

STANDARD BID DOCUMENT

GOVERNMENT OF GUYANA



(Insert name of Procuring Entity)

(Insert name of project)

PROCUREMENT OF SECURITY SERVICE

Insert

*Month and
Year*

Standard Bid Document

PROCUREMENT OF SECURITY SERVICE

Introduction

This Standard Bid Document (SBD) has been prepared by the NPTA for use by the Procuring Entities in the Procurement of Security Services. The procedures and methods presented in this document have been developed on the basis of practical experience and are mandatory for use in the procurement carried out in whole or in part from state funds in accordance with the provisions of the Procurement Act, 2003.

The preparation of the bidding documents for each individual procurement is intended to be used unchanged in “the Instructions to Bidders” , “the General Conditions of Contract” and the “Evaluation Criteria”.

Data and provisions specific to each procurement and contract should be included in the Bid Data Sheet, the Special Conditions of the Contract and the Schedule of Activities.

Contents

1. Invitation for Bids (IFB)	5
2. Table of Services	6
3. Instructions to Bidders	7
4. Bid Data Sheet	11
5. Bid Security	13
6. Bid Form	14
7. Letter of Acceptance	16
8. General Conditions of Contract	17
9. Special Conditions of Contract	21
10. Scope of Services	22
11. Schedule of Services/Price Schedule/Summary	28 - 31
12. Contract for Services	32
13. Bank Guarantee for Advance Payment	33
14. Performance Guarantee	34
15. Evaluation Criteria	35

**THIS PAGE WAS INTENTIONAL LEFT
BLANK**

INVITATION FOR BIDS (IFB)

1. **(Insert name of procuring entity)** hereinafter referred to as “the Procuring Entity”, invites interested bidders to submit their bids for the **Provision of Security Services**
2. Bidders may obtain further information and familiarize themselves with the bid documents. If interested, a complete set of bidding documents can be purchased upon a payment of a non-refundable fee in the amount of \$1,000 GYD at the following address: (insert address of the Procuring Entity
.....
..... Tel. No.....
3. All bidders should submit their bids not later than **09:00 hours** on.....day of20-- at the address below:

*Chairman
National Procurement and Tender Administration Board,
Ministry of Finance
Main and Urquhart Streets
Georgetown, Guyana*

4. All late bids will be rejected and returned to bidders unopened.
5. Bids will be valid for **45** days from the date of bid opening.

6. Bids that are incorrectly labeled will not be opened

7. An original Bid Security of (1%) of the tendered amount is required, in the form of a Manager’s Cheque, Bank Guarantee or Bond from a licensed financial institution or a duly signed bid securing declaration form.
8. Bids shall be opened by National Procurement and Tender Administration Board in the presence of bidders/ representatives or those who wish to follow on line via invitation at **09:00 hours on day of -----, 202** at the address
*Chairman
National Procurement and Tender Administration Board,
Ministry of Finance
Main and Urquhart Streets
Georgetown, Guyana*
9. *Bid opening process could also be viewed virtually on request to npta.procurement@finance.gov.gy*

Head Procuring Entity

Name

A. INSTRUCTIONS TO BIDDERS(ITB)

1.0 Scope of Services

- 1.1** The Procuring Entity identified in the *Bid Data Sheet* invites bids for the services as detailed in the Table of Services.
- 1.2** The successful bidder will be expected to complete the services by the intended completion date specified in the Table.

2. Qualification of the bidder:

- 2.1** To be awarded the procurement contract, the bidder shall possess the necessary legal, technical, financial and human resources capacity, to perform the contract, and shall provide, the qualification information requested in the Evaluation Criteria on pages {insert page number (s)}

3.0. Bid Price

- 3.1** The contract shall be for the whole services as described in the Schedule of Services.
- 3.2** All duties, taxes and other levies payable by the Service Provider under the contract shall be included in the total price.
- 3.3** The rates quoted by the bidder must take into account the payment of, at least, the Minimum Wage. No staff, including Security Guards, should receive below the Minimum Wage as prescribe by the National Minimum Wage Order. (*Labour Act, Cap.98:01*)
- 3.4** The rates quoted by the bidder shall be fixed for the duration of the contract.

4. Submission of Bids

- 4.1** Where this may be relevant to the preparation of bids, the bidder is advised to visit the site of the services at his own expense and obtain all information that may be necessary for preparing the bid. Requests for clarification of these bidding documents may be addressed to the procuring entity as indicated in the Bid Data Sheet (Clause 1.1).

- 4.2** The Bidder shall submit: -

- Submit one (1) original (in paper) and 2 electronic copies (flash drive only) with an exact PDF version of the paper tender.
- Ensure the envelopes of the original (in paper) and the 2 electronic copies are identically labelled.
- The 2 electronic copies (flash drive) should be placed in a smaller envelope and properly affixed to the original paper submission.

The original and electronic copies of the bid shall be written in indelible ink and shall be signed by the Bidder or a person having all authorities to sign the bid and obligations

under the Contract. Corrections in bids, if any, shall be made by crossing out, initialing, dating, and rewriting.

