

REQUEST FOR PROPOSAL 2404/01

PROVISION OF SECURITY SERVICES

The NATIONAL INFRASTRUCTURE DEVELOPMENT COMPANY LIMITED (NIDCO) wishes to invite suitably qualified and experienced Contractors for the Provision of Security Services for NIDCO's Facilities.

SCOPE OF WORKS

Key elements of work include but are not limited to the following:

The preferred bidder will be required to provide security guard services for the following:-

- i. NIDCO's Head Office
- ii. The Water Taxi Service two (2) passenger terminals:
 - The Port of Spain (North) Terminal
 - The San Fernando (South) Terminal

ELIGIBILITY

This Request for Proposal is open to all respondents who can demonstrate that they have the experience, technical and financial expertise to provide the required services. Evaluation of proposals will be based on requirements including: Organizational Background, Financial Capability, Experience in undertaking Similar Projects, Qualifications and Experience of Key Staff, and Management and Implementation Strategy.

Following the proclamation of the Public Procurement and Disposal of Public Property Act (2015), Contractors/Suppliers who are desirous of providing goods, works or services to NIDCO, are advised that they must first, be registered with the Office of the Procurement Regulation (OPR) in this specific category. Any party seeking to participate in procurement proceedings must input information and upload relevant associated documentation into the Procurement Depository, in accordance with Section 29(1) of the Act. Section 26(3) of the Act, places full responsibility on the contractor/supplier to ensure the accuracy of the information provided. The Depository can be accessed at: <https://oprtd.org/procurement-depository/>.

For these tenders, the relevant Lines of Business are 92121504 Security Guard Services and 92121802 Money Transport Service.

ACCESS TO BID DOCUMENTS

The Bid Documents will be available from **Monday 8th April, 2024**. Interested/ Prospective Tenderers are kindly asked to email npo@nidco.co.tt identifying the relevant tender, along with an email address to whom the RFP should be sent.

PRE-SUBMISSION MEETING

Prospective Tenderers are invited to a Pre-Submission Meeting scheduled for **Monday 15th April 2024 at 10:00 a.m.** at NIDCO's Head Office, The Atrium, Don Miguel Road Extension, San Juan, Trinidad and Tobago, W.I. The site visit for NIDCO's Head Office will be conducted immediately after the Pre-Submission Meeting. The Site Visits for the Water Taxi Terminals will be conducted on **Tuesday 16th April, 2024** at a time to be advised at the Pre-Submission Meeting.

SUBMISSION OF DOCUMENTS

The One (1) Envelope System will be utilized. Completed Technical and Financial Proposals must be submitted (One (1) Original and Five (5) Hard Copies and One (1) Electronic Copy) clearly labelled:

RFP 2404/01 – Provision of Security Services.

addressed to:

**Named Procurement Officer - National Infrastructure Development Company Limited (NIDCO)
The Atrium, Don Miguel Road Extension, San Juan, Trinidad and Tobago, W.I.**

and deposited in the Tender Box located in the lobby of NIDCO's offices on the Ground Floor, The Atrium, Don Miguel Road Extension, San Juan, Trinidad and Tobago, W.I. **no later than 1:00 pm on Monday 6th May, 2024.**

Please note that the dimensions of the Tender Box slot are 4" High and 18" Wide.

Please note that the Technical and Financial Proposals must be placed in separately sealed envelopes. Additionally, the electronic copy of the Technical Proposal must be in the Technical Envelope only, and the electronic copy of the Financial Proposal must be in the Financial Envelope only.

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.

Proposals **MUST NOT** be emailed to NIDCO. Emailed submissions will result in disqualification.

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 initialed 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.

CLARIFICATION OF THE TENDER (no later than Monday 29th April, 2024)

Enquiries, clarification, and further information regarding this tender can be obtained from:

**Named Procurement Officer, NIDCO, The Atrium, 6B Don Miguel Road Extension, El Socorro Extension, El Socorro 280603. Trinidad and Tobago, W.I.
Telephone: (868) 226-7900, 674-5593. Email: npo@nidco.co.tt**