

## BARBADOS NATIONAL INSURANCE BOARD



### **TENDERS FOR THE SUPPLY OF PROPERTY MANAGEMENT SERVICES FOR THE CARIBBEAN EXAMINATION COUNCIL (CXC) HEADQUARTERS, THE PINE, ST. MICHAEL**

CXC Headquarters is an office complex of 67, 443 square feet in the Pine, St. Michael and is owned by the National Insurance Board. The building is leased to the Government of Barbados through the Ministry of Housing, Lands Rural Development and houses the regional CXC body. The building has state of the art building management technology in which the successful applicant will be expected to be trained and must demonstrate a high level of proficiency in the use thereof.

2. Tenders are invited for Property Management Services for the building and its facilities for a period of two years commencing January 1<sup>st</sup>, 2018.

#### **3. SERVICES TO BE PROVIDED**

- i. Facilities and property management;
- ii. Procurement of services and negotiation of terms of service;
- iii. Management of service providers;
- iv. Facilitation of building improvements;
- v. 24 hour emergency service;
- vi. Accounting for and payment of building expenses in accordance with a pre-approved budget;
- vii. Accounting for and payment of all statutory taxes and levies;
- viii. The provision of regular written reports to the owner.

4. The proposal should clearly indicate the operational details of the applicant's proposal in respect of each service, in the same order as shown in above. These details should include methodology, resources, tools and operational procedures and policies.

#### **Term of Contract**

5. The contract will be for a period of two years commencing January 1<sup>st</sup>, 2018 – December 31<sup>st</sup>, 2019 with a provision for notice of 3 months at the option of the property owner, if in their sole discretion the services being provided do not satisfy their expectations.

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### Eligibility

6. All proposers must have at least five years experience in the real estate and property management business in order to prequalify for consideration. The following should be provided along with the proposal:

- i. An organizational chart;
- ii. A method statement;
- iii. List of directors and managers assigned to the project including brief biographies;
- iv. Three (3) client references;
- v. Corporate registration documents;
- vi. Details of professional indemnity insurance.

### Compensation

7. The proposal should clearly state the proposed compensation and terms of business. This must include:

- Fees for property management;
- Any fees for management of major works;
- Terms of payment;
- Other relevant clauses the proposer would wish to have included in the contract.

### Tenders

8. Tenders must be accompanied by certificates from the Director, National Insurance, and the Commissioner of Barbados Revenue Authority confirming that there are no outstanding payments due to the institutions by the tenderers.

9. All corporate tenderers must include with their tenders a copy of the company's Certificate of Incorporation as evidence of the fact that the company is an existing registered company as at the date of tender. **FAILURE TO PROVIDE THE CERTIFICATE OF INCORPORATION AND THE CERTIFICATE OF GOOD STANDING WILL RENDER THE TENDER VOID. THE CERTIFICATES MUST BE IN THE NAME OF THE TENDERER.**

10. Tenderers incorporated in Barbados are advised that the Certificate of Incorporation referred above means a Certificate of Incorporation issued under the Companies Act, Cap 308 of the Laws of Barbados or where applicable, a Certificate of Continuance and/or Amalgamation of a Certificate of Amendment must be dated after December 31, 1984. The Certificate of Good Standing means a Certificate issued by the Registrar of Corporate Affairs and Intellectual Prop

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### Submission of Tender

11. Sealed Tenders should be clearly marked “**TENDER FOR PROPERTY MANAGEMENT SERVICES FOR WARRENS TOWER II, WARRENS, ST. MICHAEL**”

addressed to:           The Secretary  
                                National Insurance Board  
                                National Insurance Office  
                                Frank Walcott Building  
                                Culloden Road  
                                St. Michael

and **must be placed in the TENDERS BOX** located on the ground floor, Frank Walcott Building no later than **4:30 p.m. on October 27<sup>th</sup>, 2017.**

12. The National Insurance Board is under no obligation to accept the lowest or any proposal.

## BARBADOS NATIONAL INSURANCE BOARD



### TENDER FOR THE OPERATION OF A CAFETERIA SERVICE AT BAOBAB TOWER, WARRENS, ST. MICHAEL

Tenders are invited for the operation of a cafeteria service at the Baobab Tower for a two-year period effective from January 1<sup>st</sup>, 2018 to December 31<sup>st</sup>, 2019.

