



**TOBAGO HOUSE OF ASSEMBLY**  
**Division of Food Production, Forestry and Fisheries**  
**Shirvan Administrative Complex, Shirvan Road**  
**Shirvan, Tobago**  
**TEL# (868) 639-5994/2234, 660-7152**  
**FAX (868) 639-1746**

**INVITATION TO TENDER**  
**FOR**  
**PROVISION OF VARIOUS SERVICES**  
**PROVIDERS FOR**  
**DIVISION OF FOOD PRODUCTION,**  
**FORESTRY AND FISHERIES**  
**For**  
**A one (1) year period effective from 1<sup>st</sup>**  
**August 2021**

**DFPFF 2020/21-0002**

**This page is left intentionally blank**

## **TABLE OF CONTENTS**

1. <a href="#"><u>BACKGROUND INFORMATION</u></a> .....	5
2. <a href="#"><u>SCOPE OF WORKS</u></a> .....	5
3. <a href="#"><u>FORMAT OF TENDERS</u></a> .....	5
4. <a href="#"><u>TENDER SUBMISSION INSTRUCTIONS</u></a> .....	6
5. <a href="#"><u>EVALUATION CRITERIA</u></a> .....	8
6. <a href="#"><u>WAIVER</u></a> .....	9
7. <a href="#"><u>METHODOLOGY</u></a> .....	10
8. <a href="#"><u>REQUESTS FOR ADDITIONAL INFORMATION</u></a> .....	11
9. <a href="#"><u>TERMS OF PAYMENT</u></a> .....	11
10. <a href="#"><u>BID VALIDITY PERIOD</u></a> .....	11
11. <a href="#"><u>CONTRACTUAL OBLIGATIONS</u></a> .....	11
12. <a href="#"><u>INDEMNITY</u></a> .....	12
13. <a href="#"><u>LATE TENDERS</u></a> .....	12
14. <a href="#"><u>NO CLAIM FOR COMPENSATION</u></a> .....	12
15. <a href="#"><u>CONFLICT OF INTEREST</u></a> .....	12
16. <a href="#"><u>CANCELLATION</u></a> .....	12
17. <a href="#"><u>RIGHTS OF THE DIVISION</u></a> .....	12
18. <a href="#"><u>GOVERNING LAW</u></a> .....	13
<a href="#"><u>SCHEDULE I</u></a> .....	14
<a href="#"><u>Scope of Works</u></a> .....	14
<a href="#"><u>SCHEDULE II</u></a> .....	57
<a href="#"><u>Form of Tender</u></a> .....	57
<a href="#"><u>SCHEDULE III (a)</u></a> .....	58
<a href="#"><u>Statutory Declaration (Private Company)</u></a> .....	58
<a href="#"><u>SCHEDULE III (b)</u></a> .....	60
<a href="#"><u>Statutory Declaration (Private Individual)</u></a> .....	60

**This page is left intentionally blank**

## **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 aim of this Division, the Division of Food Production, Forestry and Fisheries (DFPFF) is to provide exceptional and equitable service to all employees and customers through the use of technology and a well trained professional workforce leading to the development of Tobago.

In this regards, Division of Food Production Forestry and Fisheries (DFPFF) is seeking competent and reliable **Security Service Providers; both Armed and Unarmed, Janitorial Services, Hygienic Janitorial, Waste Removal, Pest Control, Refrigeration Maintenance (freezers, ice machines and chillers) and AC (Split Unit) Maintenance** at various department though out the Division.

The Division of Food Production Forestry and Fisheries will conduct its procurement process in accordance with procurement best practice to ensure integrity, accountability, good governance, transparency, value for money and fairness.

## **2. SCOPE OF WORKS**

See **Appendix A** for full scope of works. Supplemental scope of works shall be discussed with the successful Tenderer in order to properly manage the scope of services.

## **3. ELIGIBILITY**

Tenderers are allowed to bid on a maximum of three (3) of the identified lots.

This tender is restricted to domicile service providers in Tobago. Tenderers who had pervious or current contract(s) with the Division must submit their performance appraisal

from the Division in their tender submission package. Tenderers who had or have contracts from the Division and did not submit their performance appraisal from the Division, will be rejected.

- (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.

#### **4. TENDER SUBMISSION INSTRUCTIONS**

Tenderers are to submit in a neatly binded and tabbed order the following –

- (a) Business registration or Certificate of Incorporation, Notice of Directors, Notice of Registered Address and a Recent Utility Bill
- (b) Valid VAT, NIS and BIR Compliance Certificates (valid as at the date of submission)
- (c) Firearm user License where applicable
- (d) Evidence of past experience to at least 40% of the price proposed in this tender LOT selected. Evidence shall be in the form of signed contracts/letters of award or purchase orders within the past five (5) years. Signed contracts operating concurrently shall be taken into account to determine capacity. Where any signed contract is submitted from a private individual or a private company it must be annexed to the statutory declaration (Schedule III). The statutory declaration must be from the client and not the Tenderer.
- (e) Evidence of access to or availability of credit facilities by the Tenderer's bank and or a recognized financial institution. The letter must give a range of finances available to tenderer.
- (f) Tenders who are bidding for LOT # (septic cleaning) must provide proof of ownership and insurance of pump truck ei certified copy of truck, receipt and up-to-date insurance coverage.

(g) Workmen's Compensation and Public Liability insurance certificates

(h) Price Submissions (See Schedule II)

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

**DDFPFF 2020/21 - 0002 - Invitation to Tender for the Provision of Various Service Providers for DFPFF**

**The Administrator  
Division of Food Production, Forestry and fisheries  
Shirvan Administrative Complex,  
Shirvan road, Shirvan  
Tobago**

And deposited in the tender box located on -

**The Procurement Unit  
2<sup>nd</sup> Floor,  
Shirvan Administrative Complex,  
Shirvan Road, Shirvan  
Tobago**

**On or before 7<sup>th</sup> July 2020 at 1:30pm**

**Tenders shall be opened shortly thereafter**

Tenderers **MUST** submit one (1) original and four (4) copies of their bids in only **one (1) envelope**. Therefore the Division does not expect to see five (5) separate envelopes from any one (1) tenderer.

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

## 5. EVALUATION CRITERIA

Tenderers who have not submitted all mandatory requirements shall not be considered further for the award criteria.

<b>Criteria</b>	<b>Score</b>
Presentation Ensure that bid package in neatly labelled and presented with a clearly defined table of contents	Mandatory
Firm is in compliance with VAT, NIS and Income Tax laws	Mandatory
Tender submission is presented in manner specified by this Invitation	Mandatory
Firm is not subject to any investigation for fraud, money laundering, terrorist financing etc.	Mandatory
Financial capacity to undertake contract 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).	Mandatory
Experience in the supply of similar service as those proposed in this tender in two (2) contracts from two (2) different agencies with evidence of a contractor letter of awrads.	Mandatory
Bidders for each Lot selected must provide a detailed methodology which include a schedule of works, resources (human and equipment) allocated to works, health and safety plan which enforces the covid- 19 regulation out lined by the Ministry of Health.). For Bidders who are tendering for janitorial, hygienic janitorial and waste removals must include the spec-sheet of the chemical you intend to use in the facility. Bidders are also expected state your disposal process	Mandatory



## 6. AWARD CRITERIA

<p><b>Experience</b></p> <p>Experience in the supply of similar service as those proposed in this tender in two (2) contracts or 2 letter of award not more than 6 years old.</p>	<p>25%</p>
<p><b>Methodology</b></p> <p>Bidders for each Lot selected must provide a detailed methodology which include a schedule of works, resources (human and equipment) allocated to works, health and safety plan which enforces the covid- 19 regulation outlined by the Ministry of Health.). For Bidders who are tendering for janitorial, hygienic janitorial and waste removals must include the spec-sheet of the chemical you intend to use in the facility. Bidders are also expected state your disposal process.</p>	<p>30%</p>
<p><b>Financial capacity</b></p> <p>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).</p>	<p>5%</p>
<p><b>Price</b></p> <p>Bidders must submit their price/cost break down structure (attached) and be mindful to separate the cost of VAT separately</p>	<p>40%</p>
<p><b>Total</b></p>	<p><b>100</b></p>

Price score will be calculated as follows –  $\text{Lowest Tender Price} / \text{Tenderers Price} \times 40\%$   
Total Score = technical score + price score

Abnormally low bids notwithstanding its Price score shall be summarily rejected.

## **7. WAIVER**

The Division retains a separate right to waive irregularities in the tender submission if in the Division's discretion such irregularities are of a minor technical nature or relate to defects or if it is in the best interest of the THA to do so.

