



THE NATIONAL AGRICULTURAL MARKETING AND DEVELOPMENT CORPORATION

March 1, 2024

Dear Proponent,

Re: Invitation to Tenderer for the Provision of Security Services at NAMDEVCO’s Outstations:

The National Agricultural Marketing and Development Corporation (NAMDEVCO) invites suitably qualified and experienced entities to submit sealed bids for the Provision of Security Services at NAMDEVCO outstations for the period of two (2) years.

NAME OF FACILITY:	LOCATION:
Southern Wholesale Market (SWM)	3 ¼ MM S.S Erin Road, Debe
Orange Valley Wholesale Fish Market (OVWFM)	Bay Road, Couva
Norris Deonarine Northern Wholesale Market (NDNWM)	Churchill Roosevelt Highway, Macoya
Woodford Lodge Retail & Wholesale Market (WLRWM)	Woodford Lodge Facility, Chaguanas
Port of Spain Wholesale Fish Market (POSWFM)	Sealots, Port of Spain
Piarco Packing House (PPH)	E56 Caroni North Bank Road, Piarco
Brickfield Packing House (BFPH)	Torrib Tabaquite Brother’s Road, Brickfield
Farmers’ Market Locations	Port of Spain, Diego Martin, Arima, Chaguanas, Couva, San Fernando, Point Fortin

DESCRIPTION OF WORK

The general scope of work shall be to supply all labour, material, equipment and incidentals necessary to provide the appropriate armed and unarmed security for the identified NAMDEVCO facilities.

SITE VISIT

Site visits will be held at the locations in accordance with the following schedule:

NAME OF FACILITY:	LOCATION:	SITE VISIT DETAILS:
Piarco Packing House (PPH)	E56 Caroni North Bank Road, Piarco ✦ NAMDEVCO Packing House - Google Maps	Thursday 7th March 2024 at 9:00am

Norris Deonarine Northern Wholesale Market (NDNWM)	Churchill Roosevelt Highway, Macoya ★ Macoya Market - Google Maps	Thursday 7th March 2024 at 9:45am
Port of Spain Wholesale Fish Market (POSWFM)	Sealots, Port of Spain ★ NAMDEVCO Port of Spain Wholesale Fish Market - Google Maps	Thursday 7th March 2024 at 10:45am
Brickfield Packing House (BFPH)	Torrib Tabaquite Brother's Road, Brickfield ★ NAMDEVCO Brickfield Packing House - Google Maps	Friday 8th March 2024 at 9:00am
Southern Wholesale Market (SWM)	3 ¼ MM S.S Erin Road, Debe ★ NAMDEVCO-Southern Wholesale Market - Google Maps	Friday 8th March 2024 at 10:00am
Orange Valley Wholesale Fish Market (OVWFM)	Bay Road, Couva ★ NAMDEVCO - Orange Valley Wholesale Fish Market - Google Maps	Friday 8th March 2024 at 11:00am
Woodford Lodge Retail & Wholesale Market (WLRWM)	Woodford Lodge Facility, Chaguanas ★ Central Farmers Wholesale Market Woodford Lodge - Google Maps	Friday 8th March 2024 at 11:45am

You are kindly asked to provide the names and contact information of your representative who will be in attendance, via email to procurement@namdevco.com no later than 2:30pm on Wednesday 6th March 2024.

RETURN OF BIDS

Two envelopes must be submitted. Envelope 1 should contain all **original** documents requested. (*See list below*), and Envelope 2, **copies** of all the documents submitted.

The envelopes shall be labelled as follows:

“Tender for Provision of Security Services at NAMDEVCO’s OUTSTATIONS”

Name of Company:

Name of NAMDEVCO facility:

Original/Copy

Sealed Bids are to be deposited in a tender box bearing the label:

“Tender for Provision of Security Services at NAMDEVCO’s OUTSTATIONS”

Tenderers are asked to note that the dimensions of opening in the tender box are approximately 280 mm in length and 65 mm in height and therefore should package all documents accordingly.

