

# **TENDER NOTICE**

## **CENTRAL TENDERS BOARD**

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

Tenders are invited for the Provision of Janitorial 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. Telephone No. 625-3565, Fax 625-1809.

Tenderers are required to pay a tender deposit of **Five Hundred Dollars (\$500.00)** to the Director of Contracts, Central Tenders Board and attach the **original** receipt to the tender. 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.**

Any further technical information may be obtained during normal working hours from Mr. Nolan Holder, Office Manager, Ministry of Foreign Affairs, Level 10, Tower C, Waterfront Complex, No. 1A Wrightson Road, Port of Spain at Telephone No. 623-6894 Ext 2148.

A pre-tender meeting followed by a site visit will be held for prospective tenderers at **10:00 a.m. on Wednesday July 08, 2015** at the Ministry of Foreign Affairs, Level 10, 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 clearly marked on the outside: -

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

Envelopes must be addressed to the Chairman, Central Tenders Board, 116 Frederick Street, Port of Spain and must be deposited in the **BROWN** Tenders Box, located in the lobby of the Board's Office not later than **1:00 p.m. on Thursday July 23, 2015.**

Tenders will be opened publicly at the Board's office shortly thereafter. The tenderer or an authorized representative may be present at the opening.

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

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 website <http://www.finance.gov.tt> for all published Tender Notices.

Jenepha Khan  
Deputy Chairman  
Central Tenders Board

**CTB: 30/2/77**  
**June 23, 2015**