

35120000 SERVICES CONTRACT NOTICE OPEN Procedure

Surveillance and security systems and devices

1. PROCURING ENTITY

Name:	Belize Tax Service Department		
Registration No:			
Type of PE and Main Activity Exercised:	Governmental organisations Inland Revenue Tax Administration		
Address:	Charles Bartlett Hyde Building, Mahogany Street Extension, Belize City		
Internet Address:	www.bts.gov.bz		
Telephone:	+501 2225074	E-mail:	Info@bts.gov.bz

Contact person in charge:

Name, Last Name:	Michelle Longsworth		
Telephone:	+501 2225074	E-mail:	michelle.longsworth@bts.gov.bz

Responsible officer filling the form(if different)

Name, Last Name:	Stephanie Pouchie		
Telephone:	+501 2225074	E-mail:	Stephanie.Pouchie@mof.gov.bz

E-mail of the service from which additional information may be obtained (if different):	dana.ayuso@bts.gov.bz
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Internet address of the service from which additional information may be obtained (if different):	www.bts.gov.bz
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Where appropriate, is any other form of joint procurement involved:	
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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:	dana.ayuso@bts.gov.bz
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Where unrestricted and full direct access, free of charge, is not available, an indication of how the procurement documents can be accessed:	
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Payment for the procurement documents (if applicable)(amount):	
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3. PROCUREMENT NUMBER

Procurement Number:

BTS - Security Services/2021

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

The Belize Tax Service is responsible for the collection of taxes for the Government of Belize. The BTSD has branch offices country-wide to carry out its mandated functions. The requirements of the proposal is to provide static guards to protect the staff and premises of the BTSD.

Objective
The objective of this terms of reference is to engage a suitably qualified private security firm to provide security services to protect the BTSD staff and premises and to provide monthly reports to the BTSD.

Scope of Provision of Security Services
The scope of work for this proposal and the engagement of the successful Security bidder who will be engaged in two shifts a day (24 hours) and address the following tasks.

1. Provision of Static guards manning the gates controlling people and vehicles.
2. Provision of static guards protecting buildings and grounds during the day and night.
3. Provision for escort guard on daily deposits.

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

Belize Tax Service Department Countrywide

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: To:

Or

Duration: months

10. CONDITIONS FOR PARTICIPATION

3. Qualification of Security Firm
1. Certificate of Good Standing from Belize Company Registry
 2. Certificate of Good Standing from the Social Security Board
 3. Certificate of Good Standing from the Belize Tax Service "For Bidding Purposes"
 4. Current Trade License
 5. Special license issued by the Police Department
 6. Experience in the field of security services during the past five years
 7. Evidence of past jobs.
 8. At least two (2) recommendations letters are required.

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:

Detailed Extent of Security and Courier Services

The Security Firm shall provide security services for the protection to the personnel, assets and premises and courier services of the Belize Tax Services offices countrywide.

1. General requirements

(a) For the Belize City office, twenty-four (24) hours security service is required followed by armoured vehicle courier services to be performed 5 days per week (Monday – Friday)

(b) For the District offices, security services shall be performed 5 days per week (Monday – Friday) from 7:30 a.m. to 5:30 p.m. or until cashier balances followed by courier service.

- Belmopan
- San Ignacio
- Corozal
- Orange Walk
- Dangriga
- Punta Gorda
- San Pedro

(c) Armoured Deposit Carrier Service must be insured.

(d) The security officers shall be properly trained and licensed, in accordance with local laws, to perform security services, including but not limited to, the carrying of licensed firearms for the effective performance of their duties.

(e) The security officers should be armed on tax collection days.

(f) The officers shall be uniformed and wear appropriate identification badges.

The names of the guards shall be given well in advance of assignment to perform service.

(g) Security officers must hold a valid Police Record.

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

APPLICATION PROCEDURES:

Bidding package should contain:

- a) Comprehensive proposal including company profile, interest, experience, and competence of the security firm.
- b) Certificate of Good Standing from Belize Company Registry
- c) Certificate of Good Standing from the Social Security Board
- d) Certificate of Good Standing from the Belize Tax Service "For Bidding Purposes"
- e) Current Trade License
- f) Special Security License issued by the Police Department
- g) Two (2) recommendation letters
- h) Price breakdown required as specified below:

Main Office:

- One (1) unarmed officer x 7 days per week (day time)
- Two (2) unarmed officers x 7 days per week (night time)
- One (1) armed officer x 3 days per month (these 3 days are Tax Days)
- Courier service x 5 days per week excluding holidays

Branch Offices:

- One (1) unarmed officer x 5 days per week (day time)
- One (1) armed officer x 3 days per month (these 3 days are Tax Days)
- Courier service x 5 days per week excluding holidays

Cost incurred in visiting the premises and preparation of the tender bid are the sole responsibility of the tenderer.

Bids are to be accompanied by the documents listed above or under section 3 – Qualifications of Security Firm.

The lowest or any tender will not necessarily be accepted. Late bids will be disqualified and returned to the sender unopened.

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:

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

05/02/2021 04:30

15. TIME LIMIT FOR RECEIPT OF CLARIFICATIONS

04/02/2021 05:00

16. ADDRESS TO WHICH TENDERS SHALL BE TRANSMITTED

Address:	Belize Tax Service, Charles Barlett Hyde Building
City:	Mahogany Street, Belize City
ZIP Code:	
Country:	BZ
URL:	www.bts.gov.bz

17. TENDER OPENING

Duration during which the tenderer must maintain its tender. Duration (in days):	21
Date for the opening of tenders:	12/02/2021
Time for the opening of tenders:	09:00
Place for the opening of tenders:	Belize Tax Office
Persons authorized to be present at such opening	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).

Belize Tax Service, Ministry of Finance, Contractor General

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

21. DATE OF DISPATCH OF THE NOTICE

22. ANY OTHER RELEVANT INFORMATION

Full Terms of Reference can be requested from: dana.ayuso@bts.gov.bz
Deadline date for submission of proposals before or on February 5, 2021 and address to:
Director General
Belize Tax Service
Charles Bartlett Hyde Building
Mahogany Street, Belize City
Ref: "TENDER FOR THE PROVISION OF SECURITY SERVICES FOR BELIZE TAX SERVICE OFFICES COUNTRYWIDE"