All bids are to be submitted at NAMDEVCO's Head Office, 3 ¼ MM S.S. Erin Road, Debe, no later than **2:00 p.m. (AST) on Tuesday 19th March 2024.**

SUBMISSION OF BIDS

The Tenderer **MUST** submit the following documents with their bid:

Approval by Ministry of National Security to operate a Protective Service

Public Liability Insurance

Workmen's Compensation

Company Registration and Continuance Certificate

Valid NIS Compliance Certificate

Valid VAT Compliance Certificate

Valid BIR Compliance Certificate

Form 1 – Form of Tender

Form 2 – Security Deployment Rate Sheet

Form 3 - Completed Technical Information Sheet

Form 4 – Two (2) completed reference sheets from two (2) of the top (5) highest value contracts held by the tendering firm.

Submissions must have each completed form listed above along with requested attachments. Bids submitted with incomplete or missing forms will **NOT** be considered.

OPENING OF BIDS

Bidders will be notified 48 hours in advance of the date and time set for the opening of submitted bid.

EVALUATION

Bidders will be evaluated in two stages.

Stage 1 - Examination of statutory requirements. Bidders will be shortlisted based on their satisfactory submission of qualifying documents (see page 3, nos. 1 to 6).

Stage 2 – Shortlisted bidders will then be evaluated on their submissions of Form 3 – “Completed Technical Information Sheet” and two (2) submissions of Form 4 – “Recommender Appraisal Form” from previous/ present contracts.

The bidder must submit a completed and signed and stamped Form 1 – “Form of Tender”.

See attached evaluation forms.

LIMITATIONS

Late submissions will **NOT** be considered under any circumstances. Any tender received after the deadline for submission will be returned unopened to the Tenderer.

NAMDEVCO reserves the right to reject any or all proposals.

NAMDEVCO does not bind itself to accept the lowest or any of the proposals received.

NAMDEVCO shall not be responsible for any costs incurred by the proponent in preparing, submitting or presenting its response to this Invitation to Tender.

NAMDEVCO may negotiate separately, with the selected bidder in its best interest.

NAMDEVCO requests that all submitted Tenders state “the proposal shall remain open and valid for a period of six (6) months from the designated submission date indicated for receipt of tenders in the Invitation”. The price quoted in the chosen proposal must remain unchanged for the entire period of the contract unless otherwise specified in this Invitation to Tender.

PRICING

All prices shall be considered to include all duties, taxes, transportation and other costs, unless otherwise stated. All prices and amounts shown on the Rate Sheet, shall be expressed in Trinidad and Tobago dollars.

NAMDEVCO does **NOT** bind itself to accept the lowest or any quote.

SKILL AND EXPERIENCE OF CONTRACTOR

Tenderers are deemed to have the practical skill and experience in the provision of Security Services.

ENQUIRIES

Additional information may be requested through email to: procurement@namdevco.com

Yours respectfully,

Nirmalla Debysingh
Chief Executive Officer

FORM 1 – Form of Tender

National Agricultural Marketing and Development Corporation
(NAMDEVCO)
3¼mm S.S. Erin Road,
DEBE.

To Whom It May Concern,

**Re: Tender for the Provision of Security Services at
Name of Facility [.....]**

I/We have examined the Tender Documents and all addenda and having ascertained the description of the services, offer to supply those services in accordance with the said Tender documents for the rates provided on Form 2.

I/We are not associated with, been associated in the past directly or indirectly, with a firm of any of its affiliates which have been engaged by NAMDEVCO to provide consulting services for the preparation of the scope of works, evaluation criteria or any documents to be used for the procurement of the services under this invitation to tender (or please qualify this statement).

I/We warrant that we have:-

Carefully assessed and, where relevant, verified the contents of the Tenders Documents submitted;

Carefully assessed and, where relevant, verified all information relevant to the risks, contingencies and other circumstances having an effect on my bid;

Informed myself of the nature of the work and other obligations to be performed under the contract, including the labour, equipment, materials and other resources necessary, suitable or desirable to perform those obligations; and

Satisfied myself as to the correctness and sufficiency of the bid for the performance of the work and other obligations in the tender documents and that the rates and prices include compliance with all my obligations under the contract and off all matters and things necessary for the due and proper performance and completion of the contract.