2. The successful tenderer will be required to cater to staff of approximately 600 persons and members of the general public, at lunch and at other times throughout the day. Cooked and light lunches should be among the items served. Tenderers should submit a price list of items which will be offered for sale.
3. All utilities, furniture, kitchen equipment, crockery and cutlery will be provided by the National Insurance Board. The successful tenderer will be required to provide adequate insurance coverage for the operation and to fully indemnify the Board for all breakage and or damage caused by him/her.
4. The successful tenderer will be responsible for the cleanliness of the cafeteria and must comply with the provisions of the Health Services (Food Hygiene) Regulations 1969 and the Health Services (Restaurants) Regulations 1969.
5. The Instructions to the Tenderers form an integral part of the tender document. **TENDERERS SHOULD BE AWARE THAT THE LABOUR CLAUSES (PUBLIC CONTRACTS) ACT CAP. 349 SHALL IN SO FAR AS IS APPLICABLE APPLY TO THE CONTRACT TO BE ENTERED INTO. THE DETAILS OF THE CONDITIONS IN CAP. 349 CAN BE OBTAINED FROM THE CHIEF LABOUR OFFICER, WARRENS, ST. MICHAEL.**
6. All corporate tenderers must include with their tenders a certified copy of the company's Certificate of Incorporation and in the case of tenderers incorporated in Barbados, a Certificate of Good Standing as evidence of the fact that the company is an existing registered company as at the date of tender. **FAILURE TO PROVIDE THE CERTIFICATE OF INCORPORATION AND THE CERTIFICATE OF GOOD STANDING WILL RENDER THE TENDER VOID. THE CERTIFICATES MUST BE IN THE NAME OF THE TENDERER.**
7. Tenderers will be required to submit along with their tender, certificates from the Director, National Insurance and the Commissioner, Barbados Revenue Authority confirming that there are no outstanding payments due to those authorities by the tenderers.

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8. Sealed tenders should be clearly marked “**Tender for the Operation of a Cafeteria Service at Baobab Tower, Warrens, St. Michael**”

addressed to:           The Secretary  
                              National Insurance Board  
                              National Insurance Office  
                              Frank Walcott Building  
                              Culloden Road  
                              St. Michael

and **must be placed in the TENDERS BOX** located on the ground floor, Frank Walcott Building no later than **4:30 p.m. on Friday, October 27, 2017**. Tenders received after this date and time will **NOT** be considered.

9. The successful tenderer will be required to pay a concession fee as a fixed amount payable monthly in advance. Tenderers are required to clearly indicate the concession fee on the tender.

10. No tender will be considered unless it complies with the conditions set out in this notice.

11. The National Insurance Board does not bind itself to accept the lowest or any tender.

12. For further information and /or a visit to the site, tenderers may contact the **Property Manager, Baobab Tower at 230-5729**.

## BARBADOS NATIONAL INSURANCE BOARD



### **TENDERS FOR THE SUPPLY OF CLEANING SERVICES AT (A) FRANK WALCOTT BUILDING, CULLODEN ROAD, ST. MICHAEL AND (B) E. HUMPHREY WALCOTT BUILDING, CNR. COLLYMORE ROCK AND CULLODEN ROAD, ST. MICHAEL**

Tenders are invited for the supply of Cleaning Services at (A) Frank Walcott Building, Culloden Road, St. Michael and (B) E. Humphrey Walcott Building, Cnr. Collymore Rock and Culloden Road, St. Michael for a period of two years commencing 1<sup>st</sup> January, 2018.

