



**OFFICE OF THE PRIME MINISTER**  
(Gender and Child Affairs)

# **Request for Proposals**

**The Supply and Installation of CCTV Systems at the St. Mary's Children's Home & the St. Dominic's Children's Home.**

*The Office of the Prime Minister (Gender and Child Affairs) hereby invites proposals from suitable organizations to supply and install CCTV Systems at the St. Mary's Children's Home and the St. Dominic's Children's Home.*

## BACKGROUND

The St. Mary's Children's Home, located on the Eastern Main Road, Tacarigua, and the St. Dominic's Children's Home, located at 34B Belmont Circular Road, Belmont, houses children who are wards of the Court and in need of care and supervision.

The threat of intruders gaining access to these compounds, thereby risking the safety and security of the charges, has necessitated the upgrade of compound security. In this regard, the Office of the Prime Minister (Gender and Child Affairs) [OPM(GCA)] proposes the installation of CCTV Systems to assist with surveillance of these compounds.

## SCOPE OF WORKS

Contractors shall confirm pre-existing conditions, dimensions and requirements at a mandatory site visit before submitting quote for the works as follows:

**(i) St. Mary's Children's Home**

- a. Provision and installation of surveillance system to include (as necessary)
  - 6 to 10 cameras - including PTZs (number to be determined at site visit)
  - Poles
  - POE Switch
  - DVR/NVR
  - Hard Drive
  - Cables
  - UPS
  - Supports, anchors, bolts, screws, etc.
  - EMT Conduits
  - LED Monitors – allow for 2 monitoring locations
- b. Provide all necessary transportation and insurances
- c. Testing and commissioning of system
- d. Quarterly full service and maintenance checks during the 1 year defects liability period

**(ii) St. Dominic's Children's Home**

- a. Provision and installation of surveillance system to include (as necessary)
  - 16 to 20 cameras – including PTZ (number to be determined at site visit)
  - Poles
  - POE Switch
  - DVR/NVR – cater for 2 monitoring locations
  - Hard Drive
  - Cables
  - UPS
  - Supports, anchors, bolts, screws, etc.
  - EMT Conduits
  - LED Monitors – allow for 2 monitoring locations
- b. Provide all necessary transportation and insurances
- c. Testing and commissioning of system
- d. Quarterly full service and maintenance checks during the 1 year defects liability period

**General Guidelines**

- a. A mandatory site visit to the Community Residences will be facilitated with all prospective contractors. All measurements and pre-existing conditions, as well as requirements are to be confirmed at this meeting.
- b. Details and model numbers of all proposed items are to be included in the proposal.
- c. The Contractor must cater for site clean-up and removal of any debris at the end of each work day.
- d. The Contractor must cater for the security of any equipment, tools, etc. used on site.

# PROPOSAL REQUIREMENTS

Firms are required to submit three (3) copies of proposals which should include the following:

1. **A brief company profile** – include main services, list of types of clients/examples, brief history and how long in business. Note that the OPM (GCA) reserves the right to contact past clients as references.
2. **A concise capabilities statement** – including a **short** history of firm's experience providing services of a similar nature / type and availability of suitable staff.
3. **Proposed Project Schedule** – The proposal should include:
  - a) Project Schedule in the form of a Gantt Chart– List all activities necessary to implement project with timelines for delivery.
  - b) Post-Job – Discuss clean-up and removal plan.
4. **Total costs and payment schedule** – Budget must include fees for all services to be provided including staffing, services and taxes.
5. The following information should be included:
  - a) A copy of the VAT Certificate
  - b) A copy of the Certificate of Incorporation
  - c) Registered Company Address
  - d) Name of Signatory (should the contract be awarded) and position in the company
  - e) Breakdown of Cost in terms of Labor and Materials
  - f) Contact information – telephone, e-mail address and fax number

Applicants are reminded:

- All information must be presented in sufficient detail and clarity to facilitate fair appraisal.
- All costs associated with the preparation and submission of proposals shall be borne by applicants.
- Companies are asked to note that payments will be made in accordance with Government regulations.
- The Office of the Prime Minister (Gender and Child Affairs) is not bound to accept the lowest financial proposal.

## EVALUATION OF PROPOSALS

A committee will be established to evaluate the proposals received. All proposals will be evaluated against the following criteria and the weightings stated below.

Criteria	Weight
Capacity of the firm to deliver, as identified in the proposal	25%
Experience of the firm in executing similar projects	15%
Estimated project cost and financial proposal	25%
Project Schedule	15%
Demonstrated understanding of the project scope	20%

## SUBMISSIONS

A mandatory site visit will be hosted on **August 9, 2018**. Please contact Ms. Abeni James at 627-1163 ext. 2132 or Ms. Vanessa Dennis at 627-1163 ext. 2131 for details. Thereafter, an original and three copies of all proposals must be submitted by **4:00pm** on **August 16, 2018**, and must be addressed to:

### **Permanent Secretary**

Office of the Prime Minister (Gender and Child Affairs)

Level 21, Tower D

International Waterfront Complex

1A Wrightson Road

Port of Spain

Re: The Supply and Installation of CCTV Systems at the St. Mary's Children's Home & the St. Dominic's Children's Home

### **AND**

Emailed to [abeni.james@gov.tt](mailto:abeni.james@gov.tt) and [Vanessa.Dennis@gov.tt](mailto:Vanessa.Dennis@gov.tt).

### **Clarifications**

Should there be a need for clarification on any aspect of this RFP, or to confirm interest in submitting a proposal, please contact Ms. Abeni James at 627-1163 ext. 2132 or Ms. Vanessa Dennis at 627-1163 ext. 2131, or by email.

### **Acceptance or Rejection**

Notwithstanding the foregoing, the Office of the Prime Minister (Gender and Child Affairs) reserves the right to accept or reject any or all proposals and to cancel the tender process, or to reject any proposal at any time prior to the award of a contract, without incurring any liability to any affected firm(s).