I understand that the Corporation will rely upon the warranties given above.

I/We and/or our agents or employees have not given or agreed to give or offered any gift or consideration to any agent of the Corporation as an inducement or reward for doing or forbearing to do any act in relation to our affairs or business; or for showing favour or disfavour to any person in relation to our affairs or business.

I/We undertake, if our Tender is accepted, to provide the services in accordance with the service schedule specified in Form 2 – Security Deployment Rate Sheet.

This Tender shall remain binding upon us for three (3) months and may be accepted at any time before the expiry of this period. Prices quoted will remain fixed for the duration of the contract.

I/We expressly understand that NAMDEVCO may accept any tender in whole or in part, does not bind itself to accept the lowest or any tender and is not liable for any expenses incurred in the submission of any tenders.

The price quoted below reflects the hourly cost per officer of the full complement of officers for up to a two (2) year period.

The per hour contract price inclusive of VAT is

Day	Officer type	No. of Officers	Rate / hour (TTD) (Before VAT)	Rate / hour (TTD) (VAT Inclusive)
Sun-Sat	Unarmed	1		
	Armed	1		
Public Holiday	Unarmed	1		
	Armed	1		

Signed: _____ in the capacity of _____

duly authorised to sign tenders for and on behalf of

(Name of company)

Company Stamp:

Date: _____

Address: _____

Telephone: _____

Fax: _____

Cell: _____

Email: _____



BRICKFIELD PACKING HOUSE
Form 2 – Security Deployment Rate Sheet

The prices given below are applicable to NAMDEVCO’s Brickfield Packing House Facility.

Table I

Facility Name	Location	No. of Floors	Approximate No. of Employees Presently
Brickfield Packing House	Tabaquite Torrib Road, Brickfield	2	0

Please complete Table II inserting the rate per hour for the type of officer identified.

Table II

Day	Officer type	No. of Officers	Rate / hour (TTD) (Before VAT)	Rate / hour (TTD) (VAT Inclusive) <i>(To be carried to Form 1 – Form of Tender)</i>
Sunday to Saturday	Unarmed	1		
	Armed	1		
Public Holidays (including Carnival)	Unarmed	1		
	Armed	1		

BRICKFIELD PACKING HOUSE
Form 2 – Security Deployment Rate Sheet

Contract sum should be calculated using a 52 week year.

Day	Officer Type	Shift	No. of Officers	No. of Hours
Sunday	Unarmed	6:00am – 6:00pm	1	12
		6:00pm – 6:00am	1	12
Monday	Unarmed	6:00am – 6:00pm	1	12
		6:00pm – 6:00am	1	12
Tuesday	Unarmed	6:00am – 6:00pm	1	12
		6:00pm – 6:00am	1	12
Wednesday	Unarmed	6:00am – 6:00pm	1	12
		6:00pm – 6:00am	1	12
Thursday	Unarmed	6:00am – 6:00pm	1	12
		6:00pm – 6:00am	1	12
Friday	Unarmed	6:00am – 6:00pm	1	12
		6:00pm – 6:00am	1	12
Saturday	Unarmed	6:00am – 6:00pm	1	12
		6:00pm – 6:00am	1	12

NORRIS NORTHERN WHOLESALE MARKET
Form 2 – Security Deployment Rate Sheet

The prices given below are applicable to NAMDEVCO's Norris Deonarine Northern Wholesale Market Facility.

Table I

Facility Name	Location	No. of Floors	Approximate No. of Employees Presently
Norris Deonarine Northern Wholesale Market	Corner Churchill Roosevelt Highway & Macoya Ext. (South)	2	34

Please complete Table II inserting the rate per hour for the type of officer identified.

Table II

Day	Officer type	No. of Officers	Rate / hour (TTD) (Before VAT)	Rate / hour (TTD) (VAT Inclusive) <i>(To be carried to Form 1 – Form of Tender)</i>
Sunday to Saturday	Unarmed	1		
	Armed	1		
Public Holiday	Unarmed	1		
	Armed	1		

NORRIS NORTHERN WHOLESALE MARKET
Form 2 – Security Deployment Rate Sheet

Contract sum should be calculated using a 52 week year.