2. Tenderers will be required to supply cleaning services for the entire building.
3. The quotation should be for the duration of the contract period and must state the rate per square foot.
4. The Instructions to the Tenderers form an integral part of the tender document.  
**TENDERERS SHOULD BE AWARE THAT THE LABOUR CLAUSES PUBLIC CONTRACTS ACT CAP. 349 OF THE LAWS OF BARBADOS SHALL IN SO FAR AS APPLICABLE TO THE TENDER; APPLY TO ANY CONTRACT MADE IN RESPECT OF THE TENDER. FULL DETAILS OF THE CONDITIONS OF THE ACT, MAY BE OBTAINED FROM THE CHIEF LABOUR OFFICER, WARRENS MINISTERIAL COMPLEX, WARRENS, ST. MICHAEL.**
5. All corporate tenderers must include with their tenders a copy of the company's Certificate of Incorporation as evidence of the fact that the company is an existing registered company as at the date of tender. **FAILURE TO PROVIDE THE CERTIFICATE OF INCORPORATION AND THE CERTIFICATE OF GOOD STANDING WILL RENDER THE TENDER VOID. THE CERTIFICATES MUST BE IN THE NAME OF THE TENDERER.**
6. Local tenderers are advised that for them the Certificate of Incorporation referred to at Paragraph 6 of above means a Certificate of Incorporation issued under the 1985 Companies Act of Barbados or where applicable, a Certificate of Continuance and/or Amalgamation of a Certificate of Amendment must be dated after December 31, 1984.

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7. Tenders must be accompanied by certificates from the Director, National Insurance, and the Commissioner, Barbados Revenue Authority confirming that there are no outstanding payments due to those institutions by the tenderers.

8. Tenders should be submitted in separate sealed envelopes marked “**TENDER FOR THE SUPPLY OF CLEANING SERVICES AT (A) FRANK WALCOTT BUILDING, CULLODEN ROAD, ST. MICHAEL**” AND “**(B) E. HUMPHREY WALCOTT BUILDING, CNR. COLLYMORE ROCK AND CULLODEN ROAD, ST. MICHAEL**”

addressed to:           The Secretary  
                              National Insurance Board  
                              Frank Walcott Building  
                              Culloden Road  
                              St. Michael

and must be placed in the TENDERS BOX located on the ground floor, Frank Walcott Building no later than **4:30 p.m. on Friday, October 27<sup>th</sup>, 2017**. Tenders received after this date and time will **NOT** be considered.

9. The successful tenderer(s) will be required to enter into a contract in a form approved by the Attorney-at-Law of the National Insurance Board and must provide security for the due performance of the contract by one of the following:-

- (a) By way of deposit with the National Insurance Board of a sum of money or approved securities to the value of not less than 10 per centum of the contract price; or
- (b) By way of a bank or accredited insurance company whose liability shall be not less than 10 per centum of the contract price. The cost of obtaining such a surety shall be the responsibility of the contractor who need not specifically make arrangements for sureties unless and until his tender has been accepted; or
- (c) By way of satisfactory personal sureties.

10. No tender will be considered unless it complies with the conditions set out in this notice and in the instructions to Tenderers.

11. The National Insurance Board does not bind itself to accept the lowest or any tender.

12. Prospective Tenderers should collect “**Instructions to Tenderers**” from the **Property Manager, National Insurance Office**, telephone number **431-7400 Ext. 1121**.

## BARBADOS NATIONAL INSURANCE BOARD



### TENDERS FOR THE SUPPLY OF CLEANING SERVICES AT WARRENS TOWER II, WARRENS, ST. MICHAEL

Tenders are invited for the supply of cleaning services at Warrens Tower II, Warrens, St. Michael for a period of two years commencing 1<sup>st</sup> January, 2018.