Where documents submitted by the tenderer are materially and patently incomplete or inaccurate, the Division is not obligated to but has the discretion to request that the incomplete or inaccurate document be remedied by the tenderer within three (3) days of a request being made by the Division.

Where any statutory document and or insurance certificates are not up to date or absent, the Division may exercise a discretion to permit the tenderer to provide same within a reasonable time period of being requested to do so by the Division.

The Division retains a general right to relax or waive any of the tender requirements, whether it be material or not, so long as waiving such requirement is not unfair to any tenderer who "but for" the waiver, would have submitted a different offer and shall not be prejudicial for any tenderer.

## **8. METHODOLOGY**

Bidders for each Lot selected must provide a detailed methodology which include a schedule of works, resources (human and equipment) allocated to works, health and safety plan which enforces the covid- 19 regulation out lined by the Ministry of Health.). For Bidders who are tendering for janitorial, hygienic janitorial and waste removals must include the spec-sheet of the chemical you intend to use in the facility. Bidders are also expected state your disposal process. Not more than 3 pages (both sides)

## **9. REQUESTS FOR ADDITIONAL INFORMATION**

Bidders requiring a clarification of the bid documents **MUST** do so by contacting the **Procurement Unit DFPFF** by sending email to the following email address: [lizanne.greenidge@gov.tt](mailto:lizanne.greenidge@gov.tt)

All queries should be addressed to:

**PROCUREMENT UNIT**  
**Supervisor, Public Procurement**  
**Division of Food Production Forestry and Fisheries (DFPFF)**

Replies to any request for clarification or additional information shall be circulated to all parties participating in this tender process and posted on the procurement control office's portal of the THA – [pco.tha.gov.tt](http://pco.tha.gov.tt) Tenderers are required to monitor the website hereinbefore referred for any updates, clarifications etc. that may be issued.

## **10. TERMS OF PAYMENT**

The successful supplier shall be paid upon the submission of monthly invoices. Payment shall generally be made within thirty (30) days of the submission of the invoice to the Administrator, Division of Food Production Forestry and Fisheries.

## **11. BID VALIDITY PERIOD**

Bids shall be valid for a period of at least one Hundred and Twenty (120) days. All tenderers must provide a statement certifying same, said statement to be found in the tender submission form.

## **12. CONTRACTUAL OBLIGATIONS**

This is an Invitation to Tender. No contractual obligations will arise between the Division and any bidder until and unless the Division and a bidder enters into a formal, written contract for the bidder to provide the services contemplated in this Tender Document. This tender provides for contracts to be awarded to one or more tenderers based on either one (1) location or a number of locations. Further the Division is not obligated to award

contracts for all locations and reserves the right to award contracts for any combination of locations.

### **13. INDEMNITY**

Tenderers must commit to indemnify the THA, its employees, agents and or servants, or other lawful invitees on the THA 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.

### **14. LATE TENDERS**

Late tenders will not be accepted under any circumstances. The Division 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.

### **15. 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.

### **16. CONFLICT OF INTEREST**

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

### **17. CANCELLATION**

The Division reserves the right to cancel this Tender if it is in the best interest of the THA to do so, without defraying any expenditure incurred by the Tenderer.

### **18. RIGHTS OF THE DIVISION**

- (a) The Division 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 Division 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 Division 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 Division 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 Division 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.

**SCHEDULE I**  
Scope of Works

**Lot 1**

**Janitorial Services Forestry**

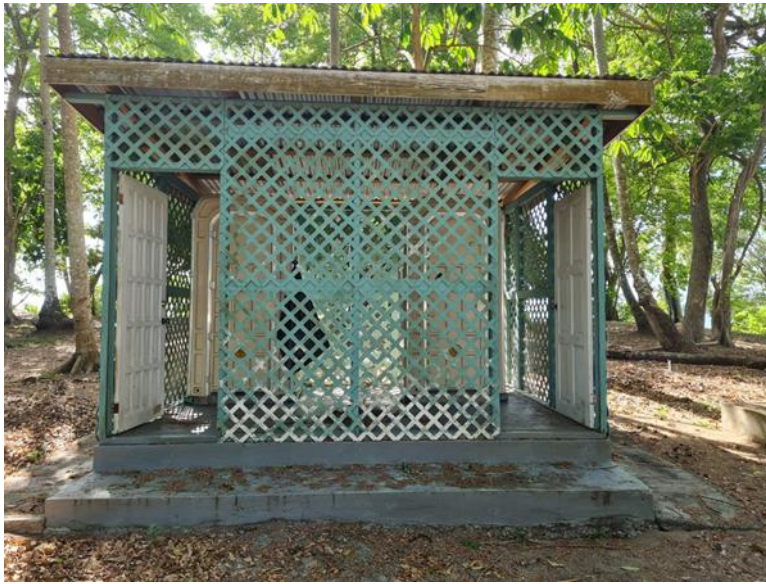
<b>Name of Facility</b>	<b>Service</b>	<b>Location</b>	<b>Hours</b>
Courland Heritage Park	Cleaning to be done once per day.	Courland Heritage Park	Mon - Fri
	Cleaning to be done twice per day.		Sat, Sun and public holidays
	Cleaning of toilets and sinks.		
	Sweeping and mopping out toilets daily.		
	Ensuring toilet always have tissue and liquid hand soaps.		

**GENERAL SCOPE OF WORKS**

- Empty waste Receptacles and remove all trash to designated disposal area. Procure and supply fresh liners for waste receptacles. Fill all supply dispensers – towels, toilet paper, soap, garbage bags etc.
- Dust, mop all hard and resilient floors.
- Spot clean walls, light switches, and doors.
- Spot clean restroom walls, mirrors, light switches, and doors.
- Sweep and wet mop using a disinfecting cleaner.
- Clean all fixtures, commodes, washbasins and waste receptacles using a disinfecting cleaner.
- Spot clean other surfaces and remove any graffiti present.
- Damp wipe the full surface area of all stall partitions, doors, frames and waste receptacles using a disinfecting, deodorizing cleaner.
- Clean all mirrors.
- Dust ventilation louvers in restroom doors.
- Remove scale from the fixtures, commodes, and washbasins.
- Check floor drains for sewer flies and odor and treat as needed.
- Clean hard surfaces of all furniture and brush or vacuum upholstered furniture.
- Clean all interior doors and partition glass.

- Damp mop and shine all hard and resilient flooring, ceramic tile flooring and baseboard.
- Dust all unobstructed desks.
- Remove cobwebs.
- Wet mop floor surface.
- Ensure all covid-19 protocol are followed.

Please note the contractor will be responsible for the maintenance of the toilet facilities within the park, which occupies approximately 205 sq/ft of floor space, which includes the walk way around the toilet facilities. The contractor is also responsible for procuring and installing of soap dispenser, a suitable waste bin, paper towel dispenser with lock and toilet paper (9 inch) roll dispenser with locks. A Picture of the facility is inserted below.



- **NO SITE VISIT**

**Lot 2**

**Security Service**

<b>Security Service Unarmed</b>	<b>Location</b>	<b>Name of Facility</b>	<b>Hours</b>
1 Unarmed guard	Scarborough Tobago	Botanic Station	12:00 pm – 6:00 am
1 Unarmed guard 1 Unarmed guard	Bloody Bay Tobago	Bloody Bay Rest Stop	6:00 am – 6:00 pm 6:00 pm – 6:00 am
1 Unarmed Guard 1 Unarmed Guard 1 K-9 Guard	Goldsborough Tobago	Food Crop- Lure Estate	3:00 pm – 7:00 am 7:00 am – 3:00 pm 3:00 pm – 7:00 am
1 Unarmed guard (baton)	Blenheim Tobago	Blenheim Sheep Multiplication & Research Project, Studley Park site	6:00pm - 6:00am (Mon-Fri)
1 Unarmed guard (baton)			3:00pm(Fri) – 7:00 am (Sat)
1 Unarmed guard (baton)			3:00 pm (Sat) – 6:00 am (Sun)
1 Unarmed guard (baton)			3:00 pm (Sun) – 6:00 am (Mon)
1 Unarmed guard (baton)	Runnemedede Tobago	Runnemedede Breeding Unit	6:00 pm – 6:00 am (Mon-Fri)
1 Unarmed guard (baton)			3:00pm(Fri) – 7:00 am (Sat)
1 Unarmed guard (baton)			3:00 pm (Sat) – 6:00 am weekend (Sun)
1 Unarmed guard (baton)			3:00 pm (Sun) – 6:00 am (Mon)
1 Unarmed guard (baton)	Louis D’or Tobago	Louis D’or Demonstration	6:00 am – 6:00 pm daily
2 Unarmed guard (baton)			6:00 pm – 6:00 am daily
1 Unarmed guard	Goldsborough Tobago	Plant Tissue Culture lab	6:00 am – 6:00 pm daily
1 Unarmed guard			6:00 pm – 6:00 am daily

**GENERAL LISTING OF SCOPE OF WORKS**

- To prevent unauthorized equipment and material from being brought into the area.
- To protect personnel, property and information within a given area (to be determined prior to commencement of the service.
- To record incidents and reports in the various security logs and registers.



