

INVITATION TO TENDER FOR

PROVISION OF SECURITY SERVICES FOR FACILITIES UNDER THE OFFICE OF THE CHIEF SECRETARY FOR A PERIOD OF ONE (1) YEARS.

Tender Closing Date	December 16th, 2020
Tender Closing Time	2:00pm
Tender Opening Date	January 11th, 2021
Tender Opening Time	10:00am VIA ZOOM

**The Link for Tender Opening shall be emailed to all tenderers
who participated in this tender**

OCS-SS-001

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1. BACKGROUND INFORMATION

The Tobago House of Assembly (THA) comprises two main arms, the **Legislative Arm** and the **Executive Arm**, and **ten (10) divisions** with particular remits plus the Office of the Chief Secretary, which oversees the others. The Assembly was created by Act 37 of 1980 for “making better provision for the administration of Tobago and for matters therein.”

The aim of the Office of the Chief Secretary (OCS) is to provide exceptional and equitable service to all customers through the use of technology and a well trained professional workforce leading to the development of Tobago.

In this regards OCS is seeking competent and reliable security service providers to forcefully protect its buildings and assets on the island of Tobago on a twenty-four (24) hour basis for a period of **one (1) year in the first instance**. The OCS will conduct its procurement process in accordance with procurement best practice to ensure integrity, accountability, good governance, transparency and value for money.

2. SECURITY CONCERNS

The Office of Chief Secretary (OCS) has seen a drastic relaxing of security protocols throughout its various locations. The quality of security services once offered by security service providers have drastically deteriorated over the years. In a period of increasing threats and in the wake of Covid-19, security service providers are asked to be extra vigilant and to heighten the quality of services they provide. No longer will the Tobago House of Assembly accept mediocre services, which have the potential to expose both the staff and the Assembly’s properties at risk. In this regard, security providers **MUST** perform their services with the highest professional standards. As a condition of this tender, performance monitoring on service providers shall be conducted once every three (3) months.

3. PERFORMANCE APPRAISAL

All service providers shall be appraised every quarter in the following areas:

- a. Entry into property security protocols
- b. Exit from property protocols
- c. Customer services
- d. Logging of visitors
- e. Temperature monitoring
- f. Masks enforcement
- g. Sanitization enforcement
- h. Social Distancing
- i. Patrols
- j. Investigations when required
- k. Searches when required
- l. Deportment/Personality
- m. Enforcement of Code of Conduct
- n. Appearance

See Appendix A

Tenderers are kindly asked to read this RFP carefully and follow the instructions therein diligently. Failure to follow the instruction in this RFP shall result in the rejection of the tenderer's tender submission.

4. OCS LOCATIONS & SPEND LEVEL

(a) The following OCS locations, addresses and prequalification spend level are hereunder identified for Security Services:

	OFFICE	ADDRESS	SPEND LEVEL	Hours
1	Spring Garden Office Facility	Spring Garden Road, Scarborough, Tobago	501,000 – 1,000,000	24 Hrs
2	Administrative Complex Calder Hall	Calder Hall, Scarborough, Tobago	501,000 – 1,000,000	24 Hrs
3	Buccoo Integrated Facility	Buccoo <u>Point</u> Tobago	251,000 – 500,000	24 Hrs
4	Tobago Emergency Management Agency (TEMA)	Fairfield Complex, Scarborough Tobago;	251,000 – 500,000	24 Hrs
5	Chief Secretary's Residence	Quarters #25 Old Milford Road Lowlands, Tobago	101,000 – 250,000	24 Hrs
6	Shaw Park Cultural Complex	Shaw Park, Tobago	101,000 – 250,000	24 Hrs
7	HR Department - YTEPP	No. 31 Carrington Street Scarborough, Tobago	51,000 – 50,000	12 Hrs
8	Accounting Unit - UTC Building,	UTC Building, Scarborough, Main Street, Scarborough, Tobago	25,000 – 50,000	8 Hrs
9	Planning	PRDI Building, Main Street, Scarborough, Tobago	25,000 – 50,000	24 Hrs

Service Providers should ensure they are prequalified within the specific spend level before tendering for any location. Service providers who tenders for any location for which they are not prequalified and are not within the spend level shall be rejected out-rightly.

5. SCOPE OF WORKS - See **Appendix-B** for full scope of works

6. 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.