2. Tenderers will be required to supply cleaning services for the entire building.
3. The quotation should be for the duration of the contract period and must state the rate per square foot.
4. The Instructions to the Tenderers form an integral part of the tender document.  
**TENDERERS SHOULD BE AWARE THAT THE LABOUR CLAUSES PUBLIC CONTRACTS ACT CAP. 349 OF THE LAWS OF BARBADOS SHALL IN SO FAR AS APPLICABLE TO THE TENDER; APPLY TO ANY CONTRACT MADE IN RESPECT OF THE TENDER. FULL DETAILS OF THE CONDITIONS OF THE ACT, MAY BE OBTAINED FROM THE CHIEF LABOUR OFFICER, WARRENS MINISTERIAL COMPLEX, WARRENS, ST. MICHAEL.**
5. All corporate tenderers must include with their tenders a copy of the company's Certificate of Incorporation as evidence of the fact that the company is an existing registered company as at the date of tender. **FAILURE TO PROVIDE THE CERTIFICATE OF INCORPORATION AND THE CERTIFICATE OF GOOD STANDING WILL RENDER THE TENDER VOID. THE CERTIFICATES MUST BE IN THE NAME OF THE TENDERER.**
6. Local tenderers are advised that for them the Certificate of Incorporation referred to at Paragraph 6 of above means a Certificate of Incorporation issued under the 1985 Companies Act of Barbados or where applicable, a Certificate of Continuance and/or Amalgamation of a Certificate of Amendment must be dated after December 31, 1984.
7. Tenders must be accompanied by certificates from the Director, National Insurance, and the Commissioner of Barbados Revenue Authority confirming that there are no outstanding payments due to this institution by the tenderers.



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8. Tenders should be submitted in a sealed envelope marked “**Tender for the Supply of Cleaning Services at Warrens Tower II, Warrens, St. Michael**”

addressed to:           The Secretary  
                              National Insurance Board  
                              Frank Walcott Building  
                              Culloden Road  
                              St. Michael

and **must be placed in the TENDERS BOX** located on the ground floor, Frank Walcott Building no later than **4:30 p.m. on Friday, October 27<sup>th</sup>, 2017**. Tenders received after this date and time will **NOT** be considered.

9. The successful tenderer(s) will be required to enter into a contract in a form approved by the Attorney-at-Law of the National Insurance Board and must provide security for the due performance of the contract by one of the following methods:-

- (a) By way of deposit with the National Insurance Board of a sum of money or approved securities to the value of not less than 10 per centum of the contract price; or
- (b) By way of a bank or accredited insurance company whose liability shall be not less than 10 per centum of the contract price. The cost of obtaining such a surety shall be the responsibility of the contractor who need not specifically make arrangements for sureties unless and until his tender has been accepted; or
- (c) By way of satisfactory personal sureties.

10. No tender will be considered unless it complies with the conditions set out in this notice and in the instructions to tenderers.

11. The National Insurance Board does not bind itself to accept the lowest or any tender.

12. Prospective tenderers should collect “**Instructions to Tenderers**” from the **Property Manager, Warrens Tower II**, telephone number **230-5729**.

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### **TENDERS FOR THE SUPPLY OF PROPERTY MANAGEMENT SERVICES FOR WARRENS TOWER II, WARRENS, ST. MICHAEL**

Warrens Tower II is an office complex of 86,735 square feet in Warrens, St. Michael which is owned by the National Insurance Board. The building is leased to the Government of Barbados through the Ministry of Housing, Lands Rural Development and houses a number of government and regional agencies.

2. Tenders are invited for Property Management Services for the building and its facilities for a period of two years commencing January 1<sup>st</sup>, 2018.

#### **Services to be provided**

- i. Facilities and property management.
- ii. Procurement of services and negotiation of terms of service.
- iii. Timely preparation of tender notices for major services.
- iv. Management of service providers.
- v. Facilitation of building improvements.
- vi. 24-hour emergency service.
- vii. Preparation of annual budget.
- viii. Accounting for building expenses in accordance with a pre-approved budget.
- ix. The provision of regular written reports to the owner.
- x. Co-ordination of fire drills and evacuation procedures.