Day	Officer Type	Shift	No. of Officers	No. of Hours
Sunday	Unarmed	6:00am – 12:00pm	1	6
		6:00am – 6:00pm	1	12
		6:00pm – 6:00am	2	12
Monday	Unarmed	3:00am – 11:00am	3	8
		6:00am – 11:00am	1	5
		6:00am – 6:00pm	1	12
		6:00pm – 6:00am	2	12
		1:00am – 1:00pm	1	12
	Armed	1:00am – 1:00pm	1	12
	Armed	2:00am – 10:00am	1	8
2:00am – 4:00pm		2	14	
Tuesday	Unarmed	3:00am – 11:00am	3	8
		6:00am – 11:00am	1	5
		6:00am – 6:00pm	1	12
		6:00pm – 6:00am	2	12
		1:00am – 1:00pm	1	12
	Armed	1:00am – 1:00pm	1	12
	Armed	2:00am – 10:00am	1	8
2:00am – 4:00pm		2	14	
Wednesday	Unarmed	3:00am – 11:00am	3	8
		6:00am – 11:00am	1	5
		6:00am – 6:00pm	1	12
		6:00pm – 6:00am	2	12
		1:00am – 1:00pm	1	12
	Armed	1:00am – 1:00pm	1	12

	Armed	2:00am – 10:00am	1	8
		2:00am – 4:00pm	2	14
Thursday	Unarmed	3:00am – 11:00am	3	8
		6:00am – 11:00am	1	5
		6:00am – 6:00pm	1	12
		6:00pm – 6:00am	2	12
		1:00am – 1:00pm	1	12
	Armed	1:00am – 1:00pm	1	12
	Armed	2:00am – 10:00am	1	8
		2:00am – 4:00pm	2	14
Friday	Unarmed	3:00am – 11:00am	3	8
		6:00am – 11:00am	1	5
		6:00am – 6:00pm	1	12
		6:00pm – 6:00am	2	12
		1:00am – 1:00pm	1	12
	Armed	1:00am – 1:00pm	1	12
	Armed	2:00am - 10:00am	1	8
		2:00am – 4:00pm	2	14
Saturday	Unarmed	6:00pm – 6:00am	2	12
		6:00am – 6:00pm	1	12

PORT OF SPAIN WHOLESALE FISH MARKET
Form 2 – Security Deployment Rate Sheet

The prices given below are applicable to NAMDEVCO’s Port of Spain Wholesale Fish Market Facility.

Table I

Facility Name	Location	No. of Floors	Approximate No. of Employees Presently
Port of Spain Wholesale Fish Market	Production Avenue, Sea Lots	1	13

Please complete Table II inserting the rate per hour for the type of officer identified.

Table II

Day	Officer type	No. of Officers	Rate / hour (TTD) (Before VAT)	Rate / hour (TTD) (VAT Inclusive) <i>(To be carried to Form 1 – Form of Tender)</i>
Sunday to Saturday	Unarmed	1		
	Armed	1		
Public Holiday	Unarmed	1		
	Armed	1		

PORT OF SPAIN WHOLESALE FISH MARKET
Form 2 – Security Deployment Rate Sheet

Contract sum should be calculated using a 52 week year.

Day	Officer Type	Shift	No. of Officers	No. of Hours
Monday	Unarmed	5:00am – 1:00pm	1	8
	Armed	5:00am – 6:00pm	1	13
		5:00am – 6:00pm	2	13
Tuesday	Unarmed	5:00am – 1:00pm	1	8
	Armed	5:00am – 6:00pm	1	13
		5:00am – 6:00pm	2	13
Wednesday	Unarmed	5:00am – 1:00pm	1	8
	Armed	5:00am – 6:00pm	1	13
		5:00am – 6:00pm	2	13
Thursday	Unarmed	5:00am – 1:00pm	1	8
	Armed	5:00am – 6:00pm	1	13
		5:00am – 6:00pm	2	13
Friday	Unarmed	5:00am – 1:00pm	1	8
	Armed	5:00am – 6:00pm	1	13
		5:00am – 6:00pm	2	13
Saturday	Unarmed	5:00am – 1:00pm	1	8
	Armed	5:00am – 6:00pm	1	13
		5:00am – 6:00pm	2	13
Sunday	Unarmed	5:00am – 1:00pm	1	8
	Armed	5:00am – 6:00pm	1	13
		5:00am – 6:00pm	2	13

SOUTHERN WHOLESALE MARKET
Form 2 – Security Deployment Rate Sheet

The prices given below are applicable to NAMDEVCO's Southern Wholesale Market.