7. INSTRUCTIONS FOR TENDER SUBMISSION

- a. **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/prequalification 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. A cover letter introducing the security firm, its years in operations, approximate number of employees and its Directors is mandatory.

f. Service Providers are asked to submit the following information and in the following Order:

Each item should be tabbed.

1. Certificate of incorporation/Business registration (Mandatory)
2. Notice of Incorporation (***Mandatory***)
3. Notice of Directors if Incorporated (***Mandatory***)
4. Notice of Address (***Mandatory***)
5. VAT clearance Certificate no older than six (6) months (***Where applicable***)
6. VAT Non-Registered if not eligible for VAT (***Where applicable***)
7. BIR Clearance no older than six (6) months; (***Mandatory***)
8. NIS compliance certificate; (***Where applicable***)
9. Permission letter from the Ministry of National Security to operate a protective services agency, if providing armed services (***Mandatory***)
10. FUL license to use firearms (***if providing armed services***)
11. Service Provider's Employee's Code of Conduct (***Mandatory***)
12. Proof of Registration/Prequalification with the PCO-OCS (***Mandatory***)
13. Number of years Security Services provided on the Island of Tobago. (***Mandatory***).
14. Methodology (***Mandatory***)
15. Evidence of Service Provider's registered business address on the Island of Tobago (***Mandatory***)

16. At least three (3) letters of reference from reputable clients (past or current) on the provision of security services. (***Mandatory***)
17. Securities companies that are starting up for the first time should provide references from persons validating the character of the Managing Director/Owner. (***Mandatory***)
18. A statement certifying that the provider shall comply with the Scope of Works outlined in this tender document. (***Mandatory***)
19. Price proposal. VAT (where applicable) must be billed separately (***Mandatory***)
20. A statement certifying that the price proposed are valid for a period of at least ninety (90) days. (***Mandatory***)
21. Firms **MUST** also include pictures (real picture) of their security attire/uniform. (Mandatory)
22. 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 – (***if applicable***).
23. Name of Principal/Director/CEO/ with at least five (5+) years' experience, training/qualifications in security management. This must be evident by attached CV. (***Mandatory***)
24. Tenderers must sign the Covid-19 liability waiver (Mandatory) See **Appendix E**

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

8. METHODOLOGY

Service Providers are instructed to provide to the OCS a methodology of its security services. This means provision of steps it takes to ensure full coverage of security services irrespective of the terms of reference of scope of works provided by the OCS.

9. REQUESTS FOR ADDITIONAL INFORMATION

Bidders requiring a clarification of the bid documents **MUST** do so by contacting the Procurement Control Unit **ONLY** by sending email to the following email address: paul.duncan@tha.gov.tt . All queries should be addressed to:

Mr. Paul Duncan
Assistant Manager, Procurement
Procurement Control Office
Phone: 639-3421 Ext. 1022

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

10. TENDER BOX & LOCATION

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 LOCATIONS UNDER THE
OFFICE OF THE CHIEF SECRETARY (OCS) FOR A PERIOD OF ONE (1)
YEAR**

And deposited in the tender box located on the 1st floor of the Spring Garden Office Facility, Spring Garden Ext. Road, Scarborough, Tobago

Tender closes at 2:00 pm on December 16th, 2020.

Tenders shall be opened at 10:00 am January 11th, 2021 via Zoom. The Zoom link shall be emailed to all service providers who participated in this tender.

Tenderers **MUST** submit one (1) original and three (3) 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.

11. SITE VISITS

Site visit is not mandatory for this tender. However if a service provider desires to view the location prior to tendering, permission must be sought from:

Ms. Karen John-Prince
AO IV Property Management – OCS
Phone 1(868) 639-1296 Ext 5052

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

Site visits by participating tenderers are not mandatory.

12. TENDER RESTRICTION

This tender is restricted to security service providers having their registered address located on the island of Tobago. Providers are asked to provide the “Notice of Address” as proof of business address or copy of business registration certificate.

13. ELIGIBILITY

- a. Only tenderers whose business registration address is on the island of Tobago are eligible to participate in this tender.
- b. Only tenderers that are prequalified with the Procurement Control Office – OCS are allowed to participate in this tender proceeding.
- c. Service providers can only tender for locations for which they are prequalified in the specified spend level.

