



# Terms of Reference

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**Security Services 2022**

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Prepared by:  
**Belize Electricity Limited**  
Facilities Department  
2½ Miles Philip Goldson Highway  
Belize City, Belize  
October 2021

Bidders are asked to submit a fixed price quotation via a bidding schedule linked [here](#), to perform the services, and provide all equipment and materials. Submissions are to be done via email to [bidsubmittal@bel.com.bz](mailto:bidsubmittal@bel.com.bz) no later than 3:00 p.m. local time on Tuesday, November 16, 2021 and labeled:

**BID #2021-263 – Uniform Security Services 2022**

**IMPORTANT DATES:**

- Expression of Interest – 12:00 p.m. local time on Monday, November 8, 2021
- Pre-bid Virtual Meeting – Tuesday, November 9, 2021
- Bid Due Date – 3:00 p.m. on Tuesday, November 16, 2021

## TERMS OF BIDDING AND EVALUATION CRITERIA

### GENERAL

#### 1 Background Information

1.1 Belize Electricity Limited (BEL) invites bids for the unfirmed security services for period January 1, 2022 to December 31, 2021 at the following locations:

- a) Corporate Headquarters compound located at 2 ½ Miles Philip Goldson Highway, Belize City
- b) Magazine Road compound located at Magazine Road, Belize City
- c) Ladyville compound located next to the Philip S.W Goldson International Airport

The Company is requesting individual bids (hourly rates only) for each of the aforementioned locations as per man-power requirement as outlined in “**Appendix A**” of this document.

1.2 Security services include:

- a) Armed Courier Service from the Company’s Corporate Headquarters compound to commercial banks in Belize City.
- b) Petty Cash transportation from the Company’s Corporate Headquarters compound to its Magazine Road compound in Belize City.
- c) Monitoring, Testing and Response to “Hold-Up Alarm” at the Company’s Corporate Headquarters compound in Belize City.

The Company is requesting individual bids for Armed Courier, and Monitoring, Testing and Response to “Hold-Up Alarm” as outlined in ‘Appendix A’ of this document.

#### 2 Scope of Work

2.1 The service provider shall:

- a) Protect BEL’s employees, visitors and customers from physical harm and abuse.
- b) Protect BEL’s property from theft and damage.
- c) Patrol and inspect BEL compound with the aid of the Peg Clock or other recording device (where provided) after normal working hours, during normal working hours (when practicable) and record findings in the Daily Diary.
- a) Inspect vehicles entering and leaving BEL compounds and record in the Daily Diary, relevant information including driver’s name, vehicle number and contents of the particular vehicle.
- b) Issue Visitor Passes to non-employees and record name, time of arrival and departure in the Visitors Log book attested by their signatures.

- c) Open and close access gates leading to and from BEL compounds to effect legal entry or exit.
- d) Refuse to admit non-management personnel who are not on duty from returning to the compound after normal working hours but admit those so authorized by their Supervisor or Head of Department and approved by Superintendent Security.
- e) Abide by BEL's Safety, Environment and Security Policies.
- f) Investigate material breach and submit report of finding to BEL's Superintendent Security in a timely manner.
- g) Transport deposit in armored vehicle to a commercial bank.
- h) Transport Petty Cash from cashier to Magazine facility.
- i) Monitoring and respond to Hold-up Alarm.
- j) Monitor surveillance cameras and immediately report irregularities to BEL's Superintendent Security.
- k) All other duties common to sound security practices.

2.2 The successful bidder must provide all materials, equipment and accessories necessary for the provision of security services including thoroughly trained employees to perform these duties. The successful bidder must provide a list of the workers to be used in the execution of the contract services, provide a drug testing report and a police record free of criminal conviction.

2.3 The successful bidder will be expected to complete the works by the intended completion date as specified in the Tender Form.

2.4 The successful bidder will be expected to conduct biannual firearm and baton training for security guards. Documentation of this training is to be submitted to BEL's Superintendent Security in February and August of the same year.

### 3 Contract Qualifications

3.1 To qualify for award of the Contract, bidders shall meet the following minimum qualifying criteria:

- 1) General Experience
  - The service provider shall have experience as contractor in security service in the execution of at least two (2) contracts of a nature and complexity comparable to the proposed contract within the last five (5) years.
- 2) Personnel Capabilities
  - The service provider must have suitably qualified personnel to fill the following positions, and supply information on candidates for each position as follows:

Position	Total Experience	In similar works
Site Supervisor	5 years or more	5 or more years

Security Guards	3 years or more	3 or more years
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### 3) Financial Position

- The service provider should be able to demonstrate good financial standing and show proof of access to, or has available, liquid assets, unencumbered real assets, or other financial means sufficient to meet the cash flow for a period of four (4) weeks, estimated as \$50,000.00 equivalent.

### 4) Insurance

- The service provider must guarantee or show proof of the issuance of the following:
  - a) Workers Compensation Insurance
  - b) Public Liability Insurance
  - c) Vehicle Third Party Insurance
  - d) Cash-in-transit Insurance

## 4 One Bid per Bidder

- 4.1 Each bidder shall submit only one (1) electronic Bid, either individually or as a partner in a joint venture. A Bidder who submits or participates in more than one Bid (other than as a subcontractor or in cases of alternatives that have been permitted or requested) will cause all the proposals with the Bidder's participation to be disqualified.

