

**TENDER FOR NETWORK
INFRASTRUCTURE AND CCTV WORKS
AT THE CHIEF SECRETARY
RESIDENCE**

DESCRIPTION	WHERE	DATE & TIME
SITE VISIT	CHIEF SECRETARY RESIDENCE	December 1 st , 2021 @ 10:00am
CLOSING DATE	PROCUREMENT CONTROL OFFICE	December 15 th , 2021 @ 2:00pm
OPENING DATE	PROCUREMENT CONTROL OFFICE	December 15 th , 2021 @ 2:15pm

OCS-ISD-CSR-001

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1.0 INTRODUCTION

The Office of the Chief Secretary (OCS), a Division of the Tobago House of Assembly (THA) is desirous of having installed, Information Communication Technology (ICT) infrastructure and Closed Circuit Television (CCTV) system at a building designated as the official residence of the Chief Secretary.

In this regard, the OCS is inviting competent and reliable companies to offer their services to provide and install CCTV and to install structured cabling.

The purpose of this request for proposal is to arrive at the best solution, engaging the most reliable, technically capable, and competent provider with the most attractive cost.

2.0 BACKGROUND

The official residence of the Chief Secretary is located on the Milford Road in close proximity to the sea, consequently, it is subjected to significant exposure to sea blast. Moreover, at the residence there exist network cables which travers from the communication room to various areas of the residence. However, there is a bit of deterioration and disorganization of cables are not organized and therefore this disorganized cabling provides challenges when services are to be repaired.

Furthermore, the existing CCTV cameras are old and in fact some cameras are none functional, hence the intended extent of visibility of the entire premises is not now possible.

3.0 SCOPE OF WORKS

Please refer to **APPENDIX A** for complete scope of works.

4.0 TENDER SUBMISSION INSTRUCTIONS

- Proposal **MUST** include a Bill of Quantities
- Proposal **MUST** provide the length of time to be taken from the commencement of the project to completion. This length is to be given in days and stated explicitly even if a

Gantt chart is be provided. Additionally, commencement date of the project is the date from which access to the residence is given.

- Proposal **MUST** provide a summary sheet showing the cost of the project as follows:
 - For CCTV
 - the cost of material, equipment and labour in a disaggregated manner.
 - For Network
 - The cost of material, equipment and labour in a disaggregated manner
- Proposal **MUST** provide warranty for equipment installed as part of the solution.
- Proposal **MUST** indicate the names, addresses and telephone contact of three recent jobs in the past two years.
- Proposal to be submitted on **15th December 2021 on or before 2:00pm.**
- Proposal to be submitted in hard copy, which is one original, and three copies.

5.0 SITE VISIT

A site visit to the building would be held on **1st December at 10:00am**, and in this regard, prospective bidders should contact OCS Procurement Unit for more information on site visit:

Ms. Heidi Eastman
Public Procurement Officer
Spring Garden Office Facility
Phone: 639-3421 Ext. 1027

Bidders **SHOULD NOT** visit the facility without first being authorized by the Procurement Officer

SITE VISITS ARE MANDATORY.

6.0 COMMUNICATION

Prior to submitting a proposal, should there be any need to ask questions concerning the proposal, bidders are to send request to the email address info.ocsisd@tha.gov.tt

7.0 TERMS OF PAYMENT

The successful supplier shall be paid upon the submission of an invoice after the completion, inspection and certification of the job. The Information Systems Department shall submit invoices to the Accounts Department accompanied by a certificate of completion authorized by the Director – ISD. Payments generally shall be made within thirty (30) days of the submission of the invoice to the Information Systems Department (ISD), Office of the Chief Secretary.

8.0 NO CONTRACTUAL OBLIGATIONS

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

9.0 GOVERNING LAW

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

10.0 FORMAT OF TENDERS

- (a) Tenders shall comprise a **Single-Envelope System**, this means a single envelope containing both the financial and technical information for evaluation.
- (b) Alterations or erasures on any tender shall be initialed by the bidder or, in the case of a company, partnership or firm, by a duly authorized officer or employee of such company, partnership or firm.

11.0 INSTRUCTIONS FOR TENDER SUBMISSION

- a. **Tenderers who are not pre-qualified** with the THA's Procurement Control Office - OCS, **will not be eligible** to partake in this Request for Proposal (RFP). **Firms** desiring to participate in future request for proposals (RFP) issued by the THA **MUST** first be prequalified with the Assembly. Firms can visit www.pco.tha.gov.tt 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. Bidders **MUST** use the Form of Tender in Appendix B to submit

12.0 RESTRICTION

This tender is restricted to Service Providers domiciled on the Island of Tobago. Additionally, only Service Providers registered with the Procurement Control Office in Small-Small – Small Large spend level (\$50,000 – 250,000) and in the following categories can participate in this tender:

- *All IT and ICT Sales and Services – 15-PCO-011*

13.0 REQUESTS FOR ADDITIONAL INFORMATION

Bidders requiring a clarification of the bid documents **MUST** do so by contacting the Information Systems Department **ONLY** by sending email to the following email address: aloma.belfon@tha.gov.tt . All queries should be addressed to:

Heidi

Office Manager, Information Systems Department

Office of Chief Secretary

Phone: 639-3421 Ext. 5074

14.0 TENDER SUBMISSIONS

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

**SECRETARY OF THE TENDERS COMMITTEE
TENDER FOR NETWORK INFRASTRUCTURE AND CCTV WORKS AT THE CHIEF
SECRETARY RESIDENCE**

and deposited in the tender box located on Ground Floor of the Spring Garden Office Facility,
Spring Garden Ext. Road, Scarborough, Tobago
on or before **2:00 pm** on the **15th December 2021**.

