



**Division of Community Development, Enterprise Development and  
Labour (DCDEDL)**

## **REQUEST FOR QUOTATION (RFQ)**

### **FOR THE PROVISION OF JANITORIAL SERVICES FOR SIGNAL HILL AND CALDER HALL MICRO ENTERPRISE CENTRES**

**Closing Date : Tuesday 30<sup>th</sup> November, 2021  
Closing Time: 2:00 p.m.**

**DCDEDL2021-0006**

## **1.0 INTRODUCTION:**

The Division of Community Development, Enterprise Development and Labour (DCDEDL) is seeking competent and reliable janitorial service providers to provide janitorial services at the Signal Hill and Calder Hall Micro Enterprise Centres of Tobago for a period of **two (2) years**.

The DCDEDL will conduct its procurement process in accordance with procurement best practice to ensure integrity, accountability, good governance, transparency and value for money.

The selected service provider(s) is expected to provide a professional service in accordance with international standards. The selected provider will be appraised on a period basis to ensure quality standards are met and where DCDEDL (based on ongoing performance appraisal).

### **1.1 PURPOSE OF THE RFQ**

The purpose of this Request for Quotation (RFQ) is to engage suitable qualified service providers to clean and maintain the Signal Hill and Calder Hall Micro-Enterprise Centres. Be mindful, this is not a Request for Proposal, but a request for Quotation.

## **INSTRUCTIONS TO BIDDERS**

### **2.0 NO CONTRACTUAL OBLIGATIONS**

**This is a Request for Quotation. No contractual obligations will arise between DCDEDL and any bidder until and unless DCDEDL and a bidder enters into a formal, written contract for the bidder to provide the services contemplated in this Instructions to Bidders (ITB).**

DCDEDL reserves the right to reject any or all quotes, in whole or in part, to negotiate changes in the scope of services and waive any technicalities as deemed in its best interest.

### **3.0 NO CLAIM FOR COMPENSATION**

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

### **4.0 CONFLICT OF INTEREST**

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

### **5.0 RIGHTS OF THE OFFICE OF THE DIVISION OF COMMUNITY DEVELOPMENT, ENTERPRISE DEVELOPMENT AND LABOUR (DCDEDL)**

- a. The DCDEDL reserves the right to reject a Quote, which does not provide satisfactory evidence that the proponent has the technical, physical and financial resources to complete the work with satisfactorily and completely
- b. The DCDEDL may declare the bidding void when none of the bids meet the intent of the specifications or when it is evident that there has been a lack of competition and or that there has been collusion. In addition, all bids may be rejected if they are substantially higher than the official budget approved by the Division. Extremely low bids may also be voided.

- c. The DCDEDL does not bind itself to accept the lowest or any offer or to reimburse proponents for any expenses incurred in bidding.

## 5.1 **ELIGIBILITY**

- a. Only Contractors that is pre-qualified with the Procurement Control Office in the Category (**Janitorial Equipment Sales and Services – 15-PCO-062**) and spend level *Small- Small* (**25,000 – 50,000**) can participate in this Request for Quotation.
- b. Janitorial Companies who during the period of Covid-19 submitted their pre-qualification documents to the Procurement Control Office but whose name doesn't appear on the approved list of pre-qualified contractors can also participate in this RFQ on the basis that they have a note of approval from the PCO that they submitted said document.
- c. DCDEDL will give consideration to evaluate Janitorial Companies that resides in the area for which the service is required.
- d. If there are no pre-qualified contractors that resides in the area, **DCDEDL** will consider contractors in the surrounding environs.

## 6.0 **PACKAGES SHALL BE EVALUATED AS FOLLOWS:**

<b>No</b>	<b>EVALUATION CRITERIA</b>	<b>REQUIREMENT</b>	<b>Minimum</b>	<b>Maximum</b>
	A completed <b>Form of Tender</b> ( <i>Schedule 2</i> ) detailing the contractor's offer/price for the location tendered for. VAT (where applicable) should be stated separately	<b><u>Mandatory</u></b>		
	A copy of the contractor's business registration/incorporation certificate	<b><u>Mandatory</u></b>		
	Valid NIS Compliance Certificate (where available)	<b><u>Where available</u></b>		
	Contractor's evidence of being both registered and domiciled (living, residing, operating) on the island of Tobago	<b><u>Mandatory</u></b>		

