



St. Vincent and the Grenadines Community College (SVGCC)
Request for Proposal (RFP)
From Security Guard Companies

The St. Vincent and the Grenadines Community College (SVGCC), invites proposals from tax compliant Security Guard Companies registered to conduct business in St. Vincent and the Grenadines, to provide security guard services on the college's campuses on a one-year contract.

SVGCC Overview:

The SVGCC comprises of 4 campuses and a micro campus. These campuses are located at Largo Heights, Arnos Vale, Villa Flat and Diamond with a micro-campus in Kingstown. There are over 2000 students and over 150 faculty and staff on all campuses. More information on the SVGCC can be obtained from our website (www.svgcc.vc).

All bids must be quoted per guard, per month and all quotations from VAT registered firms must be VAT inclusive.

Scope of Works:

The provider of the security guard services will be required to:

- Provide security guards as follows:
 - 2 on the Villa campus (7:00 am to 3:00 pm)
 - 2 on the Villa campus (3:00 pm to 8:00 pm)*
 - Diamond Campus (24/7 coverage)
 - 1 for daytime
 - 2 for night time
 - 1 on the Arnos Vale campus (7:00 am to 3:00 pm)
 - 1 on the Arnos Vale campus (3:00 pm to 8:00 pm)*
 - 1 on the Largo Heights campus (7:00 am to 3:00 pm)
 - 1 on the Largo Heights campus (3:00 pm to 8:00 pm)*

* There will be slow periods in the academic year when these guards may not be needed.

- Provide a high level of Customer Service.
- Promote lawful behaviour and protect the welfare of students, staff and any other users of the College.
- Patrol periodically the campus grounds to identify security risks, and ensure buildings, unoccupied rooms, external doors, car parks and security systems are safe and secured.
- Monitor behaviour, secure buildings and property, investigate disturbances, maintain order during events and enforce regulations.

- Monitor college visitors to ensure safety and access in accordance with SVGCC's policies and procedures including logging names of visitors
- Enforce and monitor crowd control and safety measures at special events.
- Monitor the physical safety of the College's buildings by locking and unlocking doors, where necessary, patrol and report suspicious behaviour.
- Enforce traffic and parking regulations.
- Assisting with responses to alarms, medical emergencies, fires and other similar matters, evacuating premises and contacting appropriate emergency services if required.
- Participate in the planning and conduct of drills and response for various security risk scenarios.
- Write and submit incident reports to the Head of the particular campus.
- Provide incident reports within 24 hours of occurrence.
- Conduct investigations of security breaches as directed.
- Ensure the personal security of employees, students and other users of the SVGCC
- Protect against unauthorized incursion on the campuses.
- Prevent theft of the College's goods and property.
- Prevent theft of employees' goods and/or property.
- Maintain uniformed security presence with best fit of personnel and posture to promote an atmosphere of security and inspire confidence within the community.

Instructions to Tenderers:

In no less than two hundred (200) words describe the following:

Technical Competence:

Type of training administered

Duration of training

Firm's employee turn-over rate

Minimum qualification of security officers

Are officers trained in report writing?

Registration; please provide evidence of the following:

VAT Registration

NIS Registration

Ministry of National Security Registration

CIPO Registration

Experience:

No of years in operation

Qualification of Trainers

Average response time

Age range of guards

Do trainers receive refresher (training of trainers) training? If yes, how frequently?

The Selection Process

The selection of the successful contractor will be made based upon an evaluation by the SVGCC and a determination of the relative ability of each bidder to deliver essential services in a cost-effective manner. The following specific criteria will be evaluated based on the percentages below and must be addressed in the bid proposal:

- Technical Competence ----- 25%
- Qualifications/Experience ----- 25%
- Staffing ----- 25%
- Cost Proposal ----- 15%
- Other criteria ----- 10%
including:
 - Management Approach
 - Personnel Selection Process
 - Transition Plan
 - References

Any bidder who submits in its proposal, information that is deemed by the St. Vincent and the Grenadines Community College to be substantially inaccurate, misleading, exaggerated or incorrect, shall be disqualified from consideration. The SVGCC is not obligated to accept the lowest bid, and reserves the right to reject all bids, waive any irregularities or informalities in any submission or proceeding and/or amend the scope of the project. The SVGCC reserves the

right to select the bid that it deems to be most advantageous to and in the best interests of the College. All the bidders must be duly licensed to provide security in the State of St. Vincent and the Grenadines and must have the ability to provide all essential services requested by the College.

Tenderers requesting clarifications must include their full contact details. The closing date for tenderers' questions will be August 30th, 2024. Questions must be sent to tender@svgcc.vc.

Deadline for submissions of tenders is Friday 6th September 2024, at 3:00 p.m.

Tenderers must submit one copy of the original tender documents to the Villa Campus.

Any tender received after this deadline will be rejected.

All tenders must be addressed to:

**The Director
SVGCC
Villa Flat**

The envelope/package containing the tender submission must be clearly marked "Security Services for The St. Vincent and the Grenadines Community College".

Alternatively, tenders can be emailed to tender@svgcc.vc by the same deadline.