



**TOBAGO HOUSE OF ASSEMBLY**  
**Division of Food Security, Natural Resources, the Environment, and**  
**Sustainable Development**  
**Shirvan Administrative Complex, Shirvan Road**  
**Shirvan, Tobago**  
**TEL# (868) 639-5994/2234, 660-7152**  
**FAX (868) 639-1746**

**Invitation to Tender for Provision of Various  
Service Providers for A Three (3) Year Period  
Effective From 1st July, 2025**

**DFSNRES2024/25-009**

<b>DESCRIPTION</b>	<b>DATE &amp; TIME</b>
<b>CLOSING DATE</b>	<b>2nd June 2025 @ 1:30 P.M.</b>
<b>CLARIFICATION DATE</b>	<b>16th May 2025 @ 12:00 P.M.</b>
<b>OPENING DATE</b>	<b>2nd June 2025 @ 1:40 P.M.</b>

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Part A: INVITATION

Ref#: DFSNRES D 2024/25-009

Dear Sir/Madam,

**Re: Invitation to Tender for Provision of Various Service Providers for A Three (3) Year Period Effective From 1st July, 2025**

Reference is made to the captioned matter above.

The Division of Food Security, Natural Resources, the Environment and Sustainable Development (DFSNRES D) hereby invites tender submissions for the **Invitation to Tender for Provision of Various Service Providers for A Three (3) Year Period Effective From 1st July, 2025** located at various locations through out Tobago. The provision of the services shall be governed by the terms and conditions of the draft Contract contained in this Invitation To Tender (ITT) document. A copy of the ITT is attached to this Letter for your careful review and consideration in preparation for submission of your Tender.

**A. Acknowledgement of Invitation**

Proponents are asked to email their acknowledgment to this ITT using the Tender Acknowledgement Form (Appendix B) to **Wendell.NanaMoore@gov.tt** and CC **Lizanne.Greenidge@tha.gov.tt** by **13th May 2025 at 12:00 P.M..**

**B. Submission of Tender**

**One (1)** original, **four (4)** hard copies and one (1) soft copy (via flash drive) of the Tender Package must be placed into **one (1) sealed envelope**, labelled in accordance with Instructions to Proponents of the ITT documents, and delivered into the appropriately labelled Tender Box located in the **Procurement Unit**, on the First Floor of the Division's Main Office Building at the address below, by no later than **2nd June 2025 at 1:30 P.M..**

**Shirvan Administrative Complex Corner Milford and Shirvan Road, Shirvan, Tobago.**

A Proponent requiring clarification of the contents of this ITT Documents must notify the DFSNRES D in writing by email to the following email address **Wendell.NanaMoore@gov.tt** and **CC Lizanne.Greenidge@tha.gov.tt**.

The Proponent's requests for clarifications must be titled "REQUEST FOR INFORMATION- Invitation to Tender for Provision of Various Service Providers for A Three (3) Year Period Effective From 1st July, 2025". The request must be specific, must refer to the project title, specific section and clause and must be sequentially numbered. Inquiries must be received no later than **16th May 2025 at 12:00 P.M..**

The DFSNRES D does not bind itself to accept the lowest cost of this or any Tender Submission and can cancel this ITT any time prior to the award of contract.

## 1. BACKGROUND INFORMATION

The Tobago House of Assembly (THA) comprises two main arms, the Legislative Arm and the Executive Arm, and ten (10) divisions with particular remits plus the Office of the Chief Secretary, which oversees the others.

The aim of this Division, the Division of Food Security, Natural Resources, the Environment and Sustainable Development (DFSNRES D) is to provide exceptional and equitable service to all employees and customers through the use of technology and as well trained professional workforce leading to the development of Tobago.

In this regards, Division of Food Security, Natural Resources, the Environment and Sustainable Development (DFSNRES D) is seeking competent and reliable **Security Service Providers (Armed and Unarmed), Janitorial Services, Hygienic Janitorial, Waste Removal (Fish Waste and Trash), Refrigeration Maintenance (Freezers, Ice Machines and Chillers), AC (Split Unit) Maintenance, Pest Control, Plumbing Maintenance and Septic Tank Clearing** at various departments and facilities throughout the Division.

The Division of Food Security, Natural Resources, the Environment and Sustainable Development (DFSNRES D) will conduct its procurement process in accordance with procurement best practice to ensure integrity, accountability, good governance, transparency, value for money and fairness.

## 2. SCOPE OF WORKS

See **Schedule I** for full scope of works. Supplemental scope of works shall be discussed with the successful Tenderer in order to properly manage the scope of services.

## 3. ELIGIBILITY

A bidder, and all parties constituting the bidder, shall meet the following criteria to be eligible to participate in public procurement:

- a) the bidder **must** be registered in the Office of Procurement Regulator's (OPR) Procurement Depository in the Line of Business for which they intend to bid on –
  - **Security Services- 92121504**
  - **Plumbing services - 72101510**

- **Janitorial service - 76111501**
- **Septic clearing - 76121502**
- **Sanitary bin - 47131703**
- **Pest Control- 72102106**
- **Air Condition (AC) & Refrigeration Maintenance- 72101511**

- b) the pre-qualified value category for this tender is **Level 2**
- c) the bidder has the legal capacity to enter into a contract;
- d) the bidder is not:
  - i. insolvent;
  - ii. in receivership;
  - iii. bankrupt; or
  - iv. being wound up, administered by a court or judicial officer;
- e) the bidder's business activities have not been suspended;
- f) the bidder is not the subject of legal proceedings for any of the circumstances in (d);
- g) the bidder has fulfilled his or her obligations to pay Taxes and National Insurance Contributions;
- h) the Directors and/or Principal Officers have not been convicted for any criminal offences;
- i) **Selective Tender** for suppliers/contractors domicile on the island of Tobago,
- j) the bidder must have the necessary professional and technical qualifications and competence, financial resources (*required to show available finances*), equipment and other physical facilities, managerial capability, reliability, experience and personnel to perform the procurement contract; and
- k) the bidder must meet relevant industry standards.

**Tenderers are allowed to bid on a maximum of three (3) of the identified LOT from the Division in their tender submission package.**



**Tenderers who had or have contracts from the Division and did not submit their performance appraisal from the Division, shall be rejected.**

- (a) Tenders shall comprise a Single-Envelope System, this means a single envelope containing both the financial and technical/quality 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.

## **1. TENDER SUBMISSION INSTRUCTIONS**

Tenderers are to submit in a neatly bonded and tabbed order the following:–

- a. Business Registration or Certificate of Incorporation, Notice of Directors, Notice of Registered Address and a Recent Utility Bill.
- b. Valid VAT, NIS and BIR Compliance Certificates (valid as at the date of submission).
- c. Firearm User License where applicable.
- d. Evidence of past experience to at least 40% of the price proposed in this tender LOT selected. Evidence shall be in the form of signed contracts/letters of award or purchase orders within the past eight (8) years. Signed contracts operating concurrently shall be taken into account to determine capacity. Where any signed contract is submitted from a private individual or a private company it must be annexed to the statutory declaration (Schedule III). The statutory declaration must be from the client and not the Tenderer.
- e. Evidence of access to or availability of credit facilities by the Tenderer's bank and or a recognized financial institution. The letter must give a range of finances available to tenderer.
- f. Tenderers who are bidding for **LOT # 22 & 23** (septic tank cleaning) must provide proof of ownership and insurance of pump truck i.e., certified copy of truck, receipt and up- to-date insurance coverage.
- g. Performance Appraisal- tenderers who have or had service contract(s) with the Division (DFSNRES D) must submit their performance appraisal.

- h. Workmen's Compensation and Public Liability insurance certificates.
- i. Price Breakdown Submissions (See Schedule II).

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

**DFSNRESD 2024/25 -009- Invitation to Tender for the Provision of Various  
Service Providers for DFSNRESD**

**The Administrator  
Division of Food Security, Natural Resources, the Environment and  
Sustainable Development**

**Shirvan Administrative Complex,  
Shirvan Road, Shirvan  
Tobago**

And deposited in the tender box located on -

**The Procurement Unit  
2<sup>nd</sup> Floor,  
Shirvan Administrative Complex,  
Shirvan Road, Shirvan  
Tobago**

**On or before 2nd June 2025 @ 1:30 P.M..**

**Tenders shall be opened shortly thereafter**

Tenderers **MUST** submit one (1) original, four (4) copies and one (1) soft copy via a flash drive of their bids in only **one (1) envelope**. Therefore the Division does not expect to see five (5) separate envelopes from any one (1) tenderer.

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

## 1. EVALUATION CRITERIA

Tenderers who have not submitted all mandatory requirements shall not be considered further for the award criteria.