- To monitor the building environs and identify any potential problems at the facility.
- To ensure safety of keys under Security's control.
- To maintain in proper order the key register (movement of keys etc.).
- To ensure that keys are not given/handed out to persons who are not authorized to collect same.
- To take responsibility for evacuation of facility's population to a safe predetermined point in the event of any emergency such as bomb scare, fire and other natural disasters, etc.
- To establish and maintain close liaison with the Police Department, Fire Services Department, Red Cross, etc.
- That the security officers are alert at all times.
- That the various functions agreed to are carried out in a vigilant manner.
- To take responsibility for items gone missing during the time service was provided.
- To record entry of all authorized persons onto the premises outside of normal working hours.
- To conduct regular patrol of the premises during the time of service.
- Ensure all covid-19 protocols are followed.
- **NO SITE VISIT**

### Lot 3 Security Service

<b>Security Service Armed</b>	<b>Location</b>	<b>Name of Facility</b>	<b>Hours</b>
1 Armed 1 Unarmed guard (baton)	Shaw Park Tobago	Tractor Pool	6:00 pm – 6:00 am 6:00 am – 6:00 pm
1 Armed	Louis D’or Tobago	Louis D’or Nurseries	8:00 am – 4:00 pm
1 Armed Guard 1 Unarmed Guard 1 Unarmed Guard	Kendal Tobago	Kendal Farm School	6:00 pm – 6:00 am 6:00 pm – 6:00 am 6:00 am – 6:00 pm
1 Armed 1 Unarmed (baton) Cash Pickup	TADCO Compound, Shaw Park, Tobago	Station 1 (main office)	(Mon-Fri)6:00 am – 6:00 pm (Mon-Fri)6:00 am – 6:00 pm Daily ( Mon-Fri)
1 Armed 1 Unarmed (baton)	Louis D’or Tobago	Louis D’or Processing Unit	Mon-Fri 6:45 – 4:15
1 Armed 1 Unarmed (baton)	Shaw Park Tobago	Abattoir	Mon-Fri 6:00 am – 4:00 pm
1 Armed 1 Unarmed (baton)	Scarborough Tobago	Market	Mon-Thurs 6 am – 6 pm Fri-Sat 5 am – 6 pm Sun 8 am – 1pm
1 Unarmed (baton)	Shaw Park Tobago	Packing House	Every day, 6:00am – 4:00pm
1 Armed Guard (at cashier) 1 K-9 Guard 2 Unarmed Guard (baton)	Hope Village Tobago	Government Stock Farm	6:00 am – 4:00 pm (Mon – Fri)  6:00 pm – 6:00 am 6:00 am – 6:00 pm

### GENERAL LISTING OF SCOPE OF WORKS

- To prevent unauthorized equipment and material from being brought into the area.
- To protect personnel, property and information within a given area (to be determined prior to commencement of the service.
- To record incidents and reports in the various security logs and registers.
- To monitor the building environs and identify any potential problems at the facility.
- To ensure safety of keys under Security’s control.

- To maintain in proper order the key register (movement of keys etc.).
- To ensure that keys are not given/handed out to persons who are not authorized to collect same.
- To take responsibility for evacuation of facility's population to a safe predetermined point in the event of any emergency such as bomb scare, fire and other natural disasters, etc.
- To establish and maintain close liaison with the Police Department, Fire Services Department, Red Cross, etc.
- That the security officers are alert at all times.
- That the various functions agreed to are carried out in a vigilant manner.
- To take responsibility for items gone missing during the time service was provided.
- To record entry of all authorized persons onto the premises outside of normal working hours.
- To conduct regular patrol of the premises during the time of service.
- Ensure all covid-19 protocols are followed.
- **NO SITE VISIT**

## **Lot 4**

### **Waste Removal**

<b><u>Name of Facility</u></b>	<b><u>Service</u></b>	<b><u>Location</u></b>	<b><u>Hours</u></b>
Loius D'or Processing Unit	Biannually septic cleaning	Louis D'or Tobago.	Monday to Friday 8am – 4pm
Scarborough Abattoir	Biannually Cleaning and servicing of waste water treatment plant,	Shaw Park Tobago	Monday to Friday 8am – 4pm
Scarborough Market	Biannually Catch pit in the area of Food Court. Biannual	Scarborough Tobago	Monday to Friday 8am – 4pm

1. Louis D'or Processing Unit the biannual waste removal/septic cleaning would involve the pulling and disposal of waste from the septic tank located on the compound. Before the day of cleaning the contractor must notify the Department, so that the necessary personnel measure would be put in place. General sanitation of the area around septic tank after the pulling of waste.
2. Scarborough Market the biannual waste removal/ catch pit cleaning would involve the pulling and disposal of waste from the area in front the food court and fish market located in the Scarborough Market. The process would include lifting concrete slab covering on the surface of the ground, then placing the suction hose to pull waste from greaseproof trap located lower down inside catch pit. After actual cleaning, the area is expected to sanitize using the relevant food grade cleaning agents.
3. Scarborough Abattoir Cleaning and servicing of waste water treatment plant, Biannual. The contractor is expected pull water out of tanks when and if necessary, would not be needed at all times. Would be expected to do routine checks, which would include process tanks to see if aeration is taking place, blower control panels for lights are on, blowers cycles are running as it should, check liquor in process tanks to ensure that all eight diffusers are functioning properly and check UV to ensure that is functioning as it should.

## **4. NO SITE VISIT**

## Lot 5

### Waste Disposal Marketing

<b>Name of Facility</b>	<b>Service</b>	<b>requirements</b>	<b>Location</b>	<b>Hours</b>
Scarborough Abattoir	Removal of waste and replacing bins. Both Animal parts, offal and dry waste	7 – 1000l (for Offal) & 2- 70l hard plastic bins (for dry waste)	Shaw Park Tobago	Removal Four days per week Tues, Wed, Thurs & Fri
Scarborough Market	Removal of dry and wet waste, including animal waste and animal parts	3 – Refuse bins	Scarborough Tobago	Every day, once per day. Monday to Wednesday at 6:00 am in the Morning. Thursday to Sunday 6.30 pm in the evening.
Packing House	Removal of waste, including vegetables, root crops and replacing bins	2 – 70l hard plastic Bins	Shaw Park Tobago	Four days per week Tues, Wed, Thurs & Fri
Marketing Main Office (meat room)	Dumps and shavings from actual cutting and processing meats		Shaw Park Tobago	One day per week, every Thursday

Contractors are required to provide all bin requested. The actual **waste disposal** at all the facilities mentioned above would entail provision of heavy duty waste bins with appropriate covers (sizes specific to facility) for collection of animal, vegetable, root crop, fish and normal garbage waste, generated from the daily added value processes at each facility. Cleaning and sanitization of all waste bins inside and outside, also a six feet perimeter around the bins. In the case of refuse area at the Market regular

sanitization at least four times a week in of washing down the area. The use of bleach, detergent and other food grade cleaning agents must be used for the removal of bloody water and vegetable stains that will encourage pathogens and pests. Daily replacement of collection bins is a must and in the Market depending on the time of the year it might be twice per day, depending on the waste generated. The full removal of dead animal waste, animal parts (offal), vegetable (spoilt), root crops (rotting) and other organic waste material from these facilities would be expected at the scheduled times. If the service provider has a breakdown for whatever reason, alternative arrangements must be put in place by them for removal of waste.

**NO SITE VISIT**

## **Lot 6**

### **Pest Control Marketing**

<b>Name Of Facility</b>	<b>Service</b>	<b>Location</b>	<b>Hours</b>
Louis D'or Processing Unit	Twice monthly	Louis D'or Tobago	Anytime during the hours 8am to 3 pm.
Scarborough Abattoir	Once monthly	Shaw Park Tobago	
Scarborough Market	Once weekly Twice monthly	Scarborough Tobago	
Packing House	Twice monthly	Shaw Park Tobago	
Station 1, main office	Once monthly	TADCO compound Tobago	
Farmers/ wholesale Market		Orange Hill, Shaw Park	

### **GENERAL SCOPE OF WORKS**

The Company undertakes to apply a minimum of three inspection treatments to each of the Facility per quarter, but may apply additional treatments if it becomes necessary to do so for the acceptable control of the target pests and successful completion of the contract services.

