



Caribbean Community Secretariat
P.O. Box 10827
Turkeyen
Greater Georgetown
Guyana

Your Ref:

Our Ref: CCS/SUP/SEC/3.4/2021

CONTRACT TITLE: Provision of Twenty-four (24) hour Security Services and Escort Services to the CARICOM Secretariat for the period 1 August 2021 to 31 July 2023

MINUTES OF INFORMATION MEETING & SITE VISIT

Date : Thursday, 27 May 2021

Time : 10:00hrs

List of Companies Present:

1. Praetorian Executive Protection Services Inc.
2. Sheriff Security Inc.
3. RKs' Security Services
4. GEB Security Services Inc.
5. Amalgamated Security Services
6. Federal Management Systems Inc.
7. Kalibur Security Services
8. Professional Guard Services Inc.

CARICOM Secretariat Representatives

1. Mr. Kwame John – Security Coordinator (Main Tour Guide)
2. Mr. Ian Cole – Project Officer, Maintenance
3. Mr. Troy Wishart – Project Officer, Procurement

Welcome and Opening Remarks

Mr. Kwame John welcomed all the security companies present and thanked them for showing interest in providing security services to the CARICOM Secretariat. Mr. John introduced Mr. Ian Cole and Mr. Troy Wishart who assisted him in conducting the tour. He then invited Mr. Wishart to give some brief remarks before beginning the tour.

Mr. Wishart also thanked all the Security companies for their interest shown in doing business with the CARICOM Secretariat. He assured the companies that the CARICOM Secretariat is an international and professional organization that has rules and procedures by which it is guided. Mr. Wishart told the companies that the work of the Secretariat, specifically the Procurement Unit, is audited by both internal and external auditors as well as pillar assessed by the European Union, to ensure that it operates with efficiency and transparency. As such, the tender for security services is not one done in futility but the Secretariat is interested in doing business with contractors who are serious about doing business with the Secretariat. Mr. Wishart remarked that once a company has satisfied the qualification criteria and submitted the lowest evaluated bid, they can be considered for being awarded a contract. Mr. Wishart advised the companies to pay careful attention to the information provided in the Service Contract Notice, Instructions to Tenderers, and Scope of Services before submitting the tenders. He also reminded them that the procedure used for this tender is the “Open Tender Procedure” which the highest tendering procedure used by the Secretariat. Finally, Mr. Wishart informed the companies that if they have any further questions or clarifications they wished to have answered after the meeting, they can write to the Secretariat by the prescribed deadline for submitting requests for clarification in the “Instructions to Tenderers”.

Tour of CARICOM Secretariat Headquarters

Mr. John informed the contractors that all the information needed for submitting a tender have been provided in the tender dossier.

Access Points and Guard Huts

Mr. John began the tour by pointing out the following: There are two access gates to the Secretariat’s Headquarters compound – A northern gate and a western gate. The northern gate is the main access gate that includes two vehicular access gates (Entrance and Exit), one pedestrian gate, one waiting room and two security offices. The western entrance is used mainly by services vehicles, and includes one main gate, a pedestrian entrance a security hut. There is also one gate at the southwest corner of the compound that is not utilized. The Secretariat Headquarters also has four (4) guard huts at the north-east, north-west, south-east and south-west corners of the compound that are manned by security officers.

JICA Solar Project

Mr. Cole briefed the contractors about the Solar project funded by JICA that is currently underway in the Secretariat’s compound. He explained that the project when completed will power the entire building and compound of the Secretariat. This will essentially take the Secretariat off the national grid. Additionally, the layout of the solar project will utilize the north western parapet of the compound as well as the parking lot, via a carport, in that vicinity. The entire project is slated for completion by the end of the year. Mr. John pointed out that the workers for the JICA Project currently use the western entrance after signing in and going through temperature screening.

Services Building

Mr. John directed the contractor's attention to the Services Building that is located on the western end of the CCS HQ compound. Mr. Cole explained that the services building contains all the main backup utilities, inclusive of the standby generator, the switch gear for the GPL supply, the water filtration system, the fire pump system, the radio room, the fibre optic cable that provides internet to the Secretariat, a laundry room, and a reservoir at the end of the building for domestic water supply to the main building that is also used in the fire pump setup. Additionally, the Services Building includes A Stores Facility that houses all the inventory, and supplies used by the Secretariat along with storage for important documents.

Air Conditioning Units

Mr. Cole informed that the CCS HQ Building has four condenser units on the western side and four units on eastern side of the building that services its eight quadrants. Each quadrant has its own central air system. The contracted security company should be familiar with the Air Conditioning Units set up of the building since there are often required to switch off and on the AC Units if there is a meeting on a weekend or holiday and the maintenance staff is not available or delayed. The security company is also responsible for opening and closing the AC rooms in the morning and evenings.