Criteria	Score
Presentation Ensure that bid package is neatly done, labelled, bonded and presented with a clearly defined table of contents.	Mandatory
Firm is in compliance with VAT, NIS and BIR.	Mandatory
Firm is not subject to any investigation for fraud, money laundering, terrorist financing etc.	Mandatory
Financial capacity to undertake contract. Firms must have the ability to meet cash flow requirements of the sum proposed in this tender per month. Evidence of access to or availability of credit facility by the Firm's Bank or other recognized financial institution. This letter should reasonably provide a range of the finances available to the Firm. E.g. (upper six (6) digit, lower five (5) digit).	Mandatory
Audited financial statement for past three (3) years. <b><u>Tenderers bidding for any of the security services, MUST</u></b> submit audited Financial Statements (Balance Sheet, Profit and Loss Account or Income and Expenditure Statement and Notes to the Accounts) for the last three (3) years 2021, 2022 and 2023. To have been performed by a chartered/certified Accountant.	Mandatory
Experience in the supply of similar service as those proposed in this tender in two (2) contracts from two (2) different agencies with evidence of a contractor letter of awards.	Mandatory
Bidders for <b>each Lot</b> selected must provide a detailed methodology which include a schedule of works, resources (human and equipment) allocated to works, health and safety plan. For Bidders who are tendering for janitorial, hygienic janitorial and waste removals must include the spec-sheet of the chemical your company intend to use in the Facility. Bidders are also expected state disposal process.	Mandatory
Performance Appraisal. Tenderers who have current or previous contract(s) with the DFSNRES D must submit their signed performance appraisal for the period(s) for which they were engaged	Mandatory

Statement of Truth. Tenderers must sign and submit their Statement of Truth Declaration ( <i>Appendix A</i> ).	Mandatory
Ethical Code of Conduct for Contractors and Suppliers. Tenderer must read and sign Ethical Code of Conduct for Contractors and Supplier, which indicates you have read and agreed to the terms and condition outlined therein at <i>Appendix B</i> .	Mandatory

- I. Tenderers who have NOT met ALL mandatory selection criteria shall not be considered for award criteria.
- II. The DFSNRES D does however retain a separate right to waive irregularities in the tender submission if in the DFSNRES D's discretion if such irregularities are of a minor technical nature or relate to defects.
- III. Where documents submitted by the tenderer are of a **statutory nature only**, and are material incomplete or inaccurate, the DFSNRES D has the discretion to enter into an award with the successful tenderer, subject to the incomplete or inaccurate statutory document being remedied by the tenderer within seven (7) days.
- IV. Where none of the tenderers have met the criteria stated above, the DFSNRES D retains the right to relax or waive any of the tender requirements, whether it be material or not, so long as waiving such requirement is not unfair to any tenderer who "but for" the waiver, would have submitted a different offer and shall not be prejudicial for any of the other tenderers.

## 1. AWARD CRITERIA

<b>Experience</b>  Experience in the supply of similar service as those proposed in this tender in two (2) contracts or 2 letter of award not more than eight (8)years old.	25%
<b>Methodology</b>  Bidders for each Lot selected must provide a detailed methodology which include a schedule of works, resources (human and equipment) allocated to works, health and safety plan. For Bidders who are tendering for janitorial, hygienic and waste removals, spec-sheet of the chemical you intend to use in the facility must be included. Bidders are also expected to state their disposal process for waste collected.	30%
<b>Financial capacity</b>  Firms must have the ability to meet cash flow requirements of the sum proposed in this tender per month. Evidence of access to or availability of credit facility by the Firm's Bank or other recognized financial institution. This letter should reasonably provide a range of the finances available to the Firm. E.g. (upper six (6) digit, lower five (5) digit).	5%
<b>Price</b>  Bidders must submit their price/cost break down structure (attached) and be mindful to separate the cost of VAT.	40%
<b>Total</b>	<b>100</b>

Price score will be calculated as follows –  $\text{Lowest Tender Price} / \text{Tenderers Price} \times 40$

Total Score = technical score + price score.

Abnormally low bids notwithstanding its Price score shall be summarily rejected.

## **1. WAIVER**

The Division retains a separate right to waive irregularities in the tender submission if in the Division's discretion such irregularities are of a minor technical nature or relate to defects or if it is in the best interest of the THA to do so.

Where documents submitted by the tenderer are materially and patently incomplete or inaccurate, the Division is not obligated to but has the discretion to request that the incomplete or inaccurate document be remedied by the tenderer within three (3) days of a request being made by the Division.

Where any statutory document and or insurance certificates are not up to date or absent, the Division may exercise a discretion to permit the tenderer to provide same within a reasonable time period of being requested to do so by the Division.

The Division retains a general right to relax or waive any of the tender requirements, whether it be material or not, so long as waiving such requirement is not unfair to any tenderer who "but for" the waiver, would have submitted a different offer and shall not be prejudicial for any tenderer.

## **2. METHODOLOGY**

Bidders for each Lot selected must provide a detailed methodology which include a schedule of works, resources (human and equipment) allocated to works, health and safety plan. For Bidders who are tendering for janitorial, hygienic janitorial and waste removals must include the spec-sheet of the chemical you intend to use in the facility. Bidders are also expected state your disposal process. Not more than 3 pages (both sides).

## 1. REQUESTS FOR ADDITIONAL INFORMATION

Bidders requiring a clarification (**no later than 16th May 2025**) of the bid documents **MUST** do so by contacting the **Procurement Unit DFSNRES**D by sending email to the following email **Wendell.NanaMoore@gov.tt** and CC **Lizanne.Greenidge@tha.gov.tt**. The Proponent's requests for Additional Information must be titled "REQUEST FOR INFORMATION- DFSNRES D 2024/25-009 ITT "Invitation to Tender for Provision of Various Service Providers for A Three (3) Year Period Effective From 1st July, 2025". The request must be specific and must refer to the project title.

All queries should be addressed to:

**PROCUREMENT UNIT**  
**Manager, Public Procurement**  
**Division of Food Security, Natural Resources, the Environment and**  
**Sustainable Development (DFSNRES D)**

Replies to any request for clarification or additional information shall be circulated to all parties participating in this tender process and posted on the procurement control office's portal of the THA – [pco.tha.gov.tt](http://pco.tha.gov.tt) Tenderers are required to monitor the website herein before referred for any updates, clarifications etc. that may be issued.

## 2. TERMS OF PAYMENT

The successful supplier shall be paid upon the submission of monthly invoices. Payment shall generally be made within thirty (30) days of the submission of the invoice to the Administrator, Division of Food Security, Natural Resources, the Environment and Sustainable Development.

## 3. BID VALIDITY PERIOD

Bids shall be valid for a period of at least One Hundred and Twenty (120) days. All tenderers must provide a statement certifying same, said statement to be found in the tender submission form.

#### **4. CONTRACTUAL OBLIGATIONS**

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

This tender provides for contracts to be awarded to one or more tenderers based on either one (1) location or a number of locations. Further, the Division is not obligated to award contracts for all locations and reserves the right to award contracts for any combination of locations.

#### **5. INDEMNITY**

Tenderers must commit to indemnify the THA, its employees, agents and or servants, or other lawful invitees on the THA 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.

#### **6. LATE TENDERS**

Late tenders will not be accepted under any circumstances. The Division 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.

#### **7. 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.



## **8. CONFLICT OF INTEREST**

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

## **9. CANCELLATION**

The Division reserves the right to cancel this Tender if it is in the best interest of the THA to do so, without defraying any expenditure incurred by the Tenderer.

## **1. RIGHTS OF THE DIVISION**

- (a) The Division 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 Division 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 Division 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 Division 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 Division does not bind itself to accept the lowest or any offer or to reimburse proponents for any expenses incurred in bidding.

## **2. GOVERNING LAW**

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

## 1. SCHEDULE I–

### SCOPE OF WORKS

#### Lot 1 - Janitorial Services Forestry

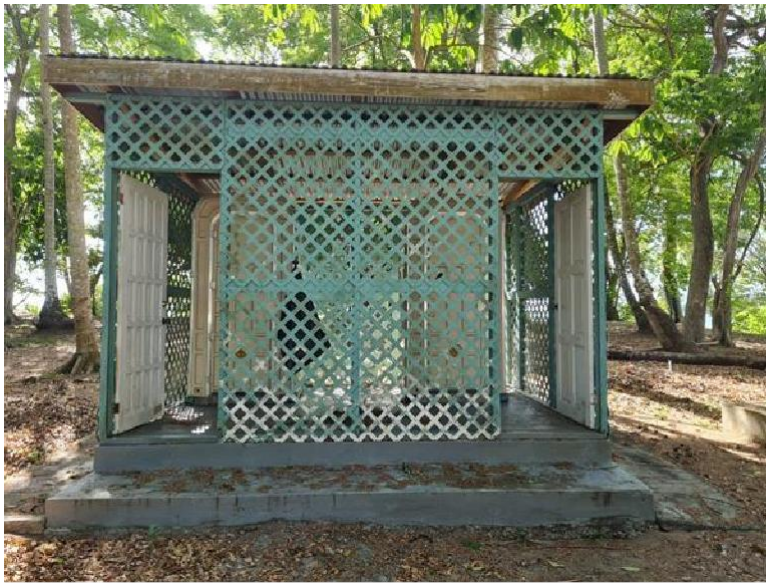
Name of Facility	Service	Location	Hours
Courland Heritage Park	Cleaning to be done once per day.	Courland Heritage Park	Mon - Fri
	Cleaning to be done twice per day.		Sat, Sun and public holidays
	Cleaning of toilets and sinks.		
	Sweeping and mopping out toilets daily.		
	Ensuring toilet always have tissue and liquid hand soaps.		

#### GENERAL SCOPE OF WORKS

- Empty waste receptacles and remove all trash to designated disposal area. Procure and supply fresh liners for waste receptacles. Fill all supply dispensers – towels, toilet paper, soap, garbage bags etc.
- Dust, mop all hard and resilient floors.
- Spot clean walls, light switches, and doors.
- Spot clean restroom walls, mirrors, light switches, and doors.
- Sweep and wet mop using a disinfecting cleaner.
- Clean all fixtures, commodes, washbasins and waste receptacles using a disinfecting cleaner.
- Spot clean other surfaces and remove any graffiti present.
- Damp wipe the full surface area of all stall partitions, doors, frames and waste receptacles using a disinfecting, deodorizing cleaner.
- Clean all mirrors.
- Dust ventilation louvers in restroom doors.
- Remove scale from the fixtures, commodes, and washbasins.
- Check floor drains for sewer flies and odor and treat as needed.
- Clean hard surfaces of all furniture and brush or vacuum upholstered furniture.
- Clean all interior doors and partition glass.
- Damp mop and shine all hard and resilient flooring, ceramic tile flooring and baseboard

- Dust all unobstructed desks.
- Remove cobwebs.
- Wet mop floor surface.
- Ensure all covid-19 protocol are followed.

