

# **INVITATION TO TENDER FOR**

## **PROVISION OF SECURITY SERVICES FOR CHALOTTEVILLE AND ADVENTURE MICRO- ENTERPRISE CENTRES, under the DIVISION OF COMMUNITY DEVELOPMENT, ENTERPRISE DEVELOPMENT AND LABOUR**

<b>Tender Closing Date</b>	<b>Wednesday 15<sup>th</sup> December, 2021</b>
<b>Tender Closing Time</b>	<b>2:00pm</b>
<b>Tender Opening Date</b>	<b>Wednesday 15<sup>th</sup> December, 2021</b>
<b>Tender Opening Time</b>	<b>2:30 p.m</b>
<b>Site Visit</b>	<b>Charlotteville Micro Enterprise Centre – Tuesday 30<sup>th</sup> November, 2021 @ 10:00 a.m.</b>  <b>Adventure Micro Enterprise Centre – Wednesday 1<sup>st</sup> December, 2021 @ 10:00 a.m.</b>

**DCDEDL: 2021-0006/0007**

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## **1. BACKGROUND INFORMATION**

The Division of Community Development, Enterprise Development and Labour (DCDEDL) is seeking competent and reliable security service providers to provide security services at the Charlotteville and the Adventure 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.

In this regards DCDEDL 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 **two (2) years in the first instance**. The DCDEDL 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 DCDEDL has seen a drastic relaxing of security protocols throughout its various locations. 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. 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.**

Service Providers should ensure they are prequalified before tendering for any of the following locations. Service providers who tenders for any location for which they are not prequalified shall be rejected out-rightly.

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

## 5. FORMAT OF TENDERS

- (a) Tenders shall comprise a **Single-Envelope**, 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.

## 6. 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](http://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 two (2) letters of reference from reputable clients (past or current) on the provision of security services. (*Mandatory*)
17. Security 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.**

## **7. METHODOLOGY**

Service Providers are instructed to provide to the DCDEDL 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 DCDEDL.



## 8. REQUESTS FOR ADDITIONAL INFORMATION

Bidders requiring a clarification of the bid documents **MUST** do so by contacting [dcddl.procurement@gov.tt](mailto:dcddl.procurement@gov.tt).

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

## 9. WHERE TO SUBMIT YOUR TENDER

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

**The Administrator  
Division of Community Development, Enterprise Development and Labour  
#10 Montessori Drive  
Glen Road  
Scarborough  
Tobago**

**Tender closes on Wednesday 15<sup>th</sup> December, 2021 at 2:00 pm**

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

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

## 10. SITE VISITS

Site visit is mandatory for this tender.

Site Visit	<p><b>Charlotteville Micro Enterprise Centre – Tuesday 30<sup>th</sup> November, 2021 @ 10:00 a.m.</b></p> <p><b>Adventure Micro Enterprise Centre – Wednesday 1<sup>st</sup> December, 2021 @ 10:00 a.m.</b></p>
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## 11. 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.

- a. Only Contractors that is pre-qualified with the Procurement Control Office in the category: **(Security Guards And Escorts, Baton And Firearms – 15-PCO-094)** can participate in this Request for Quotation.
- b. Contractors 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.

## 12. 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.

### 13. TENDER SUBMISSION CHECKLIST

NO	DETAILS	YES	NO	N/A
1	Certificate of incorporation/Business registration ( <b>Mandatory</b> )			
2	Notice of Directors if Incorporated ( <b>Mandatory</b> )			
3	Notice of Address ( <b>Mandatory</b> )			
4	VAT clearance Certificate no older than six (6) months ( <b><u>Where applicable</u></b> )			
5	VAT Non-Registered if not eligible for VAT ( <b>Where applicable</b> )			
6	BIR ( <b>Mandatory</b> )			
7	NIS compliance certificate. No older than 3 months ( <b>Where applicable</b> )			
8	Evidence of Service Provider's registered business address on the Island of Tobago ( <b>Mandatory</b> )			
9	Permission letter from the Ministry of National Security to operate a protective services agency, if providing armed services ( <b>Mandatory</b> )			
10	FUL license to use firearms ( <b>if providing armed services</b> )			
11	Service Provider's Employee's Code of Conduct ( <b>Mandatory</b> )			
12	Proof of Registration/Prequalification with the PCO-OCS ( <b>Mandatory</b> )			
13	Methodology ( <b>Mandatory</b> )			
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 ( <b>Mandatory</b> ).			
15	A statement certifying that the provider shall comply with the Scope of Works outlined in this tender document. ( <b>Mandatory</b> )			
16	Price proposal. VAT (where applicable) must be billed separately ( <b>Mandatory</b> )			
17	A statement certifying that the price proposed are valid for a period of at least ninety (90) days. ( <b>Mandatory</b> )			

18	Firms MUST also include pictures (real picture) of their security attire/uniform. ( <b>Mandatory</b> )			
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 <b>Appendix A(Mandatory)</b>			
23	Tenderer signed and agreed that you have read and understood the scope of works in <b>Appendix B (Mandatory)</b>			
24	Tenderer filled, signed, stamped and submitted the Rate Submission Sheet in <b>Appendix C (Mandatory)</b>			
25	Tenderer filled, signed, stamped and submitted the Form of Tender in <b>Appendix D(Mandatory)</b>			
26	Tenderer signed and stamped the Covid-19 Liability Waiver in <b>Appendix E(Mandatory).</b>			
27	Tenderer emailed acknowledging you have downloaded the RFP and intends to tender.			