Table I

Facility Name	Location	No. of Floors	Approximate No. of Employees Presently
Southern Wholesale Market	3 ¼ M.M S.S. Erin Road, Debe	2	78

Please complete Table II inserting the rate per hour for the type of officer identified.

Table II

Day	Officer type	No. of Officers	Rate / hour (TTD) (Before VAT)	Rate / hour (TTD) (VAT Inclusive) <i>(To be carried to Form 1 – Form of Tender)</i>
Sunday to Saturday	Unarmed	1		
	Armed	1		
Public Holiday	Unarmed	1		
	Armed	1		

SOUTHERN WHOLESALE MARKET
Form 2 – Security Deployment Rate Sheet

Contract sum should be calculated using a 52 week year.

Day	Officer Type	Shift	No. of Officers	No. of Hours
Sunday	Unarmed	3:00am – 1:00pm	7	10
		6:00pm – 6:00am	2	12
	Armed	3:00am – 1:00pm	1	10
Monday	Unarmed	6:00am – 6:00pm	1	12
		6:00pm – 6:00am	2	12
	Armed	7:00am – 5:00pm	1	10
Tuesday	Unarmed	6:00am – 6:00pm	1	12
		6:00pm – 6:00am	2	12
	Armed	7:00am – 5:00pm	1	10
Wednesday	Unarmed	3:00am – 6:00pm	2	15
		6:00pm – 6:00am	2	12
		2:00am – 10:00am	1	8
	Armed	7:00am – 5:00pm	1	10
		3:00am – 6:00pm	1	15
		2:00am – 10:00am	1	8
Thursday	Unarmed	3:00am – 6:00pm	7	15
		6:00pm – 6:00am	2	12
	Armed	3:00am- 6:00pm	1	15
		7:00am – 5:00pm	1	10
Friday	Unarmed	6:00am – 6:00pm	1	12
		6:00pm – 6:00am	2	12
	Armed	7:00am – 5:00pm	1	10
Saturday	Unarmed	6:00am – 6:00pm	1	12
		6:00pm – 6:00am	2	12

PIARCO PACKING HOUSE
Form 2 – Security Deployment Rate Sheet

The prices given below are applicable to NAMDEVCO's Piarco Packing House Facility.

Table I

Facility Name	Location	No. of Floors	Approximate No. of Employees Presently
Piarco Packing House	#16 Caroni North Bank Road, Piarco	2	30

Please complete Table II inserting the rate per hour for the type of officer identified.

Table II

Day	Officer type	No. of Officers	Rate / hour (TTD) (Before VAT)	Rate / hour (TTD) (VAT Inclusive) (To be carried to Form 1 – Form of Tender)
Sunday to Saturday	Unarmed	1		
	Armed	1		
Public Holidays (including Carnival)	Unarmed	1		
	Armed	1		

PIARCO PACKING HOUSE
Form 2 – Security Deployment Rate Sheet

Contract sum should be calculated using a 52 week year.

Day	Officer Type	Shift	No. of Officers	No. of Hours
Sunday	Unarmed	6:00am – 6:00pm	1	12
		6:00pm – 6:00am	1	12
Monday	Unarmed	6:00am – 6:00pm	1	12
		6:00pm – 6:00am	1	12
Tuesday	Unarmed	6:00am – 6:00pm	1	12
		6:00pm – 6:00am	1	12
Wednesday	Unarmed	6:00am – 6:00pm	1	12
		6:00pm – 6:00am	1	12
Thursday	Unarmed	6:00am – 6:00pm	1	12
		6:00pm – 6:00am	1	12
Friday	Unarmed	6:00am – 6:00pm	1	12
		6:00pm – 6:00am	1	12
Saturday	Unarmed	6:00am – 6:00pm	1	12
		6:00pm – 6:00am	1	12

ORANGE VALLEY WHOLESALE FISH MARKET
Form 2 – Security Deployment Rate Sheet

The prices given below are applicable to NAMDEVCO’s Orange Valley Wholesale Fish Market.