Please note the contractor will be responsible for the maintenance of the toilet facilities within the park, which occupies approximately 205 sq/ft of floor space, which includes the walk way around the toilet facilities. The contractor is also responsible for procuring and installing of soap dispenser, a suitable waste bin, paper towel dispenser with lock and toilet paper (9 inch) roll dispenser with locks. A Picture of the facility is inserted below.



□ **NO SITE VISIT**

## Lot 2(A) - Security Service (Agriculture)

<b>Security Service Unarmed</b>	<b>Location</b>	<b>Name of Facility</b>	<b>Hours</b>
1 Armed 1 Unarmed guard (baton)	Shaw Park Tobago	Tractor Pool	6:00 pm – 6:00 am 6:00 am – 6:00 pm
1 Armed Guard 1 Unarmed Guard 1 Unarmed Guard	Kendal Tobago	Kendal Farm School	6:00 pm – 6:00 am 6:00 pm – 6:00 am 6:00 am – 6:00 pm
1 Armed Guard (at cashier) 1 K-9 Guard 2 Unarmed Guard (baton)	Hope Village Tobago	Government Stock Farm	6:00 am – 4:00 pm (Mon – Fri)  6:00 pm – 6:00 am 6:00 am – 6:00 pm
1 Armed	Louis D'or Tobago	Louis D'or Nurseries	8:00 am – 4:00 pm
1 Unarmed Guard 1 Unarmed Guard 1 K-9 Guard	Goldsborough Tobago	Food Crop- Lure Estate	3:00 pm – 7:00 am 7:00 am – 3:00 pm 3:00 pm – 7:00 am
1 Unarmed guard (baton)	Blenheim Tobago	Blenheim Sheep Multiplication & Research Project, Studley Park site	6:00pm - 6:00am (Mon-Fri)
1 Unarmed guard (baton)			3:00pm(Fri) – 7:00 am (Sat)
1 Unarmed guard (baton)			3:00 pm (Sat) – 6:00 am (Sun)
1 Unarmed guard (baton)			3:00 pm (Sun) – 6:00 am (Mon)

### Lot 3(B) - Security Service (Agriculture)

Security Service Unarmed	Location	Name of Facility	Hours
1 Unarmed guard (baton)	Runnemedede Tobago	Runnemedede Breeding Unit	6:00 pm – 6:00 am (Mon-Fri)
1 Unarmed guard (baton)			3:00pm(Fri) – 7:00 am (Sat)
1 Unarmed guard (baton)			3:00 pm (Sat) – 6:00 am weekend (Sun)
1 Unarmed guard (baton)			3:00 pm (Sun) – 6:00 am (Mon)
1 Unarmed guard (baton)	Louis D'or Tobago	Louis D'or Demonstration	6:00 am – 6:00 pm daily
2 Unarmed guard (baton)			6:00 pm – 6:00 am daily
1 Unarmed guard	Goldsborough Tobago	Plant Tissue Culture lab	6:00 am – 6:00 pm daily
1 Unarmed guard			6:00 pm – 6:00 am daily

#### GENERAL LISTING OF SCOPE OF WORKS

- To prevent unauthorized equipment and material from being brought into the area.
- To protect personnel, property and information within a given area (to be determined prior to commencement of the service.
- To record incidents and reports in the various security logs and registers.  
To monitor the building environs and identify any potential problems at the facility.
- To ensure safety of keys under Security's control.
- To maintain in proper order the key register (movement of keys etc.).
- To ensure that keys are not given/handed out to persons who are not authorized to collect same.
- To take responsibility for evacuation of facility's population to a safe predetermined point in the event of any emergency such as bomb scare, fire and other natural disasters, etc.
- To establish and maintain close liaison with the Police Department, Fire Services Department, Red Cross, etc.
- That the security officers are alert at all times.

- That the various functions agreed to are carried out in a vigilant manner.
- To take responsibility for items gone missing during the time service was provided.
- To record entry of all authorized persons onto the premises outside of normal working hours.
- To conduct regular patrol of the premises during the time of service.
- Ensure all covid-19 protocols are followed.

**NO SITE VISIT**

### **Lot 3(A) - Security Service (Marketing)**

<b>Security Service Armed</b>	<b>Location</b>	<b>Name of Facility</b>	<b>Hours</b>
1 Unarmed 1 Unarmed (baton)	Louis D'or Tobago	Louis D'or Processing Unit	Mon-Fri 6:45 – 4:15
1 Armed 1 Unarmed (baton)	Shaw Park Tobago	Abattoir	Mon-Fri 6:00 am – 4:00 pm
1 Armed 1 Unarmed (baton)	Scarborough Tobago	Market	Mon-Thurs 6 am – 6 pm Fri-Sat 5 am – 6 pm Sun 8 am – 1pm

### **Lot 3(B) - Security Services (Forestry)**

1 Unarmed guard 2 Unarmed guard	Scarborough Tobago	Botanic Station	12:00 pm – 6:00 am Daily
2 Unarmed guard 2 Unarmed guard	Bloody Bay Tobago	Bloody Bay Rest Stop	6:00 am – 6:00 pm 6:00 pm – 6:00 am

### **GENERAL LISTING OF SCOPE OF WORKS**

- To prevent unauthorized equipment and material from being brought into the area.
- To protect personnel, property and information within a given area (to be determined prior to commencement of the service).
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- That the security officers are alert at all times.
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- To conduct regular patrol of the premises during the time of service.
- Ensure all covid-19 protocols are followed.

**NO SITE VISIT**

#### **Lot 4 - Waste Removal**

<b>Name of Facility</b>	<b>Service</b>	<b>Location</b>	<b>Hours</b>
Scarborough Abattoir	Biannually Cleaning and servicing of waste water treatment plant,	Shaw Park Tobago	Monday to Friday 8am – 4pm
Scarborough Market	Biannually Catch pit in the area of Food Court. Biannual	Scarborough Tobago	Monday to Friday 8am – 4pm

1. Scarborough Market the biannual waste removal/ catch pit cleaning would involve the pulling and disposal of waste from the area in front the food court and fish market located in the Scarborough Market. The process would include lifting concrete slab covering on the surface of the ground, then placing the suction hose to pull waste from greaseproof trap located lower down inside catch pit. After actual cleaning, the area is expected to sanitize using the relevant food grade cleaning agents.
2. Scarborough Abattoir Cleaning and servicing of waste water treatment plant, Biannual. The contractor is expected pull water out of tanks when and if necessary, would not be needed at all times. Would be expected to do routine checks, which would include process tanks to see if aeration is taking place, blower control panels for lights are on, blowers cycles are running as it should, check liquor in process tanks to ensure that all eight diffusers are functioning properly and check UV to ensure that is functioning as it should.

**NO SITE VISIT**

## Lot 5 - Waste Disposal Marketing

Name of Facility	Service	requirements	Location	Hours
Scarborough Abattoir	Removal of waste and replacing bins. Both Animal parts, offal and dry waste	7 – 1000l (for Offal) & 2-70l hard plastic bins (for dry waste)	Shaw Park Tobago	Removal Four days per week Tues, Wed, Thurs & Fri
Scarborough Market	Removal of dry and wet waste, including animal waste and animal parts	3 – Refuse bins	Scarborough Tobago	Every day, once per day. Monday to Wednesday at 6:00 am in the Morning. Thursday to Sunday 6.30 pm in the evening.

Contractors are required to provide all bin requested. The actual waste disposal at all the facilities mentioned above would entail provision of heavy duty waste bins with appropriate covers (sizes specific to facility) for collection of animal, vegetable, root crop, fish and normal garbage waste, generated from the daily added value processes at each facility. Cleaning and sanitization of all waste bins inside and outside, also a six feet perimeter around the bins. In the case of refuse area at the Market regular sanitization at least four times a week in of washing down the area. The use of bleach, detergent and other food grade cleaning agents must be used for the removal of bloody water and vegetable stains that will encourage pathogens and pests. Daily replacement of collection bins is a must and in the Market depending on the time of the year it might be twice per day, depending on the waste generated. The full removal of dead animal waste, animal parts (offal), vegetable (spoilt), root crops (rotting) and other organic waste material from these facilities would be expected at the scheduled times. If the

service provider has a breakdown for whatever reason, alternative arrangements must be put in place by them for removal of waste.

**NO SITE VISIT**

### **Lot 6 - Hygienic Janitorial Services (Sanitary bins) Marketing**

<b>Name of Facility</b>	<b>Service</b>	<b>Location</b>	<b>Hours</b>	<b>Station Requirements</b>
Scarborough Abattoir	Once a month	Shaw Park Tobago		2 (touch free)
Scarborough Market	Bi-Weekly	Scarborough Tobago		10 (touch free)

**Cycle for clearing of bins as mentioned above, however in the Scarborough Market in the public female washrooms, there would be times that require changing more often than bi- weekly.**

**NO SITE VISIT**

## **Lot 7 - Air Condition & Cold Storage Maintenance (Marketing)**

<b>Name of Facility</b>	<b>Location</b>	<b>Amount of Unit</b>
Scarborough Abattoir	Shaw Park, Tobago	Three (3) 24000 BTU
Scarborough Market	Scarborough, Tobago	Four (4) Main Ducting and Venting System
Scarborough Abattoir	Shaw Park, Tobago	Two (2) walk-in chillers, one (1) beef and One (1) pork
Scarborough Market	Scarborough, Tobago	Two (2) walk-in chillers, one (1) beef and One (1) pork

### **GENERAL SCOPE OF WORKS**

Routine maintenance and servicing of Air-conditioning units are to be on done quarterly at the facilities.