Southern Plot of Land

Mr. Cole related to the contractors that the southern plot of land between the Giftland Mall and the southern fence of the compound is the Secretariat's land and has been designated for the construction of a building by the Government of Guyana. The Security contractor ought to be aware of such, since the plot of land has been frequented by various persons who often use it for grazing of their animals.

Office Spaces for Solar Project.

Mr. Cole brought to the attention of the contractors that there are two containers on the south-western end of the compound that have been converted to office spaces for the Solar project. A shed is expected to be constructed over the containers and will be converted to a maintenance area. After the project is completed a third container would be added for spares and the entire area would be used for maintenance the Solar system.

The Sewerage System

Mr. Cole explained to the service providers that the south-western end of the compound also has a sewerage system that starts from the Services Building and extends to approximately 30 feet before the southern fence. The sewerage system is similar to a bio-digestive system. It is also partially used by the gardeners for the safe keeping of their plants.

The Closed-Circuit Television System

Mr. John informed the security contractors that there are eight cameras on the four corners of the building on the outside, three PTZ cameras around the compound and four cameras at the four corners of the compound. The PTZ cameras are located at the southern end of the compound, the front of the building and around the reception area inside the building.

Fire Alarm System

Mr. John indicated that the Secretariat is outfitted with an IP Addressable Fire Alarm and Smoke Detection System that has bells located both on the inside and outside of the building. The control panel is located in the main security guard hut.

Official Vehicles Shed

There is a shed for all the Secretariat's fleet of vehicles inclusive of the Secretary General and Deputy Secretary-General, which is located at the back of the CCS building on the southern end.

Security Lights

Mr. Cole informed the security contractors that the Secretariat's compound, including the playfield is outfitted with photocell-controlled security lights. The main supply and breakers for those lights are located in the main guard hut.

Solar Equipment Storage

Mr. Cole indicated that the eastern end of the compound is currently used to store all the supplies and equipment for the JICA Solar Project.

Fire Exits

Mr. John informed the Security Contractors that the CCS HQ building has fire exits for each quadrant of the building, inclusive of three exits at quadrant five for the executive members of staff.

Internal Building

Mr. John explained that the CCS HQ building is divided into eight quadrants on two floors with other auxiliary utilities rooms. Quadrant one to four on the ground floor and quadrant five to eight on the second floor along with a Servery and Executive Lounge. The ground floor includes Administrative Services and Finance, Documentation Center and Registry, Integrated Information Services and Legal, Conference Services and Communications along with a Servery. The second-floor houses the Executives Management Offices, Human and Social Development, Trade and Economic Integration, Foreign and Community Relations, Human Resource Management as well as an Executive Lounge.

Mr. John also showed the contractors the fire pumps and extinguishers that are designated for use in the event of a fire. Mr. Wishart informed the contractors that the fire extinguishers are serviced on an annual basis to ensure that there are in good working condition.

Mr. Cole showed the security companies about the air handlers' rooms on either side of the building. These rooms are to be unlocked and locked by the security service provider as well as used to turn on the AC Units. Mr. Cole shared that the building has glass doors to its main entrances which has to be locked and unlocked by the Security Services Provider daily. However, office doors are not opened until a staff member for the quadrant arrives.

Tour of CARICOM Secretariat Annexe

Mr. John informed the security contractors that the CCS Annex compound has two guard huts, one at the south-west corner and the other at the north-east corner of the compound. The south-western hut is at the main access gate but there are two other entrances at the south-east and north-east corners of the compound. The CCS Annex compound also includes an executive parking area at the back of the building and external parking for other staff members.

Mr. John related that the CCS Annexe Building has five floors with a roof that can be used for emergency evacuation by helicopter. Mr. Wishart informed the contractors that the Annex Building is rented by the Secretariat and the landlord would often send service contractors to do maintenance work on the building.

Mr. John showed the contractors the main entrances to the building, external washrooms, the utility backup supplies, layout of ground floor as well as the internal utilities.

Tour of the Official Residence

Mr. John informed the contractors that there is no need for a tour of the official residence since it is a typical two storied residence with one main guard hut. He further informed them that all the necessary information as it pertains to the dimensions and location of the property can be found in the tender dossier. Nonetheless, if the companies find it necessary the Secretariat is prepared to take them to the residence.

Thank you and Closing Remarks

Mr. John thanked the companies for attending the information meeting and site visit. He furthered related to them that all the relevant information that they need for submitting a bid can be found in the tender dossier.

Mr. Wishart also thanked the participants for attending the information meeting and site visit. He assured them that every interested bidder has an equal opportunity of being considered as a supplier of security services to the CARICOM Secretariat. He encouraged them to read all the documents carefully and ensure that all the necessary documentation are submitted along with their bid.

There being no any questions the information meeting and site visit was concluded at 12:15hrs.

Prepared by

**Troy Wishart
Project Officer, Procurement**