



THE URBAN DEVELOPMENT CORPORATION OF TRINIDAD AND TOBAGO LIMITED (UDECOTT)

REQUEST FOR PROPOSALS PROVISION OF SECURITY SERVICES AT UDECOTT HEAD OFFICE, SUB OFFICE AND CARPARKS FOR A PERIOD OF FOR ONE (1) YEAR

The Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT) invites suitably qualified and experienced entities to submit proposals for the following:

- a) Security Services at UDeCOTT Head Office and Sub Office for a Period of One (1) Year; and**
- b) Security Services for UDeCOTT's Car Parks for a Period of One (1) Year.**

In accordance with the Public Procurement and Disposal of Public Property Act, 2015 (as amended), suppliers of goods, works and services, interested in conducting business with UDeCOTT must be registered on the OPR Procurement Depository. The relevant guidelines for registration can be found on the OPR website via <https://opr.tt.org/procurement-depository/>. Therefore, UDeCOTT is inviting suitably qualified suppliers to register and apply for pre-qualification in the OPR's Procurement Depository for the following:

Line of Business Code: 92121504 – Security Guard Services.

The tender process for this project will be conducted via UDeCOTT's E-Tender System. To access the Tender, Proponents must register on the E-Tender System via <https://udecott.etenderworld.tt/login.php>.

Should you encounter any technical difficulties in accessing or using the system, you are to immediately contact our IT Helpdesk at 225-4004 ext. 206 or etenderhelpdesk@udecott.com, carbon copying the Office of the Chief Procurement Officer at tenders@udecott.com.

The successful contractor shall be chosen using a competitive selection process as set out in the Request for Proposal (RFP). Proponents are informed that submissions must include ALL the documents as set forth in the RFP. Failure to do so may result in disqualification.

INFORMATION SESSION

- For the **Security Services at UDeCOTT Head Office and Sub Office**, an **Online Information Session** will be held **via Microsoft Teams on Wednesday November 1, 2023 at 10:00 a.m.** This will be followed by a **Site Visit** on **Wednesday November 1, 2023 at 1:30 p.m. starting at UDeCOTT Head Office located at 38-40 Sackville Street, Port of Spain**, interested parties are kindly asked to confirm their availability, together with the **names and preferred email addresses** of their representatives who will be in attendance, via email to tenders@udecott.com.
- For the **Security Services at UDeCOTT Carpark**, an **Online Information Session** will be held **via Microsoft Teams on Thursday November 2, 2023 at 1:00 p.m.** This will be followed by a **Site Visit** on **Friday November 3, 2023 at 10:00 a.m. starting at the Carpark Office at Government Plaza Parkade**, interested parties are kindly asked to confirm their availability, together with the **names and preferred email addresses** of their representatives who will be in attendance, via email to tenders@udecott.com.

SUBMISSION

Proponents are advised that submissions must include ALL the documents as set forth in the RFP and must be in accordance with the terms therein.

Failure to do so may result in disqualification.

The deadline date for submissions is **November 27, 2023 at 2:00 p.m. (AST)**.

Additional information may be requested through email forwarded to the attention of **The Office of the Chief Procurement Officer** at tenders@udecott.com.

UDeCOTT reserves the right to reject any or all proposals for failure to comply with any mandatory requirements stated in the RFP.

THE OFFICE OF THE CHIEF PROCUREMENT OFFICER

FREQUENTLY ASKED QUESTIONS (FAQs)

Provision of Security Services at UDeCOTT Head Office, Sub Office and Carparks for a Period of One (1) Year

What is the purpose of this Request for Proposal?

The purpose of this Request for Proposal is to identify and contract a suitably qualified and experienced Contractor to undertake the Project.

Are Proponents required to purchase the RFP package?

There will be no cost for the RFP package.

When will the RFP be available?

The RFP will be available on UDeCOTT's E-Tender Platform from Friday October 27, 2023.

Are interested parties required to register with the Office of the Procurement Regulator?

Proponents are advised that in light of the proclamation of the Public Procurement and Disposal of Public Property Act, 2015, all proponent interested in conducting business with UDeCOTT must be registered on the OPR Procurement Depository. The relevant guidelines for registration can be found on the OPR website via <https://oprtd.org/procurement-depository/>. Proponents are required to apply for pre-qualification in the OPR's Procurement Depository for the following:

Line of Business Code: 92121504 – Security Guard Services.

What are the Locations of the site?

- Provision of Security Services at UDeCOTT Head Office, Sub Office, the Project Site locations are UDeCOTT Head Office located at 38-40 Sackville Street, Port of Spain and UDeCOTT Sub Office located at 12 Abercromby Street, Port of Spain; and
- Provision of Security Services at UDeCOTT Carpark, the Project Sites are Government Plaza Parkade, International Waterfront Centre Car Park, Salvatori Car Park, Edward Street Car Park, and San Fernando Parkade.

Is it mandatory to attend the site visit and online information session?

Attendance to the site visit and online information session is **not** mandatory. It does however provide a greater understanding of the requirements of the RFP.

Are there any eligibility requirements for this Procurement Process?

In order to be eligible for evaluation and/or consideration to provide the Works, Proponents must be able to demonstrate the following:

- Incorporation or otherwise registered to do business in Trinidad and Tobago as evidenced by the Certificate of Incorporation or Registration (as applicable);
- Submission of Statutory Clearance/Compliance Certificates, (for companies incorporated/registered in Trinidad and Tobago) valid as at the tender submission deadline, namely:
 - VAT Clearance Certificate
 - BIR Clearance Certificate
 - NIS Certificate of Compliance

Are Proponents required to submit a Bid Bond with their Proposals?

No, a Bid Bond is not required for this RFP.

Proponents are to note that the responses provided as guidance to these Frequently Asked Questions does not relieve the Proponent of its obligation and responsibility to fulfil and comply with all requirements of the Request for Proposals.

Scope of Services

HEAD OFFICE, 38-40 SACKVILLE STREET, PORT OF SPAIN

The management of UDeCOTT has a duty to ensure the provision of safety to all personnel on UDeCOTT's premises along with protecting its building assets.