Monthly servicing is recommended of the walk-in chillers due to the type of commodities that are stored in the chillers.

Monthly servicer for chillers would involve providing gas, complete check on all system, including condenser, evaporators, compressors and routine replacement of parts.

**NO SITE VISIT**

## Lot 8 - Security Services Fisheries

Security Services Unarmed	Service	Name of Facility	Location	Hours
2 Unarmed (baton) for each facility		Charlottesville fish Facility	Charlottesville	6.00am-6.00pm 6 p.m. to 6 a.m.
		Roxborough Fish Facility	Roxborough Tobago	6.00am-6.00pm 6 p.m. to 6 a.m.
		Barbados Bay Fish Facility	Studley Park Tobago	6.00am-6.00pm 6 p.m. to 6 a.m.
		Delaforde Fish Facility	Delaforde Bay Road, Delaforde Tobago	6.00am-6.00pm 6 p.m. to 6 a.m.
		Scarborough Fish Facility	Scarborough Tobago	6.00am-6.00pm 6 p.m. to 6 a.m.
		Belle Garden Fish Facility	Belle Garden Tobago	6.00am-6.00pm 6 p.m. to 6 a.m.
		Castara Fish Facility (New Facility)	Castara Tobago	6.00am-6.00pm 6 p.m. to 6 a.m.

### GENERAL LISTING OF SCOPE OF WORKS

- To prevent unauthorized equipment and material from being brought into the area.
- To protect personnel, property and information within a given area (to be determined prior to commencement of the service).
- To record incidents and reports in the various security logs and registers.
- To monitor the building environs and identify any potential problems at the facility.
- To ensure safety of keys under Security's control.
- To maintain in proper order the key register (movement of keys etc.).
- To ensure that keys are not given/handed out to persons who are not authorized to collect same.
- To take responsibility for evacuation of facility's population to a safe predetermined point in the event of any emergency such as bomb scare, fire and other natural disasters, etc.

- To establish and maintain close liaison with the Police Department, Fire Services Department, Red Cross, etc.
- That the security officers are alert at all times.
- That the various functions agreed to are carried out in a vigilant manner. The Company shall submit a monthly billing in respect of the current month's operation.
- To take responsibility for items gone missing during the time service was provided.
- To record entry of all authorized persons onto the premises outside of normal working hours.
- To conduct regular patrol of the premises during the time of service. Ensure all covid-19 protocol are followed.

**NO SITE VISIT**



### Lot 9 - Security Service Fish Facility

Security Services Unarmed	Service	Name of Facility	Location	Hours
2 Unarmed (baton) for each facility		Lambeau Fish Facility	Lambeau Tobago	6.00am-6.00pm 6 p.m. to 6 a.m.
		Pigeon Point Fish Facility	Pigeon Point Tobago	6.00am-6.00pm 6 p.m. to 6 a.m.
		Mt Irvine Fish Facility	Mt Irvine Tobago	6.00am-6.00pm 6 p.m. to 6 a.m.
		Buccoo Fish Facility	Buccoo Tobago	6.00am-6.00pm 6 p.m. to 6 a.m.
		Courland Bay Fish Facility	Courland Tobago	6.00am-6.00pm 6 p.m. to 6 a.m.

#### GENERAL LISTING OF SCOPE OF WORKS

- To prevent unauthorized equipment and material from being brought into the area.
- To protect personnel, property and information within a given area (to be determined prior to commencement of the service.
- To record incidents and reports in the various security logs and registers.
- To monitor the building environs and identify any potential problems at the facility.
- To ensure safety of keys under Security's control.
- To maintain in proper order the key register (movement of keys etc.).
- To ensure that keys are not given/handed out to persons who are not authorized to collect same.
- To take responsibility for evacuation of facility's population to a safe predetermined point in the event of any emergency such as bomb scare, fire and other natural disasters, etc.
- To establish and maintain close liaison with the Police Department, Fire Services Department, Red Cross, etc.
- That the security officers are alert at all times.

- That the various functions agreed to are carried out in a vigilant manner.□ The Company shall submit a monthly billing in respect of the current month's operation.
- To take responsibility for items gone missing during the time service was provided.
- To record entry of all authorized persons onto the premises outside of normal working hours.
- To conduct regular patrol of the premises during the time of service.
- Ensure all covid-19 protocol are followed.

**NO SITE VISIT**

## Lot 10 - Waste Removal Fish Facility

<b>Facility</b>	<b>Location</b>	<b>Station requirement</b>	<b>Time of execution</b>	<b>Service time and cycle</b>
Charlottesville Fish Facility	Charlottesville Main Rd, Charlottesville	2 - 40 gallon bin	Between 8 am - 7 pm	Daily clearing, cleaning and sanitation - Weekdays, weekends and public holidays
Roxborough Fish Facility	Windward Main Rd, Roxborough	2 - 40 gallon bin	Between 8 am - 5 pm	Daily clearing, cleaning and sanitation - Weekdays, weekends and public holidays
Belle Garden Fish Facility	Bay Rd, Belle Garden	2 - 40 gallon bin	Between 8 am - 4 pm	Daily clearing, cleaning and sanitation - Weekdays, weekends and public holidays
Barbados Bay Fish Facility	Windward Main Rd, Studley Park	1 - 40 gallon bin	Between 6 - 8 pm	Daily clearing, cleaning and sanitation - Weekdays, weekends and public holidays
Scarborough Fish Facility	Customs St, Scarborough	1 - 40 gallon bin	Between 6 - 8 pm	Daily clearing, cleaning and sanitation - Weekdays, weekends and public holidays

## **SCOPE - WASTE REMOVAL**

The Contractor shall provide the following services at the identified Fish Facilities on a daily basis from Monday to Friday, on weekends, Public holidays and as further required by the Division:

- 1) Provision of heavy duty fish waste bins with appropriate covers (sizes specific to facility) for collection of fish waste generated from the handling of fish at Fish Facilities - Provision of garbage bags in bins.
- 2) Clearing, cleaning and sanitization of fish waste bins (inside and outside) and a five feet perimeter around the bin (the use of bleach and detergent for the removal of bloody water stains that will encourage pathogens and pests is required). Daily replacement of garbage bags in collection bins.
- 3) Removal of dead animal waste, animal parts and other organic waste material from the facility's compound (Removal of fish scales, fins, bones, offal and all other refuse of fish or marine species handled at the facility (lobster/crab shell etc)).

4) Heavy-duty cleaning:

4.1 Clearing and cleaning of drainage:

- Subsurface effluent drains (PVC pipes) removing waste water from the wet rooms and vending areas. This waste water contain small scales, fins and flesh of fish that would occasionally escape vendors while operating.
- Perimeter drains (cement box drains) removing water from the facility's compound

4.2 Cleaning of interior (ceilings of vending areas and wet rooms) and exterior common areas such as perimeter walkways twice monthly or as required by the Division.

4.3 Precision power washing of the wet rooms and vending areas, as well as any other area inside the Facility as required by the Division. This specialized cleaning is to be provided based on the needs of the facility and as required by the Division.

- Perimeter power washing of facility's exterior.

It should be noted that all cleaning and sanitizations activities should be done using approved food grade chemicals for cleaning and sanitation.

**NO SITE VISIT**

## Lot 12 - Waste Removal Fish Facility

Facility	Location	Station requirement	Time of execution	Service time and cycle
Lambeau Fish Facility	Old Milford Rd, Lambeau	1 - 40 gallon bin	Between 5 - 7 pm	Daily clearing, cleaning and sanitation - Weekdays, weekends and public holidays
Pigeon Point Fish Facility	Pigeon Point Rd, Pigeon Point	1 - 40 gallon bin	Between 6 - 8 pm	Daily clearing, cleaning and sanitation - Weekdays, weekends and public holidays
Buccoo Training Centre	Periwinkle Dr, Buccoo	2 - 30 gallon bins	Between 4 – 7 pm	clearing, cleaning and sanitation once weekly
Buccoo Fish Facility	Buccoo Main Road, Buccoo	1 - 30 gallon bin	Between 7 - 8:30 pm	Daily clearing, cleaning and sanitation - Weekdays, weekends and public holidays
Mt. Irvine Fish Facility	Shirvan Road, Mt Irvine	1 - 40 gallon bin	Between 6 - 8 pm	Daily clearing, cleaning and sanitation - Weekdays, weekends and public holidays
Castara Fish Facility (New)	Castara Bay Rd, Castara	2 - 40 gallon bins	Between 6 and 8 pm	Daily clearing, cleaning and sanitation - Weekdays,
				weekends and public holidays

## **SCOPE OF WORKS – WASTE REMOVAL**

The Contractor shall provide the following services at the identified Fish Facilities on a daily basis from Monday to Friday, on weekends, Public holidays and as further required by the Division:

- 1) Provision of heavy duty fish waste bins with appropriate covers (sizes specific to facility) for collection of fish waste generated from the handling of fish at Fish Facilities - Provision of garbage bags in bins.
- 2) Clearing, cleaning and sanitization of fish waste bins (inside and outside) and a five feet perimeter around the bin (the use of bleach and detergent for the removal of bloody water stains that will encourage pathogens and pests is required). Daily replacement of garbage bags in collection bins.
- 3) Removal of dead animal waste, animal parts and other organic waste material from the facility's compound (Removal of fish scales, fins, bones, offal and all other refuse of fish or marine species handled at the facility (lobster/crab shell etc)).
- 4) Heavy-duty cleaning:

### **4.1 Clearing and cleaning of drainage:**

- Subsurface effluent drains (PVC pipes) removing waste water from the wet rooms and vending areas. This waste water contain small scales, fins and flesh of fish that would occasionally escape vendors while operating.
- Perimeter drains (cement box drains) removing water from the facility's compound

### **4.2 Cleaning of interior (ceilings of vending areas and wet rooms) and exterior common areas such as perimeter walkways twice monthly or as required by the Division.**

### **4.3 Precision power washing of the wet rooms and vending areas, as well as any other area inside the Facility as required by the Division. This specialized cleaning is to be provided based on the needs of the facility and as required by the Division.**

- Perimeter power washing of facility's exterior.

