

# CENTRAL TENDERS BOARD

## TENDER NOTICE

### **Tender for the Provision of Janitorial/Security Services at various Locations for the Ministry of the Attorney General**

Tenders are invited for the Provision of Janitorial/Security Services at the following locations for the Ministry of the Attorney General:

#### **Janitorial Services:**

- Cabildo Chambers 23-27 St. Vincent Street, Port of Spain
- Winsure Building 24-28 Richmond Street, Port of Spain
- 78 Independence Avenue, San Fernando

#### **Security Services:**

- Cabildo Chambers 23-27 St. Vincent Street, Port of Spain
- Winsure Building 24-28 Richmond Street, Port of Spain
- No.33 Independence Square, Port of Spain
- 78 Independence Avenue, San Fernando

Tender documents may be obtained during normal working hours at the Central Tenders Board's Office, 116 Frederick Street, Port of Spain on payment of a tender deposit of **\$500.00** for each package to the Director of Contracts. This deposit will be received by cash or certified cheque from **Monday to Friday between the hours of 9.00 a.m. to 12.00 noon and 1.00 p.m. to 3.00 p.m.** The original receipt must be attached to the tender.

Any further technical information can be obtained during normal working hours from Ms. Ezla Sandy, Administrative Officer V, Ministry of the Attorney General, 23-27 St. Vincent Street, Port of Spain at Telephone No: 625-8901 Ext. 2611 or 2612 for Janitorial Services and Mr. Kyle Thomas, Facilities Manager, Ministry of the Attorney General, 23-27 St. Vincent Street, Port of Spain at Telephone No: 625-8901 Ext. 2215 or 2216 for Security Services.

A pre-tender meeting will be held for prospective tenderers on Wednesday 11<sup>th</sup> April 2012 at 9:30 a.m. at the Ministry of the Attorney General, Cabildo Chambers, 23-27 St. Vincent Street, Port of Spain followed by site visits to the different locations.

Tenders must be accompanied by the following:

- (i) Valid Income Tax and Valued Added Tax Clearance Certificates issued by the Board of Inland Revenue and dated not more than six (6) months prior to the closing date of the tender.
- (ii) A Valid Certificate of Compliance issued in accordance with the National Insurance Act.

The original and five (5) copies of the Tender should be placed in a sealed envelopes, addressed to the **Chairman, Central Tenders Board**, 116 Frederick Street, Port of Spain, clearly marked on the outside: -

**“Tender for the Provision of Janitorial Services for the Ministry of the Attorney General”**

**or**

**“Tender for the Provision of Security Services for the Ministry of the Attorney General”**

Envelopes must be deposited in the **BROWN** Tenders Box, located in the lobby of the Board’s Office, 116 Frederick Street, Port of Spain, not later than **1:00 p.m. on THURSDAY 26<sup>th</sup> April, 2012.**

Tenderers should note that the dimensions of the **SLOT** of the Tenders Box are **37.5 cm x 5.5 cm** and, as such, tenders should be packaged accordingly.

Tenders will be opened shortly thereafter. The tenderer or his representative may be present at the opening.

**Late tenders will not be considered in any circumstances.**

The Board does not bind itself to accept the lowest or any other tender.

The Central Tenders Board reserves the right to cancel the present notice in its entirety or even partially, without defraying any cost incurred by any firm in submitting their tender.

Indrani Rampersad  
Chairman  
Central Tenders Board