



**REQUEST FOR PROPOSAL  
FOR CONTRACT SECURITY SERVICES**

**REFERENCE #: CS03-2019**

**RELEASE DATE: 08<sup>th</sup> July 2019**

**PREQUALIFICATION DOCUMENTS DUE: 17<sup>th</sup> July, 2019 - 4.00 PM**

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## 1.0 PREAMBLE

### 1.1 COPYRIGHT

The contents of this document belong to the copyright owner Angostura Holdings Limited and its subsidiaries (AHL). This document is being issued in confidence, on behalf of Angostura Limited (AL), only for the purpose for which it is supplied. It must not be reproduced in whole or part or used for tendering purposes except under an agreement or with consent in writing from AHL. No information relating to the contents or subject matter of this document shall be given orally or in writing or communicated in any manner to any third party being an individual, firm or employee without the prior consent in writing of AHL.

### 1.2 CONFIDENTIALITY

This document constitutes confidential and proprietary information of AHL and shall not be disclosed in whole or in part by the bidder to any third party, or to any employees of the bidder other than those who have a need to access such information. The information contained therein shall not be duplicated or used by the bidder for any other purpose than to supply a response to this RFP. This restriction does not limit the bidder's right to use the information contained therein to obtain information or requirements from another source such as governmental agencies, insurance entities, subcontractors etc. which may be necessary for the submission of a comprehensive proposal to AL. The bidder however shall exercise a duty of care when exposing such information and ensure that confidentiality is communicated and maintained.

### 1.3 ETHICS

Angostura Holdings Limited requires all participants in this bidding process adhere to the highest ethical standards, both during the procurement process and throughout the execution of the resulting contract. The engagement in or encouragement of corrupt practices including bribery, extortion, fraud or collusion are deemed unacceptable to AHL. If, at any time, it is demonstrated or identified that a bidder in the procurement process, an AHL employee acting on his/her behalf or supplier/contractor during the execution of the resultant contract committed or encouraged corrupt practices in connection with this or any project the Company will take appropriate measure including but not limited to the cancellation of the awarded contract, cessation of relations with the relevant company and/or termination of the employment of the employee(s) involved.

### 1.4 TERMS & CONDITIONS

For purposes of these clauses, a substantially responsive proposal is one which conforms to all the terms and conditions of the RFP without material deviations.

**i. Terms of Issue:** The issue of this document by AL and/or its subsidiaries does not constitute an offer to trade and the Company is not bound to conduct business based on any responses to the document. Any subsequent commercial arrangements are subject to contract negotiation and award and such contracts must be issued and agreed upon prior to commencement of business. All commitments are therefore subject to written confirmation from AL by a duly authorized person.

**ii. Content of Proposals:** In response to this document, AL expects all bidders to provide relevant responses to the specific requirements in a concise and comprehensive manner. Any proposal which does not fully address this RFP may affect the evaluation of the proposal and may be rejected.

**iii. Cost of Proposal:** The bidder shall bear all costs associated with the preparation and submission of the proposal; AL will in no case be responsible or liable for those costs, regardless of the outcome of the solicitation.

**iv. Period of Validity of Proposals:** Proposals shall remain valid for (90) days following the tender closing date. In exceptional circumstances, AL may solicit an extension of the period of validity which shall be made in writing. A bidder in granting the request will not be allowed to modify the proposal.

**v. Modification and Withdrawal of Proposals:** The bidder may withdraw its proposal after its submission, provided that written notice of the withdrawal is received by AL prior to the deadline prescribed for submission.

**vi. Request for Clarification of Proposals:** To assist in the evaluation and comparison of proposals, AHL may at its discretion, issue a request for clarification in writing which shall also be responded to in writing. No change in price or content of the proposal shall be sought, offered or permitted.

**vii. Amendment of Solicitation Documents:** At any time prior to the deadline for submission of proposals, AL may, at its own initiative or in response to a query by a prospective bidder, modify the solicitation documents by amendment. Any amendment will be issued to all persons who received the original RFP. To afford prospective bidders reasonable time in which to take the amendments into account in preparing their proposals, AL may at its discretion, extend the deadline for the submission of proposals.

**viii. Late Proposals:** Any proposal received after the deadline date and time for submission will be rejected and not be considered as part of the evaluation process.

