



CONTRACT NOTICE

Provision of Twenty-four (24) hour Security Services and Escort Services to the CARICOM Secretariat for the period 1 November 2025 to 31 October 2027

Caribbean Community Secretariat, Georgetown, Guyana

1. Contract reference no

CCS/SUP/SEC/3.4/2025

2. Procedure

Open Tendering

3. Programme title

Security Services

4. Source of Funding

CARICOM Member States

5. Contracting Authority

The Caribbean Community (CARICOM)

CONTRACT SPECIFICATIONS

6. Description of the contract

The Secretariat requires the provision of daily security management and 24 hours guard services for its Headquarters, Annexe and official residence that meets its overall security needs. The Secretariat also requires escort management and escort services to and or from the Cheddi Jagan and Eugene F. Correia International Airports, and any other destination around Guyana if needs be.

7. Number and titles of lots

One Lot

TERMS OF PARTICIPATION

8. Eligibility and rules of origin

Participation is open to all natural persons and legal persons (participating either individually or in a grouping (consortium) of tenderers) of any nationality. Participation is also open to international organisations.

9. Grounds for exclusion

Tenderers must submit a signed declaration, included in the Tender Form for a Supply Contract, to the effect that they are not in any of the situations listed in point 17 of Module 3 of the GPM.

10. Number of tenders

Tenderers may submit only one tender per lot. Tenders for parts of a lot will not be considered. Any tenderer may state in its tender that it would offer a discount in the event that its tender is accepted for more than one lot. Tenderers may submit a tender for a variant solution in addition to their tender for the service required in the tender document.

11. Tender guarantee

No Tender Guarantee is required

12. Performance guarantee

No Performance Guarantee is required

13. Information meeting and/or site visit

An optional information meeting and/or site visit will be held on **9 June 2025 at 10:00hrs** at the **CARICOM Secretariat Headquarters, Turkeyen, Greater Georgetown, Guyana**. And contact should be made with the following person to facilitate the visit:

Mr. Kwame John
Security Coordinator
Administrative Services
CARICOM Secretariat
Turkeyen, Guyana
Tel No. (592) 222-0001-6, Ext. 2248

14. Tender validity

Tenders must remain valid for a period of 90 days after the deadline for submission of tenders.

15. Period of implementation of tasks

1 November 2025 to 31 October 2027

SELECTION AND AWARD CRITERIA

16. Selection criteria

The following selection criteria will be applied to tenderers. In the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole:

- 1) **Economic and financial capacity of tenderer** (based on item 3 of the Tender Form for a Supply Contract). In case of tenderer being a public body, equivalent information should be provided.

Criteria for Legal Persons: -

- i. the average annual turnover of the tenderer must be at least equal to the annualised maximum budget of the contract; and
- ii. Current ratio (current assets/current liabilities) should be equal to or greater than 1

Criteria for Natural Persons: -

- i. the available financial resources of the tenderer must exceed the annualised maximum budget of the contract and
- ii. the financial situation of the tenderer should not be in deficit, taken into account debts, at the beginning and end of year.

- 2) **Professional capacity of tenderer** (based on items 4 and 5 of the Tender Form for a Supply Contract)

Criterion for legal and natural persons:

- i. The tenderer should be a licensed security company that is duly registered to provide security services and has provided evidence that it can provide its staff with the facilities and equipment required in clause 6.4 of the Scope of Works.

- 3) **Technical capacity of tenderer** (based on items 5 and 6 of the Tender Form for a Supply Contract)

- i. The tenderer has provided services over the last five (5) years, under at least two (2) contracts/projects of a similar size and scope, for clients such as international and/or other foreign missions/diplomatic organizations/embassies, commercial banks, shopping malls/centres etc.
- ii. Documentary evidence of satisfactory performance of at least two (2) of the contracts/projects described in 3 (i) above

This means that the contract the tenderer refers to could have been started or completed at any time during the indicated period but it does not necessarily need have to be started and completed during that period, nor implemented during the entire period. Tenderers are allowed to refer either to projects completed within the reference period (although started earlier) or to projects not yet completed.



In the first case the project will be considered in its whole if proper evidence of performance is provided (statement or certificate from the entity which awarded the contract, final acceptance). In case of projects still on-going only the portion satisfactorily completed during the reference period will be taken into consideration. This portion will have to be supported by documentary evidence (similarly to projects completed) also detailing its value.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. Some examples of when it may *not* be considered appropriate by the CARICOM Secretariat are when the tenderer relies in majority on the capacities of other entities or when they rely on key criteria. If the tenderer relies on other entities it must prove to the CARICOM Secretariat that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility, as the economic operator. Furthermore, the data for this third entity for the relevant selection criterion should be included in the tender in a separate document. Proof of the capacity will also have to be furnished when requested by the CARICOM Secretariat.

17. Award criteria

Price (or, if appropriate after derogation, the best value for money which is a combination of quality/price)

TENDERING

18. How to obtain the tender documents

The tender documents are available from the following email address: procurement.tenders@caricom.org and copy chester.james@cariom.org and troy.wishart@caricom.org. Tenders must be submitted using the standard Tender Form for a Supply Contract included in the tender documents, whose format and instructions must be strictly observed.

Tenderers with questions regarding this tender should send them in writing to procurement.tenders@caricom.org and copy chester.james@cariom.org and troy.wishart@caricom.org (mentioning the publication reference shown in item 1) at least 21 days before the deadline for submission of tenders given in item 19. The CARICOM Secretariat must reply to all tenderers' questions at least 11 days before the deadline for submission of tenders. Eventual clarifications or minor changes to the tender documents shall be published at the latest 11 days before the submission deadline on the CARICOM Secretariat's website at <https://caricom.org/procurement-notice/>.

19. Deadline for submission of tenders

Monday, 28 July 2025 at 10:00hrs



Any tender received by the CARICOM Secretariat after this deadline will not be considered.

20. Tender opening session

Monday, 28 July 2025 at 10:30hrs

21. Language of the procedure

All written communications for this tender procedure and contract must be in English.

22. Data Protection and Privacy

Any personal data requested is done on the authority of the CARICOM Secretariat, who for the purposes of this tender is the contracting authority. If processing your reply to the tender involves transfer of personal data (such as names, contact details and CVs) to the Secretariat, they will be processed solely for the purposes of the monitoring of the procurement procedure and of the implementation of the contract by the Secretariat and to comply with its obligations under its Data Protection and Privacy Rules. The intended recipients of any such data shall be staff of the Secretariat involved in the procurement procedure and contract implementation. Any personal data that is required under this tender is compulsory and any failure to provide same may lead to rejection of the tender. Any person whose personal data is under the control of the Secretariat pursuant to this tender shall have the right to access, modify, correct or delete its data in accordance with the Secretariat's Data Protection and Privacy Rules available at <https://caricom.org/wp-content/uploads/CCS-Data-Protection-and-Privacy-Rules-GC.pdf>. For the part of any personal data transferred by to the Secretariat pursuant to this tender, the controller for the processing of personal data carried out within the Secretariat is: -

Mr. Chester James
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Tel: + (592) 222 – 0001 to 6, Ext 2616

Email: chester.james@caricom.org