The target pest include ants, cockroaches, rodents and any other pest relevant to the specific facility.

Bait, traps and other food safe methods of pest control. The target pests include ants, cockroaches, rodents (rats and mice), bats, birds including wild fowls, stray cats and any other pest relevant to the specific facility. Eradication and control of these pest must always be done with knowledge that all the facilities deal with food commodities.

Intermediate inspections of traps and bait and pest control effectiveness for the Rats, Mice, Ants, Cockroaches, Flies, Ticks wild fowls, bats , Fleas, Silverfish, Spiders, Mosquitos and Bed Bugs lities at the frequency mentioned above, with any special service when necessary.

Recommend refill CYCLE of (raps weekly, bimonthly and monthly) for the facilities as identified above. Treatments would be done as per identified schedules, but may apply additional treatments if it becomes necessary to do so for the acceptable control of the target pests and successful completion of the contract services.

**NO SITE VISIT**

## Lot 7

### Hygienic Janitorial Services (Sanitary bins) Marketing

Name of Facility	Service	Location	Hours	Station Requirements
Marketing Department Station 1	Twice a month.	TADCO compound Tobago	Anytime between 8am to 3pm	2 (touch free)
Scarborough Abattoir	Once a month	Shaw Park Tobago		2 (touch free)
Scarborough Market	Bi-Weekly	Scarborough Tobago		10 (touch free)
Louis D'or Processing	Twice a month	Louis D'or Tobago		2 (touch free)
Packing House	Twice a month	Shaw Park Tobago		2 (touch free)

- Cycle for clearing of bins as mentioned above, however in the Scarborough Market in the public female washrooms, there would be times that require changing more often than bi- weekly.
- **NO SITE VISIT**



## Lot 8

### Air Conditioning Maintenance

<b>Name of Facility</b>	<b>Location</b>	<b>Service</b>	<b>Hours</b>	<b>Amount of Unit</b>
Louis D'or Processing Unit	Louis D'or Tobago	Quarterly service of AC units	As recommended, in the case of breakdowns be on call.	one five (5) ton unit and four (4) BTU 24000
Scarborough Abattoir	Shaw Park Tobago			Three (3) BTU 2400
Scarborough Market	Scarborough Tobago			Four (4) main Ducting and Venting Systems
Marketing Department Station 1	TADCO Compound Tobago			Twelve (12) units, one five (5) ton, and eleven (11) BTU2400
Packinghouse	Old Milford road, Shaw Park.			Three five (5) ton units and three (3) BTU 24000
Farmers/wholesale Market	Orange Hill, Shaw Park			twenty four (24) BTU 24000

### GENERAL SCOPE OF WORKS

Routine maintenance and servicing of air-conditioning units to be done quarterly at the Facilities.

- **NO SITE VISIT**

**Lot 9**

**GENERAL LISTING OF SCOPE OF WORKS**

<b>Security Services Unarmed</b>	<b>Service</b>	<b>Name of Facility</b>	<b>Location</b>	<b>Hours</b>
2 Unarmed (baton) for each facility		Charlottesville fish Facility	Charlottesville	6.00am-6.00pm 6 p.m. to 6 a.m.
		Roxborough Fish Facility	Roxborough Tobago	6.00am-6.00pm 6 p.m. to 6 a.m.
		Barbados Bay Fish Facility	Studley Park Tobago	6.00am-6.00pm 6 p.m. to 6 a.m.
		Scarborough Fish Facility	Scarborough Tobago	6.00am-6.00pm 6 p.m. to 6 a.m.
		Belle Garden Fish Facility	Belle Garden Tobago	6.00am-6.00pm 6 p.m. to 6 a.m.
		Castara Fish Facility	Castara Tobago	6.00am-6.00pm 6 p.m. to 6 a.m.

- To prevent unauthorized equipment and material from being brought into the area.
- To protect personnel, property and information within a given area (to be determined prior to commencement of the service).
- To record incidents and reports in the various security logs and registers.
- To monitor the building environs and identify any potential problems at the facility.
- To ensure safety of keys under Security's control.
- To maintain in proper order the key register (movement of keys etc.).
- To ensure that keys are not given/handed out to persons who are not authorized to collect same.

- To take responsibility for evacuation of facility's population to a safe predetermined point in the event of any emergency such as bomb scare, fire and other natural disasters, etc.
- To establish and maintain close liaison with the Police Department, Fire Services Department, Red Cross, etc.
- That the security officers are alert at all times.
- That the various functions agreed to are carried out in a vigilant manner.
- The Company shall submit a monthly billing in respect of the current month's operation.
- To take responsibility for items gone missing during the time service was provided.
- To record entry of all authorized persons onto the premises outside of normal working hours.
- To conduct regular patrol of the premises during the time of service.
- Ensure all covid-19 protocol are followed.

- **NO SITE VISIT**

**Lot 10**

**Security Service Fish Facility**

<b>Security Services Unarmed</b>	<b>Service</b>	<b>Name of Facility</b>	<b>Location</b>	<b>Hours</b>
2 Unarmed (baton) for each facility		Lambeau Fish Facility	Lambeau Tobago	6.00am-6.00pm 6 p.m. to 6 a.m.
		Pigeon Point Fish Facility	Pigeon Point Tobago	6.00am-6.00pm 6 p.m. to 6 a.m.
		Mt Irvine Fish Facility	Mt Irvine Tobago	6.00am-6.00pm 6 p.m. to 6 a.m.
		Buccoo Fish Facility	Buccoo Tobago	6.00am-6.00pm 6 p.m. to 6 a.m.
		Plymouth Fish Facility	Plymouth Tobago	6.00am-6.00pm 6 p.m. to 6 a.m.
		Courland Bay Fish Facility	Courland Tobago	6.00am-6.00pm 6 p.m. to 6 a.m.

**GENERAL LISTING OF SCOPE OF WORKS**

- To prevent unauthorized equipment and material from being brought into the area.
- To protect personnel, property and information within a given area (to be determined prior to commencement of the service).
- To record incidents and reports in the various security logs and registers.
- To monitor the building environs and identify any potential problems at the facility.
- To ensure safety of keys under Security's control.
- To maintain in proper order the key register (movement of keys etc.).
- To ensure that keys are not given/handed out to persons who are not authorized to collect same.

- To take responsibility for evacuation of facility's population to a safe predetermined point in the event of any emergency such as bomb scare, fire and other natural disasters, etc.
- To establish and maintain close liaison with the Police Department, Fire Services Department, Red Cross, etc.
- That the security officers are alert at all times.
- That the various functions agreed to are carried out in a vigilant manner.
- The Company shall submit a monthly billing in respect of the current month's operation.
- To take responsibility for items gone missing during the time service was provided.
- To record entry of all authorized persons onto the premises outside of normal working hours.
- To conduct regular patrol of the premises during the time of service.
- Ensure all covid-19 protocol are followed.

- **NO SITE VISIT**

**Lot 11**

**Waste Removal Fish Facility**

<b>Facility</b>	<b>Location</b>	<b>Station requirement</b>	<b>Time of execution</b>	<b>Service time and cycle</b>
Charlottesville Fish Facility	Charlottesville Main Rd, Charlottesville	2 - 40 gallon bin	Between 8 am - 7 pm	Daily clearing, cleaning and sanitation - Weekdays, weekends and public holidays
Delaford Fish Facility	Delaford Bay Rd, Delaford	2 - 40 gallon bin	Between 6 am - 4 pm	Daily clearing, cleaning and sanitation - Weekdays, weekends and public holidays
Roxborough Fish Facility	Windward Main Rd, Roxborough	2 - 40 gallon bin	Between 8 am - 5 pm	Daily clearing, cleaning and sanitation - Weekdays, weekends and public holidays
Belle Garden Fish Facility	Bay Rd, Belle Garden	2 - 40 gallon bin	Between 8 am - 4 pm	Daily clearing, cleaning and sanitation - Weekdays, weekends and public holidays

Barbados Bay Fish Facility	Windward Main Rd, Studley Park	1 - 40 gallon bin	Between 6 - 8 pm	Daily clearing, cleaning and sanitation - Weekdays, weekends and public holidays
Scarborough Fish Facility	Customs St, Scarborough	1 - 40 gallon bin	Between 6 - 8 pm	Daily clearing, cleaning and sanitation - Weekdays, weekends and public holidays