	Signed Copy of <b>PCO's Covid 19 protocols Declaration (Schedule 4)</b>	<b><u>Mandatory</u></b>		
	A list of the contractor's available equipment. (Physical verification might be conducted). See (Schedule 3)	<b><u>Mandatory</u></b>		<b><u>10</u></b>
	A list of the chemicals that will be used while performing janitorial operations on the DEDEDL's compound in addition to the <b>Material Safety Data Sheet (MSDS)</b> for these chemicals	<b><u>Scored</u></b>		<b><u>10</u></b>
	Confirmatory statement that all labour provided <b>MUST</b> be 100% local to Charlottesville and Environs	<b><u>Scored</u></b>		<b><u>10</u></b>
	List of all PPE that will be issued to janitorial staff while performing duties on DCDEDL's compound	<b><u>Mandatory</u></b>		
	Quality Control Checklists by which the contractor monitors performance of the job to be done	<b><u>Scored</u></b>		<b><u>10</u></b>
	A copy of the contractor's code of conduct	<b><u>Scored</u></b>		<b><u>20</u></b>
	Certificate of Training in Janitorial operations	<b><u>Scored</u></b>		<b><u>20</u></b>
	Names of employee(s) that will be assigned if successful (copies of ID card or DP)	<b><u>Mandatory</u></b>		
	More than 5 years' Experience in Janitorial Maintenance	<b><u>Scored</u></b>		<b><u>20</u></b>
				<b><u>100</u></b>

**DCDEDL will award the contractor that satisfactorily meets the criteria in Section 6.0, answers the questions in the Additional Enquiries in Section 11.0 and provided the LOWEST COMPETITIVE COST.**

## **7.0 TENDER SUBMISSIONS**

All tenders must be submitted in sealed envelopes, labelled in BOLD letter and addressed and delivered to:

**SECRETARY OF THE TENDERS COMMITTEE**  
**PROVISION OF JANITORIAL SERVICES FOR THE SIGNAL AND CALDER**  
**HALL MICRO ENTERPRISE CENTRES FOR A PERIOD OF TWO (2) YEARS**

and deposited in the tender box located on the ground floor of the DCDEDL, Glen Road,  
Scarborough, Tobago

## **TENDER CLOSES :**

### **Tuesday 30<sup>th</sup> November at 2:00p.m.**

The opening of Bids would follow the Ministry of Health Covid-19 Health Protocols.

Envelopes must be properly sealed with the bidder's returning address and contact number at the back of the envelope.

- (a) Bidders **MUST** also affix their company's stamp at the front of the Envelope and also on the Price Schedule Form (**FORM OF CONTRACT**). The form must be signed, dated and stamped by the Principal or representative responsible for preparing the bid.
  
- (b) Bidders **MUST** submit one (1) original and four (4) copies of their bids. The envelope of the original bid **MUST** be labelled as "**ORIGINAL**" in **BOLD** font and the envelopes containing copies **MUST** be labelled "**COPY**". Envelopes must be properly sealed with the bidder's returning address and contact number at the back of the envelope.

## 8.0 REQUEST FOR QUOTATION (RFQ) SCHEDULE:

DETAILS	DATE & TIME
Site Visit Dates	Tuesday 16 <sup>th</sup> November, 2021
Tender Closing Date	Tuesday 30 <sup>th</sup> November, 2021
Tender Closing Time	2:00p.m.
Opening of Bids	

## 9.0 SITE VISITS

The DCDEDL will coordinate site visits to its facilities.

DETAILS	DATE & TIME
Site Visit Dates	Tuesday 16 <sup>th</sup> November, 2021 Signal Hill Micro Enterprise Centre 10:00 am. Calder Hall Micro Enterprise Centre 2:00 p.m

### **SITE VISIT IS MANDATORY**

Bidders **SHOULD NOT** visit the facility without authorization.

## 10.0 VALUE ADDED TAX (VAT) AND INCOME TAX

- (a) The Value Added Tax must be shown separately below the bid price where applicable.

## 11.0 ADDITIONAL ENQUIRIES

Bidders should answer the following questions in their submissions.

NO	DESCRIPTION	Yes	No
1	Do you abide by the law and pay your workers minimum wage and/or above minimum wage?		
2	Do you provide your workers with the required safety equipment to adequately protect them during working hours? (gloves, dust masks, aprons, goggles, etc.		

3	Do you deduct NIS from workers salary and file those contributions with the NIS office?		
4	Do you have a supervisor who monitors and ensure quality control?		
5	Are your workers clad in Uniform and wear ID badges for security purposes?		
6	Are the chemicals you use ECO friendly?		
7	Do you provide ongoing training in hygiene management to your staff?		
8	Do you have the capacity to maintain terrazzo and other hard floors?		
9	Do you provide external services as part of your janitorial services, (power washing, and high glass cleaning, external walls ECT.)?		
10	Are you or any of your staff trained and certified in Janitorial maintenance?		
11	Are you or any of your workers trained and certified in Covid-19 cleaning protocols?		
12	Do you also provide Electrostatic/Fogging disinfection services?		