## 5 Cost of Bidding

- 5.1 The bidder shall bear all costs associated with the preparation and submission of bid and BEL will in no case be responsible or liable for those costs.

## 6 Pre-bid Meeting

- 6.1 A mandatory pre-bid meeting will be held virtually on Tuesday, November 9, 2021. To express interest in attending the meeting, kindly submit email to [bidsubmittal@bel.com.bz](mailto:bidsubmittal@bel.com.bz) with the subject **Bid # 2021-263 - Expression of Interest for Pre-bid Meeting** no later than 4:00 p.m. local time by Monday, November 8, 2021. This forum will be used to address any or all concerns relating to the bid.
- 6.2 The Company may arrange a one-time site visit for all bidders to each of the facilities where the service is to be provided. Interested bidders, will be provided with all information that may be necessary for preparing the Bid. The costs of visiting the site shall be at the Bidder's own expense.

## 7 Clarification of Bidding Documents

A prospective bidder requiring any clarification of the Bidding documents may notify BEL in writing at [bidboxrequest@bel.com.bz](mailto:bidboxrequest@bel.com.bz). BEL will respond to any request for clarification received no earlier than seven (7) days prior to the deadline for submission of bids. Copies of BEL's response will be forwarded to all bidders including a description of the enquiry, but without identifying its source.

## **8 Amendment of Bidding Document**

- 8.1 Before the deadline for submission of bids, BEL may modify the bidding documents by issuing an addenda.
- 8.2 Any addendum issued shall be part of the Bidding documents and shall be communicated in writing to all bidders. Prospective bidders shall acknowledge receipt of each addendum in writing to BEL.
- 8.3 To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids, BEL shall extend, as necessary, the deadline for submission of bids in accordance with Clause 12.2 below.

## **9 Language**

- 9.1 All documents relating to the bid shall be in the English.

## **SUBMISSION AND PROPOSALS**

### **10 Bid Prices**

- 10.1 The bidder shall fill in the price breakdown for all items of the works described in **Price Schedule** linked [here](#). Items for which no rates or prices are entered by the bidder will not be paid for by BEL when executed and shall be deemed covered by in the other unit prices submitted. **The Security Service Calculation Template will be emailed to all interested bidders**
- 10.2 All duties, taxes and other levies payable by the Contractor under the Contract shall be included as a separate line item in total Price submitted by the Bidder.

### **11 Submission**

The Price Schedule provided should be properly filled out and submit as an attachment via email to [bidsubmittal@bel.com.bz](mailto:bidsubmittal@bel.com.bz) with the subject **BID # 2021- 263 Uniform Security Services 2022**.

### **12 Deadline for Submission**

- 12.1 All bids must be emailed no later than 3:00 pm local time on Tuesday, November 16, 2022.

12.2 The Employer may extend the deadline for submission of bids by issuing an amendment in accordance with Clause 8, in which case all rights and obligations of the Employer and the bidders previously subject to the original deadline will then be subject to the new deadline.

### **13 Late Bids**

13.1 Any Bid received after the deadline outlined in Clause 12 of this document will be disqualified.

### **14 Modification and Withdrawal**

14.1 Bidders may modify or withdraw their bids by giving notice in writing before the deadline prescribed in Clause 12.

14.2 Each bidder's modification or withdrawal notice shall be emailed email to [bidsubmittal@bel.com.bz](mailto:bidsubmittal@bel.com.bz) marked "**Modification**" or "**Withdrawal**" as appropriate.

14.3 No bid may be modified after the deadline for submission of Bids.

14.4 Bidders may offer only discounts, or otherwise modify the prices of their bids by submitting Bid modifications in accordance with this clause or including discounts or modifications in the original Bid submission.

### **15 Bid Review**

15.1 Belize Electricity Limited (BEL) will hold a closed meeting for the reviewing of bids received, including modifications made pursuant to Clause 14.

15.2 Email with subject "**Withdrawal**" shall also be reviewed. BEL may review or pass bids for which an acceptable notice of withdrawal has been submitted pursuant to Clause 14.

### **16 Process to be Confidential**

16.1 Except as may be required by law, after reviewing of the bids, information relating to the examination, clarification, evaluation and comparison of bids and recommendations for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process until the award to the successful bidder has been announced. Any efforts by a bidder to influence BEL's processing of bids or award decisions may result in the rejection of its bid.

### **17 Clarification of Bids**

17.1 To assist in the examination, evaluation and comparison of bids, BEL may at its own discretion, ask any bidder for clarification on bid submitted, including breakdowns of the prices in the Price

Schedule. The request for clarification and the response shall be in writing but no change in the price or substance of the bid shall be sought, offered or permitted except as required to confirm the correction of arithmetic errors discovered by BEL in the evaluation of the bids in accordance with Clause 15.