**SCOPE – Waste Removal**

The Contractor shall provide the following services at the identified Fish Facilities on a daily basis from Monday to Friday, on weekends, Public holidays and as further required by the Division:

- 1) Provision of heavy duty fish waste bins with appropriate covers (sizes specific to facility) for collection of fish waste generated from the handling of fish at Fish Facilities - Provision of garbage bags in bins.
- 2) Clearing, cleaning and sanitization of fish waste bins (inside and outside) and a five feet perimeter around the bin (the use of bleach and detergent for the removal of bloody water stains that will encourage pathogens and pests is required). Daily replacement of garbage bags in collection bins.
- 3) Removal of dead animal waste, animal parts and other organic waste material from the facility’s compound (Removal of fish scales, fins, bones, offal and all other refuse of fish or marine species handled at the facility (lobster/crab shell etc)).
- 4) Heavy-duty cleaning:
  - 4.1 Clearing and cleaning of drainage:
    - Subsurface effluent drains (PVC pipes) removing waste water from the wet rooms and vending areas. This waste water contain small scales, fins and flesh of fish that would occasionally escape vendors while operating.
    - Perimeter drains (cement box drains) removing water from the facility’s compound

4.2 Cleaning of interior (ceilings of vending areas and wet rooms) and exterior common areas such as perimeter walkways twice monthly or as required by the Division.

4.3 Precision power washing of the wet rooms and vending areas, as well as any other area inside the Facility as required by the Division. This specialized cleaning is to be provided based on the needs of the facility and as required by the Division.

- Perimeter power washing of facility's exterior.

It should be noted that all cleaning and sanitizations activities should be done using approved food grade chemicals for cleaning and sanitation.

- **NO SITE VISIT**



**Lot 12**

**Waste Removal Fish Facility**

Lambeau Fish Facility	Old Milford Rd, Lambeau	1 - 40 gallon bin	Between 5 - 7 pm	Daily clearing, cleaning and sanitation - Weekdays, weekends and public holidays
Pigeon Point Fish Facility	Pigeon Point Rd, Pigeon Point	1 - 40 gallon bin	Between 6 - 8 pm	Daily clearing, cleaning and sanitation - Weekdays, weekends and public holidays
Buccoo Training Centre	Periwinkle Dr, Buccoo	2 - 30 gallon bins	Between 4 – 7 pm	clearing, cleaning and sanitation once weekly
Buccoo Fish Facility	Buccoo Main Road, Buccoo	1 - 30 gallon bin	Between 7 - 8:30 pm	Daily clearing, cleaning and sanitation - Weekdays, weekends and public holidays
Mt. Irvine Fish Facility	Shirvan Road, Mt Irvine	1 - 40 gallon bin	Between 6 - 8 pm	Daily clearing, cleaning and sanitation - Weekdays, weekends and public holidays
Castara Fish Facility (New)	Castara Bay Rd, Castara	2 - 40 gallon bins	Between 6 and 8 pm	Daily clearing, cleaning and sanitation - Weekdays,

				weekends and public holidays
--	--	--	--	------------------------------

**SCOPE OF WORKS – Waste Removal**

The Contractor shall provide the following services at the identified Fish Facilities on a daily basis from Monday to Friday, on weekends, Public holidays and as further required by the Division:

- 1) Provision of heavy duty fish waste bins with appropriate covers (sizes specific to facility) for collection of fish waste generated from the handling of fish at Fish Facilities - Provision of garbage bags in bins.
- 2) Clearing, cleaning and sanitization of fish waste bins (inside and outside) and a five feet perimeter around the bin (the use of bleach and detergent for the removal of bloody water stains that will encourage pathogens and pests is required). Daily replacement of garbage bags in collection bins.
- 3) Removal of dead animal waste, animal parts and other organic waste material from the facility’s compound (Removal of fish scales, fins, bones, offal and all other refuse of fish or marine species handled at the facility (lobster/crab shell etc)).

4) Heavy-duty cleaning:

4.1 Clearing and cleaning of drainage:

- Subsurface effluent drains (PVC pipes) removing waste water from the wet rooms and vending areas. This waste water contain small scales, fins and flesh of fish that would occasionally escape vendors while operating.
- Perimeter drains (cement box drains) removing water from the facility’s compound

4.2 Cleaning of interior (ceilings of vending areas and wet rooms) and exterior common areas such as perimeter walkways twice monthly or as required by the Division.

4.3 Precision power washing of the wet rooms and vending areas, as well as any other area inside the Facility as required by the Division. This specialized cleaning is to be provided based on the needs of the facility and as required by the Division.

- Perimeter power washing of facility’s exterior.

It should be noted that all cleaning and sanitizations activities should be done using approved food grade chemicals for cleaning and sanitation.

- **NO SITE VISIT**

**Lot 13**

**Pest Control Fish Facility**

<b>Facility</b>	<b>Location</b>	<b>Station requirement</b>	<b>Time of execution</b>	<b>Service Cycle</b>
Charlottesville Fish Facility	Charlottesville Main Rd, Charlottesville	Treatment (ants, rats, flies, bats, cockroaches); maintain traps; trap inspections; Thorough facility treatments etc.	Between 8 am – 7 pm	Treatments twice monthly; Maintain twice monthly; inspect every two weeks; quarterly (respectively)
Delaford Fish Facility	Delaford Bay Rd, Delaford	Treatment (ants, rats, flies, bats, cockroaches); maintain traps; trap inspections; Thorough facility treatments etc.	Between 10 am – 4 pm	Treatments once monthly; Maintain twice monthly; inspect every two weeks; quarterly (respectively)
Roxborough Fish Facility	Windward Main Rd, Roxborough	Treatment (ants, rats, flies, bats, cockroaches); maintain traps; trap inspections; Thorough facility treatments etc.	Between 8 am – 5 pm	Treatments once monthly; Maintain twice monthly; inspect every two weeks; quarterly (respectively)
Belle Garden Fish Facility	Bay Rd, Belle Garden	Treatment (ants, rats, flies, bats, cockroaches); maintain traps; trap inspections; Thorough	Between 8 am – 4 pm	Treatments once monthly; Maintain twice monthly; inspect every two weeks; quarterly (respectively)

		facility treatments etc.		
Barbados Bay Fish Facility	Windward Main Rd, Studley Park	Treatment (ants, rats, flies, bats, cockroaches); maintain traps; trap inspections; Thorough facility treatments etc.	Between 1 – 3 pm	Treatments once monthly; Maintain twice monthly; inspect every two weeks; quarterly (respectively)
Scarborough Fish Facility	Customs St, Scarborough	Treatment (ants, rats, flies, bats, cockroaches); maintain traps; trap inspections; Thorough facility treatments etc.	Between 6 – 10 am	Treatments twice monthly; Maintain twice monthly; inspect every two weeks; quarterly (respectively)

### **GENERAL SCOPE OF WORKS**

1. Setting and maintenance of traps/bait on the perimeter of the facility for extermination of rats, mice, bats, ants, flies and cockroaches.
2. Removal of dead pest/ animals or insects inside facility and around the facility's perimeter.
3. Elimination of existing infestations.
4. Refill of traps - two treatments per month (additional treatment may be required if it becomes necessary to do so for the acceptable control of the target pests and successful completion of the contract services).
5. Intermediate inspections of traps and bait and pest control effectiveness for the facilities – every two weeks.
6. Thorough treatment of entire compound every three months.
7. Sanitization of food handling areas and common areas, which have been contaminated by rodent infestations, with safe/food grade chemicals.
8. Identifying points of entry and weaknesses where rodents enter the facility and where actions to be taken are outside of the company's scope, make recommendations to the Division for adequately addressing the breaches.
9. Submit detailed interim treatment reports and monthly summary report of works done identifying the company's officer/s who completed the task. Reports must have a list of all chemicals used during treatments along with the Material Safety Data Sheets (MSDS's) for each chemical. This report must also be signed by the Division's Officer on site at the time of treatment for verification of the job done.

10. Submit a Treatment schedule to the Department of Marine Resources and Fisheries.
11. Maintain adequate communication with the Officer of the DMRF with responsible for the facility.

