

# **INVITATION TO TENDER FOR**

## **PROVISION OF SECURITY SERVICES AT THE MULTIPURPOSE FACILITIES UNDER THE DIVISION OF COMMUNITY DEVELOPMENT, ENTERPRISE DEVELOPMENT AND LABOUR FOR A PERIOD OF ONE YEAR.**

<b>Tender Closing Date</b>	<b>17<sup>th</sup> January, 2020</b>
<b>Tender Closing Time</b>	<b>2:00 pm 17<sup>th</sup> January, 2020</b>
<b>Tender Opening Date</b>	<b>17<sup>th</sup> January, 2020</b>
<b>Tender Opening Time</b>	<b>2:15 pm 17<sup>th</sup> January, 2020</b>

**DCDEDL-003**

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## **1. BACKGROUND INFORMATION**

The Division of Community Development, Enterprise Development and Labour (DCDEDL) is seeking competent and reliable security service providers to protect its Multipurpose Facilities and assets on the island of Tobago on a twenty-four (24) hour basis for a period of **one (1) year**. The DCDEDL will conduct its procurement process in accordance with procurement best practice to ensure integrity, accountability, good governance, transparency and value for money.

**TENDERERS ARE ADVISED  
TO READ THE INSTRUCTIONS  
CAREFULLY  
AND THOROUGHLY !!!**

## 2. DCDEDL LOCATIONS

1. The following Facilities under the purview of DCDEDL identified for Security Services:

	FACILITY	LOCATION
	<b>Package 1</b>	
1	Speyside Multipurpose Facility	Speyside, Tobago
2	Betsy's Hope Multipurpose Facility	Betsy's Hope, Tobago
3	Belle Garden Multipurpose Facility	Belle Garden, Tobago
4	Glamorgan Multipurpose Facility	Glamorgan, Tobago
5	John Dial Multipurpose Facility	John Dial, Tobago
6	Calder Hall Multipurpose Facility	Calder Hall Tobago
7	Lambeau Multipurpose facility	Lambeau, Tobago
8	Hampden/Lowlands Multipurpose Facility	Hampden/Lowlands, Tobago
9	Canaan/Bon Accord Multipurpose Facility	Canaan/Bon Accord, Tobago
10	Buccoo Multipurpose Facility	Buccoo, Tobago
	<b>Package 6</b>	
11	Bethesda Multipurpose Facility	Bethesda, Tobago
12	Parlatuvier Multipurpose Facility	Parlatuvier, Tobago

2. See **Appendix A** for full scope of works

## 3. FORMAT OF TENDERS

- (a) Tenders shall comprise a **Single-Envelope System**, this means a single envelope containing both the financial and technical information for evaluation.
- (b) Alterations or erasures on any tender shall be initialed by the bidder or, in the case of a company, partnership or firm, by a duly authorized officer or employee of such company, partnership or firm.

#### 4. INSTRUCTIONS FOR TENDER SUBMISSION

- a. **Tenderers who are not pre-qualified** with the THA's Procurement Control Office - OCS, **will not be eligible** to partake in this Request for Proposal (RFP). **Firms** desiring to participate in future request for proposals (RFP) issued by the THA MUST first be prequalified with the Assembly. Firms can visit [www.pco.tha.gov.tt](http://www.pco.tha.gov.tt) to download PPQ documents and submit same to:

**Procurement Control Office  
Spring Garden Office Facility  
Spring Garden Ext. Road  
Scarborough, Tobago  
639-3421 Ext. 1021**

- b. Tenderers should for ease of the tender committee being able to navigate their submissions, organize their documents neatly and professionally. Documents that are not organized in a neat, tabbed, professional and collective manner, shall be rejected.
- c. Tender envelopes MUST be properly labelled at the front in bold font, stamped and signed by the Managing Director/Representative of the Security Firm.
- d. Returning Address of the Security firm MUST be indicated at the back of the envelope.
- e. Firms MUST for the purpose of this tender detach the TENDER SUBMISSION SECTION and all of its parts and put the requested information accordingly to return to the DCDEDL in their tender submission. No additional information other than the information required by DCDEDL should be included.
- f. The **TENDER SUBMISSION SECTION** must have cover page identifying the name of the Security Firm, address, contact information, email and company logo.
- g. A cover letter introducing the security firm, its years in operations, approximate number of employees and its Directors is mandatory.

