

## **APPENDIX 1**

# **REQUEST FOR TENDER FOR THE PROVISION OF JANITORIAL SERVICES AT DEPARTMENTS UNDER THE OFFICE OF THE CHIEF SECRETARY (OCS)**

<b>DETAILS</b>	<b>LOCATION</b>	<b>DATE AND TIME</b>
<b>TENDER CLOSING</b>	<b>PROCUREMENT CONTROL OFFICE</b>	<b>FRIDAY, MAY 20<sup>th</sup> , 2PM</b>
<b>TENDER OPENING</b>	<b>PROCUREMENT CONTROL OFFICE</b>	<b>FRIDAY, MAY 20<sup>th</sup> , 2:15PM</b>

**OCS-JS-PUB-1**

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## **1.0     INTRODUCTION**

The Office of the Chief Secretary (OCS), is a division of the Tobago House of Assembly (THA). It is an overarching networking mechanism responsible for effectively guiding, facilitating and coordinating the activities of the various Divisions of the Tobago House of Assembly (THA).

The Office of the Chief Secretary (OCS) is desirous of engaging Janitorial Service Providers to provide professional janitorial services at eleven (11) departments to clean, sanitize, and disinfect to ensure a hygiene and germ free environment. The selected service providers are expected to provide a professional service in accordance with international standards. Substandard and mediocre service will **NOT** be tolerated. Providers will be appraised on a periodical basis to ensure quality standards are met and where OCS (based on ongoing performance appraisal) is not satisfied with the janitorial services, the contract **WILL** be terminated immediately.

## **2.0     PURPOSE OF THE RFT**

The purpose of this Request for Tender (RFT) is to solicit proposals from suitably qualified service providers to clean and maintain those locations as outlined in section 12.0 of this Request for Tender.

### **3.0 INSTRUCTIONS TO BIDDERS**

- a. Service Provider **MUST** provide a Cover Letter introducing the company and its range of services inclusive of any achievements it has acquired over the years. The cover letter **MUST** state the firm's commitment to upholding the highest standards of hygienic janitorial services while abiding by all of the protocols for Covid-19 as mandated by the Ministry of Health. The Cover Letter **MUST** also identify the two departments bidding for.
- b. Submission of envelopes/packages must be done in hard copy and clearly marked - that is one (1) **Original**, and **three (3) Copies**. The envelope of the original bid **MUST** be labelled as "**ORIGINAL**" in **BOLD** font and the envelopes containing copies **MUST** be labelled "**COPY**".
- c. Submissions **MUST** entail a quotation for the cost of material and labor in a disaggregated manner on a separate sheet in addition to the Form of Tender.
- d. Proponents **MUST** indicate the names, addresses and telephone contact of two jobs done in the past two years of a similar nature.
- e. Service Providers should not provide any information outside of what is asked for in this request for quotation.
- f. Service Providers must deposit submissions at the location stipulated in the Tender

by **Friday 20<sup>th</sup> May, 2022, on or before 2:00pm.**

**N.B: NO LATE SUBMISSIONS WILL BE ACCEPTED**

#### **4.0 TERMS OF PAYMENT**

The successful service provider shall be paid upon the submission of an invoice after the completion, inspection and certification of the job. The Administrative Officer IV shall submit all invoices to the Accounts Department accompanied by a certificate of completion authorized by the various Heads of Departments. Payments generally shall be made within thirty (30) days of the submission of the invoice to the Office of Property Management, Office of the Chief Secretary.

#### **5.0 NO CONTRACTUAL OBLIGATIONS**

**This is a Request for 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 Instructions to Bidders (ITB).**

OCS 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.

#### **6.0 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.

#### **7.0 CONFLICT OF INTEREST**

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

**8.0 RIGHTS OF THE OFFICE OF THE CHIEF SECRETARY**

- a. The OCS reserves the right to reject a Tender, which does not provide satisfactory evidence that the proponent has the technical, physical and financial resources to complete the work satisfactorily and completely.
- b. 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. Extremely low bids may also be voided.
- c. The OCS does not bind itself to accept the lowest or any offer or to reimburse proponents for any expenses incurred in bidding.