Table I

Facility Name	Location	No. of Floors	Approximate No. of Employees Presently
Orange Valley Wholesale Fish Market	Bay Road, Orange Valley, Couva	1	16

Please complete Table II inserting the rate per hour for the type of officer identified.

Table II

Day	Officer type	No. of Officers	Rate / hour (TTD) (Before VAT)	Rate / hour (TTD) (VAT Inclusive) <i>(To be carried to Form 1 – Form of Tender)</i>
Sunday to Saturday	Unarmed	1		
	Armed	1		
Public Holiday	Unarmed	1		
	Armed	1		

ORANGE VALLEY WHOLESALE FISH MARKET
Form 2 – Security Deployment Rate Sheet

Contract sum should be calculated using a 52 week year.

Day	Officer Type	Shift	No. of Officers	No. of Hours
Sunday	Unarmed	5.00am – 1.00pm	1	8
	Armed	9:00am – 9:00pm	1	12
		9:00pm – 9:00am	2	12
Monday	Armed	9:00am – 9:00pm	1	12
		9:00pm – 9:00am	2	12
Tuesday	Unarmed	5.00am – 1.00pm	1	8
	Armed	9:00am – 9:00pm	1	12
		9:00pm – 9:00am	2	12
Wednesday	Unarmed	5.00am – 1.00pm	1	8
	Armed	9:00am – 9:00pm	1	12
		9:00pm – 9:00am	2	12
Thursday	Unarmed	5.00am – 1.00pm	1	8
	Armed	9:00am – 9:00pm	1	12
		9:00pm – 9:00am	2	12
Friday	Unarmed	5.00am – 1.00pm	1	8
	Armed	9:00am – 9:00pm	1	12
		9:00pm – 9:00am	2	12
Saturday	Unarmed	5.00am – 1.00pm	1	8
	Armed	9:00am – 9:00pm	1	12
		9:00pm – 9:00am	2	12

WOODFORD LODGE RETAIL & WHOLESALE MARKET
Form 2 – Security Deployment Rate Sheet

The prices given below are applicable to NAMDEVCO’s Woodford Lodge Retail & Wholesale Market.

Table I

Facility Name	Location	No. of Floors	Approximate No. of Employees Presently
Woodford Lodge Facility	Lalla Street, Chaguanas	1	3

Please complete Table II inserting the rate per hour for the type of officer identified.

Table II

Day	Officer type	No. of Officers	Rate / hour (TTD) (Before VAT)	Rate / hour (TTD) (VAT Inclusive) <i>(To be carried to Form 1 – Form of Tender)</i>
Sunday to Saturday	Unarmed	1		
	Armed	1		
Public Holiday	Unarmed	1		
	Armed	1		

WOODFORD LODGE RETAIL & WHOLESALE MARKET
Form 2 – Security Deployment Rate Sheet

Day	Officer Type	Shift	No. of Officers	No. of Hours
Sunday	Unarmed	6:00am – 6:00pm	2	12
		6:00pm – 6:00am	2	12
Monday	Unarmed	6:00am – 6:00pm	2	12
		6:00pm – 6:00am	2	12
Tuesday	Unarmed	6:00am – 6:00pm	2	12
		6:00pm – 6:00am	2	12
Wednesday	Unarmed	6:00am – 6:00pm	2	12
		6:00pm – 6:00am	2	12
Thursday	Unarmed	6:00am – 6:00pm	2	12
		6:00pm – 6:00am	2	12
Friday	Unarmed	6:00am – 6:00pm	2	12
		6:00pm – 6:00am	2	12
Saturday	Unarmed	6:00am – 6:00pm	2	12
		6:00pm – 6:00am	2	12

Contract sum should be calculated using a 52 week year.