The work shall entail the provision of security services at UDeCOTT's Head Office location at 38-40 Sackville Street, Port-of-Spain and Sub-office location, 12 Abercromby Street, Port of Spain, for a period of one (1) year.

Head Office Security Scope of Works

1. SECURITY SERVICES PROVIDER'S GENERAL RESPONSIBILITIES

- a) The Security Service Provider (SSP) must provide the numbers and types of security officers as listed in table 1:

Table 1

Weekdays (Mon-Fri)	Number of Officers	Type of Service
Daylight	Three (3)	Baton Officers
Night	Two (2)	Baton Officers
Weekends/Public Holidays	Number of Officers	Type of Service
Daylight	Two (2)	Baton Officers
Night	Two (2)	Baton Officers

Dress Code: Nehru Neck Suit. (Black)

- b) The SSP must provide suitably trained Baton Officers as scheduled for the duration of the contract. Where there is a shortfall or absence, immediately notify the UDeCOTT Manager, HSSE of the absence or shortfall and thereafter take steps to remedy the shortfall.
- c) The SSP will submit a list of officers qualified to work at the location. SSP shall inform the UDeCOTT HSSE department in advance once there is a change in the roster (no new officers shall be allowed on location without UDeCOTT HSSE Department being informed).

- d) The SSP shall provide a list of approved substitute officers who will act as replacements for any officer who is absent, on leave etc.
- e) The SSP shall ensure that their officers are properly attired for duty. The following shall be strictly enforced while on duty:
 - 1. No visible nose/tongue piercing.
 - 2. No extending finger nails.
 - 3. No extending eye lashes.
 - 4. No dirty footwear.
 - 5. No visible tattoos.
 - 6. No unkempt uniform.
- f) The SSP shall provide personal files containing information pertaining to the length of service, relevant training and medical tests and Certificate of Character for each officer.
- g) The SSP will make arrangements for the Security Officers to be relieved for meals or any other breaks by providing a "relieving officer". This will ensure the contracted quantum of officers is maintained.
- h) The SSP shall ensure that it has a Support Desk/Control Office, which will be manned continuously twenty-four (24) hours per day, seven days (7) every week, including all Public Holidays. The said Support Desk shall have means to monitor/call each/every Security Officer on duty, and to make arrangements for the routine relief or emergency relief of its security officers on duty. The Support Desk will also provide an Emergency Response Unit in cases of emergency, and a Mobile (Security) Response Unit.
- i) The SSP shall routinely monitor by both routine and random physical on site checks and by telephone or radio checks of its personnel to ensure that they are on the job, on-site and to ensure their safety, well-being, and performing their assigned roles and responsibilities as the standard required by UDeCOTT.
- j) The SSP shall ensure all Security Officers are issued an employee identification card which shall be worn and visible at all times. The employee identification card must include the following information:
 - 1. A photograph of the officer.
 - 2. The name of the officers in block letters.
 - 3. The signature of the officer.
 - 4. The Logo off the Security Service Provider (SSP).
- k) The SSP will provide to UDeCOTT Manager, HSSE, or designate, immediately upon commencement of the contract a draft Post Orders/Standing Orders for the project, as well as provision of the following:
 - 1. Post diary.
 - 2. Visitor's Log.
 - 3. Patrol Register.

4. Attendance Register.
5. Any other pertinent registers as instructed by UDeCOTT's Manager, HSSE.

Note: The SSP will ensure that registers referred to at (k) are made available for inspection by authorized UDeCOTT personnel.

- l) The SSP shall ensure all Security Officers comply with all lawful and reasonable instructions from authorized UDeCOTT officials.
- m) The SSP shall ensure that all entries made in the prescribed register are legible, coherent and contain the pertinent information required.
- n) The SSP shall ensure all equipment and installations bought onto the premises by the SSP for use by the Security Officers in the performance of the Contract shall remain the sole property of the contractor. Upon the termination of this Contract, the SSP shall be permitted to remove all its equipment's from the premises within a reasonable time.
- o) The SSP shall ensure that all equipment, furniture and material issued to the SSP by UDeCOTT will be kept in a state of good repair, and to be used solely for the execution of this contract. Where the aforementioned are destroyed or rendered unserviceable, the SSP shall be required to replace same, or reimburse UDeCOTT the full value of the compromised assets.
- p) The SSP shall investigate all reported breaches occurring on site and provide a comprehensive report to the UDeCOTT HSSE Department within forty-eight (48) hours of the breach. The Security Officers shall also be required to submit a brief account of the incident to the UDeCOTT HSSE Department within four (4) hours of the incident.
- q) Strictly prohibited while on duty:
 1. Drinking of alcohol beverages.
 2. Smoking while on duty (vaping, marijuana, cigarettes and cigars).
 3. Use of cell phone while on duty, except in emergencies or for routine reporting to UDeCOTT's HSSE Department, or the SSP's Supervisors/Management Team.
 4. The borrowing of money from clients, employees.
 5. Gambling while on duty.
 6. Inappropriate behaviour, i.e. any behaviour/conduct that may, or has the potential to bring UDeCOTT or the SSP into disrepute.

2. GENERAL DUTIES OF SECURITY OFFIERS

The duties and responsibilities to be carried out shall include, but not be limited to the following:

- a) The Security Officers shall perform all necessary and reasonable service to assure the safety and protection of the building and all accessories, staff, visitors, on the premises, personal property against injury, loss or damage from preventable cause including, but not limited to fire, theft, trespass, vandalism, espionage and sabotage.
- b) The Security Officers shall deter any illegal/unauthorized removal of equipment from the premises and prevent the removal of UDeCOTT material without proper authorization.

