

THE TRINIDAD AND TOBAGO SOLID WASTE MANAGEMENT COMPANY LIMITED (SWMCOL)

TENDER # 002 -2024-2025

REQUEST FOR TENDER: PROVISION OF SECURITY SERVICES for all operational sites inclusive of BEETHAM, FORRES PARK AND GUANAPO LANDFILLS, NAMDEVCO, TRANSFER STATION, HEAD OFFICE and TOBAGO

1. The Trinidad and Tobago Solid Waste Management Company (SWMCOL) is a wholly state enterprise that was established in 1980 and is charged with the responsibility for implementing an Integrated Solid Waste Management Plan for Trinidad and Tobago. In this regard, SWMCOL mandated with the responsibility for the management, collection, treatment and disposal of solid waste in Trinidad and Tobago, including the management of the three (3) largest landfills in Trinidad: the Beetham Landfill, the Forrest Park Landfill and the Guanapo Landfill. The Studley Park Landfill in Tobago is managed by the Tobago House of Assembly.
2. SWMCOL hereby invites suitably qualified security firms to submit sealed bids for the Provision of Security Services for all operational sites inclusive of the Beetham Landfill, Forres Park Landfill, located in Claxton Bay, Guanapo Landfill located in the East, NAMDEVCO located Sea Lots, Transfer Station, Sea Lots, Transfer Station, Sea Lots, Tobago Office and Head Office at Independence Square, North, Port of Spain.
3. Proponents must have at least ten (10) years security experience with institutions that have similar threat and risk level in this case Orange Level and Upper Medium to High Risk respectively.
4. Bidders who wish to participate in the RFT process must be pre-qualified on the Office of Procurement Regulation's depository under the following lines of business:
 - 921210000- Security & Personal Safety
 - 92121502- Burglary Protection Services
 - 92121503 – Guard Dog Rental
 - 92121504 -Security Guard Services
5. Interested parties may request the RFT from SWMCOL via email at tenders@swmcol.co.tt
6. The RFT will only be issued electronically to pre-qualified security companies listed in the Procurement Depository maintained by the Office of the Procurement Regulator (OPR).
14. The following requirements will apply to all responses to this Request for Tender, which are submitted to SWMCOL for consideration. Tenders are to be submitted as a Two (2) -Envelope process (i.e. Technical and Financial in separate envelopes).
15. Proposal submissions, consisting of One (1) Hard Copy (Original), and Two (2) Hard Copies (Copies), respectively labelled Technical Proposal and Commercial Proposal will be received up to 2:00pm on Wednesday 04th December, 2024 and must be addressed to and deposited into the Tender Box located at the address below:

The Procurement Manager
The Trinidad and Tobago Solid Waste Management Company Limited
34 Independence Square, North
Port of Spain
16. Proposals must include the Bidder's name, must be signed, dated and marked "Tender # 002 -2024-2025" "Provision of Security Services for SWMCOL Sites", and deposited in the Tender Box.
17. Bidders are advised that the deadline for submission of your proposal is on or before Wednesday 04th December 2024, at 2:00pm., **Eastern Standard Time (EST)**.
18. Bids will be opened in the presence of the Bidders' designated representatives and anyone who chooses to attend, on Thursday 05th December 2024 starting at 10:00 am.
19. Bids must be completed and submitted in accordance with the instructions outlined in the bidding documents.
20. Bidders may request additional information by sending an email to tenders@swmcol.co.tt on or before Wednesday 27th November, 2024, up to 3:00pm EST.
21. **Late Bids will not be considered under any circumstances.**
22. No exceptions or extensions will be granted for delivery failures of any sort unless explicitly stated by SWMCOL. SWMCOL assumes no liability for delivery failures.
23. Your Proposal will become part of the contract if it is selected for award.
24. All costs associated with the development and presentation of the proposal will be at the sole expense of the Proponent and will NOT be reimbursed by SWMCOL.
25. Proposals shall remain valid for a period not less than One Hundred and Twenty (120) days from the closing date for the submission of Proposals.
26. Proposals **must** be accompanied by:
 - i. Audited Financial Statements for the past three (3) years;
 - ii. Completed Tender Form, as per Section 1.17 in the RFT; Instructions to Tenderers;
 - iii. BIR Compliance Certificate;
 - iv. VAT Registration Certificate;
 - v. VAT Compliance Certificate;
 - vi. Updated Annual Returns ;
 - vii. NIS Compliance Certificate;
 - viii. Certificate of Incorporation;
 - ix. Certificates of Continuance;
 - x. A valid copy of public liability insurance;

TENDERING PROCESS:

7. Proponent's representatives are encouraged to attend the Mandatory Pre-Bid Meeting and Site Visits scheduled for -:
 - Beetham Landfill, NAMDEVCO and Transfer Station - **Monday 18th November 2024 starting at 10:00am**
 - Forres Park Landfill - **Tuesday 19th November 2024 starting at 10:00am**
 - Guanapo Landfill - **Wednesday 20th November 2024 starting at 10:00am**
 8. The contract will be awarded in accordance with the pre-defined evaluation criteria and a scoring outlined in the RFT document, for the Provision of Security Services for operational sites for a period of Three (3) years.
 9. Bidders must submit a Performance Bond of no less than the ten (10%) of the contract price within seven (7) days of receiving the Letter of Award.
 10. SWMCOL reserves the right to reject all proposals and to waive any irregularities therein.
 11. SWMCOL is under no obligation to award this contract to the proposal that reflects the lowest cost.
 12. SWMCOL reserves the right to cancel the present notice in its entirety or partially, without defraying any cost incurred by any firm in submitting their bids.
 13. Failure to comply with any of these instructions or to submit any documentation required in the bidding may result in bids not being considered.
- The Proposal is obtainable by sending an email to tenders@swmcol.co.tt to receive an electronic copy of the Package.
- Procurement Manager,**
The Trinidad and Tobago Solid Waste Management Company Limited (SWMCOL)