It should be noted that all cleaning and sanitizations activities should be done using approved food grade chemicals for cleaning and sanitation.

**NO SITE VISIT**

### **Lot 13 - Refrigeration and Cold Storage – Fish Facility**

<b>Facility</b>	<b>Location</b>	<b>Station requirement</b>	<b>Time of execution</b>	<b>Service Cycle</b>
Charlotteville Fish Facility	Charlotteville Main Rd, Charlotteville	Freezer and ice Machine Maintenance and Servicing	Between 8 am – 7 pm	Quarterly; monthly and as required by the DFSNRES D
Roxborough Fish Facility	Windward Main Rd, Roxborough	Freezer and ice Machine Maintenance and Servicing	Between 8 am – 5 pm	Quarterly; monthly and as required by the DFSNRES D
Belle Garden Fish Facility	Bay Rd, Belle Garden	Freezer and ice Machine Maintenance and Servicing	Between 8 am – 4 pm	Quarterly; monthly and as required by the DFSNRES D
Barbados Bay Fish Facility	Windward Main Rd, Studley Park	Freezer and ice Machine Maintenance and Servicing	Between 6 am – 6 pm	Every three months; once every four weeks and as required by the DFSNRES D
Scarborough Fish Facility	Customs St, Scarborough	Freezer and Maintenance, Servicing	Between 6 am – 6 pm	Every three months and as required by the DFSNRES D

#### **GENERAL SCOPE OF WORKS**

1. Conduct thorough servicing of freezer and ice machine units every three (3) months at the Fish Facilities. This will entail cleaning of units, repairs/replacements to damaged parts, compressor servicing and gassing of units.
2. Conduct routine maintenance of freezer and ice machine units once, every four weeks (once per month) or as required by the Division.

1. Conduct on-demand repairs and part replacements for units as the need arises
2. Submission of a maintenance schedule to the Department of Marine Resources and Fisheries.
3. Submission of detailed reports and monthly summary report of works done identifying the company's officer/s who completed the task. Reports must itemize treatments done/actions taken and chemicals used during processes. This report must also be signed by the Division's Officer on site at the time of treatment for verification of the job done.
4. Maintain adequate communication with the Officer of the DMRF with responsible for the facility.
5. Charges by the Company for any non-routine repair and/or installation works shall be assessed separately and only undertaken by the Company upon submission of a written invoice to the Assembly and the latter's written acceptance of said invoice and authorization of the non-routine works to be performed.

**NO SITE VISIT**



### **Lot 14 - Air Conditioning Unit Fish Facility**

<b>Facility</b>	<b>Location</b>	<b>Station requirement</b>	<b>Time of execution</b>	<b>Service Cycle</b>
Charlottesville Fish Facility	Charlottesville Main Rd, Charlottesville	Thorough servicing; Routine maintenance	Between 8 am – 7 pm	Every other month, quarterly; As is necessary
Roxborough Fish Facility	Windward Main Rd, Roxborough	Thorough servicing; Routine maintenance	Between 8 am – 5 pm	Every other month, quarterly; As is necessary (when operational)
Belle Garden Fish Facility	Bay Rd, Belle Garden	Thorough servicing; Routine maintenance	Between 8 am – 4 pm	Every other month, quarterly; As is necessary (when operational)
Barbados Bay Fish Facility	Windward Main Rd, Studley Park	Thorough servicing; Routine maintenance	Between 6 am – 6 pm	Quarterly; every 2 weeks (respectively)
Scarborough Fish Facility	Customs St, Scarborough	Thorough servicing; Routine maintenance	Between 6 am – 6 pm	Quarterly; every 2 weeks (respectively)

#### **GENERAL SCOPE OF WORKS**

1. Conduct thorough servicing of air-conditioning units every two (2) months at the Fish Facilities. This will entail cleaning of units, repairs/replacements to damaged parts and gassing of units.
2. Conduct routine maintenance of AC units once, every three weeks for repair works or as required by the division. This entails a thorough check of the unit and replacement of worn parts
3. Submission of a maintenance schedule to the Department of Marine Resources and Fisheries.

1. Submission of detailed reports and monthly summary report of works done identifying the company's officer/s who completed the task. Reports must itemize treatments done/actions taken and chemicals used during processes. This report must also be signed by the Division's Officer on site at the time of treatment for verification of the job done.
2. Maintain adequate communication with the Officer of the DMRF with responsible for the facility.
3. Charges by the Company for any non-routine repair and/or installation works shall be assessed separately and only undertaken by the Company upon submission of a written invoice to the Assembly and the latter's written acceptance of said invoice and authorization of the non-routine works to be performed.

**NO SITE VISIT**

### Lot 15 - Air conditioning Unit Fish Facility

Lambeau Fish Facility	Old Milford Rd, Lambeau	Thorough servicing; Routine maintenance	Between 6 am – 6 pm	Quarterly; every 2 weeks (respectively)
Pigeon Point Fish Facility	Pigeon Point Rd, Pigeon Point	Thorough servicing; Routine maintenance	Between 6 am – 6 pm	Quarterly; every 2 weeks (respectively)
Buccoo Training Centre	Periwinkle Dr, Buccoo	Thorough servicing; Routine maintenance	Between 6 am – 6 pm	Quarterly; every 2 weeks (respectively)
Buccoo Fish Facility ( <i>Reef Patrol Room</i> )	Buccoo Main Road, Buccoo	Thorough servicing; Routine maintenance	Between 6 am – 6 pm	Quarterly; every 2 weeks (respectively)
Mt. Irvine Fish Facility	Shirvan Road, Mt Irvine	Thorough servicing; Routine maintenance	Between 6 am – 6 pm	Quarterly; every 2 weeks (respectively)
Courland Fish Facility	Shirvan Road, Courland	Thorough servicing; Routine maintenance	Between 6 am – 6 pm	Quarterly; every 2 weeks (respectively)
Castara Fish Facility (New)	Castara Bay Rd, Castara	Thorough servicing; Routine maintenance	Between 6 am – 6 pm	Quarterly; every 2 weeks (respectively)

### GENERAL SCOPE OF WORKS

1. Conduct thorough servicing of air-conditioning units every two (2) months at the Fish Facilities. This will entail cleaning of units, repairs/replacements to damaged parts and gassing of units.
2. Conduct routine maintenance of AC units once, every three weeks for repair works or as required by the division. This entails a thorough check of the unit and replacement of worn parts

1. Submission of a maintenance schedule to the Department of Marine Resources and Fisheries.
2. Submission of detailed reports and monthly summary report of works done identifying the company's officer/s who completed the task. Reports must itemize treatments done/actions taken and chemicals used during processes. This report must also be signed by the Division's Officer on site at the time of treatment for verification of the job done.
3. Maintain adequate communication with the Officer of the DMRF with responsible for the facility.
4. Charges by the Company for any non-routine repair and/or installation works shall be assessed separately and only undertaken by the Company upon submission of a written invoice to the Assembly and the latter's written acceptance of said invoice and authorization of the non-routine works to be performed.

**NO SITE VISIT**

### **Lot 16 - Sanitary Bins Fish Facility**

<b>Facility</b>	<b>Location</b>	<b>Station requirement</b>	<b>Time of execution</b>	<b>Service Cycle</b>
Charlottesville Fish Facility	Charlottesville Main Rd, Charlottesville	2 foot pedal bins	Between 8am – 7 pm	Twice monthly
Roxborough Fish Facility	Windward Main Rd, Roxborough	2 foot pedal bins	Between 8 am – 5 pm	Twice monthly (once fully operational)
Belle Garden Fish Facility	Bay Rd, Belle Garden	2 foot pedal bins	Between 8am – 4 pm	Once per month
Barbados Bay Fish Facility	Windward Main Rd, Studley Park	2 foot pedal bins	Between 10 am and 6 pm	Once per month
Scarborough Fish Facility	Customs St, Scarborough	1 foot pedal bin	Between 6 am and 6 pm	Once per month

**NO SITE VISIT**

### Lot 17 - Sanitary Bins Fish Facility

Facility	Location	Station requirement	Time of execution	Service Cycle
Lambeau Fish Facility	Old Milford Rd, Lambeau	1 foot pedal bin	Between 6 am and 6 pm	Once per month
Pigeon Point Fish Facility	Pigeon Point Rd, Pigeon Point	2 foot pedal bins	Between 6 am and 6 pm	Once every three weeks
Buccoo Training Centre	Periwinkle Dr, Buccoo	2 foot pedal bins	Between 6 am and 6 pm	Once every three weeks
Mt. Irvine Fish Facility	Shirvan Road, Mt Irvine	1 foot pedal bin	Between 6 am and 6 pm	Once per month
Courland Fish Facility	Shirvan Road, Courland	1 foot pedal bin	Between 6 am and 6 pm	Once per month
Castara Fish Facility (New)	Castara Bay Rd, Castara	2 foot pedal bins	Between 6 am and 6 pm	Twice monthly ( <i>once facility operational</i> )