**9.0     PROPOSALS CONTAIN THE FOLLOWING:**

- a. A complete **Form of Tender** (*Schedule 2*) detailing the contractor's offer/price for each location tendered for. VAT (where applicable) should be stated separately. **(Mandatory)**.
- b. A copy of the tenderer business registration/incorporation certificate, **(Mandatory)** NIS/ VAT/ BIR (where applicable)
- c. A copy of the tenderer's evidence of being domiciled (living, residing, operating) on the island of Tobago. **(Mandatory)**.
- d. Proof of registration with the Procurement Control Office
- e. A list of the tenderer's available equipment supported by photos. (Physical verification might be conducted). See (*Schedule 3*) **(Mandatory)**
- f. A list of the chemicals that will be used while performing janitorial operations on the THA's compound in addition to the Material Safety Data Sheet (MSDS) for these chemicals. **(Mandatory)**.
- g. Confirmatory statement that all labour provided **MUST** be 100% local to Tobago **(Mandatory)**.
- h. List of all PPE that will be issued to janitorial staff while performing duties on OCS's compound. **(Mandatory)**.
- i. Names of employee(s) that will be assigned if successful (copies of ID card or DP)
- j. Signed Copy of **OCS Covid 19 protocols** Declaration (*Schedule 3*)

## **10.0 TENDER RESTRICTIONS**

- a. This Request for Proposal for the Tobago based locations is hereby restricted to service providers whose company business address is registered and are domiciled in Tobago,
- b. Service providers domiciled in Trinidad and whose company business address is registered with the Procurement Unit, **will be afforded the opportunity to tender for the Flagstaff Unit, located in Trinidad.**
- c. Service providers MUST be registered with the Procurement Control Office (OCS) in Category, RE: Janitorial Equipment Sales and Services (15 – PCO – 062). Firms can visit [www.pco.tha.gov.tt](http://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**

- d. Service Providers MUST be prequalified within the Spend Level, Small-Small (\$25,000.00 - \$50,000.00) and Small-Medium (\$51,000 – \$100,000)
- e. Service providers are restricted to tender for no more than two (2) any two locations.



## **11.0 TENDER SUBMISSIONS**

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

**CHIEF ADMINISTRATOR**  
**TENDER FOR THE PROVISION OF JANITORIAL SERVICES FOR**  
**DEPARTMENTS UNDER THE OFFICE OF THE CHIEF SECRETARY**

**Procurement Control Office**  
**Spring Garden Office Facility**  
**Spring Garden Ext. Road**  
**Scarborough, Tobago**

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

- (a) Bidder **MUST** identify the tender they are applying for, by affixing at the front of the Envelope the stipulated Tender Identification Code.
- (b) Bidders **MUST** also affix their company's stamp at the front of the Envelope and also on the Price Schedule Form (**FORM OF CONTRACT**).
- (c) The form must be signed, dated and stamped by the Principal or representative responsible for preparing the bid.

## 12.0 SITE LOCATIONS AND ADDRESSES

NO	DEPARTMENT'S NAME	ADDRESS	SITE VISIT TIME	SITE VISIT DATE
1.	Smithfield Plaza	Smithfield, Scarborough, Tobago	9:30 am	Tuesday 03 <sup>rd</sup> May, 2022
2.	Naresh Persad Building	Bacolet street, Scarborough, Tobago	10:30 am	Tuesday 03 <sup>rd</sup> May, 2022
3.	Printery	Sangsters Hill, Scarborough, Tobago	1:00 pm	Tuesday 03 <sup>rd</sup> May, 2022
4.	Flagstaff (Trinidad)	Flag Staff Unit 17, Long Circular Rd, Port of Spain, Trinidad	10:00 am	Friday 06 <sup>th</sup> May , 2022

Service Providers are reminded that while some Covid-19 restrictions have been lifted, the wearing of mask and sanitizing of hands are still mandatory for all persons attending site visits. Providers should only attend site visits in those locations they intend to bid for.

The OCS will coordinate site visits to its facilities. To schedule a site visit, interested bidders are asked to confirm their attendance via email at [heidi.eastman@tha.gov.tt](mailto:heidi.eastman@tha.gov.tt) or [latoyah.smith@tha.gov.tt](mailto:latoyah.smith@tha.gov.tt) **No later than Friday 29<sup>th</sup> April, 2022 2:00 PM**

**Heidi Eastman or Latoyah Smith**  
**Public Procurement Officer – OCS**  
**Phone 1(868) 639-3421 Ext 1027 or Ext 1023**

### **SITE VISITS ARE MANDATORY**

Bidders **SHOULD NOT** visit any of the facilities without authorization from the Procurement Control Office.

## 13.0 **VALUE ADDED TAX (VAT) AND INCOME TAX**

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

#### **14.0 ADDITIONAL ENQUIRIES**

Bidders should answer the following questions in their submissions.

<b>NO</b>	<b>DESCRIPTION</b>	<b>Yes</b>	<b>No</b>
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?		