- c) The Security Officers shall guard the entrance and exits of the Head Office to prevent unauthorized entry to the facilities, through the monitoring and static guard of the general site.
- d) The Security Officers shall ensure that all visitors to the premises adhere to any direction or restrictions of UDeCOTT during their visit.
- e) The Security Officers shall ensure the entrances to the Carpark remain clear at all times.
- f) Security Officers shall scan all personnel upon entry to the building due to (COVID 19) safety policy, e.g. washing of hands and sanitizer.
- g) The Security Officers shall ensure the safety of all keys, locks, entrusted to them.
- h) The Security Officer on sentry duty shall ensure proper relevant daily records of all security related events occurring on the premises including written reports and logs.
- i) The Security Officers shall report to UDeCOTT's Security Department and the senior designated UDeCOTT employee on site, on any matters, which may affect or compromise the company's reputation, safety of staff and visitors and their vehicles.
- j) The Security Officers shall inform UDeCOTT immediately thereafter of any and all breaches of security and their efforts to deal with such occurrence. All reports shall be directed to the UDeCOTT's HSSE Department and the senior designated UDeCOTT employee on site, before the end of the related shift.
- k) The Security Officers shall assist in all emergencies and emergency training, which relates to Head Office.
- l) The Security Officers shall be required to perform any other duty related to security as may be deemed appropriate by UDeCOTT, given the nuances of the facility.
- m) The Security Officers shall adhere to all lawful directions whether verbal or written as to the operational procedures and policies of the facility.
- n) The Security Officers shall contact the HSSE and Facilities Departments on the arrival of contractors to UDeCOTT buildings. Officers shall monitor via CCTV systems to ensure the contractors are within their permitted operating spaces. Officers shall remain in the vicinity of the office to assist any member of staff who may need assistance to enter the building.
- o) Officers will conduct patrols every hour to ensure the Two (2) small gates are kept closed at all times. All patrols shall be logged in the Post Diary.
- p) Officers shall note the opening hours of 5:30 am for staff, and 8:00 am for members of the public, and closing of 4:30pm to the public.

3. INSURANCE REQUIREMENTS

The following is a summary of the insurance required of the SSP in performing work for UDeCOTT.

- a) Insurance carrier must be registered in Trinidad and Tobago to do business, and approved by the Supervisor of Insurance.
- b) The SSP shall obtain all the following insurance required, and shall maintain the same at all times during the life of the contract. At the time of execution, and before the contract is executed, the contractor must submit to UDeCOTT the original of an insurance policy or certificate certifying that the required coverage and endorsements as set forth below are in effect:
 - 1. Employer's Comprehensive General Liability.
 - 2. Workmen's Compensation.
 - 3. Automobile Liability Coverage.
 - 4. Bodily injury: Minimum \$1,000,000 each person.
 - 5. Minimum \$1,000,000 each accident.
 - 6. Property damage: Minimum \$1,000,000 each accident.
- c) Notice of Cancellation: a thirty-day notice shall be shown on each certificate promising to notify UDeCOTT in the event of coverage cancellation or a reduction in coverage.
- d) All insurance documents shall be reviewed for approval by UDeCOTT's Procurement Department.

4. QUALITY ASSURANCE

The SSP shall ensure:

- a) All Security Officers provided shall be Citizens or Legal Residents of the Republic of Trinidad and Tobago.
 - 1. In the case of CARICOM citizens, the right to be employed in Trinidad and Tobago according to the revised Treaty of Chaguaramas.
 - 2. In the case of other legal residents, they must possess a valid work permit issued by the Ministry of National Security.
- b) All Security Officers provided shall be between the ages of 18 and 65 years.
- c) All Security Officers shall have a Police Certificate of Character not older than three (3) months from date of request. Officers must not have been convicted of any Criminal Offence.
- d) The names, Employee identification Numbers and Certificate of Character of all Proposed Security Officers shall be provided by the SSP in advance and approved by UDeCOTT. UDeCOTT reserves the right to reject and have removed any of the assigned officers for any reason whatsoever.
- e) All Security Officers provided shall have completed an approved Security Officers Training Program or be holders of a valid Precept authorized by the Commissioner of Police. The Training Program should be a minimum of forty (40) contact hours and should include a written examination. The SSP shall be required to produce evidence of this prior to execution of the contract.
- f) Security Officers should have passed a Medical Examination and fulfill the following:
 - 1. Must be in possession of all physical faculties.
 - 2. Full physical fitness, use of limbs, no impairments.

3. Visual Acuity of 20/20 vision, with or without the use of corrective lens.
 4. Depth perception and other colour vision to determine red/green/blue/amber.
 5. Tested by use of an audiometric device, does not have significant hearing loss.
 6. Pass a drug / narcotics test, which must include marijuana, cocaine, codeine, heroin and any other drug, which impairs physical or mental capabilities.
 7. Possess no medical history or diagnosis of epilepsy, or Guillain-Barre Syndrome, or any other condition, which can cause uncontrolled seizures, paralysis or loss of consciousness.
- g) The SSP shall ensure each Security Officer shall be equipped with the following:
1. One flashlight.
 2. One nightstick/baton.
 3. One pair of tie-strap restraint/handcuffs with keys.
 4. Raincoat/umbrella.
 5. Hand-held Radio.
 6. Company Cellphone.
- h) The SSP shall ensure each Security Officer reporting for duty is fully equipped as described above. He/she must punctually sign in and then commence duties from the start of the shift.
- i) Security Officers/Security Supervisor personnel shall be suitably trained and qualified for their respective position. They must not be a person who was dishonorably discharged, from any of the Protective Services, nor convicted of any crime or pending matters for fraud, sexual harassment, larceny, related offences or matters of a serious injury or assault.
- j) All Security Officers shall conform and comply with UDeCOTT's Health, Safety & Environment Policy, which shall be made available.
- k) The Station Diary and all other relevant registers shall be kept current, and shall be appropriately maintained by the security officers on duty. It shall be made available for any designated UDeCOTT Security representative for inspection or to make copies of any relevant information.
- l) The SSP Compliance Officer shall conduct daily checks (day/night) at the location to ensure officers are adhering to the Standing Orders. This should be done by a precepted officer, or a person holding, or who formerly held, the rank of a Warrant Officer or a Commissioned Officer in the Trinidad and Tobago Defence Force, or who is suitably trained in security supervision. These checks shall be documented in the Post Diary and the Security Officers' Pocket Diaries
- m) UDeCOTT's representatives may conduct scheduled /unscheduled checks at all locations. They shall also conduct random and unscheduled checks to ensure compliance with UDeCOTT's instructions and contractual requirements.
- n) The Security Officers on site shall be subjected to UDeCOTT's Security Performance Management System, which provides for structured and impromptu visits, audits and inspections. These include:
1. Security visit form.
 2. Security Audits.
 3. Security Contract Appraisal Form.