14. TENDER SUBMISSION CHECKLIST

NO	DETAILS	YES	NO	N/A
1	Certificate of incorporation/Business registration (<i>Mandatory</i>)			
2	Notice of Directors if Incorporated (<i>Mandatory</i>)			
3	Notice of Address (<i>Mandatory</i>)			
4	VAT clearance Certificate no older than six (6) months (<u>Where applicable</u>)			
5	VAT Non-Registered if not eligible for VAT (<i>Where applicable</i>)			
6	BIR (<i>Mandatory</i>)			
7	NIS compliance certificate. No older than 3 months (<i>Where applicable</i>)			
8	Evidence of Service Provider's registered business address on the Island of Tobago (<i>Mandatory</i>)			
9	Permission letter from the Ministry of National Security to operate a protective services agency, if providing armed services (<i>Mandatory</i>)			
10	FUL license to use firearms (<i>if providing armed services</i>)			
11	Service Provider's Employee's Code of Conduct (<i>Mandatory</i>)			
12	Proof of Registration/Prequalification with the PCO-OCS (<i>Mandatory</i>)			
13	Methodology (<i>Mandatory</i>)			

14	At least three (3) letters of reference from reputable clients (past or current) on the provision of security services or on the character of the Managing Director of a new security company (Mandatory).			
15	A statement certifying that the provider shall comply with the Scope of Works outlined in this tender document. (Mandatory)			
16	Price proposal. VAT (where applicable) must be billed separately (Mandatory)			
17	A statement certifying that the price proposed are valid for a period of at least ninety (90) days. (Mandatory)			
18	Firms MUST also include pictures (real picture) of their security attire/uniform. (Mandatory)			
19	Firms should also outline what training (if any) are afforded to security officers, whether internal or external	Internal	External	None
20	If external, please provide information on the trainer. Name of organization or Trainer/Contacts/Email Address.			
21	Tenderer signed and agreed that you have seen the sample Performance Appraisal in Appendix A (Mandatory)			
23	Tenderer signed and agreed that you have read and understood the scope of works in Appendix B (Mandatory)			
24	Tenderer filled, signed, stamped and submitted the Rate Submission Sheet in Appendix C (Mandatory)			
25	Tenderer filled, signed, stamped and submitted the Form of Tender in Appendix D (Mandatory)			
26	Tenderer signed and stamped the Covid-19 Liability Waiver in Appendix E (Mandatory) .			
27	Tenderer emailed acknowledging you have downloaded the RFP and intends to tender.			

15. CONDITIONS FOR AWARD

Tenderers who have not met more than 80% (19) of the mandatory requirements shall not be considered any further.

Tenderers shall be evaluated on their rate per hour and also on the quality of their methodology.

16. 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 Property Management Unit, Office of the Chief Secretary. OCS 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.

17. BID VALIDITY PERIOD

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

18. NO CONTRACTUAL OBLIGATIONS

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

19. LATE TENDERS

Late tenders will not be accepted under any circumstances. OCS 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.

20. 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.

21. CONFLICT OF INTEREST

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

22. ACKNOWLEDGEMENT

Interested parties must indicate by e-mail: paul.duncan@tha.gov.tt that they have downloaded the RFP and intends to tender. 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 OCS and their organization for correspondence and queries.

23. RIGHTS OF THE OCS

- (a) The OCS 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 OCS 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 OCS 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 OCS 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 OCS does not bind itself to accept the lowest or any offer or to reimburse proponents for any expenses incurred in bidding.

24. GOVERNING LAW

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

25. 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

SAMPLE PERFORMANCE APPRAISAL

PERIOD: From _____ to _____ **Location** _____

NAME OF SECURITY PROVIDER	ADDRESS			
AREAS OF PERFORMANCE	PERFORMANCE			
	Excellent	Very Good	Fair	Poor
Entry into property security protocols: Security measures adapted when customers or employee are entering THA's compound				
Exit from property protocols: Security measures employed for customers and employees leaving THA's compound				
Customer services: Degree of courteous customer services exhibited for both internal and external customers				
Logging-in of visitors: Degree to which customers to THA's compound are logged in to a station diary for contact tracing, information and other purposes				
Temperature monitoring: Degree to which security personnel ensure temperature checking of all persons entering THA's compound.				
Masks enforcement: Degree to which security personnel enforces the use of face masks by all persons entering THA's compound				
Sanitization Enforcement: Degree to which security personnel ensures hands are washed and sanitized before entering THA's compound.				
Patrols: Regularity or frequency of patrols of THA's compound by security personnel				
Deportment/Personality of security Personnel: Degree to which security officers carry about themselves/exhibit professionalism while on THA's compound.				
Attire/Appearance: Cleanness, neatness, professional appearance of Officers				