**NO SITE VISIT**

## Lot 18 - Refrigeration Unit Inventory

Facility	Ice Machine	Freezer	A/C Unit
Buccoo Fish Facility (Reef Patrol Room)	-	-	One 12,000BTU Split inverter units
Lambeau Fish Facility	Intertek ETL	Manitowoc	GE One 24,000BTU One 18,000BTU Split inverter units
Studley Park/Barbados Bay Fish Facility	Hoshizaki America Inc.	Hoshizaki America Inc.	Gree Two 18,000BTU Split inverter units
Scarborough	-	SANI Industries	Green Energy 18,000BTU Split inverter units
Pigeon Point	Manitowoc 1320 lb capacity	Mecalfab/ Bohn	Innovair Vortex 36,000BTU Coleman GE 18,000BTU CiFC 12,000BTU Peake 36,000BTU Gree 24,000BTU Split inverter units
Mt. Irvine Fish Facility	Manitowoc	Manitowoc	GE 18,000BTU 24,000BTU 24,000BTU
Charlottesville Fish Facility	SCOTSMAN Ice System Model# CME2006RS-32H Serial # 07021320010125		

### Lot 19 - Sanitary Bins Agriculture

<b>Name of Facility</b>	<b>Service</b>	<b>Location</b>	<b>Hours</b>
Tractor Pool	Monthly	Tractor Pool, Shaw Park	1 (touch-free)
Government Stock Farm – Hope & A.I Unit	Bi-Weekly	Hope Farm, Hope	4 (touch-free)
Kendal Farm School	Monthly	Kendal Tobago	4 (touch-free)
Louis D’or Demonstration Station	Bi-weekly	Louis D’or Tobago	2 (touch free)
Louis D’or Nurseries	Monthly	Louis D’or Tobago	2 (touch-free)
Animal Health Section – Hope	Monthly	Gov’t quarters #39, Hope Farm	1 (touch-free)

### Lot 20 - Plumbing Services

<b>Facility</b>	<b>Location</b>	<b>Service Required</b>	<b>Hours</b>
Buccoo Training Centre	Periwinkle Drive, Buccoo	Routinely conduct all related plumbing work throughout the facility/compound.	6:00pm – 6:00am
Mt. Irvine Fish Facility	Shirvan Road, Mt. Irvine	Routinely conduct all related plumbing work throughout the facility/compound.	6:00pm – 6:00am
Courland Fish Facility	Shirvan Road, Courland	Routinely conduct all related plumbing work throughout the facility/compound.	6:00pm – 6:00am
Barbados Bay Fish Facility	Windward Road, Studley Park	Routinely conduct all related plumbing work throughout the facility/compound.	6:00pm – 6:00am
Scarborough Temporary Fish Facility	Customs Road, Scarborough	Routinely conduct all related plumbing work throughout the facility/compound.	6:00pm – 6:00am



Lambeau Fish Facility	Old Milford Road, Lambeau	Routinely conduct all related plumbing work throughout the facility/compound	6:00pm – 6:00am
Culloden Fish Facility	Golden Lane	Routinely conduct all related plumbing work throughout the facility/compound.	6:00pm – 6:00am
Pigeon Fish Facility	Pigeon Point Road, Pigeon Point	Routinely conduct all related plumbing work throughout the facility/compound.	6:00pm – 6:00am

### **Lot 21 - Plumbing Services**

<b>Facility</b>	<b>Location</b>	<b>Service Required</b>	<b>Hours</b>
Castara Fish Facility	Castara Bay Road, Castara	Routinely conduct all related plumbing work throughout the facility/compound.	6:00pm – 6:00am
Fort Granby Fish Facility	Fort Granby Road, Studley Park	Routinely conduct all related plumbing work throughout the facility/compound	6:00pm- 6:00am
Castara Temporary Fish Facility	Castara Bay Road, Castara (Across the bailey bridge)	Routinely conduct all related plumbing work throughout the facility/compound.	6:00pm – 6:00am
Charlotteville Fish Facility	Charlotteville	Routinely conduct all related plumbing work throughout the facility/compound.	6:00pm – 6:00am
Roxborough Fish Facility	Windward Main Road, Roxborough	Routinely conduct all related plumbing work throughout the facility/compound.	6:00pm – 6:00am
Belle Garden Fish Facility	Bay Road, Belle Garden	Routinely conduct all related plumbing work throughout the facility/compound	6:00pm – 6:00am
Delaforde Fish Facility	Delaforde Bay Road, Delaforde	Routinely conduct all related plumbing work throughout the facility/compound.	6:00pm – 6:00am

Argyle Fish Facility	Windward Main Road, Argyle	Routinely conduct all related plumbing work throughout the facility/compound.	6:00pm – 6:00am
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### **Lot 22 - Septic Tank Clearing**

<b>Facility</b>	<b>Location</b>	<b>Service Required</b>	<b>Hours</b>
Buccoo Training Centre	Periwinkle Drive, Buccoo	Clear the septic tanks once per month.	6:00pm – 6:00am
Mt. Irvine Fish Facility	Shirvan Road, Mt. Irvine	Clear the septic tanks once per month.	6:00pm – 6:00am
Courland Fish Facility	Shirvan Road, Courland	Clear the septic tanks once per month.	6:00pm – 6:00am
Barbados Bay Fish Facility	Windward Road, Studley Park	Clear the septic tanks once per month.	6:00pm – 6:00am
Scarborough Temporary Fish Facility	Customs Road, Scarborough	Clear the septic tanks once per month.	6:00pm – 6:00am
Lambeau Fish Facility	Old Milford Road, Lambeau	Clear the septic tanks once per month.	6:00pm – 6:00am
Culloden Fish Facility	Golden Lane	Clear the septic tanks once per month.	6:00pm – 6:00am
Pigeon Fish Facility	Pigeon Point Road, Pigeon Point	Clear the septic tanks once per month.	6:00pm – 6:00am

### **Lot 23 - Septic Tank Clearing**

<b>Facility</b>	<b>Location</b>	<b>Service Required</b>	<b>Hours</b>
Castara Fish Facility	Castara Bay Road, Castara	Clear the septic tanks once per month.	6:00pm – 6:00am
Fort Granby Fish Facility	Fort Granby Road, Studley Park	Clear the septic tanks once per month.	6:00pm- 6:00am
Castara Temporary Fish Facility	Castara Bay Road, Castara (Across the bailey bridge)	Clear the septic tanks once per month.	6:00pm – 6:00am
Charlotteville Fish Facility	Charlotteville	Clear the septic tanks once per month.	6:00pm – 6:00am
Roxborough Fish Facility	Windward Main Road, Roxborough	Clear the septic tanks once per month.	6:00pm – 6:00am
Belle Garden Fish Facility	Bay Road, Belle Garden	Clear the septic tanks once per month.	6:00pm – 6:00am
Delaforde Fish Facility	Delaforde Bay Road, Delaforde	Clear the septic tanks once per month.	6:00pm – 6:00am
Argyle Fish Facility	Windward Main Road, Argyle	Clear the septic tanks once per month.	6:00pm – 6:00am

## Lot 24 - Shirvan Administrative Complex

<b>Hrs</b>	<b>Mon – Fri 6am – 6pm</b>	<b>Mon – Fri 6pm -6am</b>	<b>Saturday &amp; Sunday 24hrs</b>	<b>Public Holidays 24hrs</b>
<b>Type of Security</b>				
Unarmed	5 persons	1 person	1 person	1 person
Armed	2 persons	1 person	1 person	1 person

(a) The security contractor shall provide specialist security in the following areas

- Unarmed and precepted male and female security officers
- Investigation services
- Safety, including fire prevention and building evacuation
- Foot patrol
- Monitoring of closed circuit TV
- Property surveillance
- Armed Patrol at nights

Provision of daily reports w.r.t. security breaches

(b) The security contractor shall deploy staff to:

Survey and monitor (on a 24 hour per day/7days per week basis) the entire Shirvan Administrative complex including:

- Perimeter apron and court yard
- Shirvan Administrative Complex Facility including lobby control, elevator control, emergency staircase, exit and entrance-all floors and carpark.

(c) Mandatory security positions during Shirvan Administrative Complex opening hours includes –

- i. Guard Booth/ Carpark – 6am to 6pm Two(2) Baton
- ii. Ground Floor / Lobby – 6am to 6pm Two (2) Armed and One (1)baton
- iii. First Floor – 6am to 6pm One (1) Baton
- iv. Second Floor – 6am to 6pm One (1) Baton

(a) Mandatory security positions during Shirvan Administrative Complex closing hours

- i. Guard Booth/Patrol – Mondays to Fridays 6pm to 6am One (1) armed and One (1) baton
- ii. Guard Booth/Patrol – Saturdays and Sundays 24 hour One (1) armed and One (1) baton
- iii. Guard Booth/Patrol – Public Holidays 24hours. One (1) armed and One (1) baton

### **OTHER RELATED DUTIES**

1. Provide surveillance of all persons entering and exiting the Shirvan Administrative Complex's buildings.
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. Inspect packages, briefcases, purses, duffel bags and other items being brought into or being removed from Shirvan Administrative Complex's premises.
6. Conduct body and bag searches where necessary.
7. Conduct periodic patrols inside and outside the buildings; at least six (6) times per day on inside of the department.
8. Deter and report unauthorized personnel or vehicular entry to Shirvan Administrative Complex's facilities.
9. Endeavour to prevent the occurrence of fires, explosions, collapses and other catastrophes.
10. Summon the appropriate response agencies and then notify Shirvan Administrative Complex's in accordance with applicable and standing orders and policies.
11. Assist in minimizing the effects thereof; and assist in restoring the area to a safe condition.
12. Safeguard and deter the commission of crimes against persons and property.

