-2002 Exts.85270/85262 Fax: (868) 645-7258  E-mail:[**projects.office@sta.uwi.edu**](mailto:projects.office@sta.uwi.edu)Website:[**http://sta.uwi.edu/cpo/**](http://sta.uwi.edu/cpo/) |

# INVITATION FOR EXPRESSIONS OF INTEREST FOR

# THE UPGRADE OF ICT INFRASTRUCTURE

# FOR THE UWI ST. AUGUSTINE CAMPUS

## INTRODUCTION

The University of the West Indies, St. Augustine, through its Campus Projects Office (UWI-CPO), invites ***Expressions of Interest*** from qualified and experienced local, regional and international firms for The Upgrade of the ICT Infrastructure at the St. Augustine Campus. The purpose of this Invitation for EOI is to compile a short list of firms that will be subsequently invited to submit Proposals for the required Works.

The works may be let as a single package or as several packages.

## Works to be Performed

The UWI St. Augustine Campus core ICT Infrastructure is require to be upgraded. The proposed works will be divided into three (3) major projects as listed hereunder and will be implemented separately over a period of time:

1. **PROJECT 1 : *Datacenter Redesign and Upgrade of the two (2) Data Centres named MER #1 and MER #2. (MER – Main Equipment Room)*.**

This project entails the delivery, installation, configuration and commissioning of Data Centre class UPSes, Precision Cooling, Generator, Cabinets, Cabling solutions, Fire Alarm and Suppression Systems, and Monitoring and Management platforms.

(ii) **PROJECT 2 : *Upgrade of the CAN Fibre Infrastructure***.

This involves replacing the multimode fibre with single mode fibre for the major connection paths on the Campus, inclusive of: civil/ducting works, testing and certification to international standards.

(iii) **PROJECT 3 : *Upgrade of the Network Electronics including Core, Distribution and Access Switches***.

This provides approximately 10,000 desktop ports to an architecture that is not predominantly layer-2 based.

The scope of works for these Projects include the redesign, supply, installation and commissioning of all requisite site infrastructure and services while maintaining as much uptime as possible of the UWI’s network and services (i.e. minimize downtime).

Firms applying to be short listed may be individual companies, consortia or other forms of association and must show that they possess the requisite competence, experience, personnel, equipment and financial resources to successfully undertake a project of this size and complexity.

* **For Project 1**

The successful contractor(s) shall be responsible for the construction / upgrade of the facility and shall take full design responsibility and liability for the preparation of all ‘for construction’ or layout drawings, details and specifications. The designs must conform with the ‘design intent’ reflected by the concept/indicative designs, performance and standards specifications prepared by the client’s consulting team.

* **For Project 2**

The successful bidder will be responsible for the replacement of the Campus Fibre network. This entails all scope of works while at the same time maintaining as much as possible the uptime of the network and related services. The successful bidder will have to provide a design that increases the operational efficiency of running the UWI Campus Area Network.

* **For Project 3**

The successful bidder will be responsible for the replacement / upgrade of the Campus Area Network electronics. The successful bidder will have to provide a design that increases the operational efficiency of running the UWI Campus network taking cognizance of latest network technologies that is available.

Firms which satisfy eligibility requirements shall be evaluated on weighted criteria as indicated in 1.3.

## Eligibility

To be eligible for prequalification:

* + 1. Companies shall be qualified, experienced, local, regional and/or international firms as evidenced by the information requested herein.
    2. Suitable consortia and other forms of association formed for the purpose of pre-qualifying for the works shall be eligible for prequalification.
    3. Local firms must provide evidence of valid NIS Certificates, VAT Clearance Certificates and Income Tax Clearance Certificates.

## Pre-Qualification Criteria

Companies which satisfy eligibility requirements shall be evaluated on the following weighted criteria:

* + 1. Work Experience/ Management Capabilities.
    2. Personnel
    3. Financial Resources
    4. Client + Bankers’ References

## Submission of EOI Applications

Expressions of Interest must be completed in the prescribed forms and submitted in PDF format, via email to [cpoproposals@sta.uwi.edu](mailto:cpoproposals@sta.uwi.edu) no later than 4:00 pm (Trinidad and Tobago Local Time) on **Friday 10th March 2023.** The electronic document must be named and labeled as follows:

## “*EXPRESSIONS OF INTEREST FOR THE UPGRADE OF THE ICT INFRASTRUCTURE FOR THE UWI ST. AUGUSTINE CAMPUS “*

## – Name of Company, consortia or other form of association

and addressed to:

**The Senior Acting Project Officer**

**Campus Projects Office**

**The University of the West Indies**

**19-21 Warner Street, St. Augustine**,

**Tunapuna 330508**

**TRINIDAD WEST INDIES.**

Applicants will receive an electronic confirmation delivery receipt from The UWI CPO which must be retained for records. It is the responsibility of the Applicants to ensure that they have received this confirmation prior to the expiration of the deadline.

