

Terms of Reference

Provision of Security for schools for the Ministry of Education

The Services are required during the hours of 7:00 a.m. to 5:00 p.m. Mondays to Fridays.

The Security Guards will not normally be required to report for duty on public holidays or during school vacation, however extraordinary requests may be made during exceptional circumstances i.e. if local/external examinations are held on such days.

Remuneration during exceptional circumstances i.e. examination days during the school vacation, is not inclusive in the total amount of the contract.

The Security Guard will be required to:

- A. Record/Log all events while on duty
- B. Make periodic inspection/patrol of the compound for any items unsecured- building and vehicle etc
- C. Ensure that pipes are closed
- D. Protect the property from physical abuse and entry of unauthorized personnel
- E. Report irregularities immediately to the relevant authorities
- F. Control the entrance to the premises during normal working hours and emergencies
- G. Contact the Principal/ Headteacher in case of break-in or suspicious intruders
- H. Intercept unauthorized persons found on the compound and dispose of matter accordingly
- I. To monitor security systems (where applicable) and respond where necessary

Instructions to Tenderers

The schools to be tendered for are:

Central Leeward Secondary

Campden Park Secondary

St. Clair Dacon Secondary

Dr. J. P Eustace Memorial Secondary

Buccament Bay Secondary

Petit Bordel Secondary

Barrouallie Technical Institute

Intermediate High School

Kingstown Technical Institute

Student Support Services – Kingstown

Deadline for submissions of tenders is Thursday 13th June 2019 at 1:30 p.m.

Tenderers must submit one original and three copies of the original tender documents.

Any tender received after this deadline will be rejected.

All tenders must be address to:

The Secretary

Central Supplies Tenders Board

Ministry of Finance

Administrative Complex

Kingstown, St. Vincent

The envelope/package containing the tender submission must be clearly marked:

- **For Security Services for Schools in St. Vincent and the Grenadines and the National Public Library, Archives and Documentation Services**

AND

- **For Janitorial Services for the National Public Library, Archives and Documentation Services**

Tender opening session: Thursday 13th June 2019 at 1:45 p.m. Eastern Caribbean time at the Ministry of Finance, Administrative Complex, St. Vincent and the Grenadines.