Tenderers who have not met more that 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.

#### 14. AWARD CRITERIA

Presentation, Layout, Order and Compliance with documents to be submitted	Maximum - 10
Detailed Implementation Plan/Methodology- method of providing security to the relevant facilities	Maximum - 45
Qualification and Experience of Key Personnel	Maximum - 20
Financial Capacity of the Company to undertake relevant service	Maximum - 25
<b>TOTAL</b>	<b>100</b>

**Tenderers must score at least 70% in the award to be considered further. Award shall then be based on price and quality.**

**15. 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 Manager Business Development Unit, Division of Community Development Enterprise Development and Labour. The Division 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.

**16. BID VALIDITY PERIOD**

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

**17. NO CONTRACTUAL OBLIGATIONS**

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

**18. LATE TENDERS**

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

**19. 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.

## **20. CONFLICT OF INTEREST**

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

## **21. ACKNOWLEDGEMENT**

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 DCDEDL and their organization for correspondence and queries.

## **22. RIGHTS OF THE DCDEDL**

- (a) The DCDEDL reserves the right to reject any or all bids without limiting the generality of the foregoing, a Bid will be summarily rejected if it is conditional, if it is incomplete, obscure, or irregular, if it has erasures or corrections in the Cost Schedule, or if it has unit rates that are obviously unbalanced.
- (b) The **DCDEDL** reserves the right to reject a Bid, which does not provide satisfactory evidence that the proponent has the technical, physical and financial resources to complete the work within a specified contract period.
- (c) The **DCDEDL** reserves the right to accept or reject any bid and to annul the bidding process and reject all bids, at any time prior to Award of Contract, without thereby incurring any liability to the affected. Further, the Division

does not have any obligation to inform the affected proponent or proponents of the grounds for the action.

- (d) The **DCDEDL** may declare the bidding void when none of the bids meet the intent of the specifications or when it is evident that there has been a lack of competition and or that there has been collusion. In addition, all bids may be rejected if they are substantially higher than the official budget approved by the Division.
- (e) The **DCDEDL** does not bind itself to accept the lowest or any offer or to reimburse proponents for any expenses incurred in bidding.

### **23. GOVERNING LAW**

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

### **24. 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
<b>Entry into property security protocols:</b> Security measures adapted when customers or employee are entering THA's compound				
<b>Exit from property protocols:</b> Security measures employed for customers and employees leaving THA's compound				
<b>Customer services:</b> Degree of courteous customer services exhibited for both internal and external customers				
<b>Logging-in of visitors:</b> Degree to which customers to THA's compound are logged in to a station diary for contact tracing, information and other purposes				
<b>Temperature monitoring:</b> Degree to which security personnel ensure temperature checking of all persons entering THA's compound.				
<b>Masks enforcement:</b> Degree to which security personnel enforces the use of face masks by all persons entering THA's compound				
<b>Sanitization Enforcement:</b> Degree to which security personnel ensures hands are washed and sanitized before entering THA's compound.				
<b>Patrols:</b> Regularity or frequency of patrols of THA's compound by security personnel				
<b>Deportment/Personality of security Personnel:</b> Degree to which security officers carry about themselves/exhibit professionalism while on THA's compound.				
<b>Attire/Appearance:</b> Cleanness, neatness, professional appearance of Officers				



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

## **APPENDIX B**

### **SCOPE OF WORKS**

- 1) Provide surveillance of all persons entering and exiting Micro Enterprise Centres.
- 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 Micro Enterprise Centres 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 Micro Enterprise Centres facilities
- 11) Endeavor to prevent the occurrence of fires, explosions, collapses and other catastrophes.
- 12) Summon the appropriate response agencies and then notify Micro Enterprise Centres 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 vendors 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 DCDEDL personnel potentially hazardous conditions and items in need of repair, including inoperable lights, leaky faucets, toilet stoppages, broken or slippery floor surfaces, and other safety-related issues. (after hours)
- 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 Micro Enterprise Centres parking areas.
- 26) Receive and safely store lost and found articles pending return to owner or for appropriate disposal of, in accordance with procedure issued by DCDEDL
- 27) Contact emergency services as required
- 28) Perform other functions as necessary in the event of situations or occurrences such as civil disturbances, attempts to commit espionage, sabotage or other criminal acts adversely affecting the security and/or safety of DCDEDL, its employees, property, and the general public lawfully in buildings or on property under the control of the DCDEDL consistent with security force training and equipment so as not to endanger persons and property