- h. Firms are required to tender for all facilities/locations.
- i. The **TENDER SUBMISSION SECTION** requires you to submit the following information and in the following Order:

**Each item should be tabbed.**

1. Certificate of incorporation/Business registration.
2. Notice of Incorporation.
3. Notice of Directors if Incorporated.
4. Notice of Address.
5. VAT clearance Certificate no older than six (6) months;
6. VAT Non-Registered if not eligible for VAT
7. BIR Clearance no older than six (6) months.
8. NIS compliance certificate.
9. Permission from the Ministry of National Security to operate a protective services agency.
10. Evidence that the firm is licensed to use firearms.
11. The name of the person proposed for administration and execution of the contract together with an accessible telephone contact and an email address.
12. The name of the person authorized to liaise with representatives of the DCDEDL regarding this tender.
13. Number of years Security Services provided on the Island of Tobago.
14. At least three (3) recent letters of recommendation from reputable clients (past or current) on the provision of security services. The letters of recommendation should state the **period of the contract**, the **value of the contract** and the **performance of the tenderer** on each contract.
15. A statement certifying that the provider shall comply with the methodology outlined in this tender document.
16. Price proposal (see Appendix A). VAT must be billed separately
17. Form of Tender (Appendix B).
18. Evidence of Financial Capacity.

19. Evidence of Domicile in the Island of Tobago
20. A statement certifying that the price proposed are valid for a period of at least ninety (90) days.
21. Firms **MUST** include a copy of their employee CODE OF CONDUCT as part of this tender.
22. Firms **MUST** also include pictures of their security attire/uniform.
23. Firms should also outline what training (if any) are afforded to security officers and the name of the organizations/persons providing this training. A profile of the training organization or resume of the trainer should also be submitted.
24. Firms are not subject to any investigation for Fraud, money laundering, terrorist financing, has its operation wound up, subject to any litigations.
25. Firm presents evidence of successfully pre-qualifying with the Procurement Control Office – OCS (Successful Pre-qualification Notification Letter).
26. Name of Principal/Director/CEO/Consultant with at least five (5+) years' experience, training/qualifications in security management. This must be evident by attached CV.

**Tenders are also asked to organize their document with a table of contents so as to provide quick and easy referencing.**

## **5. METHODOLOGY**

Security providers must be able to have baton and precept armed officer or a combination of officers, on duty at each location on a 24 hour basis, regardless of the circumstances. Officers must be present at least thirty minutes (30) prior to the commencement of their shift in order to adequately takeover any issues and or relevant material from the outgoing officer. Therefore thirty minutes prior to the commencement of each shift there must be two (2) officers at the relevant station. Officers are not to work consecutive shifts under any circumstances, whether it be an eight (8) hour or a twelve (12) shift. No officer is permitted to work more than a twelve (12) hour shift at any one point in time. The DCDEDL vehemently discourages the uses of two Security Providers at the same location.



Officers are to make periodical and or random “*walk through*” on the compound on which they are securing as a matter of priority during the course of their shift. At no point in time are the main entrances to any of DCDEDL facilities be left unsecured or unmanned. **ALL** visitors name and vehicle numbers where applicable, regardless of the circumstances must be recorded in the diary. Where there are reasonably suspicion, vehicles leaving DCDEDL secured parking should be checked on their way out. All other items outlined in the scope of services must be complied with.

#### **6. REQUESTS FOR ADDITIONAL INFORMATION**

Bidders requiring a clarification of the bid documents **MUST** do so by contacting the Procurement Control Unit **ONLY** by email address: [kera.gardiner@tha.gov.tt](mailto:kera.gardiner@tha.gov.tt).

Replies to any request for clarification or additional information (including all previous requests) shall be circulated to all parties participating in this tender process.

#### **7. TENDER SUBMISSIONS**

All tenders must be submitted in sealed envelopes, labelled in **BOLD** letter and addressed as follows:

**SECRETARY OF THE TENDERS COMMITTEE**  
**PROVISION OF SECURITY SERVICES FOR THE MULTIPURPOSE**  
**FACILITIES FOR A PERIOD OF ONE (1) YEAR**

and deposited in the tender box located on the ground floor of the DCDEDL, Glen  
Road, Scarborough, Tobago  
on or before **2:00 pm** on the Friday 17<sup>th</sup> January, 2020 .

Tenders shall be opened at **2:15pm, 17<sup>th</sup> January, 2020** at the Conference Room.  
All tenderers are invited to be present for the opening.

