

**REQUEST FOR PROPOSAL  
FOR**

**PROVISION OF SECURITY  
SERVICES FOR TOBAGO FESTIVALS  
COMMISSION LIMITED**

**For  
A one (1) year period**

<b>DETAILS</b>	<b>DATE &amp; TIME</b>
<b>Tender Acknowledgement Submission</b>	<b>Wednesday 16<sup>th</sup> September 2020</b>
<b>Site Visit Date</b>	<b>Friday 18<sup>th</sup> September 2020</b>
<b>Site Visit Time</b>	<b>10:00 am</b>
<b>Submission of Tender Proposal / Closing Date</b>	<b>Monday 28<sup>th</sup> September 2020</b>
<b>Tender Closing Time</b>	<b>2:00 pm</b>
<b>Tender Opening Date</b>	<b>Monday 28<sup>th</sup> September 2020</b>
<b>Tender Opening Time</b>	<b>2:30 pm</b>
<b>Virtual Opening Time</b>	<b>2:30 pm</b>

**TFCL 2020-0002**

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## **1. BACKGROUND INFORMATION**

The Tobago Festivals Commission Limited is seeking competent and reliable security service providers to forcefully protect some of its buildings and assets on the island of Tobago on a Twelve (12) hour (6AM – 6PM) basis for a period of **one (1) year**. The Tobago Festivals Commission Limited 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. FORMAT OF TENDERS

- (a) Tenders shall comprise a **Single-Envelope System**; this means a single envelope containing both the financial and technical/quality 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.

## 3. SCOPE OF WORKS

- (a) Provision of one (1) Fire Arm officer at the following location
  - i. GNV Place, Wilson Road, Scarborough Tobago
- (b) See **Appendix A** for full scope of works.

## 4. TENDER SUBMISSION

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

**PROCUREMENT MANAGER  
TOBAGO FESTIVALS COMMISSION LIMITED  
PROVISION OF SECURITY SERVICES FOR THE TOBAGO FESTIVALS  
COMMISSION LIMITED OF ONE (1) YEAR)**

and deposited in the tender box located on the ground floor of the TFCL, GNV Place, Wilson Road, Scarborough, Tobago on or before 2 pm, , Monday 28<sup>th</sup> September 2020 at the TFCL's conference room.

All Bidders are invited to be present for the opening.

Bidders **MUST** submit one (1) original and five (5) copies of their bids. The envelope of the original bid **MUST** be labeled as “**ORIGINAL**” in **BOLD** font and the envelopes containing copies **MUST** be labeled “**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 on the Price Schedule Form and duly signed by the Principal or representative responsible for

preparing the bid. Bidders are to **detach Appendix B – Tender Submission Form** from this document, read carefully and insert the information required, as well as provide the necessary attachments as recited in the statement. Each attachment must be placed under the respective labelled cover page and tabbed, to provide for easy access. **No additional information** is to be submitted other than the Tender Submission Form (TSF) and the attachments ancillary thereto.

## **5. TENDER SUBMISSION INSTRUCTIONS**

- 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 7 return to the TFCL in their tender submission. No additional information other than the information required by TFCL 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. 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 TFCL 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 . VAT must be billed separately



17. Form of Tender
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.**

## **6. METHODOLOGY**

Security providers must be able to have One (1) Fire Arm Officer, on duty at the location for a period of Twelve (12) hours per day, regardless of the circumstances. Officer 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 (30) minutes prior to the commencement of shift there must be two (2) officer at the relevant station. Officer not to work consecutive shifts

under any circumstance. No officer is permitted to work more than a twelve (12) hour shift at any one point in time.

Officer to make periodical and or random “*walk through*” on the compound on which they are securing as a matter of course during the course of their shift. At no point in time are the main entrances to any of the facility to be left unsecured. ALL visitors’ name and vehicle numbers where applicable, regardless of the circumstances must be recorded in the diary. All other items outlined in the scope of services must be complied with.

## **7. REQUESTS FOR ADDITIONAL INFORMATION**

Bidders requiring a clarification of the bid documents **MUST** do so by contacting the Procurement Manager **ONLY** by sending email to the following email [tfclprocurement@gmail.com](mailto:tfclprocurement@gmail.com). All queries should be addressed to:

**Procurement Manager  
Tobago Festivals Commission Limited  
Phone: 1-868-612-0131 ext 209.**

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

## **8. SITE VISIT**

The Tobago Festivals Commission Limited will coordinate site visits to its facility. Site Visit is carded for **Friday 18<sup>th</sup> September 2020**. Due to Covid- 19, the Tobago Festivals Commission Limited has implemented new guidelines for persons entering the building. **According to the Ministry of Health Covid 19 Guidelines, Contractors are asked to wear face mask upon entering the Building. There shall be no congregating of persons in the building when attending the site visit. Contractors are also asked to practice social distancing (6’ apart). Site Visits will be done in groups of twos, every Thirty Minutes.** Bidders **SHOULD NOT** visit the premises without first being authorized by authorized personnel of the TFCL.