***The University of the West Indies, St. Augustine will under no circumstance be held responsible for late delivery or loss of applications that are not received by the stipulated deadline.***

## INSTRUCTIONS TO APPLICANTS

2.1 Interested firms should visit the website <https://sta.uwi.edu/cpo/Tenders.asp> download and complete the Pre-Qualification Questionnaire and submit in PDF format with a cover letter via email to [[cpoproposals@sta.uwi.edu](mailto:cpoproposals@sta.uwi.edu)](mailto:projects.office@sta.uwi.edu) confirming their Expression of Interest in this project, no later than 4:00 pm (Trinidad and Tobago Local Time) on **Friday 10th March 2023**.

* 1. Cover letters must be on the Company’s letterhead and signed by an authorized signatory.
  2. Applicants are required to provide the requested information in as much detail as possible as failure to provide same may result in disqualification of the application.
  3. In circumstances where the space provided within the application is found to be inadequate, the Applicant is asked to provide the additional information in the format indicated.
  4. Please retain a copy of the completed application and delivery receipt for your records.
  5. Applications should be completed electronically and typed in English.
  6. Sections requiring signatures or company stamps should be printed, completed and submitted electronically.
  7. Provide list of work experience as in the format provided in **Section E.**
  8. Provide a list of key personnel as in the format provided in **Section F**. The term ‘Key Personnel” refers to all the key professional and technical staff of the firm/consortium that may be required for the project. **Complete Resumes** of key personnel are to be submitted and signed confirming their availability for this project.
  9. Provide a list of projects that were awarded but failed to complete in **Section G [a].**
  10. Provide a list of projects in progress and contract value over the past three (3) years in **Section G [b]**.
  11. Provide list of officials to be contacted - **Section G [c].**
  12. Provide Track Record and Project Experience - **Section G [d].**
  13. Provide list of Client References – **Section H.**
  14. Successful applicants will be advised of their pre-qualification in writing.
  15. The pre-qualification checklist (**Appendix A**) must be completed and signed.
  16. It is the responsibility of the applicant to inform **The Senior Acting Project Officer** of **Campus Projects Office** ofany change of address, phone number or other relevant information.
  17. Bankers’ Reference Letters must be presented by all Applicants to indicate financial capability/thresholds to execute projects.
  18. Local firms are required to provide all financial data in Trinidad & Tobago dollars. Other regional and international firms shall provide all financial data in United States Dollars. The use of other currencies must be clearly identified. All exchange rates will be those as established by the Central Bank of Trinidad and Tobago.
  19. Individual firms may submit applications under only one (1) consortium.
  20. All information deemed necessary must be attached to the Pre-qualification Questionnaire.
  21. The University will not defray the costs incurred by any company/organization submitting its application and shall not discuss or divulge any details of the selection process to applicants other than what has been provided in these documents.
  22. All enquiries regarding this EOI must be addressed and directed as outlined in 1.4.

## EVALUATION CRITERIA -

***Eligible firms/ consortia must achieve a minimum score of 80 points.***

| **CRITERIA** | **DESCRIPTION** | **POINTS** |
| --- | --- | --- |
| Work Experience/ Management Capabilities | The demonstrated capabilities of the firm in executing previous projects in areas similar to the scope of works and services required:   1. Similar Projects (including design) completed and in progress 2. Litigation and Arbitration History 3. Three positive Response from Client References 4. Current and Projected Workload | **45**  30  5  5  5 |
| Personnel (Adequacy and Availability of Resource) | The extent to which the firm has the appropriate qualified, experienced and competent management, technical and administrative personnel to successfully undertake the work assigned to each member. | 20 |
| Financial Resources | The ability of the firm to undertake works and services as evidenced by its gross revenues, return on revenues and liquidity. – The submitting entity must be financially sound and able to support the cash flow required for the project for at least 3 months. | 20 |
| Equipment (Adequacy and availability of Resources) | The extent to which the firm is certified to acquire, install, configure and commission the relevant equipment and to undertake warranty support | 15 |
| **TOTAL** | | **100** |

* 1. Pre-qualification documents must contain all the relevant information in each of the above categories to allow for a complete evaluation of submissions.