3. The tender should clearly spell out the operational details of the applicant's proposal in respect of each service, in the same order as shown above. These details should include methodology, resources, tools and operational procedures and policies.

#### **Term of contract**

4. The contract will be for a period of twenty-four months with a provision to terminate same by giving three months' notice at the option of the property owner, if in its sole discretion; the services being provided are not up to the expected standard.

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### Eligibility

5. All tenderers must have at least five years' experience in the real estate and property management business in order to prequalify for consideration. The following should be submitted with the tender:

1. An organization chart;
2. A method statement;
3. List of director and managers assigned to the project including brief Biographies;
4. Three (3) client references;
5. Corporate registration documents;
6. Details of professional indemnity insurance.

### Compensation

6. The tender should clearly state the proposed compensation and terms of business. This must include:

- Fees for property management
- Any fees for management of major works
- Terms of payment
- Other relevant clauses the proposer would wish to have included in the contract.

### Tenders

7. Tenders must be accompanied by certificates from the Director, National Insurance, and the Commissioner of Barbados Revenue Authority confirming that there are no outstanding payments due to the institutions by the tenderers.

8. All corporate tenderers must include with their tenders a copy of the company's Certificate of Incorporation as evidence of the fact that the company is an existing registered company as at the date of tender. **FAILURE TO PROVIDE THE CERTIFICATE OF INCORPORATION AND THE CERTIFICATE OF GOOD STANDING WILL RENDER THE TENDER VOID. THE CERTIFICATES MUST BE IN THE NAME OF THE TENDERER.**

9. Tenderers incorporated in Barbados are advised that the Certificate of Incorporation referred above means a Certificate of Incorporation issued under the Companies Act, Cap 308 of the Laws of Barbados or where applicable, a Certificate of Continuance and/or Amalgamation of a Certificate of Amendment must be dated after December 31, 1984. The Certificate of Good Standing means a Certificate issued by the Registrar of Corporate Affairs and Intellectual Property under the Companies Act, Cap. 308 of the Laws of Barbados.

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10. No tender will be considered unless it complies with the conditions set out in this notice and in the instructions to Tenderers.

### Submission of Tender

11. Sealed Tenders should be clearly marked “**TENDER FOR PROPERTY MANAGEMENT SERVICES FOR WARRENS TOWER II, WARRENS, ST. MICHAEL**”

addressed to:           The Secretary  
                                National Insurance Board  
                                National Insurance Office  
                                Frank Walcott Building  
                                Culloden Road  
                                St. Michael

and **must be placed in the TENDERS BOX** located on the ground floor, Frank Walcott Building no later **than 4:30 p.m. on October 27<sup>th</sup>, 2017.**

12. The National Insurance Board does not bind itself to accept the lowest or any tender.

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### **TENDERS FOR THE SUPPLY OF SECURITY GUARD SERVICES AT (A) FRANK WALCOTT BUILDING, CULLODEN ROAD, ST. MICHAEL AND (B) E. HUMPHREY WALCOTT BUILDING, CNR. COLLYMORE ROCK AND CULLODEN ROAD, ST. MICHAEL**

Tenders are invited for the supply of Security Guard Services at (A) Frank Walcott Building, Culloden Road, St. Michael and (B) E. Humphrey Walcott Building, Cnr. Collymore Rock and Culloden Road, St. Michael for a period of two years commencing 1<sup>st</sup> January, 2018.