**ix. Proposal Rejection:** AL reserves the right to reject any or all proposals after evaluation. The rejection of proposals will mean that the Company has determined that it is in its best interest not to pursue the acquisition of the services. Failure to furnish the required information or to follow the instructions may lead to the Bid being deemed incomplete. Under such circumstances the Bid may be rejected. AL will not be liable to affected Respondents for any cost incurred as a result of this decision. AL will also have no obligations to affected Respondents to disclose the grounds for any decisions of this nature.

**x. Notification of Award:** Bidders of successful proposals will receive written notification of award of the contract and unsuccessful bidders shall also receive written notification of the non-acceptance of their proposals.



**xi. Contract Negotiation:** The supplier must be prepared to immediately begin contract negotiations upon notification of the award. If the supplier is not able to begin contract negotiations, AL reserves the right to begin negotiations with other suppliers who submitted bids as a part of the process. AL also reserves the right to negotiate the contract to include any portion or portions of the scope of work as it deems necessary to meet the current requirements of the business. Should the supplier for any reason be unable to finalize or perform the contract, AL reserves the right to enter into contract with another supplier for the provision of the goods or service.

**xii. Contract Participation:** The supplier of the winning proposal will be offered the opportunity to enter into an agreement with AL, which shall be in substantial conformance with:

- Angostura Limited's standard contract terms and conditions
- The scope of work and specifications described in this RFP
- The proposal submitted by the supplier
- Agreed key performance indicators or service level agreements

**xiii. Proposal currency:** All prices shall be quoted in Trinidad and Tobago Dollars (TTD) with applicable Tax (VAT etc) clearly identified.

**xiv. Adherence to Policy:** Employees of the selected supplier/s will be required to adhere to AHL's HSE, Security, Procurement and other policies during the period of their engagement.

**[SPACE INTENTIONALLY LEFT BLANK]**

## 2.0 OVERVIEW

Angostura Limited (“AL” or “the Company”), a subsidiary of Angostura Holdings Limited, requires Contracted Security Services (armed and unarmed) at the following locations:

1. Corporate Headquarters at Eastern Main Road, Laventille
2. Solera Retail Outlet at Gray Street, Port of Spain
3. Solera Retail Outlet at C3 Shopping Center, San Fernando
4. Storage Terminal Compound at Third Street South, Western Main Road, Chaguaramas

Angostura Holdings Limited and its subsidiaries (AHL) is committed to protecting the company’s employees, properties, information, reputation and customers from potential threats; the physical security and safety of all are of paramount importance. The Company utilizes the services of both internal and externally contracted security officers at its various Administrative, Operational and Retail areas as part of our programme to ensure the protection of all. Our internal security officers, supported by professionally trained contract security officers, are responsible for securing and safeguarding the people, property and information on the various compounds using prescribed protocols, procedures and guidelines informed by regularly performed risk evaluations and threat analyses. The success of our security measures is dependent on the competence, professionalism and skill of the contracted security officers. These officers are deployed at posts throughout the various locations at various times and must be able to capably execute their duties as assigned.

The purpose of this RFP is for Angostura Limited to invite, evaluate, select and subsequently enter into an agreement with competent, capable and professional service providers with documented experience in the field of security services. This document will highlight the services required for the contracted security services. The selected provider will be expected to comply with all relevant and applicable local laws, statutes and regulations during their engagement.

Our intention is to ensure that all security requirements for our Administrative, Operational and Retail areas are sufficiently addressed, as per established standards and as per the Company’s requirements. The projected commencement date for provision of the required contract security services is 01st September 2019.

**More information on the Company and our business can be found on our website: [www.angostura.com](http://www.angostura.com)**

### 3.0 PRE-QUALIFICATION DOCUMENTS

The following documents must be submitted by the deadline stated in **10.0 Tender/RFP Timeline** to indicate your interest in the RFP and allow for adequate screening to be done. Failure to submit will result in your exclusion from the future stages of the process.

