

35120000 SERVICES CONTRACT NOTICE OPEN Procedure

Surveillance and security systems and devices

1. PROCURING ENTITY

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|---|---|---------|--|
| Name: | Central Information Technology Office Belize | | |
| Registration No: | | | |
| Type of PE and Main Activity Exercised: | Governmental organisations IT Management | | |
| Address: | Corner Dry Creek Street and Mountain View Blvd, Belmopan | | |
| Internet Address: | https://cito.gov.bz/ | | |
| Telephone: | <input type="text" value="828-5169"/> | E-mail: | <input type="text" value="Contact@cito.gov.bz"/> |

Contact person in charge:

| | | | |
|------------------|----------------------|---------|----------------------|
| Name, Last Name: | <input type="text"/> | | |
| Telephone: | <input type="text"/> | E-mail: | <input type="text"/> |

Responsible officer filling the form(if different)

| | | | |
|------------------|-------------------------------|---------|--|
| Name, Last Name: | Natalie Lopez | | |
| Telephone: | <input type="text"/> | E-mail: | <input type="text" value="natalie.lopez@cito.gov.bz"/> |

E-mail of the service from which additional information may be obtained (if different):

Internet address of the service from which additional information may be obtained (if different):

Where appropriate, is any other form of joint procurement involved:

2. AVAILABILITY OF THE PROCUREMENT DOCUMENTATION

Email or internet address at which the procurement documents will be available for unrestricted and full direct access, free of charge:

www.mof.gov.bz

Where unrestricted and full direct access, free of charge, is not available, an indication of how the procurement documents can be accessed:

Payment for the procurement documents (if applicable)(amount):

3. PROCUREMENT NUMBER

Procurement Number:

003

Where the contract is divided into lots, the information in points 4 to 13 shall be provided for each lot.

4. DESCRIPTION OF THE PROCUREMENT

Nature and extent of services (short description of contract). Where appropriate, description of any options

Tenders are invited from security companies for the general security and surveillance of the Belize National ICT Center Building (Belmopan City), corner Mountain View Blvd. and Dry Creek Street. The tender shall be for a period of one (1) year commencing July 1, 2021 and ending June 30, 2022. The successful tender will be responsible for the security of the building and premises by armed guards on a 24-hour basis seven days per week, including public and bank holidays.

1. The successful tender will be expected to provide the following security and surveillance services:

- (a) General security and surveillance of the Belize National ICT Center compound (the "Premises") including all building and fixtures erected therein.
- (b) Allow only authorized persons to enter the buildings or compound. The Security must maintain a log of all persons and vehicles entering and leaving the premises.
- (c) Conduct patrols outside the building to ensure that doors remain locked and that there is no sign of breakage into the building.
- (d) The Security Company will provide its personnel with equipment including a licensed firearm for the effective performance of their duties.
- (e) The Security Company, its agent or servants shall not divulge to any person or persons, any proprietary information coming to their knowledge in the course of their duties.
- (f) The Security Company/Guard shall also comply with CITO's Fire Safety Policy in the event of an emergency fire evacuation. (Details available upon request)
- (g) Any other security related task as may be agreed upon from time to time by the Parties involved.

5. CPV CODES

Main CPV code:

35120000 - Surveillance and security systems and devices

Additional CPV Codes (if necessary):

Supplementary CPV codes (if necessary):

6. ADDRESS FOR THE PLACE OF PERFORMANCE

CITO COMPOUND, BELMOPAN

7. ESTIMATED VALUE OF THE CONTRACT (this information shall not be published):

8. VARIANTS ADMITTED

yes no

9. PLANNED TIME FRAME FOR PROVISION OF SERVICES:

From: 01/07/2021

To: 30/06/2022

Or

Duration: [] months

10. CONDITIONS FOR PARTICIPATION

a) General security and surveillance of the Belize National ICT Center compound (the "Premises") including all building and fixtures erected therein.