2. Tenderers should be registered with the Ministry of Defence and Security and must provide proof of registration with the tenders.
3. Tenderers will be required to supply the usual guard services.
4. The rate per hour must be submitted for normal working days as well as public holidays and should be quoted for each guard. The quotation should be for the duration of the contract period.
5. The Instructions to the Tenderers form an integral part of the tender document.  
**TENDERERS SHOULD BE AWARE THAT THE LABOUR CLAUSES PUBLIC CONTRACTS ACT CAP. 349 OF THE LAWS OF BARBADOS SHALL IN SO FAR AS APPLICABLE TO THE TENDER, APPLY TO ANY CONTRACT MADE IN RESPECT OF THE TENDER. FULL DETAILS OF THE CONDITIONS OF THE ACT, MAY BE OBTAINED FROM THE CHIEF LABOUR OFFICER, WARRENS MINISTERIAL COMPLEX, WARRENS, ST. MICHAEL.**
6. All corporate tenderers must include with their tenders a copy of the company's Certificate of Incorporation and in the case of tenderers incorporated in Barbados a Certificate of Good Standing as evidence of the fact that the company is an existing registered company as at the date of tender. Failure to provide the Certificate of Incorporation and the Certificate of Good Standing will render the tender void. The Certificates must be in the name of the tenderer.

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7. Tenderers incorporated in Barbados are advised that the Certificate of Incorporation referred to at Paragraph 7 above means a Certificate of Incorporation issued under the Companies Act, Cap 308 of the Laws of Barbados or where applicable, a Certificate of Continuance and/or Amalgamation of a Certificate of Amendment. Certificates must be dated after 31<sup>st</sup> December, 1984. The Certificate of Good Standing means a Certificate issued by the Registrar of Corporate Affairs and Intellectual Property under the Companies Act, Cap. 308 of the Laws of Barbados.

8. Tenders must be accompanied by certificates from the Director, National Insurance, and the Commissioner of Barbados Revenue confirming that there are no outstanding payments due to the institutions by the tenderers.

9. The successful tenderer(s) will be required to enter into a contract in a form approved by the Attorney-at-Law of the National Insurance Board and must provide security for the due performance of the contract by one of the following:-

- (a) By way of deposit with the National Insurance Board of a sum of money or approved securities to the value of not less than 10 per centum of the contract price; or
- (b) By way of a bank or accredited insurance company whose liability shall be not less than 10 per centum of the contract price. The cost of obtaining such a surety shall be the responsibility of the contractor who need not specifically make arrangements for sureties unless and until his tender has been accepted; or
- (c) By way of satisfactory personal sureties.

10. Tenders should be submitted in separate sealed envelopes marked “**TENDER FOR THE SUPPLY OF SECURITY GUARD SERVICES AT (A) FRANK WALCOTT BUILDING, CULLODEN ROAD, ST. MICHAEL**” AND “**(B) E. HUMPHREY WALCOTT BUILDING, CNR. COLLYMORE ROCK AND CULLODEN ROAD, ST. MICHAEL**”

addressed to:           The Secretary  
                              National Insurance Board  
                              Frank Walcott Building  
                              Culloden Road  
                              St. Michael

and must be placed in the TENDERS BOX located on the ground floor, Frank Walcott Building no later than **4:30 p.m. on Friday, October 27<sup>th</sup>, 2017**. Tenders received after this date and time will **NOT** be considered.

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11. No tender will be considered unless it complies with the conditions set out in this notice and in the instructions to Tenderers.
12. The National Insurance Board does not bind itself to accept the lowest or any tender.
13. Prospective tenderers should collect “**Instructions to Tenderers**” from the **Property Manager, National Insurance Office**, telephone number **431-7400 Ext. 1121**.

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### TENDERS FOR THE SUPPLY OF SECURITY GUARD SERVICES AT WARRENS TOWER II, WARRENS, ST. MICHAEL

Tenders are invited for the supply of Security Guard Services at Warrens Tower II, Warrens, St. Michael for a period of two years commencing 1<sup>st</sup> January, 2018.