**Procurement Manager  
Tobago Festivals Commission Limited  
Phone: 1-868-612-0131 ext 209**

**Site visits by invited Bidders are MANDATORY**

## 9. EVALUATION CRITERIA

Criteria	Score	Evidence required
Completed tender submission form	Mandatory	Completion of Appendix B – Tender Submission Form (TSF)
Firm must incorporated as a Limited Liability Company	Mandatory	<b>Paragraph 3 TSF</b> - Certificate of Incorporation and Notice of Directors
Firm must have an operational base in Tobago	Mandatory	<b>Paragraph 4 TSF</b> – Utility bill, and potential site visit
Firm in compliance with VAT, NIS and Income Tax laws	Mandatory	<b>Paragraphs 6, 7 and 8 TSF</b> - Valid VAT, NIS and BIR Compliance in the name of Firm
Authorized by the Ministry of National Security to operate a protective services agency	Mandatory	<b>Paragraph 9 TSF</b> - Letter from Ministry of National Security granting permission to firm to provide Security Services
Firearm users' license issued	Mandatory	<b>Paragraph 10 TSF</b> –FUL issued by Commissioner of Police
Principal/Director/CEO/ Consultant with at least 5 years' experience, training/qualifications in security management	Mandatory	<b>Paragraph 12 TSF</b> - Name and CV with attached academic certificates. Where the person is <b>not</b> a Director or CEO of the firm he must attach a sworn statement certifying that he has been affiliated with the firm for at least two (2) years.
Firm is not subject to any investigation for fraud, money laundering, terrorist financing etc	Mandatory	<b>Paragraph 13 TSF</b> – certify - no documentary evidence required
Firm is not bankrupt or subject to any winding up procedures by a court	Mandatory	<b>Paragraph 15 TSF</b> – certify - no documentary evidence required
Experience in undertaking two (2) security contracts in the value of the sum proposed in this tender per month	Mandatory	<b>Paragraph 16 TSF</b> - Two (2) copies of letters of award/purchased orders or signed contracts from different clients, within the past three (3) years demonstrating a sum of no less than 10% below the sum proposed in this tender per month
Past performance	Mandatory	<b>Paragraph 17 TSF</b> - Two (2) recommendations from the <b>same</b> clients from whom the letters of awards were issued, on the <b>performance</b> of the supplier
Ability to meet cash flow requirements of the sum proposed in this tender per month	Mandatory	<b>Paragraph 18 TSF</b> - Bank reference and or statement certifying that the firm has the financial capacity to undertake the contract.

- a. Bidders who have not met the mandatory requirements shall not be considered any further.
- b. The Bidder with the lowest price per month shall be the successful Bidder. If the lowest tender is deemed by the evaluation committee to be abnormally low, further and better particulars shall be requested from the supplier. Abnormally low tenders shall be 20% or more below the average of all the tenders submitted.

## 9.B AWARDING 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
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>75</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 Procurement Manager, Tobago Festivals Commission Limited Scarborough, Tobago.

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

Bids shall be valid for a period of at least ninety (90) days. All Bidders must provide a statement certifying same, said statement to be found in the tender submission form.

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

This is an Invitation to Tender. No contractual obligations will arise between The Tobago Festivals Commission Limited and any bidder until and unless The Tobago Festivals Commission Limited 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. The Tobago Festivals Commission Limited 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 Tobago Festivals Commission Limited will ensure there is no Conflict of Interest in this tender. As such, any relationship involving Bidders and Members of the Tobago Festivals Commission Limited and Staff must be fully disclosed.

## 16. ACKNOWLEDGEMENT

Interested parties must indicate by e-mail: [tfclprocurement@gmail.com](mailto:tfclprocurement@gmail.com) their intention to tender via the Tender Acknowledgement Form. Proposals must be signed by the person making the offer or in the case of a company, partnership or business firm, duly authorized officer or employee of such company, partnership or business firm.

