

**REQUEST FOR TENDER**  
**FOR THE PROVISION OF JANITORIAL**  
**SERVICES FOR:**  
**COMMUNITY EMERGENCY RESPONSE TEAM**  
**(CERT) MORIAH OFFICE**  
**UNDER THE OFFICE OF THE CHIEF**  
**SECRETARY (OCS)**

DETAILS	LOCATION	DATE AND TIME
TENDER CLOSING	PROCUREMENT CONTROL OFFICE	FRIDAY 24 <sup>TH</sup> MARCH, 2023 – 2:00 PM
TENDER OPENING	PROCUREMENT CONTROL OFFICE	FRIDAY 24 <sup>TH</sup> MARCH, 2023 – 2:30 PM

**OCS-JS-TEM-3**

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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 a Janitorial Service Provider to provide professional janitorial services at the Community Emergency Response Team (CERT) headquarters located at Moriah, Broad Road, Tobago, 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 TENDER**

The purpose of this Request for Tender (RFT) is to solicit proposals from suitably qualified service providers to clean and maintain the location 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 office your organization is 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 24<sup>TH</sup> MARCH, 2023 AT 2:00 PM**

**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 Contractor 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 Accounting Unit, Tobago Emergency Management Agency, 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 the 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 Personal Protective Equipment (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 Tender for the Tobago based location, is hereby restricted to service providers whose company business address is registered and are domiciled in Tobago,
- b. 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 Pre-Qualification Documents (PQ documents) and submit same to:

**Procurement Control Office  
Spring Garden Office Facility  
Spring Garden Ext. Road Scarborough,  
Tobago  
639-3421 Ext. 1021**

- c. Service Providers **MUST** be prequalified within the Spend Level, Small-Small (\$25,000.00 - \$50,000.00) and Small-Medium (\$51,000 – \$100,000)



## **11.0 TENDER SUBMISSIONS**

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

**CHIEF ADMINISTRATOR  
REQUEST FOR TENDER (RFT)  
FOR THE PROVISION OF JANITORIAL SERVICES FOR CERT MORIAH BASE**

**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 LOCATION AND ADDRESS

NO	DEPARTMENT'S NAME	ADDRESS	SITE VISIT TIME	SITE VISIT DATE
1	CERT Moriah Base	Broad Road, Moriah, Tobago	10:00 AM	Friday 10 <sup>th</sup> March, 2023

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.

The OCS will coordinate one visit to this facility. To schedule a site visit, interested bidders are asked to **confirm their attendance via email** at [roydell.hector@tha.gov.tt](mailto:roydell.hector@tha.gov.tt)

**No later than 4;00 pm on Friday 03<sup>rd</sup> March, 2023**

**Roydell Hector**  
**Public Procurement Officer- Disposal – OCS**  
**Phone 1(868) 639-3421 Ext 1026**

## SITE VISIT IS MANDATORY

Bidders **SHOULD NOT** visit the facility 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.

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?		

## 15.0 EVALUATION CHECKLIST (FOR OFFICIAL USE)

NO	EVALUATION DETAILS	Ref.	Max Points	Min. Points	REMARKS
1	Cover Letter	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 e.g. copies of contracts, Purchase Orders, check stubs, receipts, etc.	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, and its age 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)			

**SCHEDULE 1**  
**SCOPE OF WORKS TO BE PERFORMED**

**CERT MORIAH BASE**  
**JANITORIAL SERVICES SCOPE OF WORKS**

The general scope of work shall be to supply all labor, materials, equipment and incidentals necessary to provide appropriate Janitorial Services at the CERT Speyside Base, Broad Road, Moriah, Tobago.

General performance criteria shall include but not be limited to the following:

**❖ 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 floor.
2. Cleaning of roof, manicuring of compound

**ADDITIONAL INFORMATION**

Official address/ location of the building

- Corner of Windward Road and Top Hill Speyside (next to DIQUD office)
  - Building type: B class
  - Number of Levels: Two
  - Ground floor dimensions' windows and flooring type
  - Length: Thirty- Six feet (36') □ Width: Twenty-four feet (24')
  - Windows: Glass sliding
  - Door: Glass
  - Floor: Tiles
- 
- First floor dimensions' windows and flooring type
  - Length: Thirty-six feet (36')
  - Width: Thirty- four feet (34')
  - Windows: Glass sliding in operational area and lunch room, aluminum louver in the bedrooms and bathroom
  - Door: Glass
  - Floor: Ground Floor-Porcelain Tile Operations Room & waiting area
  - Storage Room- Brushed concrete finish
  - First Floor- Porcelain & Ceramic Tiles

Windows: Glass sliding in operational area and lunch room, aluminum louver in the bedrooms and bathroom:

- Windows: Glass sliding
  - Scaffolding needed to clean outer windows on the first floor.
1. Proposed time schedule for which the selected contractor is required to perform their duties
    - (8am – 4pm, 3 days per week). NB Center will be operational 24 hrs. 7 days a week
  2. Sanitary and cleaning supplies of if this should be provided by the contractor.
    - Sanitary and cleaning supplies should be supplied by contractor.
  3. Supplier Will be responsible for female sanitary bins.
    - Sanitary bins should be provided by contractor

#### General regular duties

- All office doors must be swept, mopped so that they shine
- Walls must be free of grime, removable stains and dust
- All corridors and staircases must be mopped, swept and dried
- Cleaning of all toilets, wash basins, floors and other surfaces
- Hand sanitizer and liquid soap dispenser should be replenished when depleted
- All trash bins should be emptied and cleaned and sanitized and its contents bagged and placed in the outside trash container
- Cleaning all doors (including knob) and windows
- All desks and tables should be cleaned and sanitized
- Dusting and cobwebbing ceiling and fixtures
- Cleaning of ledges
- Cobwebbing of ceiling
- Replacing air fresheners
- Power washing
- Watering and wiping of plants and of plant pots
- Wiping and cleaning of copiers/printers so that they appear clean
- Ensure equipment used (mops, cans, brushes, rags) are clean and sanitized before use
- Cleaning and sanitizing of phones with separate cloth designated for phones
- Cleaning of refrigerators and microwaves and keeping kitchen/lunchroom counters and tables and kitchen sinks and faucets sparkling clean
- Cleaning of entire conference rooms where available

- Cleaning of glass, mirrors
- Cleaning of fans
- Power washing of main dustbin located at the front of the facility twice per month

**SCHEDULE 2**

**FORM OF TENDER**

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

Tender for:   **REQUEST FOR TENDER (RFT)**  
**FOR THE PROVISION OF JANITORIAL SERVICES FOR CERT MORIAH BASE**

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:**   CERT MORIAH BASE, BROAD ROAD, MORIAH, TOBAGO.

**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.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			

#### **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**