Tenderers **MUST** submit one (1) original and four (4) copies of their bids. The envelope of the original bid **MUST** be labelled as “**ORIGINAL**” in **BOLD** font and the envelopes containing copies **MUST** be labelled “**COPY**” .Envelopes must be properly sealed with the bidder’s returning address and contact number at the back of the envelope.

Bidders **MUST** also affix their company’s stamp at the front of the Envelope and also on the Price Schedule Form and duly signed by the Principal or representative responsible for preparing the bid.

## **8. SITE VISITS**

The DCDEDL will coordinate site visits to its facilities. To organize a site visit bidders are invited to contact:

**Mr. Neil Alleyne**  
**Building and Maintenance Coordinator**  
**DCDEDL**  
**Phone 1(868) 639-4818 Ext 3015/3016**

Bidders **SHOULD NOT** visit any of the facilities without first being authorized by the **Building and Maintenance Coordinator**. Tenderers that have already viewed the sites are not bound to do another site visit.

**Site visits by invited tenderers are mandatory.**

## 9. SELECTION CRITERIA

Criteria	Score
Legally registered company in compliance with VAT, NIS and Income Tax laws	Mandatory
Notice of Directors	Mandatory
Firms Users Firearm License	Mandatory
Firms are not subject to any investigation for fraud, money laundering, terrorist financing, has its operation wound up or subject to any litigations.	Mandatory
Authorized by the Ministry of National Security to operate a protective services agency	Mandatory
Firearm users' license	Mandatory
Statement certifying that provider can meet requirements of methodology which incorporates the scope of work	Mandatory
Completed tender Submission Section	Mandatory
Statement certifying that bids are valid for a period of at least ninety (90) days	Mandatory
Domiciled on the island of Tobago	Mandatory
Firm presents evidence of successfully pre-qualifying with the Procurement Control Office – OCS (Successful Pre-qualification Notification Letter)	Mandatory
<b>MAXIMUM QUALITY SCORE</b>	<b>60</b>

While the DCDEDL reserves the right to waive certain criteria at the selection stage, all Tenderers are advised to provide all of the Mandatory requirement. The DCDEDL also reserves the right to reject any tenderer that fails to provide all of the mandatory requirements. Tenderers that goes on to the Award stage of the evaluation SHOULD meet ALL of the criterias in the Selection Stage of the evaluation.

## 9. AWARD CRITERIA

Firms have operated on the Island of Tobago providing security Services for the past five (5+) years. Firms must provide the names, contact numbers and addresses of three clients for whom security services were rendered.	Above five (5) years in operations	-15
	Five (5) years in operation	- 10
	Below five (5) years in operation	- 5
Years of Provision of Security Services to the Tobago House of Assembly (THA). This must be evident by providing the name(s) of Division(s) served, signed contract/purchase/invoice	Above 10 years	- 25
	10 Years	- 17
	Below 10 Years	- 10
Name of Principal/Director/CEO/Consultant with at least five (5+) years' experience, training/qualifications in security management. This must be evident by attached CV.	Above five (5) years	- 25
	Five (5) years	- 20
Evidence of Financial Capacity. Firms must have the ability to meet cash flow requirements of the sum proposed in this tender per month. Evidence of access to or availability of credit facility by the Firm's Bank or other recognized financial institution. This letter should reasonably provide a range of the finances available to the Firm. Eg (upper six (6) digit, lower five (5) digit).	Meet and exceed cash flow	- 20
	Does not meet cash flow	- 0
Firm provided Employee Code of Conduct. This COC are guidelines provided by security firms to all employees.	Code of Conduct provided	- 15
	Code of Conduct not provided	- 0
<b>TOTAL</b>	<b>100</b>	

Tenderers who have not met the mandatory requirements shall not be considered any further. Tenderers must score at least 55 points to be further considered.

Tenderers shall be evaluated on a Price/Quality ratio per month (the tenderer's total quality score divided by the tenderer's total cost per month). The tender with the lowest price/quality ratio per month shall be deemed the successful tenderer.

#### **10. TERMS OF PAYMENT**

The successful supplier shall be paid upon the submission of monthly invoices. Payment generally shall be made within thirty (30) days of the submission of the invoice to the **Community Development Coordinator, DCDEDL**. DCDEDL Reserves the right to query all invoices against the Assembly's own inspection of the number of officers present to work at any given time.

#### **11. BID VALIDITY PERIOD**

Bids shall be valid for a period of at least ninety (90) days. All tenderers must provide a statement certifying same.