With this acknowledgement, bidders must also indicate the **name and contact details** of the persons within their organization responsible for leading the tender process and subsequent liaison between The Tobago Festivals Commission Limited and their organization for correspondence and queries.

## 17. REQUEST FOR PROPOSAL (RFP) SCHEDULE:

DETAILS	DATE & TIME
<b>Tender Acknowledgement Submission</b>	<b>Wednesday 16<sup>th</sup> September 2020</b>
<b>Site Visit Date</b>	<b>Friday 18<sup>th</sup> September 2020</b>
<b>Site Visit Time</b>	<b>10:00 am</b>
<b>Submission of Tender Proposal / Closing Date</b>	<b>Monday 28<sup>th</sup> September 2020</b>
<b>Tender Closing Time</b>	<b>2:00 pm</b>
<b>Tender Opening Date</b>	<b>Monday 28<sup>th</sup> September 2020</b>
<b>Tender Opening Time</b>	<b>2:30 pm</b>
<b>Virtual Opening Time</b>	<b>2:30 pm</b>

## **18. RIGHTS OF THE TOBAGO FESTIVALS COMMISSION LIMITED**

- (a) The Tobago Festivals Commission Limited 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 Tobago Festivals Commission Limited 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 Tobago Festivals Commission Limited 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 Commission does not have any obligation to inform the affected proponent or proponents of the grounds for the action.
- (d) The Tobago Festivals Commission Limited 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 Commission.
- (e) The Tobago Festivals Commission Limited does not bind itself to accept the lowest or any offer or to reimburse proponents for any expenses incurred in bidding.

## **19. GOVERNING LAW**

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



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Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**PRINT ABOVE NAME HERE:** \_\_\_\_\_

N.B.

Please tick the appropriate box to indicate your choice and Scan and Email this completed form to Procurement Manager

## APPENDIX B

- (a) Provide surveillance of all persons entering and exiting The Tobago Festivals Commission Limited building.
- (b) Sign in and sign out ALL visitors in the Visitors' Log.
- (c) Place a phone call to the office/person announcing the visitor
- (d) Issue visitor identification badges
- (e) Ensure all persons entering building adhere to the Government implemented Covid -19 regulations. Visitors and staff must wear masks upon entering. Visitors and staff are subject to **MANDATORY** Temperature Testing which must be entered in Visitors log. All persons entering the building **MUST** be sanitized.
- (f) Inspect packages, briefcases, purses, duffel bags and other items being brought into or being removed from The Tobago Festivals Commission Limited premises.
- (g) Conduct body searches where necessary
- (h) Conduct periodic patrols inside and outside the buildings; at least four (4) times per day on compound and also twice inside the buildings.
- (i) Deter and report unauthorized personnel or vehicular entry to The Tobago Festivals Commission Limited.
- (j) Endeavor to prevent the occurrence of fires, explosions, collapses and other catastrophes.
- (k) Summon the appropriate response agencies and then notify The Tobago Festivals Commission Limited in accordance with applicable and standing orders and policies.
- (l) Assist in minimizing the effects thereof; and assist in restoring the area to a safe condition
- (m) Safeguard and deter the commission of crimes against persons and property.
- (n) Summon the appropriate response forces and assist those response forces as required

- (o) Respond to and investigate all smoke and fire alarm conditions and any other indications of suspicious activities within assigned areas
- (p) Maintain the scene of an incident or crime to protect evidence in accordance with established procedures
- (q) Provide key and lock support to include locking and unlocking main entrances/exits
- (r) Check all floors as staff and other personnel leave for the day to ensure that lights and any other electrical units are safely turned off
- (s) Report daily to The Tobago Festivals Commission limited 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)
- (t) 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
- (u) 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
- (v) 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.
- (w) Assist in directing traffic; controlling and monitoring admittances to The Tobago Festivals Commission Limited parking areas.
- (x) 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.
- (y) Receive and safely store lost and found articles pending return to owner or for appropriate disposal of, in accordance with procedure issued by The Festivals Commission Limited.
- (z) Contact emergency services as required.

- (aa) 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 The Tobago Festivals Commission Limited, its employees, property, and the general public lawfully in buildings or on property under the control of The Tobago Festivals Commission Limited consistent with security force training and equipment so as not to endanger persons and property.
- (bb) Answer telephone calls promptly at all guard posts with courtesy.
- (cc) Be helpful and, within reason, provide information or services requested.
- (dd) Provide intrusion and fire alarm monitoring and response
- (ee) Deter and report violations of The Tobago Festivals Commission Limited regulations
- (ff) Secure all company vehicles on The Tobago Festivals Commission Limited facilities compound
- (gg) Any other area which poses a security threat in and around The Tobago Festivals Commission Limited employees, visitors, properties and plant and equipment.
- (hh) 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 Tobago Festivals Commission Limited pursuant to the provisions of the OSH Act of Trinidad and Tobago.