4.3 The set of bidding documents is comprised of the following:

- A. Invitation for Bids (IFB)
- B. Table of Services
- C. Instructions to Bidders (ITB)
- D. Bid Data Sheet (BDS)
- E. Qualification Information
- F. Bid Form
- G. Bid Security
- H. Letter of Acceptance
- I. General Conditions of Contract (GCC)
- J. Special Conditions of Contract (SCC)
- K. Description of Services / Term of Reference
- L. Activity Schedule (Bill of Quantities)
- M. Contract for Service
- N. Bank Guarantee for Advance Payment (**not applicable**)
- O. Performance Security (**not applicable**)

5.0 Information on bidders' qualifications is to be included (*insert page number*) "Qualification Information" to be incorporated in the bid.

5.1 **The inner and outer envelopes shall:**

- (a) **The outer envelope shall:** be addressed to the **Chairman, National Procurement & Tender Administration Board, Main & Urquhart Streets** at the address specified in the Invitation for Bids.
- (b) Name of Project: **Procurement of Security Services for.....** and the words "**DO NOT OPEN BEFORE**" 9:00 hours on the day of ----- 202_.

5.2 Bids must be received in the office of the National Procurement and Tender Administration Board not later than the time and date given in the Bid Data Sheet. If the specified date is declared a holiday, bids shall be received up to the appointed time on the next working day.

5.3 Any bid received by the Procuring Entity after the deadline for submission of bids will be rejected and returned unopened to the bidder.

6.0 Bid Security

- 6.1 Bid Security is applicable for this procurement. An original Bid Security of (1%) of the tendered amount is required, in the form of a Manager's Cheque, Bank Guarantee or Bond from an insurance company licensed by the Bank of Guyana or sign a bid declaration form for services below G\$3M.

7. Compliances

Bidders must submit valid certificates of compliance from the Guyana Revenue Authority (GRA) and National Insurance Scheme (NIS), and VAT registration

8. Evaluation Criteria

The Procuring Entity will award the Contract to the Bidder whose bid is determined to be Substantially Responsive to the Bid Document, and who offered the Lowest Evaluated Bid Price, provided that this Bidder has been determined to be eligible and have met the qualification requirements in accordance with the Evaluation Criteria.

9. Defects Liability (*Not Applicable*)

10. Penalties

A Penalty for non-performance will be imposed at the rate prescribed for liquidated damages, non-performance will be assessed against the service provided and will commence from the first quarter of the service contract life.

After 10 % of the contract sum is deducted for penalties, the procuring entity has the right to cancel the contract.

11. Validity of Bid

Bids shall remain valid for the period specified in the Bid Data Sheet.

12. Opening of Bids

Bids will be opened and read in the presence of bidders or their representatives who choose to attend on the date and time and at the place specified in sub-clause 5.6 above.

13. Confidentiality

Information relating to evaluation of bids and recommendations for the award of contract shall not be disclosed to bidders or any other persons not officially concerned with the process until the award to the successful bidder is announced. (*Procurement Act of 2003, Section 55*)

14. Evaluation of Bids

The Procuring Entity will evaluate and compare only the bids determined to be substantially responsive to the requirements of the Bid Solicitation Document in accordance of the Evaluation Criteria.

16. Award of contract

18.1 The Procuring Entity will award the contract to the bidder whose bid has been determined to be substantially responsive and who has offered the lowest evaluated bid price in accordance with the bid evaluation criteria.

18.2 Notwithstanding the above, the Procuring Entity reserves the right to accept or reject any bids and to cancel the bidding process and reject all bids at any time prior to the award of contract.

18.3 The bidder whose bid is accepted will be notified of the award of contract by the Procuring Entity prior to expiration of the bid validity period.

19.0 Performance Security (*Not Applicable*)

If required by the Bid Data Sheet, within 7 days of receiving a letter of acceptance, the successful bidder shall deliver to the Procuring Entity the performance security for the amount in the form. The Performance Security shall be valid as specified in clause 12.

20. Labour Regulations

Bidders must confirm to all Occupational and Health and Safety and Labour Regulations as stated in the Laws of Guyana.

D. BID DATA SHEET

The following specific data to clauses of the provisions of Instructions to Bidders (ITB) which supplement or amend the provisions of the Instructions to Bidders (ITB) whenever there is a conflict, the provisions herein shall prevail over those in ITB.

Item No.	
ITB 1.1	<p>(insert name of procuring entity – Procurement of Security Services for.....</p> <ul style="list-style-type: none"> • <i>List location</i> • <i>Type of guard/service</i>
ITB 2.1	<p>To be awarded the procurement contract, the bidder shall possess the necessary legal, technical and financial capacity, and human resource capacity, to perform the contract, and as set forth in the Evaluation Criteria on pages <i>(insert pages number)</i></p>
ITB 5.6	<p>For <u>bid submission</u>: The outer envelope must be addressed to: <i>Chairman, National Procurement and Tender Administration Board</i> <i>Address:</i> <i>Ministry of Finance</i> <i>Northwestern Building</i> <i>Main and Urquhart Streets,</i> <i>Georgetown,</i> <i>And must be marked “Provision for Security Services, (Agency Name)”.</i></p> <p>The deadline for bid submission is: Date: day of -----, 202 Time: <i>09:00hrs</i></p> <p>Bidder must submit all pages of the bidding document as purchased with all exact pages & supporting documentation. Bidder must submit: -</p> <ul style="list-style-type: none"> • submit one (1) original (in paper) and 2 electronic copies (flash drive only) which is an exact PDF version of the original. • ensure the envelopes of the original and the electronic copies are identically labelled. • the electronic copies (flash drive) should be placed in a smaller envelope and properly affixed to the original (in paper) submission.