- **NO SITE VISIT**

**Lot 14**

**Pest Control Fish Facility**

Lambeau Fish Facility	Old Milford Rd, Lambeau	Treatment (ants, rats, flies, bats, cockroaches); maintain traps; trap inspections; Thorough facility treatments etc.	Between 1 – 3 pm	Treatments once monthly; Maintain twice monthly; inspect every two weeks; quarterly (respectively)
Pigeon Point Fish Facility	Pigeon Point Rd, Pigeon Point	Treatment (ants, rats, flies, bats, cockroaches); maintain traps; trap inspections; Thorough facility treatments etc.	Between 6 – 10 am	Treatments twice monthly; Maintain twice monthly; inspect every two weeks; quarterly (respectively)
Buccoo Training Centre	Periwinkle Dr, Buccoo	Treatment (ants, rats, flies, bats, cockroaches); maintain traps; trap inspections; Thorough facility treatments etc.	Between 6 – 10 am	Treatments twice monthly; Maintain twice monthly; inspect every two weeks; quarterly (respectively)
Buccoo Fish Facility	Buccoo Main Road, Buccoo	Treatment (ants, rats, flies, bats, cockroaches); maintain traps; trap inspections;	Between 6 – 10 am	Treatments once monthly; Maintain twice monthly; inspect every two weeks;

		Thorough facility treatments etc.		quarterly (respectively)
Mt. Irvine Fish Facility	Shirvan Road, Mt Irvine	Treatment (ants, rats, flies, bats, cockroaches); maintain traps; trap inspections; Thorough facility treatments etc.	Between 6 – 10 am	Treatments twice monthly; Maintain twice monthly; inspect every two weeks; quarterly (respectively)
Courland Fish Facility	Shirvan Road, Courland	Treatment (ants, rats, flies, bats, cockroaches); maintain traps; trap inspections; Thorough facility treatments etc.	Between 6 – 11 am	Treatments once monthly; Maintain twice monthly; inspect every two weeks; quarterly (respectively)
Castara Fish Facility (New)	Castara Bay Rd, Castara	Treatment (ants, rats, flies, bats, cockroaches); maintain traps; trap inspections; Thorough facility treatments etc.	Between 6 – 11 am	Treatments twice monthly; Maintain twice monthly; inspect every two weeks; quarterly (respectively)

### **GENERAL SCOPE OF WORKS**

1. Setting and maintenance of traps/bait on the perimeter of the facility for extermination of rats, mice, bats, ants, flies and cockroaches.
2. Removal of dead pest/ animals or insects inside facility and around the facility's perimeter.
3. Elimination of existing infestations.

4. Refill of traps - two treatments per month (additional treatment may be required if it becomes necessary to do so for the acceptable control of the target pests and successful completion of the contract services).
5. Intermediate inspections of traps and bait and pest control effectiveness for the facilities – every two weeks.
6. Thorough treatment of entire compound every three months.
7. Sanitization of food handling areas and common areas, which have been contaminated by rodent infestations, with safe/food grade chemicals.
8. Identifying points of entry and weaknesses where rodents enter the facility and where actions to be taken are outside of the company's scope, make recommendations to the Division for adequately addressing the breaches.
9. Submit detailed interim treatment reports and monthly summary report of works done identifying the company's officer/s who completed the task. Reports must have a list of all chemicals used during treatments along with the Material Safety Data Sheets (MSDS's) for each chemical. This report must also be signed by the Division's Officer on site at the time of treatment for verification of the job done.
10. Submit a Treatment schedule to the Department of Marine Resources and Fisheries.
11. Maintain adequate communication with the Officer of the DMRF with responsible for the facility.

**• NO SITE VISIT**



**Lot 15**

**Refrigeration and Cold Storage – Fish Facility**

<b>Facility</b>	<b>Location</b>	<b>Station requirement</b>	<b>Time of execution</b>	<b>Service Cycle</b>
Charlottesville Fish Facility	Charlottesville Main Rd, Charlottesville	Freezer and ice Machine Maintenance and Servicing	Between 8 am – 7 pm	Quarterly; monthly and as required by the DFPPF
Delaford Fish Facility	Delaford Bay Rd, Delaford	Freezer and ice Machine Maintenance and Servicing	Between 10 am – 4 pm	Quarterly; monthly and as required by the DFPPF
Roxborough Fish Facility	Windward Main Rd, Roxborough	Freezer and ice Machine Maintenance and Servicing	Between 8 am – 5 pm	Quarterly; monthly and as required by the DFPPF
Belle Garden Fish Facility	Bay Rd, Belle Garden	Freezer and ice Machine Maintenance and Servicing	Between 8 am – 4 pm	Quarterly; monthly and as required by the DFPPF
Barbados Bay Fish Facility	Windward Main Rd, Studley Park	Freezer and ice Machine Maintenance and Servicing	Between 6 am – 6 pm	Every three months; once every four weeks and as required by the DFPPF
Scarborough Fish Facility	Customs St, Scarborough	Freezer and Maintenance, Servicing	Between 6 am – 6 pm	Every three months and as required by the DFPPF

## GENERAL SCOPE OF WORKS

1. Conduct thorough servicing of freezer and ice machine units every three (3) months at the Fish Facilities. This will entail cleaning of units, repairs/replacements to damaged parts, compressor servicing and gassing of units.
2. Conduct routine maintenance of freezer and ice machine units once, every four weeks (once per month) or as required by the Division.
3. Conduct on-demand repairs and part replacements for units as the need arises
4. Submission of a maintenance schedule to the Department of Marine Resources and Fisheries.
5. Submission of detailed reports and monthly summary report of works done identifying the company's officer/s who completed the task. Reports must itemize treatments done/actions taken and chemicals used during processes. This report must also be signed by the Division's Officer on site at the time of treatment for verification of the job done.
6. Maintain adequate communication with the Officer of the DMRF with responsible for the facility.
7. Charges by the Company for any non-routine repair and/or installation works shall be assessed separately and only undertaken by the Company upon submission of a written invoice to the Assembly and the latter's written acceptance of said invoice and authorization of the non-routine works to be performed.

### **• NO SITE VISIT**

## **Lot 16**

### **Air Conditioning Unit Fish Facility**

<b>Facility</b>	<b>Location</b>	<b>Station requirement</b>	<b>Time of execution</b>	<b>Service Cycle</b>
Charlottesville Fish Facility	Charlottesville Main Rd, Charlottesville	Thorough servicing; Routine maintenance	Between 8 am – 7 pm	Every other month, quarterly; As is necessary
Delaford Fish Facility	Delaford Bay Rd, Delaford	Thorough servicing; Routine maintenance	Between 10 am – 4 pm	Every other month, quarterly; As is necessary
Roxborough Fish Facility	Windward Main Rd, Roxborough	Thorough servicing; Routine maintenance	Between 8 am – 5 pm	Every other month, quarterly; As is necessary (when operational)
Belle Garden Fish Facility	Bay Rd, Belle Garden	Thorough servicing; Routine maintenance	Between 8 am – 4 pm	Every other month, quarterly; As is necessary (when operational)
Barbados Bay Fish Facility	Windward Main Rd, Studley Park	Thorough servicing; Routine maintenance	Between 6 am – 6 pm	Quarterly; every 2 weeks (respectively)
Scarborough Fish Facility	Customs St, Scarborough	Thorough servicing; Routine maintenance	Between 6 am – 6 pm	Quarterly; every 2 weeks (respectively)

### **GENERAL SCOPE OF WORKS**

1. Conduct thorough servicing of air-conditioning units every two (2) months at the Fish Facilities. This will entail cleaning of units, repairs/replacements to damaged parts and gassing of units.
2. Conduct routine maintenance of AC units once, every three weeks for repair works or as required by the division. This entails a thorough check of the unit and replacement of worn parts
3. Submission of a maintenance schedule to the Department of Marine Resources and Fisheries.
4. Submission of detailed reports and monthly summary report of works done identifying the company's officer/s who completed the task. Reports must itemize treatments done/actions taken and chemicals used during processes. This report must also be signed by the Division's Officer on site at the time of treatment for verification of the job done.
5. Maintain adequate communication with the Officer of the DMRF with responsible for the facility.
6. Charges by the Company for any non-routine repair and/or installation works shall be assessed separately and only undertaken by the Company upon submission of a written invoice to the Assembly and the latter's written acceptance of said invoice and authorization of the non-routine works to be performed.