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**APPENDIX C**

**TENDER SUBMISSION FORM**

**(Fill out and attach appropriate documents as required. If in handwriting only  
block capital letters)**

1. I am ..... , Managing  
Director/ Chief Executive Officer/Director and or authorized representative of  
.....  
.....  
.....  
..... (Hereinafter referred to as “*the Firm*”). In so far as the contents of  
this application are within my personal knowledge, they are true, otherwise they  
are true to the best of my knowledge, information and belief.
  
2. I make this submission in response to **TFCL 2020-0001 - Request for Proposal  
for the Provision of Security Services to Tobago Festivals Commission  
Limited**
  
3. Legal status of Firm:  
☐ Limited Liability      Sole Trader ☐ ☐ Partnership. A true copy of the  
**Certificate of Incorporation** and the **Notice of Directors** are hereto annexed in a  
bundle and marked “A”.
  
4. Address of Firm:



.....  
.....  
.....

A true copy of a utility bill is hereto annexed and marked “B”.

5. Name, Position, email address and contact no. of person authorized to represent firm:

.....  
.....  
.....

6. The Firm **[is/is not]** in possession of a valid VAT Clearance Certificate issued in its name pursuant to section 55A of the Value Added Tax Act Chapter 75:06. A true copy of the VAT Clearance Certificate is hereto annexed and marked “C”.

7. The Firm **[is/ is not]** in possession of a valid BIR Tax Clearance Certificate, issued in its name. A true copy of the BIR Tax Clearance Certificate is hereto annexed and marked “D”.

8. The Firm **[is/ is not]** in possession of a NIS compliance certificate, issued in its name. A true copy of the NIS compliance certificate is hereto annexed and marked “E”.

9. The firm[**is/ is not**]authorized to operate a protective services agency by the Ministry of National Security. A true copy of the letter of authorization is hereto annexed and marked “F”.
10. The firm[**has/does not have**] permission from the Commissioner of Police for its officers to carry and or use firearms. A true copy of the FUL is hereto annexed and marked “G”.
11. The firm [**makes/does not**]make this offer in accordance with the terms, stipulations, conditions, warranties, representations and or obligations recited in the Request for Proposaldocument.
12. The firm has a Director/Principal/CEO/Consultant in possession of more than five (5) years’ experience in the security industry. His/her name is .....  
and he/she has .....years’ experience in the security industry. A true copy of the resume and academic certificates of the Director/CEO/Consultant/Principal **together with** a sworn statement[*in the case of a person who is not a Director of CEO*] that said person is affiliated with the firm at a senior level for at least two (2) years is hereto annexed in a bundle and marked “H”.
13. I [**certify/cannot certify**] that the Directors and or Principal Officers of the Firm have not been the subject of any fraud, money laundering, terrorist financing, corruption or participation in criminal affairs investigations.

14. I further certify that the said persons have not been convicted for any criminal offences and if required to produce a police certificate of good character can do so within fourteen (14) days.
15. I certify that the firm **[is/is not]** Bankrupt or is the subject of insolvency or winding-up proceedings, where the organization's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of Trinidad and Tobago or any other jurisdiction.
16. The firm **[has/does not have]** two (2) letters of award/signed contracts/purchase orders from past and or current clients, within the past three (3) years demonstrating the firm's experience in supplying services of a similar nature of no less than (-10%) of the value proposed in paragraph 20 hereof. True copies of the documentation are hereto annexed in a bundle and marked "I".
17. The firm **[has/does not have]** two (2) letters of reference from the same two (2) clients referred to in paragraph 16 hereof, on its performance specifically addressing the general performance of the supplier. True copies of the letters are hereto annexed and marked "J".
18. The firm has access to, or has available, liquid assets, lines of credit, and or other financial means **[equal to/in excess of/less than]** to meet its estimated cost

of .....per month as recited in paragraph 20 hereof, net of the applicant's commitments for other contracts. A true copy of bank letters/references is hereto annexed and marked “K”.

19. The firm [**certifies/does not certify**] that the bid validity period is for a period of ninety (90) days and shall only be extended by mutual agreement between the firm and the Commission.

