**Caribbean Community Secretariat**

**P.O. Box 10827**

**Turkeyen**

**Greater Georgetown**

**Guyana**

**Your Ref:**

**Our Ref: CCS/SUP/SEC/3.4/2017**

**CONTRACT TITLE:** Provision of Twenty-four (24) hour Security Services and Escort Services to the CARICOM Secretariat

**TENDER EVALUATION GRID**

**Award Criteria:** The contract for the Provision of Twenty-four (24) hour Security Services and Escort Services to the CARICOM Secretariat will be awarded to the tenderer with the lowest substantially responsive bid.

**1.0 Security Personnel Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Position** | **Qualification/Requirements** | **Meet Requirements**  **Y/N** |
| 1 | Project Manager | 1. Minimum education requirement: the equivalent of a University Diploma; 2. Minimum 8 years of police, security or military experience; 3. Excellent oral and written communications skills and proficient in word processing, Microsoft Outlook and spread sheets; 4. Minimum of 3 years of experience in supervisory/managerial positions; and 5. Minimum of 5 years of experience in dealing/liaising with international and government organizations. |  |
| 2 | Site Security Supervisors | 1. Minimum education requirement: the equivalent of a Completed Secondary School education; 2. Minimum of 3 years of supervisory experience; 3. Minimum of 4 years of work experience as a security guard; 4. Good leadership skills and ability to exercise good judgement in self-defence, report writing, occupational safety, threat evaluation, emergency and bomb threat response, protection of information, responding to emergencies, fire prevention and protection, legal aspect of providing security services, and radio/telephone communications. |  |
| 3 | Unarmed Guards | 1. Minimum of 2 years of experience in the same field of work with a reputable international organization; and 2. Trained at a minimum to have/show proficiency/knowledge in public relations, self-defence and minimum force, radio communication, access control, searching techniques, basic firefighting and basic occupational safety. |  |
| 4 | Armed Guards | * 1. Minimum of 2 years of experience in the same field of work with a reputable international organization; and   2. Trained at a minimum to have/shoe proficiency/knowledge in public relations, self-defence and minimum force, radio communication, access control, searching techniques, basic firefighting and basic occupational safety. |  |

**2.0 Company Capacity**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Item Description** | **Qualification/Requirements** | **Meet Requirements**  **Y/N** |
| 1 | Overall Experience | Tenderer has demonstrated experience in managing similar contracts. |  |
| 2 | Staffing | Tenderer has given evidence of having the required number of staff to satisfy the requirements of the contract. |  |
| 3 | Facilities and Equipment | Tenderer has given evidence of being able to provide staff with facilities and equipment as per Clause 18.3 of the Scope of Services. |  |

**3.0 Total Bid Cost**

|  |  |
| --- | --- |
| **Security Service** | **Total Cost** |
| Security Guard Service |  |
| Escort Service |  |
| **Total Cost** |  |

**Overall Comments:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**EVALUATORS SIGNATURE DATE**