- **NO SITE VISIT**

## **Lot 17**

### **Air conditioning Unit Fish Facility**

Lambeau Fish Facility	Old Milford Rd, Lambeau	Thorough servicing; Routine maintenance	Between 6 am – 6 pm	Quarterly; every 2 weeks (respectively)
Pigeon Point Fish Facility	Pigeon Point Rd, Pigeon Point	Thorough servicing; Routine maintenance	Between 6 am – 6 pm	Quarterly; every 2 weeks (respectively)
Buccoo Training Centre	Periwinkle Dr, Buccoo	Thorough servicing; Routine maintenance	Between 6 am – 6 pm	Quarterly; every 2 weeks (respectively)
Buccoo Fish Facility ( <i>Reef Patrol Room</i> )	Buccoo Main Road, Buccoo	Thorough servicing; Routine maintenance	Between 6 am – 6 pm	Quarterly; every 2 weeks (respectively)
Mt. Irvine Fish Facility	Shirvan Road, Mt Irvine	Thorough servicing; Routine maintenance	Between 6 am – 6 pm	Quarterly; every 2 weeks (respectively)
Courland Fish Facility	Shirvan Road, Courland	Thorough servicing; Routine maintenance	Between 6 am – 6 pm	Quarterly; every 2 weeks (respectively)
Castara Fish Facility (New)	Castara Bay Rd, Castara	Thorough servicing; Routine maintenance	Between 6 am – 6 pm	Quarterly; every 2 weeks (respectively)

### **GENERAL SCOPE OF WORKS**

1. Conduct thorough servicing of air-conditioning units every two (2) months at the Fish Facilities. This will entail cleaning of units, repairs/replacements to damaged parts and gassing of units.

2. Conduct routine maintenance of AC units once, every three weeks for repair works or as required by the division. This entails a thorough check of the unit and replacement of worn parts
3. Submission of a maintenance schedule to the Department of Marine Resources and Fisheries.
4. Submission of detailed reports and monthly summary report of works done identifying the company's officer/s who completed the task. Reports must itemize treatments done/actions taken and chemicals used during processes. This report must also be signed by the Division's Officer on site at the time of treatment for verification of the job done.
5. Maintain adequate communication with the Officer of the DMRF with responsible for the facility.
6. Charges by the Company for any non-routine repair and/or installation works shall be assessed separately and only undertaken by the Company upon submission of a written invoice to the Assembly and the latter's written acceptance of said invoice and authorization of the non-routine works to be performed.

- **NO SITE VISIT**

## **Lot 18**

### **Sanitary Bins Fish Facility**

<b>Facility</b>	<b>Location</b>	<b>Station requirement</b>	<b>Time of execution</b>	<b>Service Cycle</b>
Charlottesville Fish Facility	Charlottesville Main Rd, Charlottesville	2 foot pedal bins	Between 8am – 7 pm	Twice monthly
Delaford Fish Facility	Delaford Bay Rd, Delaford	1 foot pedal bins	Between 10 am – 4 pm	Once per month
Roxborough Fish Facility	Windward Main Rd, Roxborough	2 foot pedal bins	Between 8 am – 5 pm	Twice monthly (once fully operational)
Belle Garden Fish Facility	Bay Rd, Belle Garden	2 foot pedal bins	Between 8am – 4 pm	Once per month
Barbados Bay Fish Facility	Windward Main Rd, Studley Park	2 foot pedal bins	Between 10 am and 6 pm	Once per month
Scarborough Fish Facility	Customs St, Scarborough	1 foot pedal bin	Between 6 am and 6 pm	Once per month

- **NO SITE VISIT**

## **Lot 19**

### **Sanitary Bins Fish Facility**

Lambeau Fish Facility	Old Milford Rd, Lambeau	1 foot pedal bin	Between 6 am and 6 pm	Once per month
Pigeon Point Fish Facility	Pigeon Point Rd, Pigeon Point	2 foot pedal bins	Between 6 am and 6 pm	Once every three weeks
Buccoo Training Centre	Periwinkle Dr, Buccoo	2 foot pedal bins	Between 6 am and 6 pm	Once every three weeks
Mt. Irvine Fish Facility	Shirvan Road, Mt Irvine	1 foot pedal bin	Between 6 am and 6 pm	Once per month
Courland Fish Facility	Shirvan Road, Courland	1 foot pedal bin	Between 6 am and 6 pm	Once per month
Castara Fish Facility (New)	Castara Bay Rd, Castara	2 foot pedal bins	Between 6 am and 6 pm	Twice monthly ( <i>once facility operational</i> )

- **NO SITE VISIT**



**Lot20**

**Refrigeration & Cold Storage – Marketing**

<b>STATION</b>	<b>SERVICE</b>	<b>HOURS</b>	<b>Location</b>	<b>Amount of Units</b>
Louis D’or Processing Unit	Routine maintenance – Cleaning, washing and gassing	Monthly service	Louis D’or Tobago  Shaw Park, Tobago	One (1) walk-in freezer, One (1) chiller and Two (2) chest freezer.
Scarborough Abattoir			Scarborough, Tobago	Two (2) walk-in chillers, 1 beef and 1 pork
Scarborough Market			TADCO Compound Tobago	Two walk-in freezers, 1 other meats and 1 pork
Market Department Station 1				Two (2) walk-in freezers. Two (2) Chester freezers, one (1) stand
Packinghouse.			Old Milford Road, Shaw Park, Tobago	Three (3) walk-in chillers and one (1) walk-in freezer

Monthly servicing is recommended due the type of commodities that are stored in these freezers and chillers, which in case of breakdowns could cost hundreds of thousands in losses

Routine monthly service of cold storage and refrigeration equipment, would involve providing gas, complete checks on all refrigeration systems, including condenser, evaporators, compressors and routine replacement parts

**• NO SITE VISIT**

## **Lot 21**

### **Refrigeration Unit Inventory**

<b>Facility</b>	<b>Ice Machine</b>	<b>Freezer</b>	<b>A/C Unit</b>
Buccoo Fish Facility (Reef Patrol Room)	-	-	One 12,000BTU Split inverter units
Lambeau Fish Facility	Intertek ETL	Manitowoc	GE One 24,000BTU One 18,000BTU Split inverter units
Studley Park/Barbados Bay Fish Facility	Hoshizaki America Inc.	Hoshizaki America Inc.	Gree Two 18,000BTU Split inverter units
Scarborough	-	SANI Industries	Green Energy 18,000BTU Split inverter units
Pigeon Point	Manitowoc 1320 lb capacity	Mecalfab/ Bohn	Innovair Vortex 36,000BTU Coleman GE 18,000BTU CiFC 12,000BTU Peake 36,000BTU Gree 24,000BTU Split inverter units
Mt. Irvine Fish Facility	Manitowoc	Manitowoc	GE 18,000BTU 24,000BTU 24,000BTU
Charlottesville Fish Facility	SCOTSMAN Ice System Model# CME2006RS-32H Serial # 07021320010125		

## **Lot 22**

### **Sanitary Bins Agriculture**

<b>Name of Facility</b>	<b>Service</b>	<b>Location</b>	<b>Hours</b>
Tractor Pool	Monthly	Tractor Pool, Shaw Park	1 (touch-free)
Government Stock Farm – Hope & A.I Unit	Bi-Weekly	Hope Farm, Hope	4 (touch-free)
Kendal Farm School	Monthly	Kendal Tobago	4 (touch-free)
Louis D’or Demonstration Station	Bi-weekly	Louis D’or Tobago	2 (touch free)
Louis D’or Nurseries	Monthly	Louis D’or Tobago	2 (touch-free)
Animal Health Section – Hope	Monthly	Gov’t quarters #39, Hope Farm	1 (touch-free)

- **NO SITE VISIT**

## **Lot 23**

### **Pest Control Agriculture**

<b>Name Of Facility</b>	<b>Service</b>	<b>Location</b>	<b>Hours</b>
Government Stock Farm- Hope and AI Unit	Monthly	Hope, Tobago	1
Blenheim Sheep Project	Monthly	Blenheim, Tobago	1
Kendal Farm School	Monthly	Kendal, Tobago	1 1
Louis D'Or Demonstration Station	Monthly	Louis D'Or, Tobago	1
Charlottesville Breeding Unit	Monthly	Charlottesville, Tobago	1

### **GENERAL SCOPE OF WORKS**

Bait and traps. The target pests include ants, cockroaches, rodents and any other pest relevant to the specific facility.

Intermediate inspections of traps and bait and pest control effectiveness for the facilities

Refill of traps monthly. One treatment per month, but may apply additional treatments if it becomes necessary to do so for the acceptable control of the target pests and successful completion of the contract services.