## **SCOPE OF WORKS TO BE PERFORMED**

### **SCHEDULE 1**

<b>Task Description</b>	<b>Required Result</b>	<b>Schedule Category</b>
Cleaners should be properly attired in all required PPE (mask, gloves, eye goggles, tool Cart.	Properly attired with all PPE	Always
Ensure equipment used (mops, cans, brushes, rags are clean and sanitized before use	Equipment look clean and sanitized	Daily
All building floors must be swept and mopped dry so that they shine	Floor should be clean	Daily
Walls must be free of grime, removable stains and dust	walls should be cleaned without smudges	Daily
All corridors and staircases must be swept, mopped and dried	Should be devoid of any smudges, streaks or scuff marks	Daily
Cleaning and sanitization of all toilets, wash basins, floors and other surfaces	Should be devoid of any smudges, streaks or scuff marks	Daily (twice)
Toilet paper rolls and hand towel rolls should be replenished adequately when depleted.	Rolls should always be available	As required
Hand sanitizer and liquid soap dispensers should be replenished when depleted	Dispensers should have sanitizer or soap always	As required
All trash bins should be emptied and cleaned and sanitized and its contents bagged and placed in the outside trash container	No garbage should remain in bins	Daily
Cleaning and sanitization of all door handles, door knobs and high risk surfaces at the entrances and exits of THA's buildings.	Windows can be seen through clearly ( no streaks)	As required
Dusting and cob-webbing of ceilings and fixtures.	There should be no visible dust or cob-webs in the building	As required

Dusting & Cleaning of Ledges and places where dust accumulates.	There should be no dust on ledges	Daily
Stripping, sealing and polishing of hard floors where available and when required.	Floors look clean and shiny	When required
Cleaning and sanitizing of security desks and chairs	Items should be Cleaned, Sanitized and Deodorized	Daily
Cleaning and sanitizing of staircase railings	Railings should be cleaned and sanitized	Daily
Cleaning and sanitizing of doors and door knobs inside and outside	Doors and door knobs must be sanitized	Daily
Cleaning of Glass at entry of building and regular sanitizing of entrance doors	Doors must be cleaned and sanitized	Daily

**SCHEDULE 2**

**FORM OF TENDER**

(NOTE: THE APPENDIX HEREIN FORMS PART OF THE TENDER)

Tender for: **REQUEST FOR QUOTATION (RFP)**  
**FOR THE PROVISION OF JANITORIAL SERVICES FOR SIGNAL HILL AND**  
**CALDER HALL MICRO-ENTERPRISE CENTRES**

To:

**“SECRETARY OF THE TENDERS COMMITTEE”**

Sir/Madam,

Having examined the Tender Document issued by DCDEDL and having also visited the site, we do hereby, offer to execute and complete the whole of the said works described and referred to therein for the sums herein proposed:

**NAME OF FACILITY: SIGNAL HILL MICRO-ENTERPRISE CENTRE**

**Proposed Price(Figures)**.....

(Words).....

.....

..... Trinidad and Tobago Dollars (TT\$.....) exclusive of VAT

**VAT:**

.....

.....Trinidad and Tobago Dollars (TT\$.....)

**Company Stamp**

**Sign**.....

**SCHEDULE 2**

**FORM OF TENDER**

(NOTE: THE APPENDIX HEREIN FORMS PART OF THE TENDER)

Tender for: **REQUEST FOR QUOTATION (RFP)**  
**FOR THE PROVISION OF JANITORIAL SERVICES FOR SIGNAL HILL AND**  
**CALDER HALL MICRO-ENTERPRISE CENTRES**

To:

**“SECRETARY OF THE TENDERS COMMITTEE”**

Sir/Madam,

Having examined the Tender Document issued by DCDEDL and having also visited the site, we do hereby, offer to execute and complete the whole of the said works described and referred to therein for the sums herein proposed:

**NAME OF FACILITY: CALDER HALL MICRO-ENTERPRISE CENTRE**

**Proposed Price(Figures)**.....

(Words).....

.....

..... Trinidad and Tobago Dollars (TT\$.....) exclusive of VAT

**VAT:**

.....

.....Trinidad and Tobago Dollars (TT\$.....)

**Company Stamp**

**Sign**.....

**SCHEDULE 3**  
**EQUIPMENT LISTING**

<b>NO</b>	<b>EQUIPMENT NAME</b>	<b>QNTY</b>	<b>LEASED</b>	<b>OWNED</b>	<b>SERIAL NO.</b>
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## **SCHEDULE 4**

### **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 **DCDEDL** has put in place preventative measures to reduce the spread of the Coronavirus/COVID-19.

I further acknowledge that the **DCDEDL** 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 **DCDEDL** being 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 **DCDEDL** from any liability or claim that I, my staff or any personal representative may have against **DCDEDL** 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 Centre.

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

Name of Director: (BLOCK) \_\_\_\_\_

Signature: \_\_\_\_\_

**STAMP**