	<p>Any alteration to the tender document is prohibited.</p> <p>The bid opening shall take place at: <i>National Procurement and Tender Administration Board Room</i> <i>Ministry of Finance</i> <i>Main and Urquhart Streets</i> <i>Ground Floor</i> <i>Georgetown</i> <i>Guyana</i> Date: day of ----- 202 Time: 09:00hrs</p> <p><i>Bids that are incorrectly labeled shall not be opened.</i></p>
ITB 6	<p>Submission of bid security are as follows;</p> <p>1% of the bid price</p> <p>Bid security should be expressed in Guyanese currency and shall be a bank guarantee or a bid bond issued by a licensed financial institution.</p>
ITB 11	<p>The period of validity of bid is forty-five (45) days following the deadline for submission of bid.</p>

BID SECURITY
(Bank Guarantee/Insurance Bond)

Whereas _____ [*name of Bidder*] (hereinafter referred as "the Bidder") is ready to submit his bid dated _____ [*date of bid submission*] for the supply _____ [*name and/or description of goods*] (hereinafter referred as "the Bid"),

KNOW ALL PEOPLE, that WE _____ [*name of Bank/ Insurance Company licensed by the Bank of Guyana*] from having our registered office at the address _____ [*address of Bank/insurance company*], (hereinafter referred as "the institution"), are bound to _____ [*name of Procuring Entity*] to the sum of _____, by which payment to the indicated Procuring Entity shall be made in whole and in a timely manner; the institution is bound on behalf of its name, its successors and authorized persons. This is to confirm that the license issued to the institution shall provide for activity on issuance of the guarantee, and the person(s) signing that guarantee is entitled to act on behalf of the institution, and if the approval of Board of Directors, or of General Stockholders Meeting is required, it is already received and there is no other approval required.

THE CONDITIONS of this obligation are as follows:

1. If the Bidder:
 - (a) Withdraws his Bid during the period of bid validity specified by the Bidder on the Form of Bid; or
2. If the Bidder having received notice from the Procuring Entity that his bid is accepted within the period of bid's validity:
 - (a) fails or rejects to sign the Contract at the request of; or
 - (b) fails or rejects to furnish the performance security in accordance with the Instructions to Bidders;

We undertake to pay the Procuring Entity the above sum upon receipt of his first written request, without needing the Procuring Entity to show grounds or reasons of that request, provided that the sum requested by the Procuring Entity is due to him because of the occurrence of one or two or both conditions, specifying the condition or conditions occurred.

This guarantee shall remain in force during _____ days inclusive following the expiry of the bid validity period, and any request in respect thereof should reach the institution not later than the abovementioned date.

(*Full name of institution's Representative*) (Title)
(Signature and seal)

Dated on « _____ » day of _____ 202__.
Address _____ of _____ the _____ institution _____ issuing _____ guarantee:

BID FORM

Brief Description of the Service *: *(Procuring entity to insert the description)*

To:

.....
....

Subject: * **Procurement of Security Service for**

.....
.....
.....

*******(The following to be inserted by the Bidder)*

Sir,

We/I agree to execute the works in accordance with the requirements of the bid solicitation document to the total

sum.....
.....
.....

(amount in words), confirmed by the attached bill of quantities which is part of the bid solicitation document.

..... *(in figures)* plus
VAT..... *(in figures)*
.....(
in words)

Total Value inclusive of VAT for our bid is

.....
.....
..... *(amount in*
words).....*(in figures) in*
Guyana

dollars as per details given in the price schedule attached)

We declare that:

- (a) We, including all subcontractors, regarding any part of the Contract, in accordance with these bidding documents, have no conflict of interests pursuant to sub-clause 16 of the Instruction to Bidders.
- (b) We, including all subcontractors, regarding any part of the Contract, in accordance with these bidding documents, have not been declared by the authorized state

body on procurement to be ineligible, or are not ineligible pursuant to laws of Guyana.

We hereby confirm that this bid shall be valid within _____ days of the date established from the bid opening date, and it shall remain binding on before the expiry of indicated period.

We understand that you are not bound to accept the lowest or any bid you receive.

We hereby confirm that this bid is valid for days as required in **Clause 14** of the Instructions to Bidders.

Yours faithfully,

Authorized Signature:** _____

Date:

Name & Title of Signatory:** _____

Name of Bidder:** _____

Address:** _____

* To be filled in by the Procuring Entity before issue of the Letter of Invitation.

** To be filled in by the Bidder, together with his particulars and date of submission at the bottom of this Form.

LETTER OF ACCEPTANCE

Dated: _____

To: _____ [Name and address of the Service Provider]

Dear Sir/Madam,

This is to notify you that your Bid dated _____ for execution of the
_____ for the contract price of GYD
_____ [amount in words and figures], is hereby accepted by
us.

You are [also] requested to sign the agreement form and proceed with the services not later than
_____ and ensure completion within the contract period.

With the issuance of this acceptance letter, the contract for the above said services stands concluded.

Yours faithfully,

Authorized Signature

.....

Name and title of Signatory

.....

I. GENERAL CONDITIONS OF CONTRACT

Definitions and Interpretation

1.1 The terms below shall be interpreted as follows:

"Procuring Entity" means the party, as defined in the Special Conditions of Contract, which employs the Service Provider to execute the Services.

"Service Provider" means the individual or legal entity, or a joint venture, whose Bid for the execution of the Services is accepted by the Procuring Entity, as specified in the Special Conditions of Contract.