- (b) Allow only authorized persons to enter the buildings or compound. The Security must maintain a log of all persons and vehicles entering and leaving the premises.
- (c) Conduct patrols outside the building to ensure that doors remain locked and that there is no sign of breakage into the building.
- (d) The Security Company will provide its personnel with equipment including a licensed firearm for the effective performance of their duties.
- (e) The Security Company, its agent or servants shall not divulge to any person or persons, any proprietary information coming to their knowledge in the course of their duties.
- (f) The Security Company/Guard shall also comply with CITO's Fire Safety Policy in the event of an emergency fire evacuation. (Details available upon request)
- (g) Any other security related task as may be agreed upon from time to time by the Parties involved.

Including: where appropriate, indication whether the provision of the service is reserved by law, regulation or administrative provision to a particular profession; reference to the relevant law, regulation or administrative provision, a list and brief description of criteria regarding the personal situation of suppliers that may lead to their exclusion and of qualification (selection) criteria; minimum level(s) of standards possibly required; indication of required information (self-declarations, documentation).

11. WHERE APPROPRIATE, PARTICULAR CONDITIONS TO WHICH PERFORMANCE OF THE CONTRACT IS SUBJECT TO:

12. CRITERIA TO BE USED FOR AWARD OF THE CONTRACT OR CONTRACTS.

- Requirements as per Tender Notice:
- Letter of Good Standings from BTS
- Letter of Good Standings from Social Security
- Letter of Good Standings from Belize Companies Registry
- Current Trade License
- Evidence of Firearm License
- Evidence of Past Jobs
- Recommendations
- Most Economic Price

13. INDICATION OF THE POSSIBILITY OF BIDDING FOR ONE, FOR SEVERAL OR FOR ALL OF THE LOTS; INDICATION OF ANY POSSIBLE LIMITATION OF THE NUMBER OF LOTS THAT MAY BE AWARDED TO ANY ONE BIDDER:

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|------------------------------------|---|
| Bids per Participant: | <input type="radio"/> One <input type="radio"/> Several <input type="radio"/> All |
| Awards per Successful Participant: | <input type="radio"/> One <input type="radio"/> Several <input type="radio"/> All |

14. TIME LIMITS for receipt of tenders

04/06/2021 10:00

15. TIME LIMIT FOR RECEIPT OF CLARIFICATIONS

03/06/2021 18:00

16. ADDRESS TO WHICH TENDERS SHALL BE TRANSMITTED

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|-----------|----------------------|
| Address: | CITO OFFICE,BELMOPAN |
| City: | BELMOPAN |
| ZIP Code: | |
| Country: | BZ |
| URL: | |

17. TENDER OPENING

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| Duration during which the tenderer must maintain its tender. Duration (in days): | 30 |
| Date for the opening of tenders: | 04/06/2021 |
| Time for the opening of tenders: | 10:00 |
| Place for the opening of tenders: | CITO OFFICE |
| Persons authorized to be present at such opening | CHIEF INFORMATION OFFICER, ASSISTANT DIRECTOR, ADMINISTRATIVE ASSISTANT, SENIOR SECRETARY, CHIEF SECURITY OFFICER REPRESENTATIVE FROM MOF |

18. LANGUAGE OR LANGUAGES IN WHICH BIDS OR REQUESTS TO PARTICIPATE MUST BE DRAWN UP

| | | |
|----------------------------------|-----------------------|-----------------------|
| EN | NL | FR |
| <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |

19. NAME AND ADDRESS OF THE BODY RESPONSIBLE FOR REVIEW AND, WHERE APPROPRIATE, MEDIATION PROCEDURES. PRECISE INFORMATION CONCERNING DEADLINES FOR REVIEW PROCEDURES, OR IF NEED BE, THE NAME, ADDRESS, TELEPHONE NUMBER, FAX NUMBER AND EMAIL ADDRESS OF THE SERVICE FROM WHICH THIS INFORMATION MAY BE OBTAINED (IF APPLICABLE).

TENDER EVALUATION COMMITTEE

20. DATE(S) AND REFERENCE(S) OF PREVIOUS PUBLICATIONS IN THE COMMUNITY PUBLIC PROCUREMENT NOTICE BOARD RELEVANT TO THE CONTRACT(S) ADVERTISED IN THIS NOTICE

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21. DATE OF DISPATCH OF THE NOTICE

20/05/2021

22. ANY OTHER RELEVANT INFORMATION

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