Removal of Dead pest/ animals or insects

- **NO SITE VISIT**

**LOT 24**

**Shirvan Administrative Complex**

<b>Hrs</b>	<b>Mon – Fri 6am – 6pm</b>	<b>Mon – Fri 6pm -6am</b>	<b>Saturday &amp; Sunday 24hrs</b>	<b>Public Holidays 24hrs</b>
<b>Type of Security</b>				
Unarmed	5 persons	1 person	1 person	1 person
Armed	2 persons	1 person	1 person	1 person

(a) The security contractor shall provide specialist security in the following areas

- Unarmed and precepted male and female security officers
- Investigation services
- Safety, including fire prevention and building evacuation
- Foot patrol
- Monitoring of closed circuit TV
- Property surveillance
- Armed Patrol at nights

Provision of daily reports w.r.t. security breaches

(b) The security contractor shall deploy staff to:

Survey and monitor (on a 24 hour per day/7days per week basis) the entire Shirvan Administrative complex including:

- Perimeter apron and court yard
- Shirvan Administrative Complex Facility including lobby control, elevator control, emergency staircase, exit and entrance-all floors and carpark.

(c) Mandatory security positions during Shirvan Administrative Complex opening hours includes –

- i. **Guard Booth/ Carpark – 6am to 6pm Two(2) Baton**
- ii. **Ground Floor / Lobby – 6am to 6pm Two (2) Armed and One (1)baton**
- iii. **First Floor – 6am to 6pm One (1) Baton**
- iv. **Second Floor – 6am to 6pm One (1) Baton**

- (d) Mandatory security positions during Shirvan Administrative Complex closing hours
  - i. **Guard Booth/Patrol – Mondays to Fridays 6pm to 6am One (1) armed and One (1) baton**
  - ii. **Guard Booth/Patrol – Saturdays and Sundays 24 hour One (1) armed and One (1) baton**
  - iii. **Guard Booth/Patrol – Public Holidays 24hours. One (1) armed and One (1) baton**

#### **OTHER RELATED DUTIES**

- (a) Provide surveillance of all persons entering and exiting the Shirvan Administrative Complex's buildings
- (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) Inspect packages, briefcases, purses, duffel bags and other items being brought into or being removed from Shirvan Administrative Complex's premises.
- (f) Conduct body and bag searches where necessary
- (g) Conduct periodic patrols inside and outside the buildings; at least six (6) times per day on inside of the department.
- (h) Deter and report unauthorized personnel or vehicular entry to Shirvan Administrative Complex's facilities
- (i) Endeavor to prevent the occurrence of fires, explosions, collapses and other catastrophes.
- (j) Summon the appropriate response agencies and then notify Shirvan Administrative Complex's in accordance with applicable and standing orders and policies.
- (k) Assist in minimizing the effects thereof; and assist in restoring the area to a safe condition
- (l) Safeguard and deter the commission of crimes against persons and property.

- (m) Summon the appropriate response forces and assist those response forces as required
- (n) Respond to and investigate all smoke and fire alarm conditions and any other indications of suspicious activities within Complex
- (o) Maintain the scene of an incident or crime to protect evidence in accordance with established procedures
- (p) Accompany staff after dark to their vehicles, when requested
- (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 Shirvan Administrative Complex's 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 and ensure correct occupation of assigned parking; controlling and monitoring admittances to Shirvan Administrative Complex's 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 Shirvan Administrative Complex's policy
- (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 Shirvan Administrative Complex's, its employees, property, and the general public lawfully in buildings or on property under the control of the Shirvan Administrative Complex's 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 armed security for the dispatch cage in the Accounts Department
- (ee) Provide intrusion and fire alarm monitoring and response
- (ff) Deter and report violations of Shirvan Administrative Complex's regulations
- (gg) Secure all company vehicles on Shirvan Administrative Complex's facilities compound during opening and close hours
- (hh) Any other area which poses a security threat in and around Shirvan Administrative Complex's employees, visitors, properties and plant and equipment.
- (ii) 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 Shirvan Administrative Complex's pursuant to the provisions of the OSH Act of Trinidad and Tobago.



**SCHEDULE II**

**LOT # -----**

Form of Tender

To: The Secretary, Tenders' Committee, Division of Food Production, Forestry and Fisheries

Dear Sirs/Madam

Having examined the bidding documents **DFPFF 2019/20 - 0002** the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the Services in conformity with the said bidding documents at a monthly cost of

.....  
.....  
.....(VAT exclusive)

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 one hundred and twenty (120) 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.

We acknowledge 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 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.

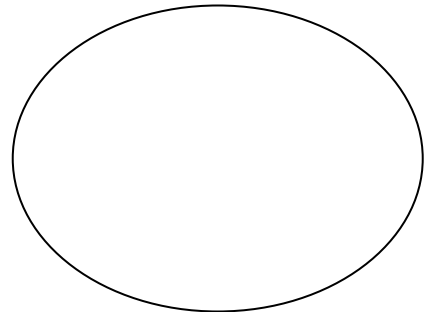
Dated this.....day of..... 20.....

.....  
Signature

In the capacity of .....

Duly authorized to sign Tender for and on behalf of

.....  
.....



**SCHEDULE III (a)**  
Statutory Declaration (Private Company)

**REPUBLIC OF TRINIDAD AND TOBAGO**

**IN THE MATTER OF THE STATUTORY DECLARATIONS ACT CHAPTER**  
**7:04**

I, \_\_\_\_\_ Director and  
(Name of director)

authorized representative of \_\_\_\_\_  
(Name of company)

\_\_\_\_\_ a company duly incorporated and continued under the Companies Act 1995, with its registered office situate at \_\_\_\_\_  
(Address of company)

\_\_\_\_\_ the Island of Tobago/Trinidad in the Republic of Trinidad and Tobago, make oath and say as follows:-

1. I am the authorized representative of \_\_\_\_\_  
(Name of Company) \_\_\_\_\_ and  
duly authorized to give this declaration on its behalf.
2. The facts hereto deposed are true and correct and within my personal knowledge and belief save where otherwise stated to be based on information, in which case I verily believe same to be true and the source reliable.
3. I hereby certify that that the signed contracts/letters of award of purchase orders hereto annexed and that has been submitted by the Bidder in response to the Provision of Security Services to the Scarborough Shirvan Administrative Complex is a true representation of works the Bidder has undertaken for this company and that the Bidder was not terminated for any

reason related to and or ancillary to material non – performance. There is now produced and shown to me a true copy of the contract(s) hereto annexed and marked “A”.

4. I have had my Attorney-at-Law explained to me and I fully understand the consequences, ramifications and implications of the aforesaid declaration.
5. I have deposed this declaration of my own free will, voluntarily and as a free and independent person without any threats, intimidation, promises and or inducement from anyone and after receiving legal advice and I hereby declare that I am mentally sound and in full control of my mental capacity, mind and body.
6. I, make this declaration conscientiously believing the same to be true and according to the Statutory Declarations Act, and I am aware that if there is any statement in this declaration which is false in fact, which I know or believe to be false or do not believe to be true, I am liable to fine and imprisonment

Declared at )  
this day )  
of 2021 )  
Before me,

COMMISSIONER OF AFFIDAVITS

**SCHEDULE III (b)**  
Statutory Declaration (Private Individual)

**REPUBLIC OF TRINIDAD AND TOBAGO**

**IN THE MATTER OF THE STATUTORY DECLARATIONS ACT CHAPTER**  
**7:04**

I, \_\_\_\_\_  
(Name of person)

\_\_\_\_\_  
(Occupation of person)

\_\_\_\_\_  
(Address of person)

the Island of Tobago/Trinidad in the Republic of Trinidad and Tobago, make oath and say as follows:-

1. The facts hereto deposed are true and correct and within my personal knowledge and belief save where otherwise stated to be based on information, in which case I verily believe same to be true and the source reliable.
2. I hereby certify that any signed contracts/letters of award of purchase orders hereto annexed that has been submitted by the Bidder in response to the provision of security services to the Shirvan Administrative Complex is a true representation of works the Bidder has undertaken for me personally and further that the Bidder was not terminated for any reason related to and or ancillary to material non – performance. There is now produced and shown to me a true copy of the signed contract(s) hereto annexed and marked “A”.
3. I have had my Attorney-at-Law explained to me and I fully understand the consequences, ramifications and implications of the aforesaid declaration.

4. I have deposed this declaration of my own free will, voluntarily and as a free and independent person without any threats, intimidation, promises and or inducement from anyone and after receiving legal advice and I hereby declare that I am mentally sound and in full control of my mental capacity, mind and body.
  
5. I, make this declaration conscientiously believing the same to be true and according to the Statutory Declarations Act, and I am aware that if there is any statement in this declaration which is false in fact, which I know or believe to be false or do not believe to be true, I am liable to fine and imprisonment

Declared at )  
this day )  
of 2021 )  
Before me,

COMMISSIONER OF AFFIDAVITS