"Days" mean calendar days; "months" mean calendar months.

"Services" means that the Service Provider as defined in the SCC.

1.2 Below listed documents shall constitute the Contract, and shall be its integral part, and shall be interpreted in the following order of priority:

- (a) Contract,
- (b) Letter of Acceptance,
- (c) Service Provider's Bid,
- (d) Special Conditions of Contract,
- (e) General Conditions of Contract,
- (f) Table of Service,
- (g) Scope of Services/Terms of Reference
- (h) Priced Activity Schedule,
- (i) Any other documents listed in *the Special Conditions of Contract* to be as a constituent part of the Contract.

1.3 The Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.

2. Cost of the Contract

The total cost of the services (hereinafter referred to as the "total cost") is as specified in the Contract Form.

3. Payments

Payments to the Service Provider for the services will be released by the Procuring Entity in accordance with the schedule specified in the Special Conditions of Contract, in accordance with the conditions specified therein.

4. Quality Control

- 4.1 The Procuring Entity shall inspect the performance of Services and notify the Service Provider of any discovered Defects, and such inspection shall not influence the Service Provider's obligations. Upon receipt of each Notice of Defect, the Service Provider should remedy the Defect within the time period specified in the Employer's notice.

5. Commencement and completion time

The services should be completed in the period of time (months/weeks/days) from the date of the Agreement, or other commencement date, as specified in the Special Conditions of Contract. In exceptional circumstances, the time period stated in this clause may be extended in writing by mutual consent of both the parties.

6. Force majeure

- 6.1 The Service Provider shall not forfeit its Performance Security and shall not be responsible for payment of liquidated damages or termination of Contract for default, if delays in the execution of Contract occurred due to the event of force majeure.
- 6.2 For purposes of this clause, "force majeure" means the event that is beyond the control of the Service Provider, not involving the Service Provider's fault or negligence and not foreseeable. Such events may include but not limited to such actions as wars or revolutions, natural disasters, epidemics, quarantine and embargo restrictions.
- 6.3 If force majeure arises, the Service Provider shall immediately notify the employer in writing of such event and its causes. Unless otherwise directed by the employer in writing, the Service Provider shall continue to perform its obligations under the Contract as far as it may be reasonable and shall seek alternative ways of execution of the Contract, beyond control of the event of force majeure. Any period during which the Party, according to this Contract, should complete any action or assignment, shall be extended to period that is equivalent to the period during which that Party failed to fulfill such action because of event of force majeure.

7. Duties and responsibilities of Procuring Entity

The Procuring Entity shall pay the contract price as stipulated in the contract.

8. Duties and responsibilities of the Service Provider

- 8.1 The Service Provider shall provide the Services in accordance with the scope of service and the Activity Schedule, and shall properly, effectively and efficiently perform its obligations in accordance with its bid and shall observe a good management practice and use the relevant advanced technologies and safety methods.
- 8.2 The Service Provider, shall not have the right, within a validity period or within two (2) years after expiration of this Contract, to disclose any proprietary or confidential information related to the Services provided, regarding this Contract or the client's business or operations without the prior written consent of the client.
- 8.3 The Service Provider (a) shall take out and maintain, at their own cost, as the case may be insurance against the risks, and for the coverage, as shall be specified in the SCC; and (b) at the client's request, shall provide evidence to the client showing that such insurance has been taken out and maintained, and that the current premiums have been paid.
- 9.1 The Service Provider shall obtain the Client's prior approval in writing before taking any of the actions listed in the SCC.
- 9.2 The Service Provider shall employ armed guards who have the following: valid trained/licensed certificates, police clearance and medical certificates.
- 9.3 The Service Provider shall employ baton guards who are able-bodied and have the following: valid police clearance and medical certificates.

9. Modification

Modification of conditions of this Contract, including any change in quantity of Services is allowed only upon having a written agreement between the Parties but not more than 10% of the total Contract Price.

10. Termination

- 10.1 The Procuring Entity may, by written notice, terminate the Contract if the Service Provider causes a fundamental breach of the Contract.
- 10.2 Fundamental breaches of Contract include, but shall not be limited to the following:
- (a) the Service Provider has become bankrupt or goes into liquidation other than for a reconstruction or amalgamation;
 - (b) the Service Provider fails to correct poor/non-performance within a reasonable period of time determined by the Procuring Entity;
 - (c) the Service Provider fails to perform in accordance with the Terms of Reference;

- 10.3 Notwithstanding the above, the Procuring Entity may, by written notice, terminate the Contract for convenience.
- 10.4 If the Contract is terminated the Service Provider shall stop work immediately, make the Site safe and secure and leave the Site as soon as reasonably possible.
- 10.5 The Service Provider may terminate this Contract, having submitted a written notice of termination to the Procuring Entity not less than thirty (30) days following the occurrence of any of the events specified in paragraphs (a) and (b) of the Clause:
- (a) the Procuring Entity does not pay the sum due to the Service Provider under the Contract conditions, during thirty (30) days upon receipt of the Service Provider's notice stating that such payment is delayed; or
 - (b) as a result of force majeure, the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) days.

11.0 Payment upon Termination

- 11.1 If the Contract is terminated because of a fundamental breach of Contract by the Service Provider, the Service Provider is entitled to be paid for the value of the services done less advance payments received, less other recoveries due in terms of the contract, less taxes due to be deducted at source as per applicable law.
- 11.2 If the Contract is terminated at the Procuring Entity's convenience, the Service Provider is entitled to payment for the value of the conforming services performed, the reasonable cost of removal of Equipment, repatriation of the Service Provider's personnel employed solely on the services, and less advance payments received, less other recoveries due in terms of the contract and less taxes due to be deducted at source as per applicable law.