VARIOUS FARMERS' MARKET LOCATIONS

Form 2 – Security Deployment Rate Sheet

Please complete Table by inserting the rate per hour for the type of officer identified.

No	Location	Day	Officer type	No. of Officers	Shift	Rate / hour (TTD) (Before VAT)	Rate / hour (TTD) (VAT Inclusive) <i>(To be carried to Form 1 – Form of Tender)</i>
1	Ministry of Agriculture, Land and Fisheries (Head Office, Endeavour, Chaguanas)	Saturday	Unarmed	6	5:00am – 12:00noon		
			Armed	1	5:00am – 12:00noon		
2	SAPA, Todd's Street, San Fernando	Saturday	Unarmed	3	6:00am – 1:00pm		
3	Cor. Reid and Guapo Road, Point Fortin	Friday	Unarmed	2	6:00am – 2:00pm		
4	Queen's Park Savannah, Port of Spain	Saturday	Unarmed	9	5:00am – 12:00noon		
5	Cor. Diego Martin Main Road and St Lucien Road, Diego Martin	Saturday	Unarmed	3	5:00am – 12:00noon		
6	Gilbert Park, Couva	Sunday	Unarmed	4	5:30am – 12:30pm		
7	Larry Gomes Stadium, Arima	Sunday	Unarmed	4	5:00am – 12:00noon		

Contract sum will be calculated using a 52 week year. ***Public Holidays to be advised.***

NAMDEVCO SECURITY SERVICES TENDERER
FORM 3 – TECHNICAL INFORMATION FORM

Instructions: The documents requested in this prequalification form must be submitted in order of the questions and numbered accordingly.

Tenderers are asked to answer all questions in the spaces provided and be concise in their answers.

No	Information	Response	Maximum Points	Comment	Rating: (To be completed by evaluators)
1	Company Profile		2 pts	Outline of company, capabilities, services provided, technical services capabilities, Mission, Vision, Core Values	
2	Total Number of Security Officers on staff (Baton):		2 pts	No. of Security Officers	
3	Total Number of Security Officers on staff (precepted):		2 pts	No. of Precepted Officers No. of Officers with FUEC	
4	Are all Officers legally eligible to work in Trinidad and Tobago?		2pts	Statement of officers' eligibility Foreign Workers- Work Permit	
5	Company Training Plan		5 pts	Detailed Plan on Training Types, Objectives, Outcomes	
6	Company HSE Policy		5 pts	A safety plan. Policies, procedures and processes, Training and induction, Monitoring, Supervision, Reporting.	

7	Company Organisation Directors /Management Chart and Qualifications		2 pts	Org Chart Responsibilities Qualifications	
No	Information	Response	Maximum Points	Comment	Rating: (To be completed by evaluators)
8	Code of Conduct for Officers		5 pts	Company Values Respect for Others Respect for Community Violations and Report Misconduct Compliance Resources	
9	History of similar contracts and value over past 5 yrs		2 pts	Security Services provided to specific clients, inclusive of recommenders over past five years	
10	Company Standing Orders/ Officers Hand Book		10 pts	Policy and Procedures of Administration and Discipline of Officers	
11	Recruitment Policy		5 pts	Job Descriptions Advertisements A process of Short listing Interviewing and assessment Selection	
12	Letter of No Outstanding Litigation		1 pt	No litigation on company ref service delivery, criminal activities, fraudulent activities and or any liability matters	

13	Equipment and Technical Resources		5 pts	Suitable Firearms Radios Vehicles Technical Support Command Centre	
No	Information	Response	Maximum Points	Comment	Rating: (To be completed by evaluators)
14	Security Incident Response Plan		5 pts	PREPARATION. Preparation is that the key to effective incident response. ... DETECTION AND REPORTING. The focus of this phase is to watch security events so as to detect, alert, and report on potential security incidents. CONTAINMENT AND NEUTRALIZATION. ... POST-INCIDENT ACTIVITY	
15	Security Service Delivery Plan		10 pts	Transparency. Participation. Satisfy user requirement. Accessibility	
16	Quality Management Policy		5 pts	QM Policy to outline: Purpose & Scope QM Core Values and Policy Statement Responsibilities QMS KPIs to improve management	
17	Submit Audited Financial statement for the last 2 years		2 pts	Audited Financials Bankers Letter to verify financial status.	

	and Bankers Reference Letter not older than six months.				
					<u>TOTAL (70 pts)</u>

The scoring system will be to maximum of 70 points for Technical Information.