## **18 Examination of Bids and Determination of Responsiveness**

18.1 Prior to the detailed evaluation of bids, BEL shall determine whether each bid:

- a) Meets the eligibility criteria defined in Clause 3
- b) Meets the delaine
- c) Is accompanied by the required securities, and
- d) Is substantially responsive to the requirements of the bidding documents

18.2 A substantially responsive bid is one that conforms to all the terms, conditions and specifications of the bidding documents without material deviation or reservation. A material deviation or reservation is one (a) which affects in any substantial way, inconsistent with the bidding documents, the Employer's rights or the bidder's obligations under the Contract; or (b) whose rectification would affect unfairly the competitive position of other bidders presenting substantially responsive bids.

18.3 If a bid is not substantially responsive, it shall be rejected by BEL and may not subsequently be made responsive by correction or withdrawal of the non-conforming deviation or reservation.

## **19 Correction of Errors**

19.1 Bids determined to be substantially responsive shall be checked by BEL for any errors. Errors shall be corrected by BEL where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern.

19.2 The amount stated in the bid shall be adjusted by BEL in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid shall be rejected.

## **20 Evaluation and Comparison**

20.1 BEL shall evaluate and compare only the bids determined to be substantially responsive in accordance with Clause 18.

20.2 In evaluating the bids, BEL shall determine for each Bid the evaluated Bid price by adjusting the Bid Price as follows:



- a. Making any correction for errors pursuant to Clause 19
- b. Excluding provisional sums and the provision, if any, for contingencies in the Activity Schedule but including day work where priced competitively
- c. Making an appropriate adjustment for any other acceptable variations, deviations or alternative offers submitted in accordance with Clause 14; and
- d. Making appropriate adjustments to reflect discounts or other price modifications offered in accordance with Sub-Clause 14.5.

20.3 BEL reserves the right to accept or reject any variation, deviation or alternative offer. Variations, deviations and alternative offers and other factors which are in excess of the requirements of the bidding documents or otherwise result in unsolicited benefits for BEL shall not be taken into account in Bid Evaluation.

20.4 The estimated effect of any price adjustment conditions during the period of implementation of the Contract shall not be taken into account in Bid Evaluation.

## **21 Award Criteria**

21.1 Subject to Clause 23, BEL shall award the Contract to the Bidder whose Bid has been determined to be substantially responsive to the bidding documents, provided that such Bidder has been determined to be (a) eligible in accordance with the provisions of Clause 3, and (b) qualified in accordance with the provisions of Clause 4.

21.2 BEL reserves the right to award a contract in part or in whole to one or several contractors based on review of information submitted in bids from interested bidders.

## **22 Acceptance and Rejection of Bids**

22.1 BEL reserves the right to accept or reject any Bid and to cancel the bidding process and reject all bids at any time prior to the award of Contract without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the Employer's action.

## **23 Notification of Award and Signing of Agreement**

23.1 The bidder whose bid has been accepted shall be notified of the award by BEL prior to expiration of the bid validity period in writing. A Letter of Acceptance will be sent via email clearly stating the sum that BEL shall pay the Contractor in consideration of the execution, completion and delivery of services by the Contractor as prescribed by the Contract (hereinafter and in the Contract called the "**Contract Price**").

23.2 The notification of award shall constitute the formation of the Contract.

23.3 The Agreement shall incorporate all agreements between BEL and the successful bidder. It shall be signed by BEL and sent to the successful Bidder within seven (7) working days following the notification of award. Within two (2) days of receipt, the successful bidder shall notify of date to sign the Agreement.

23.4 Upon commencement of service delivery, BEL shall promptly notify the other bidders that their bids have been unsuccessful.

**24 Liability for Deficiency in Service Perform:**

24.1 The Contractor shall immediately remedy any defect in the performance of the security services and shall be liable to compensate BEL for such defects.

Manpower Requirement		"Appendix"	
Location	Requirement	Period	Hours per Week
Magazine Road	1 - unarmed	00:00 - 24:00	168
Magazine Road (Monitoring Hut)	1 - unarmed	00:00 – 24:00	168
Corporate Headquarters	1 - armed	06:00 - 18:00 Monday to Friday	60
	1 - armed	07:30 - 17:30 Monday to Friday	50
Head Quarters (Monitoring Hut)	1 - unarmed	00:00 – 24:00 Sunday to Saturday	168
	1 - unarmed	18:00 – 06:00 Sunday to Saturday	84
	1 - unarmed	06:00 Saturday to 06:00 Monday	84
Ladyville	1 - unarmed	00:00 - 24:00	168
	1 - unarmed	18:00 - 06:00	84
		<b>Total</b>	<b>1,034</b>
<b>Armed Courier Service</b>			
Location	Trips		
FROM: Corporate Headquarters TO: Commercial Bank	251		
<b>Petty Cash Transportation</b>			
Location	Trips		
Corporate Headquarters	43		
Magazine	43		
<b>Alarm Monitoring &amp; Response</b>			
Location	Trips		
Corporate Headquarters			

Monitoring	12 months		
Panic Button Test	12 per year		
Physical Response Test	12 per year		