12. Dispute settlement

- 12.1 If, any dispute over the services arises between the two parties, relating to any aspects of this Agreement, the parties shall first attempt to settle the dispute through mutual and amicable consultation.
- 12.2 In the event of agreement not being reached, the matter may be referred by either party to a Court of General Jurisdiction or to arbitration, as specified in the Special Conditions of Contract.

SPECIAL CONDITIONS OF CONTRACT (SCC)

The following Special Conditions of Contract shall supplement the General Conditions of Contract (GCC). Whenever there is a conflict between the provisions herein and the General Conditions of Contract, the Special Conditions of Contract shall prevail.

GCC Clause name	
GCC 1.1	<ul style="list-style-type: none"> • <i>(insert name of procuring entity and contact number)</i> <p>Procurement of Security services for:</p> <ul style="list-style-type: none"> • <i>List location</i> • <i>Type of guard/service</i>
GCC 2.0	The Contract Cost will only change, subject to any variation in the Government Minimum Wage.
GCC 3.1	The payment schedule is subject to the submission of invoice in accordance with the agreement.
GCC 5	The commencement date is: on the issuance of a commencement order
GCC 9.3	<p>The minimum insurance amounts and deductibles shall be:</p> <ul style="list-style-type: none"> a. For loss or damages to equipment: value of equipment b. For loss or damages to property (except the works, plant, material and equipment) in connection with contract – value of property c. For personal injury or death <ul style="list-style-type: none"> I. Of the contractor's employees: as per personal or death insurance policy II. Of other people: as per insurance policy.
GCC 9.4	(insert name of procuring entity) must be notified if Security Personnel is removed and/or replaced
GCC 14.2	<p>Disputes arising out of or in connection with the Contract shall be settled by Arbitration. or</p> <p>In the Court of General Jurisdiction, in accordance with the laws of the Guyana.</p>

SCOPE OF SERVICES / TERMS OF REFERENCE

Security Service Provider Responsibilities

1. Provision and Execution of 24 hours Security Service to government facilities under the control of (*name of the Procuring Entity*) All guards must be properly attired while on duty. The Company/The Service Provider must provide all uniform, equipment, tools etc. for Guards in the execution of their duties. These include: hand-held radio sets, baton, firearm, torchlight, umbrella, Long boots and rain coats etc.,
2. The Company shall execute the service in accordance with requirements set out in the tender document and to the satisfaction of the Procuring Entities or his / her authorised representative in all related matters,
3. The Company shall be responsible for any risk of person employed and will provide for life, accident, medical, property or other insurance in respect of such risks,
4. The Company shall be responsible for every single loss to the property(s) suffered by the employer at the premises due to negligence and/or dishonesty of the Company, its servants and/or agents. All payment for such loss and/or damages shall be limited to the sum of replacement or current cost of the article(s) lost or damaged. All such payment must be made within fourteen (14) days of such loss or damages,
5. The Company shall be responsible for maintaining all records and the frequency of such maintenance that is required by the Procuring Entities of the region,
6. The Company shall not assign his contract e.g. no sub-contracting. The Company shall not sublet any portion of the Contract without consent in writing from the Procuring Entities. The Company is required to submit to the Permanent Secretary or his/ her representative, invoice for payment at least by the third working day of the new month for the previous month's service before payment can be made on or before the agreed payment date. The Company has the right to terminate the contract for non-payment of Invoice if the Procuring Entity fails to pay for at least two months service and without any acceptable reason (s)
7. The Company shall inform the Procuring Entities or his/her representative at least two (2) months in advance in the event that the Company decides to cancel the contract. Any notice of such must be in writing stating the reason (s) for the cancellation of the contract,
8. The Company shall submit prompt written report (within three days) to the Procuring Entities or his/her representative on all incidents that occur within the vicinity of the various compounds,
9. The Company is responsible for keeping the guard hut (s) clean at all times and is responsible for any damage or loss to the facility.

Procuring Entity Responsibilities

1. The Employer shall be responsible to make available guard huts with adequate lighting for the Security Service,
2. Provide all logbooks and stationery with the appropriate format that will be required to be maintained by the Security Service,
3. Make the surrounding of the facilities accessible for the guard to patrol the perimeter of the building, install adequate lighting around the compound so that the entire compound would be visible in the night.
4. Ensure that all payments for Security Services provided by the Company are made on or before thirty (30) days after the submission of the invoice by the Company,
5. Submit in writing any dissatisfaction (s) of the performance of the Security Service at least forty eight (48) hours after the event or other issue that may arise and also to make proposals of recommendations to be put in place so that the event or issues may not arise hereafter,
6. The Employer shall have the right to terminate the Company's service if the Company fails to comply or implement the proposals or recommendations made by the Procuring Entities or his/her representative to improve the performance of the Security Service.
7. Any such termination as stated above, shall be given at least thirty (30) days in advance before the termination comes into effect.
8. The Procuring Entity shall submit to the Company of the Security Service, the names of the Ministry's/Region's officials who shall be authorised to make visits and inspect the security guards on duty and also examine their records any time they see it fit to do so. The Official (s) will be required to sign and write comments in the logbook on his / her visits,
9. The Procuring Entity shall from time to time implement new systems or modify existing systems as seem fit for improvement of the operations and functions of the Security Service. Any such implementations or modifications will be in writing and with consultation with the Security Company.