Tenders shall be opened at **2:15pm** at the Procurement Control Office. All tenderers are invited to be present for the opening. Tenders who are interested in participating in the opening **MUST** first sanitize/wash hands, have their temperature taken, sign the security book and **MUST** be wearing a mask. Social distancing during the opening is mandatory.

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.

15.0 CONFLICT OF INTEREST

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

16.0 RIGHTS OF THE OFFICE OF THE CHIEF SECRETARY

- (a) The OCS reserves the right to reject any or all bids without limiting the generality of the foregoing, a Bid will be summarily rejected if it is conditional, if it is incomplete, obscure, or irregular, if it has erasures or corrections in the Cost Schedule, or if it has unit rates that are obviously unbalanced.
- (b) The OCS reserves the right to reject a Bid, which does not provide satisfactory evidence that the proponent has the technical, physical and financial resources to complete the work within a specified contract period.
- (c) The OCS reserves the right to accept or reject any bid and to annul the bidding process and reject all bids, at any time prior to Award of Contract, without thereby incurring any liability to the affected. Further, the Division does not have any obligation to inform the affected proponent or proponents of the grounds for the action.
- (d) The OCS may declare the bidding void when none of the bids meet the intent of the specifications or when it is evident that there has been a lack of competition and or that there has been collusion. In addition, all bids may be rejected if they are substantially higher than the official budget approved by the Division.
- (e) The OCS does not bind itself to accept the lowest or any offer or to reimburse proponents for any expenses incurred in bidding.

17.0 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.

18.0 EVALUATION CRITERIA - SELECTION

CRITERIA	YES/NO		REMARK
Firm in compliance with VAT, NIS and BIR laws	YES	NO	Mandatory
Total cost of Job disaggregated by material, equipment and labour as well as by Network and CCTV.	YES	NO	Mandatory
Warranty statement provided for equipment installed	YES	NO	Mandatory
Duration of the Jobs indicated in days	YES	NO	Mandatory
Attended the site visit.	YES	NO	Mandatory
Submitted Tender on or before due date and time	YES	NO	Mandatory
Submission of three references of recent jobs in the past two years.	YES	NO	Mandatory
Did contractor Pass/Fail the Selection Requirement?	YES	NO	Move to Evaluation stage if YES. Rejected if NO.

All contractors that have successfully passed the selection criteria shall be evaluated and awarded by an Evaluation Committee on the basis of their technical specification, methodology, past performance and cost. Submissions that fail to acquire 60 points will be rejected.

19.1 EVALUATION CRITERIA - AWARD

Criteria	Max points 25x4= 100	Min points 15x4= 60	Below Min = Tender rejected	Requirements
Technical Specification	Specification and requirement 100% match those provided in the tender	Specification and requirements 60% match	Specification and requirements are under 60% compliant	Contractor specifications and requirements matched the specification and requirements for equipment, services and standards in this tender
Methodology and Delivery Time	Methodology is very good, logical and achievable with the best delivery time.	Methodology is good and achievable with a good delivery time	Methodology demonstrates poor understanding by the vendor	Contractor laid out a logical sequence of tasks in the executing of his/her works under the terms and conditions of this tender
Past performance	Letters of recommendation from three (3) or more from past and current clients	Letters of recommendation from two (2) past or current clients	One (1) or no letters of recommendation from past or current clients.	Contractor provided three (3) recommendations from past and current clients on their performance doing jobs of a similar nature
Detailed Cost	Best cost considering all other requirement			Contractor provided both the capital cost and recurrent cost for each location as instructed in this tender.
TOTAL POINTS	100 points	60 points	Rejected	

APPENDIX A
SCOPE OF WORKS

The general scope of work shall include the following:

- i. The removal of all existing ethernet network cabling.
- ii. The removal of existing CCTV System.
- iii. Supply, installation, testing and commissioning of new ethernet network infrastructure including an IP based CCTV System.
- iv. In the case of all civil works required, the Contractor will be responsible for the replacement, repair, and restoration of all structures to a condition equal to that before the work began.
- v. Submit a service level agreement for scheduled maintenance of cameras. This agreement is to include proposed frequency of maintenance and cost associated with the agreement.
- vi. Training of three (3) OCS-ISD technical staff to operate the CCTV system.
- vii. Any other work related to but not specifically mentioned above, required for completion of the project.