Respondents to our invitation will be evaluated for **Prequalification (Item 3.0)** and, once successful, will be contacted to attend the site visit. Once the site visit is completed, Bidders will be invited to submit final bids according to the **Scope (Item 4.0)** and **Proposal Requirements (Item 5.0)**

1. A detailed Company Profile listing history of company, significant developments in your provision of security services, existing certifications, past awards and past litigation, if any. *(Bidder must be in the business of security services for no less than (ten)10 years and provide supporting evidence)*
2. Certificate of Incorporation and/or Certificate of Continuance as well as any other documentation related to the registration of the Business/Company
3. A list of all company directors with the most recent Return of Directors.
4. A valid Income Tax Clearance Certificate
5. A valid VAT Clearance Certificate
6. A valid National Insurance Compliance Certificate
7. Three (3) years Audited Financial Statements dated no earlier than 2014. This should be submitted in the Appendix.
8. A bank reference letter indicating tenure, financial standing and credit rating.
9. Five (5) Letters of Reference from independent clients, with contact information, in which similar work was done or services provided.
10. Listing of recent and/or existing contracts.
11. Evidence of relevant insurances and coverage for operation (Workmens' Compensation, Public Liability etc).
12. Certificate of registration with the Ministry of National Security as a security provider.
13. List major incidents and accidents within the last four (4) years involving employees whilst on duty.

14. Complete details of Current Training, Certification and Competency Programme for Officers.
15. Details of Staff Retention and Turnover Rates over the past twenty-four (24) months.

## 4.0 SCOPE

The selected Provider(s) will be required to provide the necessary labour and monitoring to execute security services according to the schedule specified by the Company in **Appendix A**.

Providers must be capable of providing a full complement of fully equipped and competent staff, based on stated requirements in this scope as well as the specific Post Standing Orders for each location. **Sub-contracting of any of the required security services is strictly prohibited.** Providers that cannot supply the required complement and maintain the required service levels shall not be considered.

## EQUIPMENT

Contract security officers must have the relevant equipment to be able to execute their duties. In this regard:

1. The Company shall provide the Contracted Security Officers with security logs and Station Diaries to document relevant information.
2. The Provider shall provide their Officers with all tools such as flashlights, pens, umbrellas, uniforms, batons or Firearms with a minimum amount of twelve (12) rounds of live ammunition.
3. Officers shall wear a distinctive uniform that is professional and that clearly creates the appearance that the individual's function is security. Shoes must be polished at all time, uniform clean, ironed, and worn in a meticulous and professional manner

## DUTIES REQUIRED

Security Officers provided by the successful Bidder shall be required to perform the following duties:

1. Ensure the safety and protection of Company assets from loss, damage or injury, fire, theft, trespass, sabotage and espionage.
2. Maintain Law and Order within assigned areas.
3. Direct traffic monitor and control access to parking within the various areas of the compound.
4. Conduct searches of personnel, belongings and vehicles entering and leaving the various compounds and premises.
5. Prevent unauthorized persons from gaining access to the various compounds and premises.



6. Apprehend unauthorized persons on the various compounds and premises.
7. Remove unauthorized persons from the various compounds and premises.
8. Ensure that all access to sensitive or high value locations is properly recorded obtaining the name(s), position(s) and department(s) of the relevant employees and guests.
9. Conduct compound foot patrols as prescribed in Post Standing Orders.
10. Submit daily attendance of Officers reporting for duty to assigned Company representatives.
11. Prepare reports on all incidents with respect to Company assets including but not limited to loss, damage or injury, fire, theft, trespass, sabotage and espionage. These are to be verbally reported immediately and written report within twelve (12) hours.
12. Receive, issue and account for all keys to buildings, offices, gates and vehicles per approved procedures.
13. When so authorized, receive, keep safe and hand-over to appropriate persons, official mail and messages and receive telephone messages in connection with duties assigned.
14. Whilst on patrols, turn off unnecessary lights and running taps, close windows, secure doors and gates, report on all irregularities.
15. Perform duties as described in the Posts Standing Orders for their respective assigned location. All officers on duty must report the status of the Post when visited by In-House Security Officers. During shift changes, the Relieving Officer(s) must report their arrival and Post Status to their control centres and/or In-House Security Command Centre within thirty (30) minutes of taking up duty.
16. Assist in Fire and Emergency Response Drills when required.
17. Provide support to the internal Emergency Response Team in the event of an actual Emergency or Incident (when required and as instructed). This will be directed by an In-House Security Officer or a designated Company personnel.

## PERSONNEL REQUIREMENTS

The successful contractor must provide the following prior to being awarded the contract:

1. Employee profiles, which must include, but not limited to:
  - a) Cover page with a clear picture of the Officer, contact information, address, a next of kin's name.
  - b) Literate to the extent of reading and understanding printed regulations, written and oral instructions and capable of writing reports also be in possession of a minimum of three – five (3-5) CXC/CAPE Level passes, inclusive of English Language and a minimum of three (3) years' experience in the Security Industry or its equivalent.