4. Adherence to the Scope of Service.
5. Adherence to the Contract for Service.
6. Adherence to any best practice in the Security Industry.

5. SANCTIONS & RESERVATIONS

UDeCOTT reserves the following rights:

- a) Any officer found to be negligent in the execution of his/her duties, responsibilities or displaying behaviour that contravenes criminal law and or UDeCOTT's corporate regulations will be subject to immediate removal from his / her post.
- b) UDeCOTT reserves the right to replace or ban any officer from working at any of our locations who contravenes any rules or regulations of UDeCOTT.
- c) UDeCOTT reserves the right to terminate the contract for continuous breaches in performance of the whole or part of the contract including Scope of Works / Post Orders as well as any other reasonable and lawful instructions.
- d) UDeCOTT reserves the right to amend the contracted security detail by notification via email within twelve hours (12) of the commencement of the affected shift.

Scope of Services

12 ABERCROMBY STREET, PORT OF SPAIN

6. SECURITY SERVICES PROVIDER'S GENERAL RESPONSIBILITIES

- a) The Security Service Provider (SSP) must provide the numbers and types of security officers as listed in Table 2:

Table 2

Weekdays (Mon-Fri)	No of Officers	Types of Service
Daylight	Three (3)	Baton Officer
Night	Two (2)	Baton Officer
Weekdays / Public Holidays	Number of Officers	Type of Service
Daylight	Two (2)	Baton Officer
Night	Two (2)	Baton Officer

Dress Code: Nehru Neck Suit. (Black)

- b) The SSP must provide suitably trained Baton Officers as scheduled for the duration of the contract. Where there is a shortfall or absence, immediately notify the UDeCOTT Manager, HSSE of the absence or shortfall and thereafter take steps to remedy the shortfall.
- c) The SSP will submit a list of officers qualified to work at the location. SSP shall inform the UDeCOTT HSSE department in advance once there is a change in the roster (no new officers shall be allowed on location without UDeCOTT HSSE Department being informed).
- d) The SSP shall provide a list of approved substitute officers who will act as replacements for any officer who is absent, on leave etc.
- e) The SSP shall ensure that their officers are properly attired for duty. The following shall be strictly enforced while on duty:
1. No visible nose/tongue piercing.
 2. No extending finger nails.
 3. No extending eye lashes.
 4. No dirty footwear.
 5. No visible tattoos.
 6. No unkempt uniform.

- f) The SSP shall provide personal files containing information pertaining to the length of service, relevant training and medical tests and Certificate of Character for each officer.
- g) The SSP will make arrangements for the Security Officers to be relieved for meals or any other breaks by providing a “relieving officer”. This will ensure the contracted quantum of officers is maintained.
- h) The SSP shall ensure that it has a Support Desk/Control Office, which will be manned continuously twenty-four (24) hours per day, seven days (7) every week, including all Public Holidays. The said Support Desk shall have means to monitor/call each/every Security Officer on duty, and to make arrangements for the routine relief or emergency relief of its security officers on duty. The Support Desk will also provide an Emergency Response Unit in cases of emergency, and a Mobile (Security) Response Unit.
- i) The SSP shall routinely monitor by both routine and random physical on site checks and by telephone or radio checks of its personnel to ensure that they are on the job, on-site and to ensure their safety, well-being, and performing their assigned roles and responsibilities as the standard required by UDeCOTT.
- j) The SSP shall ensure all Security Officers are issued an employee identification card which shall be worn and visible at all times. The employee identification card must include the following information:
 - 1. A photograph of the officer.
 - 2. The name of the officers in block letters.
 - 3. The signature of the officer.
 - 4. The Logo off the Security Service Provider (SSP).
- k) The SSP will provide to UDeCOTT Manager, HSSE, or designate, immediately upon commencement of the contract a draft Post Orders/Standing Orders for the project, as well as provision of the following:
 - 1. Post diary.
 - 2. Visitor’s Log.
 - 3. Patrol Register.
 - 4. Attendance Register.
 - 5. Any other pertinent registers as instructed by UDeCOTT’s Manager, HSSE.

Note: The SSP will ensure that registers referred to at (k) are made available for inspection by authorized UDeCOTT personnel.

- l) The SSP shall ensure all Security Officers comply with all lawful and reasonable instructions from authorized UDeCOTT officials.
- m) The SSP shall ensure that all entries made in the prescribed register are legible, coherent and contain the pertinent information required.
- n) The SSP shall ensure all equipment and installations bought onto the premises by the SSP for use by the Security Officers in the performance of the Contract shall remain the sole property of the contractor. Upon the termination of this Contract, the SSP shall be permitted to remove all its equipment’s from the premises within a reasonable time.
- o) The SSP shall ensure that all equipment, furniture and material issued to the SSP by UDeCOTT will be kept in a state of good repair, and to be used solely for the execution of this contract. Where

the aforementioned are destroyed or rendered unserviceable, the SSP shall be required to replace same, or reimburse UDeCOTT the full value of the compromised assets.

- p) The SSP shall investigate all reported breaches occurring on site and provide a comprehensive report to the UDeCOTT HSSE Department within forty-eight (48) hours of the breach. The Security Officers shall also be required to submit a brief account of the incident to the UDeCOTT HSSE Department within four (4) hours of the incident.
- q) Strictly prohibited while on duty:
 - 1. Drinking of alcohol beverages.
 - 2. Smoking while on duty (vaping, marijuana, cigarettes and cigars).
 - 3. Use of cell phone while on duty, except in emergencies or for routine reporting to UDeCOTT's HSSE Department, or the SSP's Supervisors/Management Team.
 - 4. The borrowing of money from clients, employees.
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The duties and responsibilities to be carried out shall include, but not limited to the following.