1. Summon the appropriate response forces and assist those response forces as required.
2. Respond to and investigate all smoke and fire alarm conditions and any other indications of suspicious activities within Complex.
3. Maintain the scene of an incident or crime to protect evidence in accordance with established procedures.
4. Accompany staff after dark to their vehicles, when requested.
5. Provide key and lock support to include locking and unlocking main entrances/exits.
6. 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.
7. Report daily to Shirvan Administrative Complex's 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).
8. 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.
9. 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.
10. 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.
11. Assist in directing traffic and ensure correct occupation of assigned parking; controlling and monitoring admittances to Shirvan Administrative Complex's parking areas.
12. Use the Inventory Transfer between Security Shifts form to receive and account for keys to the buildings, various offices, chain locks, visitors or other logbooks, etc.

1. Receive and safely store lost and found articles pending return to owner or for appropriate disposal of, in accordance with procedure issued by Shirvan Administrative Complex's policy.
2. Contact emergency services as required.
3. 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 Shirvan Administrative Complex's, its employees, property, and the general public lawfully in buildings or on property under the control of the Shirvan Administrative Complex's consistent with security force training and equipment so as not to endanger persons and property.
4. Answer telephone calls promptly at all guard posts with courtesy.
5. Be helpful and, within reason, provide information or services requested.
6. Provide armed security for the dispatch cage in the Accounts Department.
7. Provide intrusion and fire alarm monitoring and response.
8. Deter and report violations of Shirvan Administrative Complex's regulations.
9. Secure all company vehicles on Shirvan Administrative Complex's facilities compound during opening and close hours.
10. Any other area which poses a security threat in and around Shirvan Administrative Complex's employees, visitors, properties and plant and equipment.
11. 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 Shirvan Administrative Complex's pursuant to the provisions of the OSH Act of Trinidad and Tobago.

**1. SCHEDULE II**

**LOT # -----**

Form of Tender

To: The Secretary, Tenders' Committee, Division of Food Security, Natural Resources,  
the Environment and Sustainable Development (DFSNRES D).

Dear Sirs/Madam

Having examined the bidding documents **DFSNRES D 2023/24 - 17** the receipt of which  
is hereby duly acknowledged, we, the undersigned, offer to provide the Services in  
conformity with the said bidding documents at a monthly cost of

.....  
.....  
..... (VAT exclusive)

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 one hundred and twenty (120) 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.

We acknowledge that 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.

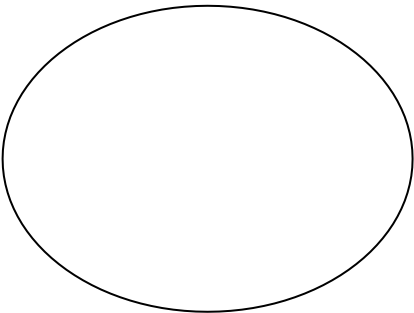
Dated this.....day of..... 2025....

.....  
Signature

In the capacity of .....

Duly authorized to sign Tender for and on behalf of

.....





## 1. SCHEDULE III (a)

Statutory Declaration (Private Company)

**REPUBLIC OF TRINIDAD AND TOBAGO IN THE MATTER OF THE  
STATUTORY DECLARATIONS ACT CHAPTER 7:04**

I, \_\_\_\_\_ Director and  
(Name of director)

authorized representative of \_\_\_\_\_  
(Name of company)

a company duly incorporated and continued under the Companies Act 1995, with its  
registered office situate at \_\_\_\_\_

(Address of company)

the Island of Tobago/Trinidad in the Republic of Trinidad and Tobago, make oath and say  
as follows:-

1. I am the authorized representative of \_\_\_\_\_  
(Name of Company)  
\_\_\_\_\_  
and duly authorized to give this declaration on its behalf.
2. The facts hereto deposed are true and correct and within my personal  
knowledge and belief save where otherwise stated to be based on  
information, in which case I verily believe same to be true and the source  
reliable.
3. I hereby certify that that the signed contracts/letters of award of purchase  
orders hereto annexed and that has been submitted by the Bidder in response  
to the Provision of Security Services to the Scarborough Shirvan

Administrative Complex is a true representation of works the Bidder has undertaken for this company and that the Bidder was not terminated for any reason related to and or ancillary to material non – performance. There is now produced and shown to me a true copy of the contract(s) hereto annexed and marked “A”.

- 1. I have had my Attorney-at-Law explained to me and I fully understand the consequences, ramifications and implications of the aforesaid declaration.
- 2. I have deposed this declaration of my own free will, voluntarily and as a free and independent person without any threats, intimidation, promises and or inducement from anyone and after receiving legal advice and I hereby declare that I am mentally sound and in full control of my mental capacity, mind and body.
- 3. I, make this declaration conscientiously believing the same to be true and according to the Statutory Declarations Act, and I am aware that if there is any statement in this declaration which is false in fact, which I know or believe to be false or do not believe to be true, I am liable to fine and imprisonment

Declared at )  
this day )  
of 2025 )

Before me,

COMMISSIONER OF AFFIDAVITS

## 1. SCHEDULE III (b)

Statutory Declaration (Private Individual)

**REPUBLIC OF TRINIDAD AND TOBAGO IN THE MATTER OF THE  
STATUTORY DECLARATIONS ACT CHAPTER 7:04**

I, \_\_\_\_\_  
(Name of person)

\_\_\_\_\_  
(Occupation of person)

\_\_\_\_\_  
(Address of person)

\_\_\_\_\_  
the Island of Tobago/Trinidad in the Republic of Trinidad and Tobago, make oath and say  
as follows:-

1. The facts hereto deposed are true and correct and within my personal knowledge and belief save where otherwise stated to be based on information, in which case I verily believe same to be true and the source reliable.
2. I hereby certify that any signed contracts/letters of award of purchase orders hereto annexed that has been submitted by the Bidder in response to the provision of security services to the Shirvan Administrative Complex is a true representation of works the Bidder has undertaken for me personally and further that the Bidder was not terminated for any reason related to and or ancillary to material non – performance. There is now produced and shown to me a true copy of the signed contract(s) hereto annexed and marked “B”.



## 1. APPENDIX A

### STATEMENT OF TRUTH

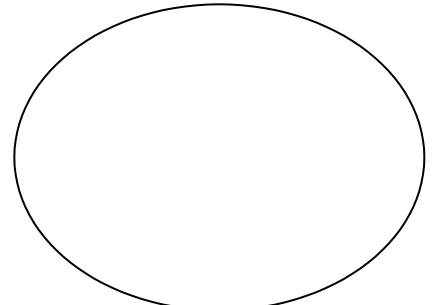
I declare that to the best of my knowledge the answers submitted to these questions are correct. I understand that the information will be used in the selection and award process to assess my organization's suitability to be selected for this tender. I also acknowledge that the THA's authorized representative shall make any enquiries concerning the particulars of my submissions, if necessary.

I understand that the THA may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I understand further that any discrepancies in the answers provided and the evidence demonstrated may result in automatic disqualification now and for future tender opportunities from the THA.

Dated this.....day of..... 2025

.....

**Authorized representative on behalf of the Firm**



**Name of Firm - .....**

**Seal**

.....

**2. APPENDIX B: ETHICAL CODE OF CONDUCT FOR CONTRACTORS AND SUPPLIERS**



**DIVISION OF FOOD SECURITY, NATURAL RESOURCES, THE ENVIRONMENT AND SUSTAINABLE DEVELOPMENT**

**ETHICAL CODE OF CONDUCT FOR CONTRACTORS AND SUPPLIERS**

*Adopted from the General Guidelines – Ethical Code of Conduct for Supplier & Contractors – Office of Procurement Regulation*

# INTRODUCTION

## PURPOSE & OBJECTIVE

1. Public procurement in Trinidad and Tobago is governed by the Public Procurement Retention and Disposal of Public Property Act 2015 as amended ("the Act"), Regulations, Handbook and Guidelines and Directions issued by the Office of Procurement Regulation ("the OPR").
2. The values enshrined in section 5 of the Act namely, accountability, integrity, transparency, value for money, efficiency, fairness, equity and public confidence, serve as overarching values to which adherence is required by all suppliers/contractors of goods and services to a public body participating in public procurement.
3. Unethical practices and its concomitant threats of conflict of interest, fraud, collusion and corruption may be considered to be major threats to the above-mentioned objects of the Act. In this respect, this guideline aims to encourage the adoption of good practices and set the minimum standards of ethical behaviour and conduct of suppliers/contractors engaging or seeking to conduct business with a public body. It however, does not anticipate every ethical dilemma or situation one may encounter.
4. The guideline is being issued pursuant to Section 13 (c) and Section 30 of the Act. It is to be noted that this guideline complements the Act and the Regulations and does not replace any part of the Act or the Regulations or any other Law.

## SCOPE AND APPLICABILITY

5. This guideline shall apply to all suppliers/ contractors and their agents:
  - I. Participating in public procurement or disposal of public property;
  - II. Engaging or seeking to conduct business with a public body.

## COMPLIANCE AND MONITORING

6. To ensure that the principles and obligations stipulated in the Act, Regulations and this Guideline are complied with,
  - I. All named procurement officers shall observe the rules of and communicate the content of this guideline to suppliers/ contractors ; and
  - II. All suppliers/contractors shall observe the rules of and communicate the content of this guideline to their agents, including employees, subcontractors and subsidiaries who may be engaged in procurement proceedings with a public body;
7. The content of this guideline shall be communicated in the relevant local language and in a manner that is understood by all.