Enforcement of Code of conduct: Enforcement of code of conduct by all internal and external customers while on THA's compound.				
Respectfulness: Degree of respectfulness exhibited by security personnel.				
General Comments				
Recommendations				

APPENDIX B

SCOPE OF WORKS

- 1) Provide surveillance of all persons entering and exiting OCS buildings
- 2) Sign in and sign out ALL visitors in the Visitors' Log.
- 3) Place a phone call to the office/person announcing the visitor
- 4) Issue visitor identification badges
- 5) Ensure politeness, courteous, respect and excellent customer service
- 6) Being helpful and providing assistance where needed to the general public
- 7) Inspect packages, briefcases, purses, duffel bags and other items being brought into or being removed from OCS premises.
- 8) Conduct body searches where necessary
- 9) Conduct periodic patrols inside and outside the buildings; at least four (4) times per day on compound and also twice inside the buildings.
- 10) Deter and report unauthorized personnel or vehicular entry to OCS facilities
- 11) Endeavor to prevent the occurrence of fires, explosions, collapses and other catastrophes.
- 12) Summon the appropriate response agencies and then notify OCS in accordance with applicable and standing orders and policies.
- 13) Assist in minimizing the effects thereof; and assist in restoring the area to a safe condition
- 14) Safeguard and deter the commission of crimes against persons and property.
- 15) Summon the appropriate response forces and assist those response forces as required
- 16) Respond to and investigate all smoke and fire alarm conditions and any other indications of suspicious activities within assigned areas
- 17) Maintain the scene of an incident or crime to protect evidence in accordance with established procedures
- 18) Accompany staff after dark to their vehicles, when requested
- 19) Provide key and lock support to include locking and unlocking main entrances/exits

- 20) 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
- 21) Report daily to OCS 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)
- 22) 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
- 23) 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.
- 24) 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.
- 25) Assist in directing traffic; controlling and monitoring admittances to OCS parking areas.
- 26) 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.
- 27) Receive and safely store lost and found articles pending return to owner or for appropriate disposal of, in accordance with procedure issued by OCS
- 28) Contact emergency services as required
- 29) 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 OCS, its employees, property, and the general public lawfully in buildings or on property under the control of the OCS consistent with security force training and equipment so as not to endanger persons and property
- 30) Answer telephone calls promptly at all guard posts with courtesy

- 31) Be helpful and, within reason, provide information or services requested.
- 32) Provide armed security for the cashier's cage in the Accounts Department
- 33) Provide intrusion and fire alarm monitoring and response
- 34) Deter and report violations of OCS regulations
- 35) Secure all company vehicles on OCS facilities compound
- 36) Any other area which poses a security threat in and around OCS employees, visitors, properties and plant and equipment.
- 37) Stop all vehicles entering OCS compound and make the necessary inquiries to ensure legitimate entrance.
- 38) Monitor car park to ensure proper parking instructions/regulations. Also ensuring reserved and employee parking spots are not infringed.
- 39) Ensuring parking designated for the differently abled community remain free for disabled persons.
- 40) 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 OCS pursuant to the provisions of the OSH Act of Trinidad and Tobago.
- 41) Assist external customers where necessary by opening/closing doors, helping the elderly to gain safe entry and exit from OCS offices and helping disabled and differently abled customers where needed.
- 42) Assisting staff that may be injured or have fallen sick and fainted by alerting the necessary relevant authorities.
- 43) 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.
- 44) Enforce Ministry of Health Covid-19 protocols, namely: Social distancing, hand washing, sanitizing, temperature checking.

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APPENDIX C

RATES SUBMISSION SHEET

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

<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>
A	<u>Spring Garden Office Facility</u>				
1	One (1) Baton officer				
2	One (1) precepted unarmed officer				
3	One (1) Armed Estate Constable				
4	Total - 3				
B	<u>Administrative Complex Calder Hall</u>				
1	One (1) Baton officer				
	Total - 1				
C	<u>Accounting Unit - UTC Building, Scarborough</u>				
1	One (1) Baton officer				
	Total - 1				
D	<u>Planning</u>				
1	One (1) Baton officer				
	Total - 1				

