

TENDER NOTICE

CENTRAL TENDERS BOARD

Tender for the Provision of Security Services at the Ministry of Foreign Affairs for a period of One (1) Year

Tenders are invited for the Provision of Security Services at the Head Office of the Ministry of Foreign Affairs located at Levels 10-14, Tower C, International Waterfront Complex, No. 1A Wrightson Road, Port of Spain and the Warehouse Facility located at 31-33 Mc Donald Street, Woodbrook, Port of Spain for a period of One (1) Year.

Tender documents can be obtained during normal working hours at the Central Tenders Board's Office, 116 Frederick Street, Port of Spain. Any further technical information can be obtained during normal working hours from Mrs. Esther Rahim, Accounting Executive I, Ministry of Foreign Affairs, Level 10, Tower C, Waterfront Complex, No.1A Wrightson Road, Port of Spain at Telephone No: 623-6894, Ext. 2336.

Tenderers are required to pay a tender deposit of **Five Hundred Dollars (\$500.00)** payable by cash or certified cheque to the Director of Contracts, Central Tenders Board, 116 Frederick Street, Port of Spain. This deposit will be received 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.

A pre-tender meeting followed by a site visit will be held for prospective tenderers at **9:30 a.m. on Friday December 05, 2014** at the Ministry of Foreign Affairs, Level 18, Tower C, Waterfront Complex, No. 1A Wrightson Road, Port of Spain.

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 sealed envelopes, addressed to the **Deputy Chairman, Central Tenders Board, 116 Frederick Street, Port of Spain**, clearly marked on the outside: -

“Tender for the Provision of Security Services at the Ministry of Foreign Affairs for a period of One (1) Year”

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 December 18, 2014.**

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 authorized 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.

Prospective tenderers are advised that they can visit the website <http://www.finance.gov.tt> for all published Tender Notices.

Jenepha Khan
Deputy Chairman
Central Tenders Board

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