## CONSORTIA AND OTHER FORMS OF ASSOCIATION

Applicants are requested to note the following:

* + 1. A single firm may be part of one (1) and only one (1) consortium.
    2. Prequalification questionnaires must be COMPLETED for each company and or member of a consortia or other form of association. The lead party in the consortia and or other form of association must be clearly identified.
    3. The financial capability of consortia or other form of association will be established on the aggregate of its constituent members’ financial information as provided.
    4. Where parties come together to form a consortia or other form of association and are successful in pre-qualification, the subsequent departure of any of member from the submitting entity may result in the submitting entity being de-registered from the list of pre-qualified parties.

## PERIOD OF VALIDITY FOR PREQUALIFICATION

The period of validity for prequalification shall be **six (6) months** from the date of notification to pre-qualified firms/consortia.



## APPENDIX – ‘A’

**PRE-QUALIFICATION CHECKLIST**

Submitted with this package are:

Please tick *(√)*

|  |  |
| --- | --- |
|  | Copies of N.I.S. & V.A.T. Certificates and Income Tax Certificates for local applicants |
|  | Copies of Certificates of Incorporation |
|  | Company Financials |
|  | Project Experience |
|  | Company Personnel, Qualifications + Experience |
|  | Listing of Failed Projects [if any] |
|  | Project Experience + Track Record |
|  | Client References |
|  |  |

### Note: (1) Applications will not be processed if any of the aforementioned Items are not submitted.

***(2) Please return the Pre-Qualification Questionnaire with a cover letter.***

Name (Block Letter):Click or tap here to enter text. Signature: 

Date: Click or tap here to enter text.



## APPENDIX – ‘B’

**PREQUALIFICATION QUESTIONNAIRE**

# *Particulars of The Applicant*

* + 1. **THE ORGANIZATION/COMPANY**

Company Name: Click or tap here to enter text. Business Address: Click or tap here to enter text.

Postal Address: (If different form above) Click or tap here to enter text.

Phone No: Click or tap here to enter text.Fax No.: Click or tap here to enter text.

E-mail: Click or tap here to enter text.

Name Profession

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Place of Registration: Click or tap here to enter text.

Date of Registration: Year: Click or tap here to enter text. Country: Click or tap here to enter text.

**Type of Organization**

Sole Trader  Consortium

Limited Liability Company  Private Company

Other (Specify) Click or tap here to enter text.

## FOR LIMITED LIABILITY COMPANIES

Authorized Share Capital: Click or tap here to enter text.Share of $ Click or tap here to enter text.each.

Issued & Fully Paid Up: Click or tap here to enter text. Shares of $ Click or tap here to enter text.each.

## FOR CONSORTIA OR OTHER FORMS OF ASSOCIATION

* + - 1. Attach copy of the executed Agreement  Yes  No
      2. **For each party please include a copy the following where applicable:**

**Attached**

Certificate of Incorporation  Yes  No

Certificate of Continuance  Yes  No

By Laws  Yes  No

Articles of Incorporation  Yes  No

* + - 1. For foreign legal entity please include the relevant documents required in the foreign jurisdiction of its registration.
      2. FOR BUSINESS (other than Company) IN TRINIDAD AND TOBAGO State the date of registration under the Registration of Business Name Act, Ch. 82.25, Laws of the Republic of Trinidad and Tobago and attach copy of the Certificate

**Attached**

Certificate # Click or tap here to enter text. Yes No

* + - 1. For Consortia and other forms of association, list the names of the participating firms as follows:

| **NAME OF FIRM** | **NAMES OF DIRECTORS** | **SERVICES PROVIDED** | **CONTACT INFORMATION** | | |
| --- | --- | --- | --- | --- | --- |
| **EMAIL** | **TEL** | **ADDRESS** |
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## FINANCIAL

* + - 1. Bank or other financial reference: Click or tap here to enter text.

Client Reference: *(name and address)*

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| 3. | Click or tap here to enter text. |

Permission to refer to references:  Yes  No

* + - 1. Indicate any surety person or bank or financial institution to stand as surety for you and sign a Performance Bond in the event you are awarded a contract. Indicate the amount that can be guaranteed.

Click here to enter amount

* + - 1. Indicate a bank or financial institution prepared to provide a tender bond for you if required.

Click here to enter name of Bank or Financial Institution

* + - 1. Quantify the financial resources at your disposal for the undertaking of projects (Credit Facilities, financial supporters etc.)