20. The Firm undertakes to supply the services as requested in this Request for Proposal at a cost of:

.....  
.....  
.....  
.....

(VAT Inclusive) per month. A true copy of the Schedule of Rates is hereto annexed and marked “L”.

21. The firm undertakes, if our Tender is accepted, to deliver the services in accordance with the methodology and scope of works outlined in the tender documents.

22. The Firm acknowledges that 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 the Commission and the Firm.

**Statement of truth**

I declare that to the best of my knowledge the answers submitted to these questions are correct. I understand that the information will be used in the selection process to assess my organisation's suitability to be selected for this tender. I also acknowledge that the TFCL's authorised representative shall make any enquiries concerning the particulars of my submissions.

I understand that the TFCL may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I understand further that any discrepancies in the answers provided and the evidence demonstrated may result in automatic disqualification.

Dated this.....day of.....2020.

.....

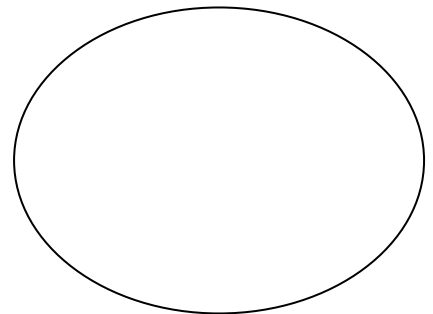
Authorized Representative Signature

In the capacity of .....

Duly authorized to sign Tender for and on behalf of

.....

.....



Seal

This is the **CERTIFICATE OF  
INCORPORATION AND NOTICE OF  
DIRECTORS**referred to in the prefixed tender  
submission form hereto annexed and  
labeled“A”

**This page is left intentionally blank**

This is the **UTILITY BILL**referred to in the prefixed tender submission form hereto annexed and labeled“**B**”



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This is the **VAT CLEARANCE**  
**CERTIFICATE**referred to in the prefixed  
tender submission form hereto annexed and  
labeled“C”

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This is the **BIR TAX CLEARANCE**  
**CERTIFICATE**referred to in the prefixed  
tender submission form hereto annexed and  
labeled“D”

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This is the **NIS COMPLIANCE  
CERTIFICATE** referred to in the prefixed  
tender submission form hereto annexed and  
labeled “E”

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This is the **AUTHORIZATION FROM THE**  
**MINISTRY OF NATIONAL**  
**SECURITY** referred to in the prefixed tender  
submission form hereto annexed and  
labeled “F”



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This is the **FIREARM USER**  
**LICENSE**referred to in the prefixed tender  
submission form hereto annexed and  
labeled“G”

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This is the **RESUME, CERTIFICATES AND SWORN STATEMENT** of the person referred to in the prefixed tender submission form hereto annexed and labeled “H”

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These are the **LETTERS OF**  
**AWARD/PURCHASE ORDER/SIGNED**  
**CONTRACTS**referred to in the prefixed tender  
submission form hereto annexed and labeled“**I**”

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These are the **LETTERS OF**  
**REFERENCE**referred to in the prefixed tender  
submission form hereto annexed and labeled“J”



**This page is left intentionally blank**

This is the **BANK REFERENCE LETTER** referred to in the prefixed tender submission form hereto annexed and labeled “K”

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This is the **SCHEDULE OF RATES** referred to in the prefixed tender submission form hereto annexed and labeled “L”

**This page is left intentionally blank**

This is the Schedule of Rates marked “**THE TOBAGO FESTIVALS COMMISSION LIMITED 2020-0001**” referred to in the prefixed tender Submission Form and marked “**L**”.

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

<u>Item</u>	<u>Location</u>	<u>Rate per month</u>	<u>Rate per year</u>
A	<u>GNV Place, Scarborough, Tobago.</u>		
1	One (1) Baton officer		

Dated this.....day of.....2020

.....

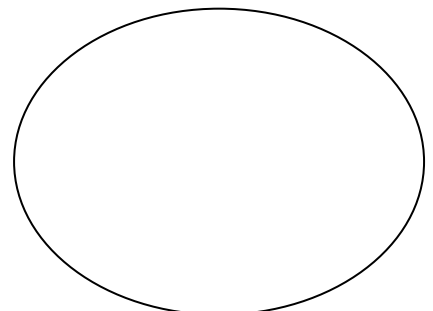
Authorized Representative Signature

In the capacity of .....

Duly authorized to sign Tender for and on behalf of

.....

.....



Seal