Network Drop Locations

Please refer to **APPENDIX E** for Drawings.

1. Maid, guest, and personal security rooms - 3 Drops
2. Pool Room -1 Drop
3. Guard booth - 1 Drop
4. Reception area - 1 Drop
5. Entertainment area - 1 Drop
6. Kitchen area - 1 Drop
7. Bedroom 1 - 1 Drop
8. Bedroom 2 – 1 Drop
9. Master Bedroom - 3 Drops
10. Office - 2 Drops

11. Bar & social area - 2 Drops

N.B.

- Termination from all points must be established in the network cabinet provided in the communications room.
- CAT6 patch panel must receive the termination of all points.
- All points must have keystone and wall mount boxes if surface mounted.

IP Based CCTV System

The IP Based Surveillance Camera should potentially provide users with the following capabilities:

1. Full perimeter coverage.
2. The capture of surveillance 24 hours.
3. The ability to store images from each site, for at least one month.
4. Starlight Technology.
5. Provide authorized officers with the capability to randomly query the system to obtain images required.
6. Provide and allow for remote access to cameras.
7. Ability to access to cameras using mobile phone, laptop and tablet.
8. Ability of client to set rules on CCTV cameras.
9. Ability to send alerts via email based on rules set by the client.

APPENDIX B

EQUIPMENT SPECIFICATIONS

N.B.: The bidder is to submit the Product Catalogue/Datasheet of the suggested model of each product.

Cameras		
Sr. No.	Specification	Details
1	Technology	Starlight (Full Colour)
2	Sensor	4MP progressive scan CMOS
3	Resolution	Minimum 2688 x 1520 for high-definition video quality.
4	Framerate	25/30fps to give smooth video output in case of fast-moving objects
5	Video compression	H.265+/ H.265 / H.264+/ H.264
6	Infrared Cut filter	Auto (ICR)/Color/B/W
7	IR distance	30m and above
8	Camera tampering	The camera shall provide real time tampering protection by means of alerts generated by the software
9	Micro SD slot	Should support up to a maximum of 256GB
10	Video Content Analytics supported by Camera	<ul style="list-style-type: none">➤ Motion detection➤ Intrusion detection➤ Face detection➤ Audio detection➤ Line crossing➤ Object detection➤ People counting
11	Power source	PoE
12	Weatherproof	IP67 Dust and Water Protection
13	Remote Access	Remote monitoring (PC, iOS, Android)
14	Open protocol	ONVIF Profile S or higher

NVR		
Sr. No.	Specification	Details
1	IP Camera Input	32 Channel
2	Display Interface	2 HDMI, 1 VGA
3	Video Resolution	3840×2160 for preview and playback
4	Multi-Brand Support	Support for Multi-brand IP cameras
5	Compression	H.265+/ H.265 / H.264+/ H.264
6	Open Protocol	ONVIF Profile S or higher
7	Incoming bandwidth	320Mbps
8	Recording Resolution	Support for recording up to 12MP
9	Automatic Network Replenishment	Support for ANR to ensure no lost footage in the event of temporary network failure
10	Storage	8 SATA III ports, 10 TB each

11	Backup	Support for USB drive or Network
12	Ethernet	2 RJ-45 ports (10/100/1000Mbps)
13	Smart Search	
14	Smart Analysis	<ul style="list-style-type: none"> ➤ Motion detection ➤ Intrusion detection ➤ Face detection ➤ Audio detection ➤ Line crossing ➤ Object detection ➤ People counting

CCTV Monitor	
Sr. No.	Specification
1	42-inch HD LED Monitor

Network Infrastructure	
Sr. No.	Specification
1	Category 6 / Class E 4 Pair 23 AWG U/UTP cable
2	CAT6 Patch Panel
3	Gigabit Ethernet Managed PoE switch
4	Rack Mount UPS

APPENDIX C
FORM OF TENDER

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

Tender for: **TENDER FOR NETWORK INFRASTRUCTURE AND CCTV WORKS AT
THE CHIEF SECRETARY RESIDENCE**

To:

“SECRETARY OF THE TENDERS COMMITTEE”

Sir/Madam,

Having examined the Tender Document issued by The Office of the Chief Secretary 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:

Cost of Material..... \$.....)
Cost of Equipment..... \$.....)
Cost of Labor..... \$.....)

Total Proposed Price

(Figures).....

(Words).....

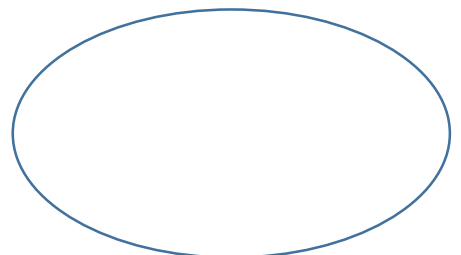
.....

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

VAT:

.....

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



APPENDIX D

COVID-19 LIABILITY WAIVER

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

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

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

I hereby declare that:

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

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

Date: _____

Name of Director: (BLOCK) _____

Signature: _____

APPENDIX E

DRAWINGS