1. Suppliers/ contractors engaging in business with public bodies shall operate in full compliance with the laws of Trinidad and Tobago. The provisions of this guideline shall be deemed to be incorporated by reference into the standard bidding documents of procuring entities and shall therefore be binding on suppliers/contractors who shall commit to the same by duly signing the form set out in Appendix 1.
2. The OPR shall, on its own initiative or upon receipt of a complaint, consider, inquire into, investigate and or institute ineligibility proceedings in accordance with section 41 and section 58 of the Act and [Public Procurement and Disposal of Public Property ( Ineligibility Proceedings) Regulation 2021 ].
3. In accordance with [Public Procurement and Disposal of Public Property ( Ineligibility Proceedings) Regulation 2021 ] a public body may submit a report to the OPR on any breaches by suppliers/ contractors of this guideline and any action taken against the breach.

#### CONSEQUENCES FOR NON- COMPLIANCE

4. Breach of this guideline may provide grounds for,
  - i. Rejection or revocation of a bid, tender or proposal by a procuring entity;
  - ii. Being placed on the ineligibility list thereby debarring suppliers/contractors from participating in procurement proceedings for a stated period; or
  - iii. The establishing the commission on an offence.

## OBLIGATIONS OF SUPPLIERS/ CONTRACTORS

#### PROFESSIONALISM

5. A supplier/contractor shall maintain the highest standards of integrity and professionalism in their operations and when engaging in business with a public body.
6. A supplier/ contractor shall comply with professional standards of their industry or of any professional body of which they are members. Where a supplier/contractor is a member of a professional body, the supplier/contractor shall uphold the code of ethics of the respective profession and be of good professional standing.

#### FAIR AND TRANSPARENT PRACTICE

7. A supplier/contractor shall act in a manner that is transparent, fair, accountable and honest, and shall not engage in any act that may promote or encourage patronage, tribalism, cronyism and nepotism or any other form of preferential treatment towards personnel of a public body who are directly or indirectly involved in the procurement proceedings, conducted by a public body or personnel who may be in a position to influence the outcome thereof including but not limited to an elected or appointed officer.
8. A supplier/contractor shall act with honesty and integrity in all their engagements and transactions with a procuring entity, ensuring that all the information and certifications



provided, as well as the statements made, are true.

1. A supplier/contractor shall respond to solicitations by a procuring entity in an honest, fair, and comprehensive manner, accurately reflecting their capacity to satisfy the requirements set out in the bid or contract documents.
2. In accordance with section 34 of the Act, a supplier/ contractor shall ensure that the bid price reflects the ability of the supplier/contractor to successfully perform the procurement contract and is not abnormally low.
3. A supplier/contractor shall perform the obligations of the contracts efficiently and effectively and ensure that competent persons carry out its contractual obligations.
4. A supplier/ contractor shall accept full responsibility for all works, services or supplies provided to a procuring entity.

#### GIFTS, FAVOURS AND OTHER BENEFITS

In accordance with Section 59 of the Act:-

5. A supplier/contractor shall not solicit, offer, give, receive, grant, promise or represent to offer, a gratuity in any form, gifts, money, any form of employment, service or any other thing of value, either directly or indirectly, with intent of gaining an advantage or a concession for himself or any other person, to any public body, personnel of a public body or personnel who may be in a position to influence the outcome thereof including but not limited to an elected or appointed officer.
6. A supplier/contractor shall not approach, contact, unduly influence or exert pressure on any member of a committee or any other employee of a procuring entity to take a particular action which favours or tends to favour them, or in respect of any matter that is before that procuring entity or that is expected to come before that procuring entity.

#### PROHIBITION AGAINST CORRUPT, FRAUDULENT, COERCIVE, COLLUSIVE AND UNETHICAL PRACTICES

7. A supplier shall report to the OPR and/or any other relevant agency any procurement practice which might be deemed improper.
8. A supplier/contractor shall not engage in bid rigging or in any form of fraudulent, collusive, corrupt, coercive, and or unethical practices, or inappropriate influences. For the avoidance of doubt, a supplier/ contractor shall not:
  - i. engage in, nor be a party to, agreements, arrangements, business practices or conduct that are anti-competitive and designed to establish prices at an artificial, non-competitive level, prior to or after bid submission, that would deprive the procuring entity of the benefits of free and open competition.
  - ii. misrepresent facts in order to influence a procurement exercise, manipulate the tender

- process, or the execution of a contract to the detriment of a public body.
- i. deliberately harm or threaten to harm, either directly or indirectly, personnel of a public body or their property, to influence their participation in procurement proceedings, or to affect the execution of a contract.
  - ii. engage in any obstructive practices either by deliberately destroying, falsifying, altering or concealing evidence material to an investigation, or making false, statements to an inquiry, in order to materially impede an investigation.

#### CONFIDENTIALITY

1. A supplier/contractor shall respect the confidentiality of information received in the course of performing a contract and shall not disclose the same or use such information for material gain or the furtherance of its private interest.
2. A supplier/ contractor shall preserve the confidentiality of information in accordance with contractual requirements or the prevailing law and even after the business or contractual relationship with the procuring entity has been determined.

#### CONFLICT OF INTEREST

3. A supplier/contractor shall declare and disclose all potential, apparent and/or actual conflict of interest to the accounting officer and the named procurement officer of a public body in writing.
4. A supplier/ contractor shall not enter into a contract with a procuring entity where the supplier or contractor is an associate, an employee of/ member of staff or person who has a direct influence on the decision of the procuring entity.
5. Where the supplier/ contractor has no prior knowledge of a conflict of interest as set forth above and acquires information which may indicate that there may be an actual or apparent violation, promptly bring such information to the attention of the public body; and shall cooperate with the public body's review and investigation of such information and comply with the instructions it receives from the public body in regard to remedying the situation.

#### LABOUR, HUMAN RIGHTS AND SOCIAL RESPONSIBILITY

6. A supplier/contractor shall not engage in forced or compulsory labour in all its forms.
7. A supplier/contractor shall respect and adhere to the working time of employees in accordance with the laws of Trinidad and Tobago and or any collective agreements or other contractual agreements between the parties
8. A supplier/contractor shall pay at least the minimum wage or the appropriate prevailing wage, whichever is higher, comply with all legal requirements on wages, and provide any fringe benefits required by laws of Trinidad and Tobago or contract.
9. A supplier/ Contractor shall not evade or attempt to evade payment of taxes imposed in

accordance with section 119 of the Income Tax Act.

#### HEALTH, SAFETY AND ENVIRONMENT

1. A supplier/contractor shall provide a safe and healthy workplace setting and comply with the Occupational Safety and Health Act of Trinidad and Tobago.
2. A supplier/contractor shall adopt responsible measures to mitigate negative impacts that the workplace has on the environment.
3. A supplier/ contractor shall strive to use durable products, reusable products and products (including those used in provision of services) that contain the maximum level of postconsumer waste, post-industrial and/or recyclable content, without significantly affecting the intended use of the goods or services, in order to contribute to waste reduction and to increase the development and awareness of sustainable and environmentally sound procurement, wherever possible.
4. A supplier/contractor shall utilize strategies to deliver the product or service that minimizes the emissions and discharges of pollutants and generation of waste.
5. A supplier/contractor shall obtain, maintain, and keep current all environmental permits, approvals, and registrations.
6. A supplier/ contractor shall adhere to all applicable laws and regulations regarding the restriction of specific substances in products and manufacturing and will take particular care to restrict and/or avoid the use of the “hazardous substances” in products.

-END-

## APPENDIX1— DECLARATION AND COMMITMENT

I ..... declare that I have read and fully understood the contents of the PUBLIC  
[Name of Supplier/Contractor]

PROCUREMENT AND DISPOSAL OF PUBLIC PROPERTY ACT 2015 (AS AMENDED) AND THE GUIDELINES FOR  
ETHICAL CONDUCT FOR SUPPLIERS/CONTRACTORS IN PUBLIC, PROCUREMENT, RETENTION & DISPOSAL.

I do hereby commit to abide by the provisions of the PUBLIC PROCUREMENT AND DISPOSAL OF PUBLIC  
PROPERTY ACT 2015 (AS AMENDED) AND THE GUIDELINES FOR ETHICAL CONDUCT FOR  
SUPPLIERS/CONTRACTORS IN PUBLIC, PROCUREMENT, RETENTION & DISPOSAL.

### SUPPLIER'S INFORMATION

**Job Title:**

.....

**Name of Business :**

.....

**Office Address:**

.....

**Telephone No:**

.....

**E-mail Address:**

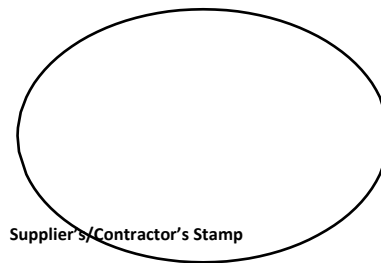
.....

**Officer's Signature:**

.....

**Date:**

..... / ..... /2025  
DD / MM / YYYY



Supplier's/Contractor's Stamp

.....  
(Proprietor's Signature)

## APPENDIX 3 – EXAMPLES OF GIFTS

Gifts and entertainment include for example:

- Gratuities
- Favour
- Meals
- Attending sporting, social and cultural events
- Lodging/accommodation
- Loans and loan guarantees
- Discounts or favourable terms on any product or service
- Services
- Prizes
- Transportation
- Use of vacation facilities
- Shares or other securities or participation in share offerings
- Home improvements
- Tickets to cultural, social or sporting events
- Gift certificates