- a) The Security Officers shall perform all necessary and reasonable service to assure the safety and protection of the building and all accessories, staff, visitors, on the premises, personal property against injury, loss or damage from preventable cause including, but not limited to fire, theft, trespass, vandalism, espionage and sabotage.
- b) The Security Officers shall deter any illegal/unauthorized removal of equipment from the premises and prevent the removal of UDeCOTT material without proper authorization.
- c) The Security Officers shall guard the entrance and exits of the Sub-Office to prevent unauthorized entry to the facilities, through the monitoring and static guard of the general site.
- d) The Security Officers shall ensure that all visitors to the premises adhere to any direction or restrictions of UDeCOTT during their visit.
- e) The Security Officers shall ensure the entrances to the Carpark remain clear at all times.
- f) Security Officers shall scan all personnel upon entry to the building due to (COVID 19) safety policy, e.g. washing of hands and sanitizer.
- g) The Security Officers shall ensure the safety of all keys, locks, entrusted to them.
- h) The Security Officer stationed in the Car Park shall ensure no unauthorized vehicles or persons enter the facility.
- i) Officers shall ensure that the Audit Department is locked and all offices are locked after janitor clean the various offices.

- j) The Security Officer on sentry duty shall ensure proper relevant daily records of all security related events occurring on the premises including written reports and logs.
- k) The Security Officers shall report to UDeCOTT's Security Department and the senior designated UDeCOTT employee on site, on any matters, which may affect or compromise the company's reputation, safety of staff and visitors and their vehicles.
- l) The Security Officers shall inform UDeCOTT immediately thereafter of any and all breaches of security and their efforts to deal with such occurrence. All reports shall be directed to the UDeCOTT's HSSE Department and the senior designated UDeCOTT employee on site, before the end of the related shift.
- m) The Security Officers shall assist in all emergencies and emergency training, which relates to Head Office.
- n) The Security Officers shall be required to perform any other duty related to security as may be deemed appropriate by UDeCOTT, given the nuances of the facility.
- o) The Security Officers shall adhere to all lawful directions whether verbal or written as to the operational procedures and policies of the facility.
- p) The Security Officers shall contact the HSSE and Facilities Departments on the arrival of contractors to UDeCOTT buildings. Officers shall monitor via CCTV systems to ensure the contractors are within their permitted operating spaces. Officers shall remain in the vicinity of the office to assist any member of staff who may need assistance to enter the building.
- q) Officers will conduct patrols every hour to ensure that all unauthorized entry points are kept closed at all times. All patrols shall be logged in the Post Diary.
- r) Officers shall note the opening hours of 5:30 am for staff, and 8:00 am for members of the public, and closing of 4:30pm to the public.

7. INSURANCE REQUIREMENTS

The following is a summary of the insurance required of the SSP in performing work for UDeCOTT.

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- b) The SSP shall obtain all the following insurance required, and shall maintain the same at all times during the life of the contract. At the time of execution, and before the contract is executed, the contractor submit to UDeCOTT the original of an insurance policy or certificate certifying that the required coverage and endorsements as set forth below are in effect:
 - 1. Employer's Comprehensive General Liability.
 - 2. Workmen's Compensation.
 - 3. Automobile Liability Coverage.

4. Bodily injury: Minimum \$1,000,000 each person.
 5. Minimum \$1,000,000 each accident.
 6. Property damage: Minimum \$1,000,000 each accident.
- c) Notice of Cancellation: a thirty-day notice shall be shown on each certificate promising to notify UDeCOTT in the event of coverage cancellation or a reduction in coverage.
- d) All insurance documents shall be reviewed for approval by UDeCOTT's Procurement Department.

8. QUALITY ASSURANCE

The SSP shall ensure:

- a) All Security Officers provided shall be Citizens or Legal Residents of the Republic of Trinidad and Tobago.
1. In the case of CARICOM citizens, the right to be employed in Trinidad and Tobago according to the revised Treaty of Chaguaramas.
 2. In the case of other legal residents, they must possess a valid work permit issued by the Ministry of National Security.
- b) All Security Officers provided shall be between the ages of 18 and 65 years.
- c) All Security Officers shall have a Police Certificate of Character not older than three (3) months from date of request. Officers must not have been convicted of any Criminal Offence.
- d) The names, Employee identification Numbers and Certificate of Character of all Proposed Security Officers shall be provided by the SSP in advance and approved by UDeCOTT. UDeCOTT reserves the right to reject and have removed any of the assigned officers for any reason whatsoever.
- e) All Security Officers provided shall have completed an approved Security Officers Training Program or be holders of a valid Precept authorized by the Commissioner of Police. The Training Program should be a minimum of forty (40) contact hours and should include a written examination. The SSP shall be required to produce evidence of this prior to execution of the contract.
- f) Security Officers should have passed a Medical Examination and fulfill the following:
1. Must be in possession of all physical faculties.
 2. Full physical fitness, use of limbs, no impairments.
 3. Visual Acuity of 20/20 vision, with or without the use of corrective lens.
 4. Depth perception and other colour vision to determine red/green/blue/amber.
 5. Tested by use of an audiometric device, does not have significant hearing loss.
 6. Pass a drug / narcotics test, which must include marijuana, cocaine, codeine, heroin and any other drug, which impairs physical or mental capabilities.
 7. Possess no medical history or diagnosis of epilepsy, or Guillain-Barre Syndrome, or any other condition which can cause uncontrolled seizures, paralysis or loss of consciousness.
- g) The SSP shall ensure each Security Officer shall be equipped with the following:

1. One flashlight.
 2. One nightstick/baton.
 3. One pair of tie-strap restraint/handcuffs with keys.
 4. Raincoat/umbrella.
 5. Hand-held Radio.
 6. Company Cellphone.
- h) The SSP shall ensure each Security Officer reporting for duty is fully equipped as described above. He/she must punctually sign in and then commence duties from the start of the shift.
- i) Security Officers/Security Supervisor personnel shall be suitably trained and qualified for their respective position. They must not be a person who was dishonorably discharged, from any of the Protective Services, nor convicted of any crime or pending matters for fraud, sexual harassment, larceny, related offences or matters of a serious injury or assault.
- j) All Security Officers shall conform and comply with UDeCOTT's Health, Safety & Environment Policy, which shall be made available.
- k) The Station Diary and all other relevant registers shall be kept current, and shall be appropriately maintained by the security officers on duty. It shall be made available for any designated UDeCOTT Security representative for inspection or to make copies of any relevant information.
- l) The SSP Compliance Officer shall conduct daily checks (day/night) at the location to ensure officers are adhering to the Standing Orders. A precepted officer, or a person holding or who formerly held, the rank of a Warrant Officer or a Commissioned Officer in the Trinidad and Tobago Defense Force, and a person who is suitably trained in security supervision. These checks shall be documented in the Post Diary and the Security Officers' Pocket Diaries
- m) UDeCOTT's representatives may conduct scheduled /unscheduled checks at all locations. They shall also conduct random and unscheduled checks to ensure compliance with UDeCOTT's instructions and contractual requirements.
- n) The Security Officers on site shall be subjected to UDeCOTT's Security Performance Management System, which provides for structured and impromptu visits, audits and inspections. These include:
1. Security visit form.
 2. Security Audits.
 3. Security Contract Appraisal Form.
 4. Adherence to the Scope of Service.
 5. Adherence to the Contract for Service.
 6. Adherence to any best practice in the Security Industry.

9. SANCTIONS & RESERVATIONS

UDeCOTT reserves the following rights:

- e) Any officer found to be negligent in the execution of his/her duties, responsibilities or displaying behaviour that contravenes criminal law and or UDeCOTT's corporate regulations will be subject to immediate removal from his / her post.

- f) UDeCOTT reserves the right to replace or ban any officer from working at any of our locations who contravenes any rules or regulations of UDeCOTT.
- g) UDeCOTT reserves the right to terminate the contract for continuous breaches in performance of the whole or part of the contract including Scope of Works / Post Orders as well as any other reasonable and lawful instructions.
- h) UDeCOTT reserves the right to amend the contracted security detail by notification via email within twelve hours (12) of the commencement of the affected shift.

SCOPE OF WORKS

Provision of Security Services at the Government Plaza Parkade, International Waterfront Center, Salvatori Car Park, Edward Street Car Park, and San Fernando Parkade

A. SCOPE OF SERVICES

The Contractor is required to provide Security Services for Car Park Facilities under the purview of the Commercial Business Development Department for a period of one (1) year.

Locations:

- Government Plaza Parkade (GPP)
- International Waterfront Center (IWC)
- Salvatori Car Park
- Edward St. Car Park
- San Fernando Parkade

B. SECURITY SERVICES PROVIDER'S CORE RESPONSIBILITIES

1. The Security Services Provider is required to provide the numbers and types of security officers for the facilities indicated below:

1.1 Government Plaza Parkade

Weekdays (Mon-Fri)	Number of Officers	Type of Service
Daylight (6am to 6pm)	Four (4)	(1)Supervisor / (2) Baton / (1) CCTV Operator
Night (6pm to 6am)	Three (3)	(2) Baton / (1) CCTV Operator
Weekends/Public Holidays	Number of Officers	Type of Service
Daylight (6am to 6pm)	Four (3)	(2) Baton / (1) CCTV Operator
Night (6pm to 6am)	Three (3)	(2) Baton / (1) CCTV Operator

1.2 International Waterfront Center

Weekdays (Mon-Fri)	Number of Officers	Type of Service
Daylight (6am to 6pm)	Four (4)	(1)Supervisor / (2) Baton / (1) CCTV Operator
Night (6pm to 6am)	Three (3)	(2) Baton / (1) CCTV Operator
Weekends/Public Holidays	Number of Officers	Type of Service
Daylight (6am to 6pm)	Three (3)	(2) Baton / (1) CCTV Operator
Night (6pm to 6am)	Three (3)	(2) Baton / (1) CCTV Operator

SCOPE OF WORKS

Provision of Security Services at the Government Plaza Parkade, International Waterfront Center, Salvatori Car Park, Edward Street Car Park, and San Fernando Parkade

1.3 Salvatori Car Park

Weekdays (Mon-Fri)	Number of Officers	Type of Service
Daylight (6am to 6pm)	One (1)	Firearm Office
Weekends/Public Holidays	Number of Firearm Officers	Type of Service
Daylight (9am to 5pm)	One(1)	Firearm Officer

1.4 Edward Street Car Park

Weekdays (Mon-Fri)	Number of Officer	Type of Service
Daylight (6am to 6pm)	One (1)	Baton Officer

1.5 San Fernando Parkade

Weekdays (Mon-Fri)	Number of Officers	Type of Service
Daylight (6am to 6pm)	Four (4)	Baton Officers
Night (6pm to 6am)	Three (4)	Baton Officers
Weekends/Public Holidays	Number of Officers	Type of Service
Daylight (6am to 6pm)	Four (3)	Baton Officers
Night (6pm to 6am)	Three (3)	Baton Officers

Table 1

- The SSP must provide suitably trained Security Officers as scheduled for the duration of the contract. Where there is a shortfall or absence, immediately notify the UDeCOTT Manager, HSSE of the absence or shortfall and thereafter take steps to remedy the shortfall.
- The Security Service Provider is to participate in a joint inventory walk-through with UDeCOTT to record the material, equipment and conditions of the site and its contents. The security company would hereby be responsible for safe guarding the site and its contents as noted in the Site Inventory materials against theft and damage.