2. Tenderers should be registered with the Ministry of Defence and Security and must provide proof of registration with the tenders.
3. Tenderers will be required to supply the usual guard services.
4. The rate per hour must be submitted for normal working days as well as public holidays and should be quoted for each guard. The quotation should be provided for the duration of the contract period.
5. The Instructions to the Tenderers form an integral part of the tender document.  
**TENDERERS SHOULD BE AWARE THAT THE LABOUR CLAUSES PUBLIC CONTRACTS ACT CAP. 349 OF THE LAWS OF BARBADOS SHALL IN SO FAR AS APPLICABLE TO THE TENDER, APPLY TO ANY CONTRACT MADE IN RESPECT OF THE TENDER. FULL DETAILS OF THE CONDITIONS OF THE ACT, MAY BE OBTAINED FROM THE CHIEF LABOUR OFFICER, WARRENS MINISTERIAL COMPLEX, WARRENS, ST. MICHAEL.**
6. All corporate tenderers must include with their tenders a copy of the company's Certificate of Incorporation and in the case of tenderers incorporated in Barbados a Certificate of Good Standing as evidence of the fact that the company is an existing registered company as at the date of tender. **FAILURE TO PROVIDE THE CERTIFICATE OF INCORPORATION AND THE CERTIFICATE OF GOOD STANDING WILL RENDER THE TENDER VOID. THE CERTIFICATES MUST BE IN THE NAME OF THE TENDERER.**
7. Tenderers incorporated in Barbados are advised that the Certificate of Incorporation referred to at Paragraph 7 above means a Certificate of Incorporation issued under the Companies Act, Cap 308 of the Laws of Barbados or where applicable, a Certificate of Continuance and/or Amalgamation of a Certificate of Amendment. Certificates must be dated after 31<sup>st</sup> December, 1984. The Certificate of Good Standing means a Certificate issued by the Registrar of Corporate Affairs and Intellectual Property under the Companies Act, Cap. 308 of the Laws of Barbados.



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8. Tenders must be accompanied by certificates from the Director, National Insurance, and the Commissioner of Barbados Revenue Authority confirming that there are no outstanding payments due to the institutions by the tenderers.

9. The successful tenderer(s) will be required to enter into a contract in a form approved by the Attorney-at-Law of the National Insurance Board and must provide security for the due performance of the contract by one of the following:-

- (a) By way of deposit with the National Insurance Board of a sum of money or approved securities to the value of not less than 10 per centum of the contract price; or
- (b) By way of a bank or accredited insurance company whose liability shall be not less than 10 per centum of the contract price. The cost of obtaining such a surety shall be the responsibility of the contractor who need not specifically make arrangements for sureties unless and until his tender has been accepted; or
- (c) By way of satisfactory personal sureties.

10. The tenders should be submitted in sealed envelope marked **“TENDER FOR THE SUPPLY OF SECURITY GUARD SERVICES AT THE WARRENS TOWER II, WARRENS, ST. MICHAEL”**

addressed to:           The Secretary  
                                National Insurance Board  
                                Frank Walcott Building  
                                Culloden Road  
                                St. Michael

and **must be placed in the TENDERS BOX** located on the ground floor, Frank Walcott Building no later than **4:30 p.m. on Friday, October 27<sup>th</sup>, 2017**. Tenders received after this date and time will **NOT** be considered.

11. No tender will be considered unless it complies with the conditions set out in this notice and in the instructions to Tenderers.

12. The National Insurance Board does not bind itself to accept the lowest or any tender.

13. Prospective tenderers should collect **“Instructions to Tenderers”** from the **Property Manager, Warrens Tower II**, telephone number **230-5729**.