**NAMDEVCO SECURITY SERVICES TENDERER
FORM 4 – RECOMMENDER APPRAISAL FORM**

Must be completed by 2 SEPARATE Recommending Companies. The companies must be taken from the five (5) highest value contracts held by your firm.

Recommending Company Name	
Name of Company being recommended	
Location of Recommender's Facility	
Contract Start Date	
Contract Completion Date	

The Recommender is asked to complete the evaluation using the guidelines in the detailed descriptor column as reference.

	PERFORMANCE INDICATORS - ADMINISTRATION	MAXIMUM POINTS	DETAILED DESCRIPTOR <i>Please score the tenderer based on your experience with their company. Use descriptions below to select your score.</i>	SCORE Total : 20pts
1	Does the Security Service Provider's representatives attending meetings when requested?	1 pt	1pt – Response within time frame 0 pt – No consistent response within time frame	
2	Are incidents investigated and reports submitted?	1 pt	1pt – All incidents investigated and reports submitted	

			0 pt – Inconsistent reporting and delays in report submission	
	PERFORMANCE INDICATORS - ADMINISTRATION	MAXIMUM POINTS	DETAILED DESCRIPTOR <i>Please score the tenderer based on your experience with their company. Use descriptions below to select your score</i>	SCORE Total : 20pts
3	Are incident reports clear and concise with all pertinent details?	2 pts	2 pts – All reports clear and concise 1 pt – Reports vague and unclear 0 pt – Reports missing pertinent details and unclear.	
4	How quickly are your issues / complaints addressed by the administration of the security provider?	2 pts	2 pts – Issues addressed within agreed time frame 1 pt – Issues addressed outside of agreed time frame 0 pts- Issues ignored	
5	Is there regular attendance by the compliment of officers required?	2 pts	2 pts- Consistent regular attendance 1 pt- Regular attendance with minor lateness or absenteeism 0 pt – Consistent lateness and absenteeism	
6	Are Officers properly attired and equipped with the necessary tools to properly perform their functions?	2 pts	2pts- Officers consistently properly attired and equipped. 1 pt- Minor infractions in attire and equipment 0 pt – Consistent reports about improper attire and lack of equipment	
7	Are the Post Diary and other registers properly maintained?	2 pts	2 pts- Post Diary/Registers maintained and all entries recorded 1pts – Post Diary/Registers maintained and all entries recorded with minor corrections 0 pt – Post Diary/Register poorly maintained and consistent errors observed	

	PERFORMANCE INDICATORS-OPERATIONS & PERFORMANCE	MAXIMUM POINTS	DETAILED DESCRIPTOR <i>Please score the tenderer based on your experience with their company. Use descriptions below to select your score</i>	SCORE Total : 20pts
8	Do Officers respond to incidents quickly while on duty?	2 pts	2 pts – Response within designated time frame 1pt – Response at times exceed designated time frame 0 pt – Consistent slow response outside designated time frame	
9	Do Officers patrol as requested?	2 pts	2pts – Patrols performed as per location orders 1 pt- Patrols performed but not as per location orders 0 pt – No patrols performed	
10	Are Officers consistently punctual for duty?	2 pts	2pts – Officers punctual as per orders 1 pt – Officers punctuality inconsistent 0 pts – Officers are regularly late	
11	Are supervisory audits / impromptu visits conducted by the provider?	2 pts	2 pts – There are daily visits by visiting officers/supervisors 1pt – There are visits during the week by visiting officers/supervisors 0 pt. – No visit weekly by visiting officers/supervisors	
<u>TOTAL (20 pts)</u>				

Name of Recommender (Authorized by Company): _____

Company Stamp:

Signature of Recommender: _____

Date: _____