#### **12. NO CONTRACTUAL OBLIGATIONS**

This is an Invitation to Tender. No contractual obligations will arise between DCDEDL and any bidder until and unless DCDEDL and a bidder enters into a formal, written contract for the bidder to provide the services contemplated in this Tender Document.

#### **13. LATE TENDERS**

Late tenders will not be accepted under any circumstances. DCDEDL reserves the right to reject any or all tenders, in whole or in part, to negotiate changes in the scope of services and waive any technicalities as deemed in its best interest.

#### **14. NO CLAIM FOR COMPENSATION**

Except as expressly and specifically permitted in this Tender document, no Bidder shall have any claim for any compensation of any kind whatsoever, as a result of participation in the ITT, and by submitting a tender each Bidder shall be deemed to have agreed that it has no claim.

## **15. CONFLICT OF INTEREST**

The DCDEDL will ensure there is no Conflict of Interest in this tender. As such, any relationship involving Bidders and Members of DCDEDL's Management and Staff must be fully disclosed.

## **16. DUE DILIGENCE**

The DCDEDL in its responsibility to perform due diligence, will ensure the following:

- a. Service Providers have the legal capacity to enter into the procurement contract;
- b. Service Providers are not insolvent, in receivership, bankrupt or being wound up, their affairs are not being administered by a court or a judicial officer, their business activities have not been suspended and they are not the subject of legal proceedings for any of the foregoing;
- c. Service Providers have not, and their directors or officers have not, been convicted of any criminal offence;
- d. Service Providers have fulfilled their obligations to pay all required taxes and contributions in Trinidad and Tobago;
- e. Service Providers have the necessary professional and technical qualifications and competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and personnel to perform the procurement contract; and
- f. Service Providers meet relevant industry standards.

## **16. RIGHTS OF THE OFFICE OF THE DCDEDL**

- (a) The DCDEDL reserves the right to reject any or all bids without limiting the generality of the foregoing, a Bid will be summarily rejected if it is conditional, if it is incomplete, obscure, or irregular, if it has erasures or

corrections in the Cost Schedule, or if it has unit rates that are obviously unbalanced.

- (b) The DCDEDL reserves the right to reject a Bid, which does not provide satisfactory evidence that the proponent has the technical, physical and financial resources to complete the work within a specified contract period.
- (c) The DCDEDL reserves the right to accept or reject any bid and to annul the bidding process and reject all bids, at any time prior to Award of Contract, without thereby incurring any liability to the affected. Further, the Division does not have any obligation to inform the affected proponent or proponents of the grounds for the action.
- (d) The DCDEDL may declare the bidding void when none of the bids meet the intent of the specifications or when it is evident that there has been a lack of competition and or that there has been collusion. In addition, all bids may be rejected if they are substantially higher than the official budget approved by the Division.
- (e) The DCDEDL does not bind itself to accept the lowest or any offer or to reimburse proponents for any expenses incurred in bidding.

## **17. GOVERNING LAW**

All applicable laws in the Republic of Trinidad and Tobago will apply to any resulting agreement.

## **18. INDEMNITY**

Tenderers must commit to indemnify the THA, its employees, agents and /or servants, or other lawful invitee on the THA's premises of any loss, bodily injury and damage to property due to any act of neglect or default of the Security Officers employed by the successful bidder.





## APPENDIX A

**NB: Tenderers are to build in any holiday and or weekend rates into the rates prescribed, if applicable**

<b>Item</b>	<b><u>Location</u></b>	<b><u>Rate per hr</u></b>	<b><u>Rate per day</u></b>	<b><u>Rate per month</u></b>	<b><u>Rate per year</u></b>
<b>A</b>	<b><u>Speyside Multipurpose Facility</u></b>				
1	One (1) Baton Officer				
<b>2</b>	<b>Total</b>				
<b>B</b>	<b><u>Betsy's Hope Multipurpose Facility</u></b>				
1	One (1) Baton Officer				
<b>2</b>	<b>Total</b>				
<b>C</b>	<b><u>Belle Garden Multipurpose Facility</u></b>				
1	One (1) Baton Officer				
<b>2</b>	<b>Total</b>				
<b>D</b>	<b><u>Glamorgan Multipurpose Facility</u></b>				
1	One (1) Precepted Armed Officer				
<b>2</b>	<b>Total</b>				
<b>E</b>	<b><u>John Dial Multipurpose Facility</u></b>				
1	One (1) Baton Officer				
<b>2</b>	<b>Total</b>				
<b>F</b>	<b><u>Calder Hall Multipurpose Facility</u></b>				
1	One (1) Precepted Armed Officer				
<b>2</b>	<b>Total</b>				