Click here to enter amount.

* + - 1. Copies of letters from Financial Institutions and surety companies should be submitted to substantiate the above financial details.

Click here to enter text.

## WORK EXPERIENCE

**Similar Work**

* + - 1. List the major projects/assignments carried out in the last three (3) years that are similar to the project for which you are applying. Projects listed should correspond as closely as possible with the work under consideration.

| **PROJECT DESCRIPTION** | **COMPLETION DATE** | **VALUE TT$ (EX VAT)** | **CLIENT** |
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* + - 1. No. of years experience as a Contractor: Click here to enter text.
      2. No. of years experience as a Consultant: Click here to enter text.
      3. Are you willing to have any of your past or current projects inspected?

Yes  No

* + - 1. Can you arrange for such inspection?  Yes  No

## PERSONNEL

State key personnel CURRENTLY EMPLOYED by the company who will be available for work on the project. Show on a separate sheet your organization structure.

### Managerial

| **NAME** | **POSITION** | **NATIONALITY** | **PROFESSIONAL QUALIFICATIONS** | **NO. OF YEARS EXPERIENCE AND BRIEF DESCRIPTION** |
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* + - 1. ***Professional***

| **NAME** | **POSITION** | **NATIONALITY** | **PROFESSIONAL QUALIFICATIONS** | **NO. OF YEARS EXPERIENCE AND BRIEF DESCRIPTION** |
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* + - 1. ***Skilled***

| **TYPE OF SKILL** | **TRADE QUALIFICATION** | **NO. AVAILABLE** |
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* + - 1. Show on a separate sheet your organization structure.

## ADDITIONAL INFORMATION

Any additional information which cannot be covered in this form or where the space provided is insufficient can be submitted as additional attachments.

* + - 1. List any projects, which your organization was awarded but failed to complete, together with the reason for such failure. (Do not include work presently in progress, which is neither delinquent nor in default).

| **CONTRACT AMOUNT** | **BRIEF DESCRIPTION** | **DATE OF AWARD** | **NAME/ADDRESS OF OWNER** |
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* + - 1. Listing of projects in progress and contract value:

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| --- | --- | --- |
| **NO** | **CONTRACTS AWARDED** | **CONTRACT VALUE OF WORK** |
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* + - 1. Provide names of officials to whom inquiries may be directed for projects in progress:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME OF PROJECT** | **CONTRACT TYPE** | **EXPECTED DURATION (DATES)** | **VALUE** | **NAME AND ADDRESS OF OWNER** |
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* + - 1. **Track Record and Project Experience**

Using the following format, list all major projects worked on during the last three (3) years whether similar to this project or not:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PROJECT** | **COUNTRY** | **CLIENT/ CONTACT PERSON** | **TYPE OF WORK**  **DESCRIPTION OF PROJECT** | **TENDER SUM** | **FINAL COST** | **ORIGINAL COMPLETION DATE** | **ACTUAL COMPLETION DATE** | **REMARKS COST/**  **TIME OVERRUNS** |
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| **PROJECT** | **COUNTRY** | **CLIENT/ CONTACT PERSON** | **TYPE OF WORK**  **DESCRIPTION OF PROJECT** | **TENDER SUM** | **FINAL COST** | **ORIGINAL COMPLETION DATE** | **ACTUAL COMPLETION DATE** | **REMARKS COST/**  **TIME OVERRUNS** |
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Give reasons under remarks of the projects in which there were increased over the tender sums and original completion dates.

* + - 1. Has the company, or any constituent part, ever been liable for failing to fulfill a contract? Yes No

If yes give brief details Click here to enter text.

* + - 1. Have liquidated damages **or other penalties** ever been levied against the company, or any constituent part? Yes No

If yes give brief details Click here to enter text.

* + - 1. Has the company, or any constituent part, ever been placed in:

|  |  |  |
| --- | --- | --- |
| Receivership? | Yes | No |
| Liquidation? | Yes | No |

If yes give brief details Click here to enter text.

* + - 1. Has the company, or any constituent part, been engaged in any contractual litigation with any of its clients? Yes No

If yes give brief details Click here to enter text.

## CLIENT REFERENCES

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| **NAME** | **ADDRESS** | **TYPE OF WORK DONE** |
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Copies of letter from Financial Institutions and Clients should also be submitted

* + - 1. Permissions to refer to Reference Yes No
      2. Name of Organization/Company/Stamp:



Date: Click or tap to enter a date.