SCOPE OF WORKS

Provision of Security Services at the Government Plaza Parkade, International Waterfront Center, Salvatori Car Park, Edward Street Car Park, and San Fernando Parkade

4. The SSP will submit a list of officers qualified to work at the location. SSP shall inform the UDeCOTT HSSE department in advance once there is a change in the roster (no new officers shall be allowed on location without UDeCOTT HSSE Department being informed).
5. The SSP shall provide a list of approved substitute officers who will act as replacements for any officer who is absent, on leave etc.
6. The SSP shall ensure that their officers are properly attired for duty. The following shall be strictly enforced while on duty:
 - a. No visible nose/tongue piercing.
 - b. No extending finger nails.
 - c. No extending eye lashes.
 - d. No dirty footwear.
 - e. No visible tattoos.
 - f. No unkempt uniform.
7. The SSP shall ensure that it has a Support Desk/Control Office, which will be manned continuously twenty-four (24) hours per day, seven days (7) every week, including all Public Holidays. The said Support Desk shall have means to monitor/call each/every Security Officer on duty, and to make arrangements for the routine relief or emergency relief of its security officers on duty. The Support Desk will also provide an Emergency Response Unit in cases of emergency, and a Mobile (Security) Response Unit.
8. The SSP shall routinely monitor by both routine and random physical on site checks and by telephone or radio checks of its personnel to ensure that they are on the job, on-site and to ensure their safety, well-being, and performing their assigned roles and responsibilities as the standard required by UDeCOTT.
9. The SSP shall ensure all Security Officers comply with all lawful and reasonable instructions from authorized UDeCOTT officials.
10. The SSP shall ensure that all entries made in the prescribed register are legible, coherent and contain the pertinent information required.
11. The SSP shall investigate all reported breaches occurring on site and provide a comprehensive report to the UDeCOTT HSSE Department within forty-eight (48) hours of the breach. The Security Officers shall also be required to submit a brief account of the incident to the UDeCOTT HSSE Department within four (4) hours of the incident.

SCOPE OF WORKS

Provision of Security Services at the Government Plaza Parkade, International Waterfront Center, Salvatori Car Park, Edward Street Car Park, and San Fernando Parkade

12. Strictly prohibited while on duty:
 - a. Drinking of alcohol beverages.
 - b. Smoking while on duty (vaping, marijuana, cigarettes and cigars).
 - c. Use of cell phone while on duty, except in emergencies or for routine reporting to UDeCOTT's HSSE Department, or the SSP's Supervisors/Management Team.
 - d. The borrowing of money from clients, employees.
 - e. Gambling while on duty.
 - f. Inappropriate behavior, i.e. any behavior/conduct that may, or has the potential to bring UDeCOTT or the SSP into disrepute.
13. The Security Officers shall perform all necessary and reasonable service to assure the safety and protection of the building and all accessories, staff, visitors, on the premises, personal property against injury, loss or damage from preventable cause including, but not limited to fire, theft, trespass, vandalism, espionage and sabotage.
14. The Security Officers shall deter any illegal/unauthorized removal/utilization of equipment from the premises and prevent the removal of UDeCOTT material without proper authorization.
15. The Security Officers shall guard the entrance and exits of the facility to prevent unauthorized entry to the facilities, through CCTV monitoring, roving and static guard of the general site.
16. The Security Officers shall ensure that all visitors to the premises adhere to any direction or restrictions of UDeCOTT during their visit.
17. The Security Officers shall ensure the entrances and exits to the Carpark remain clear at all times.
18. The security officers provided must check vulnerable areas on the premises and ensuring the safety of all keys and locks entrusted for the purpose of carrying out Security Services.
19. Security Officers operating at UDECOTT's facilities' entrances/exits are required to search all vehicles entering and leaving the premises. Searches must include the entire external and internal areas of the vehicle.
20. The Security Officers shall ensure proper relevant daily records of all security related events occurring on the premises including written reports and logs. The Contractor shall submit a monthly report to the company
21. The Security Officers shall report to UDeCOTT's Security Department and the senior designated UDeCOTT employee on site, on any matters, which may affect or compromise the company's reputation, safety of staff and visitors and their vehicles.

SCOPE OF WORKS

Provision of Security Services at the Government Plaza Parkade, International Waterfront Center, Salvatori Car Park, Edward Street Car Park, and San Fernando Parkade

22. The Security Officers shall inform UDeCOTT immediately thereafter of any and all breaches of security and their efforts to deal with such occurrence. All reports shall be directed to UDeCOTT's HSSE Department and the senior designated UDeCOTT employee on site, before the end of the related shift.
23. The Security Officers shall assist in all emergencies and emergency training, which relates to the facility.
24. The Security Officers shall be required to perform any other duty related to security as may be deemed appropriate by UDeCOTT, given the nuances of the facility.
25. The Security Officers shall adhere to all lawful directions whether verbal or written as to the operational procedures and policies of the facility.
26. The Security Officers shall contact the HSSE and Facilities Departments on the arrival of contractors to UDeCOTT buildings.
27. Officers shall monitor via CCTV systems to ensure the contractors are within their permitted operating spaces. Officers shall remain in the vicinity of the office to assist any member of staff who may need assistance to enter the building.
28. Officers will conduct patrols every hour to ensure their tour route is free from encumbrances and/or potential threat. All patrols shall be logged in the Post Diary. The security officers provided on each site shall increase checks on the premises during the night shift as necessary.
29. The security officers provided must prevent the illegal/unauthorized removal/utilization of equipment and property from the premises and preventing the removal of company-owned or controlled material without properly executed authorization.
30. The security officers provided must guard the entrances and exits of the building and premises to prevent unauthorised entry and any entry to the premises by means other than through the main entrance(s) and monitoring of the general site and areas around the facilities.

C. SECURITY SERVICES PROVIDER'S GENERAL RESPONSIBILITIES

1. The SSP shall provide personal files containing information pertaining to the length of service, relevant training and medical tests and Certificate of Character for each officer.
2. The SSP will make arrangements for the Security Officers to be relieved for meals or any other breaks by providing a "relieving officer". This will ensure the contracted quantum of officers is maintained.