Modus Operandi for Security Service

Personnel

The required Security Personnel for the locations listed in bid document

1. All of the Security Personnel must be at least 18 years of age , physically fit and of sound mind.
2. For night shifts there must be at least one **(1) male security guard** at each location.
3. All Guards must be able to read and write Standard English. Additionally, they must be able to communicate verbally in a manner that is easily understood.

Presentation of Security Personnel

1. The security on duty must at all times be **properly attired in the Company's uniform**, which must display the Company's identity/logo or an identification badge. The uniform must also carry a nametag or a number, which will be regarded as a means of identifying the person on duty,
2. All security personnel on duty must be in their full uniform which includes their head dress. Security personnel are not permitted to wear the following while on duty:-
 - Flip flops/Slippers
 - Shorts Pants
 - Tights
 - Vest
3. No security personnel who appears to be intoxicated or under the influence of a substance or drugs should be on duty. Any personnel found on duty who appears to be intoxicated may lead to the suspension/termination of that person/s
4. Security personnel should at all times treat all matters in a professional manner.

Security Equipment

The security firm must equip its personnel with the following:-

1. **Hand held radio** / cell phone /line phone for each guard to make contact with the Base Station of the Security Firm in event of any eventualities,
2. Each security personnel must have in his / her possession a **baton** at all times
3. **Torch lights and batteries** for use at nights in case of power failure.
4. **Raincoat and umbrella.**
5. **Firearms where required** must be properly secured and handled by trained and authorized individual only.

Operations of the Security Personnel

1. Security personnel are required to sign their time in the Security Log Book and maintain the Log Book on a regular basis. The Logbook will be provided by the Procuring Entity/client.
2. The Security on duty is required to check the facility he /she is assigned to in order to ascertain that it was not broken into. In the afternoon, the security guard must ensure that the building is locked and properly secured and that no one is accidentally locked into the building.
3. All Security must be at their respective place of duty at all times and must not be seen needlessly wondering in and around the building or compound.
4. Security personnel on duty must not interfere or intervene when any of the ministry's /region's staff is performing his /her duties and should at all times be professional in the execution of their duties and not compromise their duties in their daily dealings with any member of staff or member of the public.

5. At no time should Security Personnel be seen consuming alcoholic beverages or any other illegal substance while on duty. Additionally, smoking by Security Personnel is prohibited in and around the compound or premises
6. Security on duty are not allowed to entertain visitors and must not tolerate loitering at the Security Hut.
7. Security Personnel must be rotated periodically, as deemed necessary.
8. Security Inspectors must perform checks of the locations at least twice a day, i.e. once a day and once a night. All written reports and comments pertaining to the Inspector's visits must be made available to the Procuring Entities or his/her representatives.
9. Security guards should ensure that all visitors speak with a responsible person and state their business before proceeding into the building. **All persons (both staff and non-staff) are subject to security checks.** This includes checking of vehicles leaving and entering the compound and checking of bags. However, privileged personnel should be allowed access (senior functionaries of the government).
10. All assets leaving/entering the compound must be recorded in the Log Book, the description of all assets, their serial number, the name and designation of the Officer who is either taking them out or returning them in the building. This record must reflect the place where the assets are either going or where they were brought from, the purpose of the movement and name and designation of the Officer who authorised the movement of the assets.
11. Security should ensure that NO UNAUTHORISED personnel enter the compound through any unauthorized entrance.
12. Security should ensure that NO VEHICLE is parked in front of the walk way leading to the buildings (see list on bid sheet)
13. Security should ensure that NO UNAUTHORISED VEHICLE is parked in the clients parking Lot or in front of the client's access, thus obstructing the vehicles from parking or leaving the parking lot whenever the need arises.
14. Security should record the departure and arrival of the ministry's/region's vehicle after the Official Working hours, Weekend and Holiday and record the name of the Driver, vehicle registration number or Officer using the Vehicle. Any vehicle belonging to the Ministry (with the exception of those assigned to the Minister & Procuring Entities should not be allowed to leave the compound after official working hours, weekends and public holidays without a gate pass signed by the Permanent Secretary.
15. Security should assist the staff by directing the movement of vehicle when leaving or arriving in the parking lots.
16. Security guards must patrol the compounds they are securing on a regular basis.

Record Keeping

Inclusive of the vehicles records as stated above, the Security Service is required to keep these additional records:-

1. Maintain a logbook for the keys that are lodged with the Security. The logbook will be provided by the Ministry/region and it must be maintained on a daily basis,
2. Maintain record of the name, designation and/or address of visitors that enter the Ministry/region office and other facilities at all times, normal working hours and on weekend and holidays. Additionally, a record should be maintained for staff entering the building on weekends and holidays. They must state the time they enter and leave and a list of the items that they enter or leave with,
3. Maintain record of the Ministry/region vehicle(s) with details as per time departure and arrival after normal working hours and on weekends and holidays.
4. Maintain records of all incidents that occur at the Ministry/region and other facilities and the nearby surrounding that can be deemed a threat to the security of the locations .
5. Maintain a record of each Guard's attendance at the premises which must be signed by the visiting Inspector every day and night and countersigned by the Ministry's/Region's Official,
6. Maintain a handing/taking over record of daily events and security responsibilities.