<b>Item</b>	<b><u>Location</u></b>	<b><u>Rate per hr</u></b>	<b><u>Rate per day</u></b>	<b><u>Rate per month</u></b>	<b><u>Rate per year</u></b>
<b>G</b>	<b><u>Lambeau Multipurpose Facility</u></b>				
1	One (1) Precepted Armed Officer				
2	<b>Total</b>				
<b>H</b>	<b><u>Hampden/Lowlands Multipurpose Facility</u></b>				
1	One (1) Precepted Armed Officer				
2	<b>Total</b>				
<b>I</b>	<b><u>Canaan/Bon Accord Multipurpose Facility</u></b>				
1	One (1) Baton Officer				
2	<b>Total</b>				
<b>J</b>	<b><u>Buccoo Multipurpose Facility</u></b>				
1	One (1) Baton Officer				
2	<b>Total</b>				
<b>K</b>	<b><u>Bethseda Multipurpose Facility</u></b>				
1	One (1) Precepted Armed Officer				
2	<b>Total</b>				
<b>L</b>	<b><u>Parlatuvier Multipurpose Facility</u></b>				
1	One (1) Baton Officer				
2	<b>Total</b>				
<b>M</b>	<b>SUB TOTAL (</b>				
	Value Added Tax (12.5%)				
	<b><u>GRAND TOTAL</u></b>				

<u>Item</u>	<u>Location</u>	<u>Rate per hr</u>	<u>Rate per day</u>	<u>Rate per month</u>	<u>Rate per year</u>

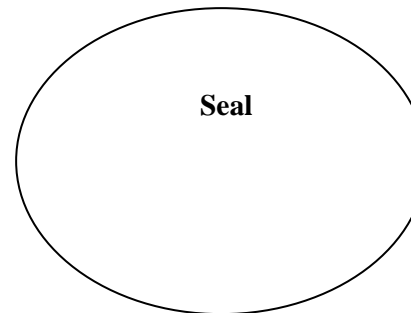
Dated this ..... day of .....2018

.....

**NAME (PRINT)**  
**Authorized Representative**

.....

**Signature**



**Seal**

**APPENDIX B**  
**FORM OF TENDER**

To: The Secretary, Tenders' Committee, Office of the Chief Secretary

Dear Sirs/Madam

Having examined the bidding documents the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide Security Services in conformity with the said bidding documents at the locations specified therein for the sum of

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ VAT Inclusive or such other sums as may be ascertained in accordance with the Schedule of Rates attached herewith and made part of this Tender.

We undertake, if our Tender is accepted, to deliver the services in accordance with the methodology and scope of works outlined in the tender documents.

We agree to abide by this Tender for a period of ..... days from the date fixed for Tender opening, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall not constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any Tender you may receive.

We hereby declare that we have not been debarred from any procurement process and shall not engage in any fraudulent or corrupt act with regard to this purchase.

Dated this.....day of..... 20.....

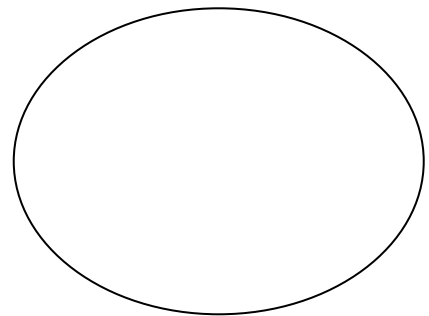
.....  
Signature

In the capacity of .....

Duly authorized to sign Tender for and on behalf of

.....

.....



