

REQUEST FOR PROPOSAL

THE PROVISION OF SECURITY GUARD AND COURIER SERVICES FOR THE WATER TAXI SERVICE

The National Infrastructure Development Company Limited (NIDCO) is seeking to engage a suitably qualified company to provide Security Services for the protection and safety of its employees, passengers and assets at its terminal locations in San Fernando and Port of Spain.

The Water Taxi Service currently operates out of the following two (2) passenger terminals:

The Port of Spain (North) Terminal

The San Fernando (South) Terminal

Security Services are essential for the effective and efficient operations of the Water Taxi Service to its employees and the general public. In addition to Security Guard Services, Cash in-transit and Change pick-up courier services are required. **Sub-contracting of any of the services required within this RFP is strictly prohibited.**

DESCRIPTION

The scope of services consists of the following:

- Protect the safety of all persons on NIDCO's properties.
- Prevent and minimize theft, damage and trespassing at NIDCO's properties.
- Prohibit entry into secure areas by anyone other than authorized persons.
- Report to authorized persons any unusual incidents or hazardous conditions.
- Maintain a daily log for each shift in accordance with company policies.
- Maintain a daily log of all security violations and report occurrences to NIDCO's management.
- Monitor security CCTV Cameras.
- Be familiar with standard procedures and protocols for responding to medical emergencies, bomb threats, riots, fire, earthquakes, floods and other emergencies.
- Provide cash in-transit and change delivery services to both terminals (San Fernando and Port of Spain),

ELIGIBILITY

Submission of proposals is open to all companies registered in Trinidad and Tobago who can demonstrate that they have the expertise, experience and financial resources in services of similar size and type as outlined in the RFP. Evaluation criteria are: General Background of Organization, Qualifications and Experience of Proposed Personnel, Similar/Relevant Work Experience, Resources and Equipment.

PURCHASE OF RFP

The RFP may be viewed between the hours of 9.00 am and 3.30 pm, from **Wednesday 23rd October, 2019**. The Tender Package can be purchased for a non-refundable fee of **TT\$1,500.00** payable **ONLY** by certified cheque to **National Infrastructure Development Company Limited (NIDCO)**.

PRE-TENDER/ SITE VISIT MEETING

Respondents are invited to a Pre-tender Meeting on **Tuesday 29th October 2019 at 10:00 am** at the Water Taxi Port of Spain terminal, to be followed by a site visit to the San Fernando Water Taxi Terminal at **1:00pm**. **It is recommended that persons involved in the preparation of the proposal submission be present at the Pre-Bid Meeting.**

SUBMISSION AND OPENING OF PROPOSALS

The **Single Envelope System** will be utilised. Completed proposals must be submitted (**one original, three hard copies and one electronic copy**) in a sealed package clearly labelled.

[NAME OF COMPANY] - PROPOSAL – RFP # 1910/02

SECURITY GUARD AND COURIER SERVICES FOR THE WATER TAXI SERVICE

Secretary, Tenders Committee - National Infrastructure Development Company Limited (NIDCO)

The Atrium, Don Miguel Road Extension, San Juan

and deposited in the **Tender Box** located on the First Floor at NIDCO's Head Office, The Atrium, Don Miguel Road Extension, San Juan **no later than 1:00 p.m. on Tuesday 12th November, 2019**. **Please note that the dimensions of the Tender Box slot are 4" High x 18" Wide.**

Respondents are advised that the name of the company submitting the Proposal should be clearly marked on the envelopes.

Submissions will be opened publicly on the same day at NIDCO's Head Office. A representative of the respondent may be present at the opening.

LIMITATIONS/RESERVATIONS

NIDCO will not be responsible for any cost incurred by any prospective respondent in preparing their proposal and reserves the right to cancel the present notice in its entirety or even partially, without defraying any cost incurred by any respondent submitting a proposal. **NIDCO** reserves the right to reject proposals received unsigned, in unsealed envelopes or with alterations or erasures not initialled by respondent/s. Respondents are fully responsible for the submission of their Proposals and must satisfy themselves as to the nature of the project. **NIDCO** does not bind itself to accept any Proposal. NIDCO reserves the right to negotiate with and/or make a counter offer to all compliant respondents. **Late submissions will NOT be considered under any circumstances.**

CLARIFICATIONS

Enquiries, clarification, and further information regarding this proposal can be obtained via email no later than **Thursday 7th November, 2019** from:-

Secretary, Tenders Committee

National Infrastructure Development Company Limited - The Atrium, Don Miguel Road Extension, San Juan.

Telephone: (868) 638-8236; 674-8042 Or can be e-mailed to: secretarytenders@nidco.co.tt