



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

Your Ref:

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

14 June 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

REQUEST FOR CLARIFICATION

Questions and Answers

Question 1 What makes a Security Guard considered Armed vs Unarmed? Does a baton make a guard “Armed”?

Answer: The Armed Security Guard carries an agreed type of firearm with matching ammunition while on duty, as opposed to an Unarmed Security Guard who carries, or is armed with a baton while on duty.

Question 2 Are Armed Security Guards required to hold any specific license?

Answer: Armed Security Guards are not required to carry any specific license. However, Armed Security Guards must be sworn as Supernumerary Constables, appointed by the Commissioner of Police, Guyana Police Force in accordance with Section 82 of the Guyana Police Act.

Question 3 Are Unarmed Security Guards (with batons) required to hold any specific license?

Answer: Unarmed Security Guards (with batons) are not required to hold any specific license.

Question 4 Is the Tenderer required to hold a company firearm license? Or any other specific license for weapons?

Answer: The company is required to have a Firearm License for each firearm. Please refer Firearms Act and the Private Security Services Act of Guyana for further details.

Question 5 No Question given

Answer:

Question 6 Should Annex II Section 6.2.26 Cost Proposal be included with Part 2: Financial Offer of the submission? Or is Annex II Section 6.2.26 part of the Technical Offer, while Annex IV Budget Breakdown should be the only thing included in Part 2: Financial Offer?

Answer: Each contractor is expected to submit a Technical Offer and a Financial Offer along with the other documents outlined in *6.3 - Format of the Proposal in Annex II - Scope of Services. Annex III - Technical Offer (Open Tendering) and Annex IV - Financial Offer (Open Tendering)* is to be used for submission of the same.

Question 7 As mentioned in Annex A-INST1, Section 10.4 Part 1: Technical Offer, please include Annex III. It is not within the downloadable documents nor found in the templates link.

Answer: A format for submission of the Technical Proposal Annex III has been provided on the website as a downloadable document.

Question 8 Will the tender opening session be open to the public for physical presence? Or is it only available via Microsoft Teams?

Answer: The tender opening session will be done via Microsoft Teams. Persons desirous of viewing the Tender Opening Session should send an email to procurement.tenders@caricom.org and copy troy.wishart@caricom.org for a meeting link to attend the same.

Question 9 Which roles are considered key personnel for resumes?

Answer: The key personnel for whom resumes are required are the Project Management Representative, Site Supervisors, Armed and Unarmed guards in accordance with *Clause 6.2-Qualifications of Annex II - Scope of Services*.

Question 10 How many key personnel per role are required to submit as a resume?

Answer: The number of Key Personnel for each role can be found at *Clause 6.1 - Staff of Annex II - Scope of Services*.

Question 11 For the Three Recent Client References, can we use references from our subcontractors?

Answer: Clause 6.2.9 states that the contractor is the one to provide three recent client references, including company name, contact person, title and telephone numbers, where contractor has provided similar services in scope and magnitude (In keeping with in *Clause 6.2.1 - Professional Capacity the Prospective Bidders*) as being offered to the Contracting Authority. Provision of reference constitutes permission to the Contracting Authority to contact them.

Question 12 How long is the transition period from the current contract to this new contract set to begin on August 1? From the date the successful bidder is notified.

Answer: The transition is set to commence on 23 July 2021

Question 13 Do we need to provide all the Personnel Documentation for all key personnel with our submission as outlined in Annex II Section 6.2.19?

Answer: The documents are to be provided to the Contracting Authority by the Contractor upon request.

Question 14 What is required as far as “Insurance Provisions” as mentioned in Annex A-INST1 Section 10.4 Part 1: Technical Offer? There is no other mention of Insurance Provisions required in Annex II 6.3. Format of Proposal Response.

Answer: Prospective Tenderers are required to submit documentation outlining the company’s insurance coverage or policy to indemnity against losses experienced by contracting authority that are as a result of the negligence of the contractor or its agents.