Reporting and Communicating

1. In event of any incident, act or crime towards the building or employees the security on duty is required to contact the Procuring Entities or any other person or persons who is identified by the Procuring Entities and the Police and/or Fire Service. The name and contact numbers will be forwarded to the Security Company's Head Office.
2. In case of a FIRE, the security on duty will be required to make contact with the Fire Department by any means of communication and then make contact with the designated Procuring Entities Officials.
3. In event of any lock-out, hostilities, riot, civil unrest or other circumstances beyond the control of the security service, the assistance of the Police must be sought through the Security Service and then reported to the designated Procuring Entities officials.
4. In the circumstances at (3), an oral report must be communicated to the Procuring Entities or representative instantly and then followed by a written report within twenty-four (24) hours of the incident.
5. The Security Service is required to report immediately to the Procuring Entities when any member of staff or Ministry Official try to interfere with the operations of the security service thus placing it in jeopardy, and to be followed by a written report within twelve hours.

Other

1. The above rules and regulations are subject to amendment and from time to time new clause(s) may be inserted or existing clauses may be deleted or modified by the Administration of the Ministry/Region, subject to the written approval of NPTAB, as they see fit in the best interest of the protection of Ministry's/Region's assets.
2. Any such amendment which includes the insertion of new clause, deletion or modified existing clause will be done in writing at least seven days before it comes into effect and must be agreed to in written approval by both parties.

SCHEDULE OF REQUIRED SERVICE *(TEMPLATE/Example)*

No	Location	Types of guards	Hrs. per shift	07:00-15:00	15:00-23:00	23:00-07:00	Total Number of Guards per day	Total number of hrs. per days	No. of days for year	Total number of hrs. per year
1	Main Office - Brickdam	Armed	8	1	1	1	3	24	365	8,760
2	Main Office - Brickdam	Baton/Radio	8	3	3	3	9	72	365	26,280
3	Camp Street	Baton/Radio	8	2	2	2	6	48	365	17,520
4	Permanent Secretary Residence	Baton/Radio	8	1	1	1	3	24	365	8,760
				7	7	7	21	168		61,320

Schedule of Requirements/ Price Schedule *(TEMPLATE/Example)*

Location: Main Office - Brickdam

Arm Guard - Day and Night

	No. of Days	No. of guards per day	No. of hrs. per year	Rate per Hour	Sub-Total	VAT	Grand Total
Monday-Friday	242	3	5,808				
Saturday	51		1,224				
Sunday/Holiday	72		1,728				
Subtotal	365		8,760				

Location: Main Office – Brickdam

Baton/Radio Guards - Day and Night

	No. of Days	No. of guards per day	No. of hrs. per year	Rate per Hour	Sub-Total	VAT	Grand Total
Monday-Friday	242	9	17,424				
Saturday	51		3,672				
Sunday/Holiday	72		5,184				
Subtotal	365		26,280				

Location: Main Office - Camp Street

Baton/Radio Guards - Day and Night

	No. of Days	No. of guards per day	No. of hrs. per year	Rate per Hour	Sub-Total	VAT	Grand Total
Monday-Friday	242	6	11,616				
Saturday	51		2,448				
Sunday/Holiday	72		3,456				
Subtotal	365		17,520				

Location: Permanent Secretary Residence

Baton Guard - Day and Night (*Template/Example*)

	No. of Days	No. of guards per day	No. of hrs. per year	Rate per Hour	Sub-Total	VAT	Grand Total
Monday-Friday	242	3	5,808				
Saturday	51		1,224				
Sunday/Holiday	72		1,728				
Subtotal	365		8,760				

Summary *(Template/Example)*

Location	Types of Guards	Bid Price Exclusive of VAT	VAT	Total Bid Price Vat Inclusive
Main Office – Brickdam	Batons/Radio Guards - Day/Night			
	Armed Guards - Day & Night			
Permanent Secretary’s Resident	Batons/Radio Guards - Day & Night			
Camp Street Office	Batons/Radio Guards - Day & Night			
Total				

SERVICES CONTRACT

This Contract made the _____ day of _____ two thousand and _____
(date) (month)

BETWEEN the Procuring Entity (name and address of organization)

and the Service Provider (name and address of organization)

for execution of the Services (name and location of Services)

In view of the Procuring Entity wishes to have the Service Provider execute [... *insert name of Contract*] (hereinafter called the Services) and the Procuring Entity has accepted the Service Provider's Bid for the execution and completion of the Services, and for correction of any defects therein.

THIS CONTRACT WITNESSES the following:

1. Taking into account the payments to be made by the Procuring Entity to the Service Provider in accordance with the above-stated, the Service Provider shall enter into the Contract with the Procuring Entity to execute and complete the Services, and to correct any defect therein in full accordance with conditions of the Contract.
2. The Procuring Entity shall pay the Service Provider in consideration of the execution and completion of the Services and the remedying of defects wherein the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

PROCURING ENTITY

(signature and seal)

(name, last name, title)

SERVICE PROVIDER

(signature and seal)

(name, last name, title)