- 29) Answer telephone calls promptly at all guard posts with courtesy
- 30) Be helpful and, within reason, provide information or services requested.
- 31) Provide intrusion and fire alarm monitoring and response
- 32) Deter and report violations of DCDEDL regulations
- 33) Secure all company vehicles on DCDEDL facilities compound
- 34) Any other area which poses a security threat in and around DCDEDL employees, visitors, properties and plant and equipment.
- 35) Stop all vehicles entering DCDEDL compound and make the necessary inquiries to ensure legitimate entrance.
- 36) Monitor car park to ensure proper parking instructions/regulations. Also ensuring reserved and employee parking spots are not infringed.
- 37) Ensuring parking designated for the differently abled community remain free for disabled persons.
- 38) Ensure all Security Officers take instructions from the Health & Safety Officers in the event of an emergency, in keeping with the general procedures that have been adopted by the DCDEDL pursuant to the provisions of the OSH Act of Trinidad and Tobago.
- 39) Assist external customers where necessary by opening/closing doors, helping the elderly to gain safe entry and exit from Micro Enterprise centres and helping disabled and differently abled customers where needed.
- 40) 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.
- 41) Enforce Ministry of Health Covid-19 protocols, namely: Social distancing, hand washing, sanitizing, temperature checking.

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**Please make certain you enter the correct amount and  
description of officers in the Rate Submission Sheet**

APPENDIX C

**RATES SUBMISSION SHEET**

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

<b><u>Item</u></b>	<b><u>Location</u></b>	<b><u>Rate per hr</u></b>	<b><u>Rate per day</u></b>	<b><u>Rate per month</u></b>	<b><u>Rate per year</u></b>
<b>A</b>	<u>Charlottetown Micro-Enterprise Centre</u>				
1	Two (2) Baton officer				
<b>2</b>	<b>Total-2 per shift</b>				
<b>I</b>	Value Added Tax (12.5%)				
<b>J</b>	<b><u>GRAND TOTAL</u></b>				

Dated this ..... day of .....2021

.....

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

.....

**Signature**

**Seal**

[APPENDIX C cont...](#)

**RATES SUBMISSION SHEET**

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

<b><u>Item</u></b>	<b><u>Location</u></b>	<b><u>Rate per hr</u></b>	<b><u>Rate per day</u></b>	<b><u>Rate per month</u></b>	<b><u>Rate per year</u></b>
<b>A</b>	<u><a href="#">Adventure Micro-Enterprise Centre</a></u>				
1	One () Baton Officer				
2	One Precepted Officer				
	<b>Total – 2 per shift</b>				
<b>I</b>	Value Added Tax (12.5%)				
<b>J</b>	<b><u>GRAND TOTAL</u></b>				

Dated this ..... day of .....2021

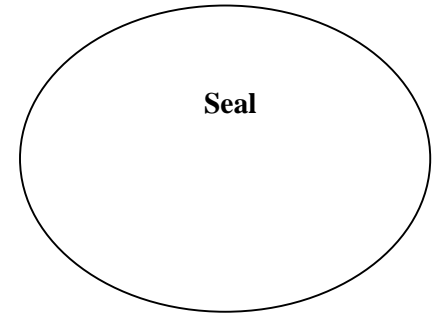
.....

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

.....

**Signature**

**Seal**



**APPENDIX D**

**FORM OF TENDER**

To: The Secretary, Tenders' Committee, Division of Community Development, Enterprise Development and Labour

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.

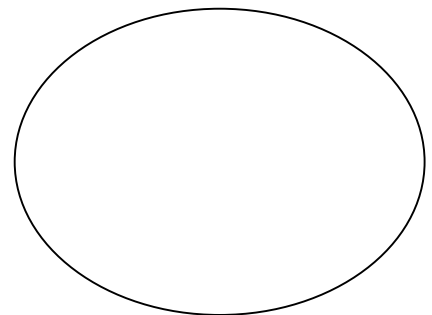
Dated this.....day of..... 20.....

.....  
Signature

In the capacity of .....

Duly authorized to sign Tender for and on behalf of

.....  
.....



**Seal**



**APPENDIX D**

**FORM OF TENDER**

To: The Secretary, Tenders' Committee, Division of Community Development, Enterprise Development and Labour

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.

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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.

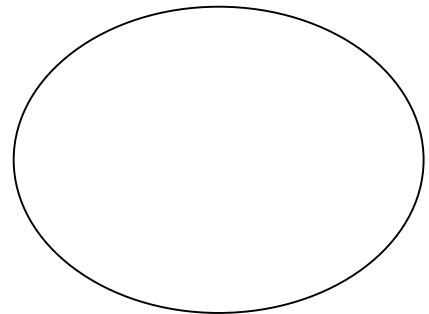
Dated this.....day of..... 20.....

.....  
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 Division of Community Development, Enterprise Development and Labour (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 DCEDEL 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 DCEDEL from any liability or claim that I, my staff or any personal representative may have against DCEDEL 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**