- c) Copy of valid national ID
- d) Copy of a Valid Certificate of Good Character (*NOT a copy of the receipt*). A new Certificate of Good Character should be done annually and submitted to Angostura's Security Manager within one month of renewal to update the officer's file. If there is an offence listed, a police extract should be included in the profile as well.
- e) Fit to perform the duties required which must be certified by a registered Medical Practitioner indicating that he/she has successfully passed a Drug Test and Psychological Evaluation Test.
- f) Results of a three-point drug test (this test usually tests for marijuana, cocaine and alcohol.) This test is to be done every six (6) months and submitted to update the officer's file.
- g) Properly trained in security duties and functions and ensure that all Standing Orders, Department Orders, Rules and Regulations of AHL are brought to their attention for the effective performance of their duties.
- h) Non-Nationals - provide all documents permitting persons to work in Trinidad. A valid Certificate of Good Character from their home country should be provided if possible.
- i) Copies of training certificates received as well as copies of any other training certificates received such as first aid, defensive driving etc.
- j) Evidence of Certification in International Ship and Port Facility Security Training is required for officers intended to be assigned to the Chaguaramas Terminal. Also, a Curriculum Vitae (CV) from your (ISPS) Training Facilitator along with some evidence of the training materials or manuals used, for our verification purpose
- k) Employee profiles for firearm officers should include all of the items above together with a copy of their precept card, Firearm User Employees' Certificate (FUEC), a valid (FUEC) receipt and copies of medical fitness, drug test and psychiatric evaluation. Firearm training certificates should also be included (firearm training refreshers should be conducted at least every 6 months for Contract security

The selected Service Provider will be responsible for their employee's conduct whilst providing service to the Company and must:

1. Ensure that the Company is indemnified in cases of negligence by its officers on duty on the various compounds and premises.
2. Ensure all assigned Security Officers as well as replacement Officers attend Health & Safety Orientation and Training, provided by the Company at no cost to the provider, prior to commencement of work. An Orientation Card will be issued by the Company to persons upon

completion of training. The Orientation Card must be presented daily to the Internal Security Officer before commencement of work. Contract Security Officers shall **not** be allowed to work without presenting their cards as required.

3. Insure its Security Officers against injury whilst in the performance of their duties on Company premises and provide such insurance certificates upon request (See Section 3.0 – item 10).
4. Furnish all Security Officers with all equipment, materials and supervision necessary for the satisfactory performance of their duties.
5. Ensure assigned Security Officers report to their Posts for the specified times as required or provide competent and acceptable replacements in the event of an unplanned absence.
6. Supply a file for each officer containing background report – including a Police certificate of good character and three-point drug screening, prior to the start of the contract.
7. In the case of firearm officers, in addition to Item #3 above, a copy of the officer's precept card and FUEC booklet is required. A copy of the last training certificate (which should be within the last six months) is also required.
8. Indemnify the Company and its employees, consumers, or other lawful invitees on its premises of any loss, bodily injury and damage to property due to any act of neglect or default of the Security Officers employed by the successful Provider.
9. Be liable for payment of wages and all statutory and required deductions to and on behalf of their employees. The Company will not be liable in any way for these payments.
10. Maintain proper logs books showing arrival / departure times of visitors / contractors on the compound. The successful provider is bound to produce such log-books upon request for inspection by any persons authorized by the Company.

The Company reserves the right to reject the assignment of any employee of the selected Provider(s) under the contract who has been found to be objectionable or refuses to carry out the required duties. These employees shall be specifically identified to the selected Provider(s) and such employee shall be prohibited from entering the Company's premises for the purposes of providing security services for the duration of the contract.

The Company further reserves the right to terminate the contract due to failure by the successful bidder to provide the necessary equipment for Officers.

## **INVOICING**

The selected Provider(s) will be required to invoice the Company monthly for the services provided. Individual invoices must be done for each specific Post and supported by details of hours worked. All invoices received shall be subject to verification and approval by Company personnel prior to

settlement. Invoices shall be sent to the Company by the fifth (5<sup>th</sup>) working day of the following month and accompanied by a current Statement of Account.

## EVALUATIONS

The selected Provider(s) shall be subject to reviews of their service performance which shall be a performed by the Manager - Security with input from the relevant Supervisors and Managers for the various areas. These evaluations shall include customer complaints related to the service provided as well as internal complaints brought forward by relevant stakeholders including but not limited to Production, Warehousing, HSE and Retail Operations departments. The reviews shall be held at least quarterly but may be more frequently conducted should the need for corrective actions and performance management arise.