EVALUATION CRITERIA

No	Administrative Compliance (MANDATORY)	<u>Responsive</u>	
		No	Yes
1	Submission of a Valid Business Registration or certificate of incorporation and names of registered directors of the company. Document must be clearly legible and notarized		
2	Submission of a valid Employer NIS compliance certificate in the name of the business as per business registration. Document must be clearly legible and notarized. Evidence must be provided that the Employer has paid the NIS obligations for each security guard employed by the company.		
3	Submission of a valid GRA compliance certificate in the name of the business as per business registration. Document must be clearly legible and notarized.		
4	Bidder must submit a copy of their VAT Certificate (applicable)		
5	Bidder must complete and sign bid form (<i>insert page number</i>)		
6	Provision of Valid License to operate a security firm in Guyana, issued by the Commissioner of Police. When a photocopy is presented, it must be certified a 'true copy of original' by the Commissioner of Police.		
7	Bidder must submit all pages of the bidding document as purchased with all exact pages & supporting documentation. Bidder must submit: - <ul style="list-style-type: none"> • Submit one (1) original (in paper) and 2 electronic copies (flash drive only) with an exact PDF version of the original tender. • Ensure the envelopes of the original and the electronic copies are identically labelled. • The electronic copies (flash drive) should be placed in a smaller envelope and properly affixed to the original (in paper) submission. Any alteration to the tender document is prohibited		
8	Completed Priced schedule and Summaries must be stamped and signed on (<i>insert page number</i>)		
9	The bidder shall provide accurate information about any litigation or arbitration resulting from contracts completed or on going under its execution over the last five years. Provide a statement if there is pending litigation whether civil or criminal.		
10	Submission of bid security are as follows; 1% of the bid price		

No	Administrative Compliance (MANDATORY)	Responsive																			
		No	Yes																		
	<p>Supervisor – Minimum of one (1) Complete Secondary Education. Must provide detailed CV, Period of Employment, Positions Held and Duties / Responsibilities</p> <p>All appointed individuals must sign a letter consenting to the use of his/her CV by the bidder. Letter must be dated within one month of bid opening date.</p>																				
16	<p>Wages must be in compliance with National Minimum Wages for Security Personnel (rate) as at the date of tender opening.</p> <p>Please Note: Bidder must provide copies of pay roll and NIS submissions of employees for the past three (3) months.</p>																				
17	<p>Bidder must submit a valid radio license from the National Frequency Management Unit where necessary.</p>																				
18	<p>Ownership of key equipment – The bidder must provide evidence to show that the following equipment are available for the project.</p> <table><thead><tr><th>Items #</th><th>Description of Key Equipment</th><th>Number of Key Equipment Required (<i>numbers below are example</i>)</th></tr></thead><tbody><tr><td>1</td><td>Wood/ Expandable Batons - straight stick type (18"- 36")</td><td>7</td></tr><tr><td>2</td><td>Firearm – Firearms issued to security companies must have the current license.</td><td>1</td></tr><tr><td>3</td><td>Hand Held Radios – Two-way radio sets with coverage of a minimal one (1) mile</td><td>1</td></tr><tr><td>4</td><td>Vehicle – Car, Mini Bus or appropriate form of transportation</td><td>2</td></tr><tr><td>5</td><td>Torch Light</td><td>7</td></tr></tbody></table> <p>Ownership can be demonstrated by providing the licenses, purchase documents, registrations, agreement to lease or rent, and/ or affidavit of ownership, which must incorporate the proposed list of equipment.</p> <p>An agreement to lease or rent must be notarized and state a validity period.</p> <p>Affidavit of ownership must be duly signed by a commissioner of oaths or justice of Peace. Affidavits must be dated within the last six (6) months from bid opening date. The leaser must provide proof of ownership in the form of licenses, certificate(s) of registration, receipts of purchase or affidavit of ownership.</p>	Items #	Description of Key Equipment	Number of Key Equipment Required (<i>numbers below are example</i>)	1	Wood/ Expandable Batons - straight stick type (18"- 36")	7	2	Firearm – Firearms issued to security companies must have the current license.	1	3	Hand Held Radios – Two-way radio sets with coverage of a minimal one (1) mile	1	4	Vehicle – Car, Mini Bus or appropriate form of transportation	2	5	Torch Light	7		
Items #	Description of Key Equipment	Number of Key Equipment Required (<i>numbers below are example</i>)																			
1	Wood/ Expandable Batons - straight stick type (18"- 36")	7																			
2	Firearm – Firearms issued to security companies must have the current license.	1																			
3	Hand Held Radios – Two-way radio sets with coverage of a minimal one (1) mile	1																			
4	Vehicle – Car, Mini Bus or appropriate form of transportation	2																			
5	Torch Light	7																			

No	Administrative Compliance (MANDATORY)	<u>Responsive</u>	
		No	Yes
19	LIST OF ONGOING PROJECTS BEING UNDERTAKEN		
	<ul style="list-style-type: none"> • Bidder must provide a letter stating if they have any ongoing security projects. The letter must be dated within one month of the bid opening date and include the name of the contract, year of commencement, name of client, and value of the project and completion percentage. • Bidder with ongoing security projects must demonstrate their financial, human resources and equipment capability to adequately execute this project. • Bidder must not have any security project currently or within the last three (3) years in default as a result of non-performance by the contractor. 		
20	ANY ALTERATION TO THE BID DOCUMENT IS PROHIBITED.		

Financial Assessment

Tender Corrections: All responsive bidders are checked for arithmetical and other errors to show corrected and original sums

Notes on Evaluation

The Contract would be awarded to the Bidder whose bid is determined to be **Substantially Responsive to the Bid Document and who offered the lowest evaluated Bid Price.**

A penalty of immediate rejection of a bid or termination of contract will be applied upon discovery of misrepresentation of information.