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## **APPENDIX C**

### **SCOPE OF WORKS**

1. Sign in and sign out ALL visitors in the Visitors' Log.
2. Provide surveillance of all persons entering and exiting DCDEDL facilities.
3. Ensure politeness, courteous, respect and excellent customer service
4. Inspect packages, briefcases, purses, duffel bags and other items being brought into or being removed from DCDEDL premises.
5. Conduct body searches where necessary.
6. Conduct periodic patrols inside and outside the buildings.
7. Deter and report unauthorized personnel or vehicular entry to DCDEDL facilities.
8. Endeavor to prevent the occurrence of fires, explosions, collapses and other catastrophes.
9. Summon the appropriate response agencies and then notify DCDEDL in accordance with applicable and standing orders and policies.
10. Assist in minimizing the effects thereof; and assist in restoring the area to a safe condition
11. Safeguard and deter the commission of crimes against persons and property.
12. Respond to and investigate all smoke and fire alarm conditions and any other indications of suspicious activities within assigned areas.
13. Maintain the scene of an incident or crime to protect evidence in accordance with established procedures.
14. Accompany staff after dark to their vehicles, when requested.
15. Provide key and lock support to include locking and unlocking main entrances/exits.
16. Check all areas as staff and other personnel leave for the day to ensure that lights and any other electrical units are safely turned off.
17. Report daily to DCDEDL personnel potentially hazardous conditions and items in need of repair, including inoperable lights, leaky faucets, toilet stoppages, broken or slippery floor surfaces, and other safety-related issues. (after hours)
18. Maintain law and order within the assigned areas consistent with Security Guard training and equipment so as not to unreasonably endanger property and/or persons

19. Prepare required orders, instructions, and incident reports, including reports on accidents and fires; maintain and make available all records in connection with the duties and responsibilities of the assignment
20. When authorized, receive, safely keep and turn over to appropriate persons, official mail, messages, and/or faxes; and receive telephone calls in connection with the responsibilities of the assignment.
21. Assist in directing traffic; controlling and monitoring admittances to DCDEDL parking areas.
22. Use the Inventory Transfer between Security Shifts form to receive and account for keys to the buildings, various offices, chain locks, visitors or other logbooks, etc.
23. Receive and safely store lost and found articles pending return to owner or for appropriate disposal of, in accordance with procedure issued by DCDEDL.
24. Contact emergency services as required.
25. Perform other functions as necessary in the event of situations or occurrences such as civil disturbances, attempts to commit espionage, sabotage or other criminal acts adversely affecting the security and/or safety of DCDEDL, its employees, property, and the general public lawfully in buildings or on property under the control of the DCDEDL consistent with security force training and equipment so as not to endanger persons and property.
26. Be helpful and, within reason, provide information or services requested.
27. Provide intrusion and fire alarm monitoring and response.
28. Deter and report violations of DCDEDL regulations.
29. Secure all company vehicles on DCDEDL facilities compound.
30. Any other area which poses a security threat in and around DCDEDL employees, visitors, properties and plant and equipment.
31. Stop all vehicles entering the Multipurpose Facilities and make the necessary inquiries to ensure legitimate entrance.
32. Monitor car park to ensure proper parking instructions/regulations. Also ensuring reserved and employee parking spots are not infringed.

33. Ensuring parking designated for the differently abled community remain free for disabled persons.
34. Ensure all Security Officers take instructions from the Health & Safety Officers in the event of an emergency, in keeping with the general procedures that have been adopted by the DCDEDL pursuant to the provisions of the OSH Act of Trinidad and Tobago.
35. Assist external customers where necessary by opening/closing doors, helping the elderly to gain safe entry and exit from DCDEDL facilities and helping disabled and differently abled customers where needed.
36. Assisting staff that may be injured or have fallen sick and fainted by alerting the necessary relevant authorities.
37. Any other duties that are reasonable and constitute part of the duties recommended and also identified as standard operating procedures for security services issued by any authorized officer of the Assembly.



## APPENDIX D

### Additional Information

Service Providers are kindly asked to tick “Yes” or “No” to the following questions honestly.

1. Do you provide formal training to security officers?    **Yes**                      **No.** If yes, state training provider(s)?.....
2. Are security officers paid above the minimum wage?    **Yes**                      **No.**
3. Do you advise security officers of their rights to sick leave, vacation leave, hours of work, lunch break and any other rights according to proper industrial relations practices?            **Yes**                      **No.** If yes, please provide evidence of this communication.
4. Do you require a certificate of good character from the security officers currently in your employ?    **Yes**                      **No**
5. Do you issue sentry pocket books to security officers to keep a log of activities as they occur on a location and is a security log book kept on locations where you currently secure? **Yes**                      **No.** If yes, please state one location.....
6. In your opinion is it unfair and dishonest to have one (1) officer assigned to a location where two (2) officers are required and charge the employer for two (2) officers?    **Yes**    **No**
7. Are your workers paid on time when salaries are due?                      **Yes**                      **No**
8. Do you assign workers to locations that are deemed unsafe?    **Yes**                      **No**
9. Do you have available a company job application form?                      **Yes**                      **No**  
if yes, please provide a sample of the form.

**10.** Do you have a company website or Facebook page?    **Yes**                      **No**    if yes,  
please provide URL address and the link to your Facebook page.