Where at a performance review, one or more criteria of assessment are ranked as poor or unacceptable:

1. The parties shall agree at the time of the conduct of the review or within five (5) business days thereafter, on the measures to be taken by the Provider to improve its performance to a level acceptable to the Company's management and the time frame in which this must be done;
2. within three (3) business days of agreeing on the measures and timeframe, the Provider, through their selected delegate, shall confirm in writing that the measures in question have been implemented.

Where the Provider fails or refuses to implement measures as described therein, they shall be deemed to be in, and the Company may take such remedies as provided for in the Contract or are otherwise available by law or in equity.

## 5.0 PROPOSAL REQUIREMENTS

Bidders are required to provide the following as part of their submission in the following order:

1. A completed Supplier\Contractor Information Form
2. A completed pricing proposal (**Appendix C**) based on the requirements outlined in Scope
3. A clear statement of exclusions
4. An organizational chart highlighting the anticipated resources you will assign to the project (staff, roles, ranks and experience)
5. Required documentation as outlined in **4.0 Scope – Personnel Requirements**
6. A clear outline of what the Company would be required to provide for the provision of the required services
7. Evidence of Port Facility Training and experience for officers intended to be assigned to the Chaguaramas Facility.

**NB: Failure to submit these requirements may result in your bid not being considered.**

Submission of these documents and forms as part of your proposal does not automatically indicate that your company has been registered as a supplier with the Company. Suppliers who are successful because of the evaluation process will be contacted to commence contract negotiations

as per Section 1.3 Part xi and xii. Providing that negotiations are successful and there is offer and acceptance of the contract, selected suppliers will be subsequently registered on the company's supplier database.

## 6.0 SITE VISIT

Successful prequalified providers will be required to attend a site visit, at a date and time to be determined, and must sign a non-disclosure agreement (NDA) prior to engaging in the site visit. A maximum of three (3) representatives per Provider will be allowed on the site visit.

## 7.0 PRICING AND PAYMENT

Prices proposed should be valid for a period of at least ninety (90) days after the closing date of the tender to allow for the evaluation of bids and the selection of the contract awardee. The Company will make its best efforts to award a contract within this period.

Payments shall be made via Automatic Clearing House (ACH) for local suppliers and via wire transfer for foreign suppliers. All bidders must ensure Section C of the Supplier/Contractor Information form is completed properly, reflecting the correct banking details, to ensure timely settlement of invoices.

## 8.0 EVALUATION CRITERIA

Providers will be evaluated according to the following criteria:

Category	Weight
Ability to meet operational and technical requirements as contained in the Scope	30
Experience – Security contracts and provision to similar industries and corporate clients	25
Cost/Value	25
Financial standing and credit rating	10
Timeframe for implementation of services (availability of service).	10
<b>TOTAL</b>	<b>100</b>

The Company reserves the right to perform a site visit of the Bidders operations to determine whether adequate skills, equipment and resources are available for the performance of the intended contract. The Company also reserves the right to request and receive any additional information that it may deem necessary to make an informed decision on any proposal.

## 9.0 SUBMISSION INSTRUCTIONS

Bidders are required to adhere to the following instructions for the submission of pre-qualification documents.

- a) All details must be submitted on 8½” by 11” paper with normal margins and spacing, properly bound and submitted in a sealed envelope.
- b) The printed original with one (1) physical copy and one (1) electronic version (scans) of the pre-qualification documents must be placed in sealed envelopes that **clearly** identify the name, address and contact information of the supplier and quote the proposal reference: **CS03-2019**

c) Submissions are to be addressed to:

**Executive Manager – Corporate Services**  
 Angostura Limited  
 Cor. Trinity Avenue & Eastern Main Road  
 Laventille

**REF: CS03-2019**

- d) All Pre-qualification documents must be submitted on or before **Wednesday 17<sup>th</sup> July, 2019, 4.00 PM local time.**
- e) The dimensions of the tender box slot are **11” wide by 3” thick**; respondents are advised to package their submissions appropriately.
- f) **Late submissions will NOT be accepted or considered.**
- g) Any queries relating to the Request for Proposal document should be made in writing only via email to **tenders\_al@angostura.com** with a subject heading “**Query : CS03-2019– Contract Security Services**”. Queries will not be facilitated via phone call or any other form of discussion or on the deadline date for submission. Please allow 24 hours for responses to queries.