SCOPE OF WORKS

Provision of Security Services at the Government Plaza Parkade, International Waterfront Center, Salvatori Car Park, Edward Street Car Park, and San Fernando Parkade

3. The SSP shall ensure all Security Officers are issued an employee identification card which shall be worn and visible at all times. The employee identification card must include the following information:
 1. A photograph of the officer.
 2. The name of the officers in block letters.
 3. The signature of the officer.
 4. The Logo off the Security Service Provider (SSP).
 5. The SSP will provide to UDeCOTT Manager, HSSE, or designate, immediately upon commencement of the contract a draft Post Orders/Standing Orders for the project, as well as provision of the following:
 - a. Post diary.
 - b. Visitor's Log.
 - c. Patrol Register.
 - d. Attendance Register.
 - e. Any other pertinent registers as instructed by UDeCOTT's Manager, HSSE.

Note: The SSP will ensure that registers referred to at (k) are made available for inspection by authorized UDeCOTT personnel.

4. The SSP shall ensure all equipment and installations bought onto the premises by the SSP for use by the Security Officers in the performance of the Contract shall remain the sole property of the contractor. Upon the termination of this Contract, the SSP shall be permitted to remove all its equipment's from the premises within a reasonable time.
5. The SSP shall ensure that all equipment, furniture and material issued to the SSP by UDeCOTT will be kept in a state of good repair, and to be used solely for the execution of this contract. Where the aforementioned are destroyed or rendered unserviceable, the SSP shall be required to replace same, or reimburse UDeCOTT the full value of the compromised assets.
6. Officers shall note the opening and closing hours of the facility, as applicable.

D. INSURANCE REQUIREMENTS

The following is a summary of the insurance required of the SSP in performing work for UDeCOTT.

1. Insurance carrier must be registered in Trinidad and Tobago to do business, and approved by the Supervisor of Insurance.

SCOPE OF WORKS

Provision of Security Services at the Government Plaza Parkade, International Waterfront Center, Salvatori Car Park, Edward Street Car Park, and San Fernando Parkade

2. The SSP shall obtain all the following insurance required, and shall maintain the same at all times during the life of the contract. At the time of execution, and before the contract is executed, the contractor must submit to UDeCOTT the original of an insurance policy or certificate certifying that the required coverage and endorsements as set forth below are in effect:
 - a. Employer's Comprehensive General Liability.
 - b. Workmen's Compensation.
 - c. Automobile Liability Coverage.
 - d. Bodily injury: Minimum \$1,000,000 each person.
 - e. Minimum \$1,000,000 each accident.
 - f. Property damage: Minimum \$1,000,000 each accident.
3. Notice of Cancellation: a thirty-day notice shall be shown on each certificate promising to notify UDeCOTT in the event of coverage cancellation or a reduction in coverage.
4. All insurance documents shall be reviewed for approval by UDeCOTT's Procurement Department.

QUALITY ASSURANCE

The SSP shall ensure:

1. All Security Officers provided shall be Citizens or Legal Residents of the Republic of Trinidad and Tobago.
2. In the case of CARICOM citizens, the right to be employed in Trinidad and Tobago according to the revised Treaty of Chaguaramas.
3. In the case of other legal residents, they must possess a valid work permit issued by the Ministry of National Security.
4. All Security Officers provided shall be between the ages of 18 and 65 years.
5. All Security Officers shall have a Police Certificate of Character not older than three (3) months from date of request. Officers must not have been convicted of any Criminal Offence.
6. The names, Employee identification Numbers and Certificate of Character of all Proposed Security Officers shall be provided by the SSP in advance and approved by UDeCOTT. UDeCOTT reserves the right to reject and have removed any of the assigned officers for any reason whatsoever.
7. All Security Officers provided shall have completed an approved Security Officers Training Program or be holders of a valid Precept authorized by the Commissioner of Police. The Training Program should be a minimum of forty (40) contact hours and should include a written examination. The SSP shall be required to produce evidence of this prior to execution of the contract.
8. Security Officers should have passed a Medical Examination and fulfill the following:
9. Must be in possession of all physical faculties.

SCOPE OF WORKS

Provision of Security Services at the Government Plaza Parkade, International Waterfront Center, Salvatori Car Park, Edward Street Car Park, and San Fernando Parkade

10. Full physical fitness, use of limbs, no impairments.
11. Visual Acuity of 20/20 vision, with or without the use of corrective lens.
12. Depth perception and other colour vision to determine red/green/blue/amber.
13. Tested by use of an audiometric device, does not have significant hearing loss.
14. Pass a drug / narcotics test, which must include marijuana, cocaine, codeine, heroin and any other drug, which impairs physical or mental capabilities.
15. Possess no medical history or diagnosis of epilepsy, or Guillain-Barre Syndrome, or any other condition, which can cause uncontrolled seizures, paralysis or loss of consciousness.
16. The SSP shall ensure each Security Officer shall be equipped with the following:
 - a. One flashlight.
 - b. One nightstick/baton.
 - c. One pair of tie-strap restraint/handcuffs with keys.
 - d. Raincoat/umbrella.
 - e. Hand-held Radio.
 - f. Company Cellphone.
17. The SSP shall ensure each Security Officer reporting for duty is fully equipped as described above. He/she must punctually sign in and then commence duties from the start of the shift.
18. Security Officers/Security Supervisor personnel shall be suitably trained and qualified for their respective position. They must not be a person who was dishonorably discharged, from any of the Protective Services, nor convicted of any crime or pending matters for fraud, sexual harassment, larceny, related offences or matters of a serious injury or assault.
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SCOPE OF WORKS
**Provision of Security Services at the Government Plaza Parkade,
International Waterfront Center, Salvatori Car Park, Edward Street Car Park, and
San Fernando Parkade**

23. The Security Officers on site shall be subjected to UDeCOTT's Security Performance Management System, which provides for structured and impromptu visits, audits and inspections. These include:
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 - b. Security Audits.
 - c. Security Contract Appraisal Form.
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