### 15.0 EVALUATION CHECKLIST (FOR OFFICIAL USE)

NO	EVALUATION DETAILS	Ref.	Max Points	Min. Points	REMARKS
1	Cover Page	3.0 (a)			
2	Quotation consists of material & labour cost	3.0 (b)			
3	Proof of two jobs done of a similar nature in the past two years	3.0 (c)			
4	A completed <b>Form of Tender</b>	9.0 (a)			
5	A copy of the tenderer business registration/incorporation certificate/ NIS/ VAT/ BIR where applicable	9.0 (b)			
6	A copy of the tenderer's evidence of being registered and domiciled in Tobago	9.0 (c) 10.0 (a)			
7	Proof of registration with the Procurement Control Office	9.0 (d)			
8	A list of the tenderer's available equipment supported by photos	9.0 (e)			
9	List of Chemicals and MSDS Sheets	9.0 (f)			
10	Confirmatory statement of 100% local Labour	9.0 (g)			
11	List of PPE that will be issued to staff	9.0 (h)			

## **PRINTERY**

### **JANITORIAL SERVICES SCOPE OF WORKS**

Listed below are the services to be performed **daily**:

1. Sweeping and mopping all floors
2. Removal of any other particles that may become stuck to the floor
3. General dusting, sweeping and mopping of floor skirting from dust
4. Dust and cleaning, clocks, picture frames, light switches, plugs, fire extinguishers and cabinets
5. Cleaning and buffing of glass doors (entry/exit)
6. Clean and sanitize all desk, conference room table
7. Clean all frequently touched areas such as door knobs, chairs used by public etc.
8. Dust and clean computer monitors and accessories
9. Removal of garbage from bins, change bin liners and wash bins when necessary
10. Empty the shredder
11. Clean and sanitize wash room, toilet tanks, top and bottom of toilet seats, inside and outside of toilet bowls and urinals
12. Mopping and sanitizing of tiled floors
13. Supply and replenish toilet paper and hand towels
14. Sweeping of external staircase

Listed below are the services to be performed **weekly**:

1. Spray buffing of terrazzo floors
2. Cleaning of ledges lintels and any part where dust may accumulate
3. Spot cleaning on walls etc. (where necessary)
4. General cleaning of wall tiles
5. Cleaning of sneeze guards on desks
6. Cleaning of car park and driveway to the carpark
7. Scrubbing of tiles to maintain grout

Listed below are the services to be performed **monthly**:

1. Cleaning of all glass windows
2. Cleaning of blinds
3. Scrubbing of internal stairs
4. Power washing of car park and driveway to the carpark

Listed below are the services to be performed **quarterly**:

1. Stripping, sealing and **polishing of terrazzo floors**
2. Shampooing of carpeted areas

**SMITHFIELD PLAZA AND NARESH PERSAD BUILDINGS (JOJOJEN Ltd.)**

**JANITORIAL SERVICES  
SCOPE OF WORKS**

Listed below are the services to be performed **daily**:

1. Sweeping and mopping all floors
2. Removal of any other particles that may become stuck to the floor
3. General dusting, sweeping and mopping of floor skirting from dust
4. Dust and cleaning, clocks, picture frames, light switches, plugs, fire extinguishers and cabinets
5. Cleaning and buffing of glass doors (entry/exit)
6. Clean and sanitize all desk, conference room table
7. Clean all frequently touched areas such as door knobs, chairs used by public etc.
8. Dust and clean computer monitors and accessories
9. Removal of garbage from bins, change bin liners and wash bins when necessary
10. Empty the shredder
11. Clean and sanitize wash room, toilet tanks, top and bottom of toilet seats, inside and outside of toilet bowls and urinals
12. Mopping and sanitizing of tiled floors
13. Supply and replenish toilet paper and hand towels
14. Sweeping of external staircase

Listed below are the services to be performed **weekly**:

1. Spray buffing of terrazzo floors
2. Cleaning of ledges lintels and any part where dust may accumulate
3. Spot cleaning on walls etc. (where necessary)
4. General cleaning of wall tiles
5. Cleaning of sneeze guards on desks
6. Cleaning of car park and driveway to the carpark
7. Scrubbing of tiles to maintain grout

Listed below are the services to be performed **monthly**:

1. Cleaning of all glass windows
2. Cleaning of blinds
3. Scrubbing of internal stairs
4. Power washing of car park and driveway to the carpark

Listed below are the services to be performed **quarterly**:

1. Stripping, sealing and **polishing of terrazzo floors**

## **FLAGSTAFF UNIT**

### **SCOPE OF WORKS**

<b>Ground Floor</b>	
<b>Rooms</b>	<b>Details</b>
	<ul style="list-style-type: none"><li>• A general sweep, mop and sanitize throughout the entire floor;</li><li>• Dust and clean all ledges, lights, vents, doors, cupboards, walls, door knobs, fittings or any areas that accumulate dust;</li><li>• Clean all glass inside and out;</li><li>• Wash drapes and replace;</li><li>• Clean and sanitize bathroom area.</li></ul>
<b>Stairs</b>	<ul style="list-style-type: none"><li>• Clean stairs and mop</li><li>• Dust and cobweb stairs and walls</li><li>• Wipe and sanitize railings</li></ul>
<b>Rooms</b>	<b>First Floor</b>
	<ul style="list-style-type: none"><li>• A general sweep, mop and sanitize throughout the entire floor;</li><li>• Dust and clean all ledges, lights, vents, doors, cupboards, walls, or any areas that accumulate dust;</li><li>• Clean glass inside and out;</li><li>• Wash drapes and replace;</li><li>• Clean and sanitize bathroom area;</li><li>• Clean and shampoo couches;</li><li>• Clean wooden chairs and tables;</li><li>• Thoroughly clean kitchen area in addition to kitchen equipment and appliances.</li></ul>
<b>Rooms</b>	<b>Second Floor</b>
	<ul style="list-style-type: none"><li>• A general sweep, mop and sanitize throughout the entire floor;</li><li>• Dust and clean all ledges, lights, vents, doors, cupboards, walls or any areas that accumulate dust;</li><li>• Clean all glass inside and out;</li><li>• Wash drapes and replace;</li><li>• Clean and sanitize bathroom area.</li><li>• Three (3) bedrooms to clean and sanitize thoroughly and to have sheets washed and replaced</li></ul>
<b>AC Units</b>	<ul style="list-style-type: none"><li>• All AC Units to service once Quarterly</li></ul>
<b>Landscaping</b>	<ul style="list-style-type: none"><li>• All Landscaping to be performed Fortnightly</li></ul>
<b>Disinfection</b>	<ul style="list-style-type: none"><li>• When required</li></ul>



**SCHEDULE 2**

**FORM OF TENDER**

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

Tender for:   **REQUEST FOR QUOTATION (RFQ)**  
**FOR THE PROVISION OF JANITORIAL SERVICES FOR SMITHFIELD PLAZA.**

To:

**“CHIEF ADMINISTRATOR”**

Sir/Madam,

Having examined the Tender Document issued by Office of the Chief Secretary (OCS) and having also visited the sites, 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:**   SMITHFIELD PLAZA, SCARBOROUGH, TOBAGO

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

**(Words)**.....

.....

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

**VAT:**

.....

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

**SCHEDULE 2**

**FORM OF TENDER**

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

Tender for:   **REQUEST FOR QUOTATION (RFQ)**  
**FOR THE PROVISION OF JANITORIAL SERVICES FOR NARESH PERSAD**  
**BUILDING.**

To:

**“CHIEF ADMINISTRATOR”**

Sir/Madam,

Having examined the Tender Document issued by Office of the Chief Secretary (OCS) and having also visited the sites, 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:**   NARESH PERSAD BUILDING, SCARBOROUGH, TOBAGO

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

**(Words)**.....

.....

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

**VAT:**

.....

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

**FORM OF TENDER**

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

Tender for:   **REQUEST FOR QUOTATION (RFQ)**  
**FOR THE PROVISION OF JANITORIAL SERVICES FOR AIRPORT**  
**RELOCATION OFFICE.**

To:

**“CHIEF ADMINISTRATOR”**

Sir/Madam,

Having examined the Tender Document issued by Office of the Chief Secretary (OCS) and having also visited the sites, 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:**   AIRPORT RELOCATION OFFICE, BON ACCORD, TOBAGO

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

**(Words)**.....

.....

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

**VAT:**

.....

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

**FORM OF TENDER**

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

Tender for:   **REQUEST FOR QUOTATION (RFQ)**  
**FOR THE PROVISION OF JANITORIAL SERVICES FOR PRINTERY.**

To:

**“CHIEF ADMINISTRATOR”**

Sir/Madam,

Having examined the Tender Document issued by Office of the Chief Secretary (OCS) and having also visited the sites, 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:** PRINTERY, SCARBOROUGH, TOBAGO

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

(Words).....

.....

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

**VAT:**

.....

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

**FORM OF TENDER**

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

Tender for:   **REQUEST FOR QUOTATION (RFQ)**  
**FOR THE PROVISION OF JANITORIAL SERVICES FOR**  
**FLAG STAFF (TRINIDAD).**

To:

**“CHIEF ADMINISTRATOR”**

Sir/Madam,

Having examined the Tender Document issued by Office of the Chief Secretary (OCS) and having also visited the sites, 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:** FLAG STAFF, ST. JAMES, PORT OF SPAIN, TRINIDAD.

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

(Words).....

.....

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

**VAT:**

.....

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

**SCHEDULE 3**

**LIST OF EQUIPMENT/ MACHINERY/TOOLS**

NO	DESCRIPTION	QUANTITY	MODEL/SERIAL #
1.			
2.			
3.			
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20.			

**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 Office of Chief Secretary (OCS) has put in place preventative measures to reduce the spread of the Coronavirus/COVID-19.

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

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

I hereby declare that:

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

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

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

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

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

**STAMP**