**10.0 TENDER/RFP TIMELINE**

<b>ACTION</b>	<b>DATE</b>	<b>TIME (GMT-04:00)</b>
RFP Release	08 <sup>th</sup> July 2019	
Pre-qualification – Deadline for submissions	17 <sup>th</sup> July 2019	4.00pm
Acknowledgement of Pre-qualification submissions	19 <sup>th</sup> July 2019	
Site Visit Notification - short listed Bidders	25 <sup>th</sup> July 2019	4.00pm
Date for site visit	TBD	
Deadline for Proposal submissions	TBD	
Contract start (projected)	1 <sup>st</sup> September 2019	

**----END----**



**APPENDICIES**

**Appendix A – Duty Roster**

	<b>DUTY PERIOD</b>	<b>DUTY DAYS</b>	<b>DUTY HOURS</b>	<b>DURATION (HOURS)</b>	<b>OFFICER CATEGORY</b>	<b>NUMBER REQUIRED</b>	<b>COMMENT</b>
<b>1</b>	DAY SHIFT	MON-FRI	6AM-6PM	12	BATON	9	
<b>2</b>	NIGHT SHIFT	MON-SUN	8PM -8AM	12	BATON	1	
<b>3</b>	EVENING/NIGHT SHIFT	MON-FRI	2PM-10PM & 10PM-6AM	16	BATON	2	*8 hours per Officer
<b>4</b>	DAY SHIFT	SUN & PUBLIC HOLIDAYS	8AM-8PM	12	BATON	1	
<b>5</b>	NIGHT SHIFT	SUNDAY & PUBLIC HOLIDAY	8PM-8AM	12	BATON	1	
<b>6</b>	DAY SHIFT	WEEKEND & PUBLIC HOLIDAYS	6AM-6PM	12	BATON	4	
<b>7</b>	DAY SHIFT/ WEEKEND PUBLIC HOLIDAY	SAT/SUN	6AM-6PM	12	BATON	1	
<b>8</b>	NIGHT SHIFT/ WEEKEND PUBLIC HOLIDAY	SAT-SUN	6PM-6AM	12	BATON	1	
<b>9</b>	DAY SHIFT	MON-SAT	10AM-8PM	10	FIREARM	1	
<b>10</b>	DAY SHIFT	MON-SAT	8AM-8PM	12	FIREARM	1	
<b>11</b>	DAY SHIFT	MON-SUN	6AM-6PM	12	FIREARM	1	
<b>12</b>	NIGHT SHIFT	MON-SUN	6PM-6AM	12	FIREARM	1	
<b>13</b>	NIGHT SHIFT	MON-FRI	6PM-6AM	12	K9	5	
<b>14</b>	NIGHT SHIFT	WEEKEND & PUBLIC HOLIDAYS	6PM-6AM	12	K9	5	
<b>15</b>	AD HOC	UPON REQUEST	VARIABLE	VARIABLE	BATON & FIREARM	VARIABLE	Based on required need – *24hr Notice will be given

### Appendix B – Prequalification Documentation Checklist\*

ITEM	DESCRIPTION	YES	NO
1	Detailed Company Profile		
2	Certificate of Incorporation &/ Certificate of Continuance		
3	List of Company Directors & Return of Directors.		
4	Income Tax Clearance Certificate		
5	VAT Clearance Certificate		
6	National Insurance Compliance Certificate		
7	Bank reference letter indicating tenure, financial standing and credit rating.		
8	Five (5) Letters of Reference from independent clients, with contact information		
9	Listing of recent and/or existing contracts.		
10	Evidence of relevant insurances and coverage for operation (Workmens' Compensation, Public Liability etc).		
11	Certificate of Registration with the Ministry of National Security as a security provider.		
12	Listing of major incidents and accidents within the last four (4) years involving employees whilst on duty.		
13	Details of Current Training, Certification and Competency Programme for Officers.		
14	Staff Retention and Turnover Rates over the past twenty-four (24) months		
15	Three (3) years Audited Financial Statements dated no earlier than 2014		

\*I/We certify that the above checked items have been included in our Prequalification Package. I/We understand that failure to provide all the required information or documents may lead to my/our exclusion from the future stages of the process.

\_\_\_\_\_  
Company Stamp/Seal

\_\_\_\_\_  
Name of Firm/Company

\_\_\_\_\_  
Address of Firm/Company

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Position

\_\_\_\_\_  
Name (Block Letters)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date (dd mm yyyy)