Item	<u>Location</u>	<u>Rate per hr</u>	<u>Rate per day</u>	<u>Rate per month</u>	<u>Rate per year</u>
E	<u>Tobago Emergency Management Agency (TEMA)</u>				
1	One (1) Baton officer				
2	One (1) Armed Estate Constable				
	Total - 2				
F	<u>Chief Secretary's Residence</u>				
1	One (1) Baton officer				
2	One (1) Armed Estate Constable				
	Total - 2				
G	<u>Buccoo Integrated Facility</u>				
1	Three (3) Baton officer				
2	One (1) Corporal				
	Total - 4				
H	<u>Smithfield Plaza</u>				
1	One (1) Baton officer				
2	One (1) Armed Estate Constable				
	Total - 2				

Item	<u>Location</u>	<u>Rate per hr</u>	<u>Rate per day</u>	<u>Rate per month</u>	<u>Rate per year</u>
I	HR Department -YTEPP				
1	One (1) Baton officer				
	Total - 1				
J	Shaw Park Cultural Complex				
1	Two (2) Baton officer				
2	Total - 2				
H	SUB TOTAL				
I	Value Added Tax (12.5%)				
J	<u>GRAND TOTAL</u>				

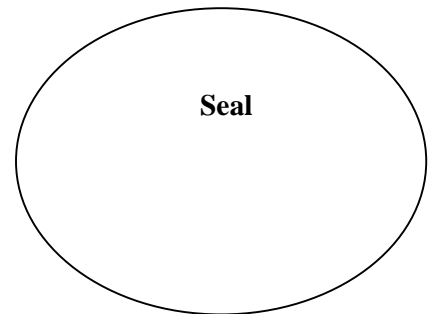
Dated this day of2018

.....

NAME (PRINT)
Authorized Representative

.....

Signature



Seal

APPENDIX D

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.

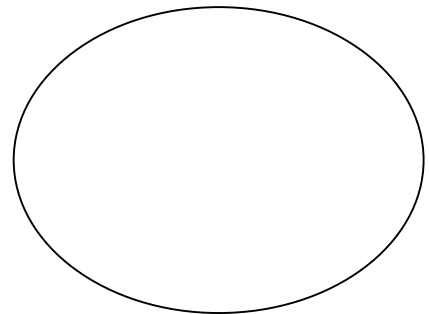
Dated this.....day of..... 20.....

.....
Signature

In the capacity of

Duly authorized to sign Tender for and on behalf of

.....
.....



Seal

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APPENDIX E

COVID-19 LIABILITY WAIVER

I acknowledge the contagious nature of the Coronavirus/COVID-19 and that the Ministry of Health still recommends practicing social distancing. I further acknowledge that the Office of Chief Secretary (OCS) has put in place preventative measures to reduce the spread of the Coronavirus/COVID-19.

I further acknowledge that the Office of Chief Secretary (OCS) cannot guarantee that I will not become infected with the Coronavirus/COVID-19. I understand that the risk of becoming exposed to and/or infected by the Coronavirus/COVID-19 may result from the actions, omissions, or negligence of myself and others, including, but not limited to other staff, customers and visitors to the facilities.

I acknowledge that I must comply with all set procedures as set out by the Ministry of Health to reduce the spread of the Coronavirus/ COVID-19 while my staff is performing janitorial duties at the facilities.

I hereby declare that:

- I am not experiencing any symptoms of illness such as cough, shortness of breath or difficulty breathing, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell.
- I have not travelled internationally within the last 14 days.
- I have not traveled to a highly impacted area within the United States of America in the last 14 days.
- I do not believe I have been exposed to someone with a suspected and/or confirmed case of the Coronavirus/COVID-19.
- I have not been diagnosed with Coronavirus/COVID-19 nor have I ever been quarantined as suspected with the virus.

- I am following all the Ministry of Health's recommended guidelines as much as possible and limiting my exposure practicing social distancing as far as possible.

I do hereby release and agree to the Office of Chief Secretary (OCS) harmless from, and waive on behalf of myself, my staff and any personal representatives any and all causes of actions, claims, demands, damages, costs, expenses and compensation for damages or loss to myself and/or property that may be caused by any act, or failure to act or that may otherwise arise in any way in connection with any activities at the facilities. I understand that this waiver discharges OCS from any liability or claim that I, my staff or any personal representative may have against OCS with respect to any bodily injury, illness, death, medical treatment, or property damage that may arise from, or in connection to, any activities at the Centres.

Date: _____

Name of Director: (BLOCK) _____

Signature: _____

STAMP