## BARBADOS NATIONAL INSURANCE BOARD



### **TENDERS FOR THE PROVISION OF MAINTENANCE OF ACCESS CONTROL & CCTV SYSTEM AT NATIONAL INSURANCE OFFICE, (A) FRANK WALCOTT BUILDING, CULLODEN ROAD, ST. MICHAEL AND (B) E. HUMPHREY WALCOTT BUILDING, CNR. COLLYMORE ROCK AND CULLODEN ROAD, ST. MICHAEL**

Tenders are invited for the provision of Maintenance of Access Control & CCTV System at (A) Frank Walcott Building, Culloden Road, St. Michael and (B) E. Humphrey Walcott Building, Cnr. Collymore Rock and Culloden Road, St. Michael for a period of two (2) years commencing January 1<sup>st</sup>, 2018.

2. The instructions to the Tenderers form an integral part of the tender document.  
**TENDERERS SHOULD BE AWARE THAT THE LABOUR CLAUSES (PUBLIC CONTRACTS) ACT, CAP. 349 (THE “ACT”) SHALL IN SO FAR AS IS APPLICABLE TO THE TENDER , APPLY TO ANY CONTRACT MADE IN RESPECT OF THE TENDER. FULL DETAILS OF THE CONDITIONS OF THE ACT MAY BE OBTAINED FROM THE CHIEF LABOUR OFFICER, WARRENS MINISTERIAL COMPLEX, WARRENS, ST. MICHAEL. TENDERERS SHOULD SUBMIT THE CERTIFICATE REQUIRED BY PARAGRAPH 3 OF THE SCHEDULE TO THE ACT WITH THEIR TENDER.**
3. All corporate tenderers must include with their tenders a copy of the Company’s Certificate of Incorporation and in the case of tenderers incorporated in Barbados a Certificate of Good Standing, as evidence of the fact that the company is an existing registered company as at the date of the tender. **FAILURE TO PROVIDE THE CERTIFICATE OF INCORPORATION AND THE CERTIFICATE OF GOOD STANDING WILL RENDER THE TENDER VOID. THE CERTIFICATES MUST BE IN THE NAME OF THE TENDERER.**
4. Tenderers incorporated in Barbados, are advised that the Certificate of Incorporation referred to in the paragraph above means a Certificate of Incorporation issued under the Companies Act, Cap.308 of the Laws of Barbados or where applicable a Certificate of Continuance and/or a Certificate of Amalgamation or a Certificate of Amendment. Certificates must be dated after December 31, 1984. The Certificate of Good Standing referred to in the paragraph above means a Certificate issued by the Registrar of Corporate Affairs and Intellectual Property Office under the Companies Act, Cap.308 of the Laws of Barbados.

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5. The successful tenderer(s) will be required to enter into a contract in a form approved by the Attorney-at-Law of the National Insurance Board and must provide security for the due performance of the contract by one of the following methods: -

- ◆ By way of a deposit with the National Insurance Board to the value of not less than 10 percent of the contract price or by deposit of securities as defined in the second schedule to the Insurance Act.
- ◆ By way of a performance bond from a bank or accredited insurance company whose liability shall not be less than 10 percent of the contract price. The cost of obtaining such security shall be the responsibility of the contractor who need not necessarily make arrangements unless and until the tender has been accepted, or
- ◆ By way of satisfactory personal sureties.

6. The completed Form of Tender and Price Schedule must be submitted in **separate** sealed envelopes with the subject **“TENDER FOR MAINTENANCE OF ACCESS CONTROL & CCTV SYSTEM, AT (A) FRANK WALCOTT BUILDING, CULLODEN ROAD, ST. MICHAEL AND (B) E. HUMPHREY WALCOTT BUILDING, CNR. COLLYMORE ROCK AND CULLODEN ROAD, ST. MICHAEL”**

addressed to:           The Secretary  
                              National Insurance Board  
                              Frank Walcott Building  
                              Culloden Road  
                              St. Michael

and **must be placed in the TENDERS BOX** located on the ground floor, Frank Walcott Building no later than **4:30 p.m. on Friday, October 27<sup>th</sup>, 2017**. Tenders received after this date and time will **NOT** be considered.

7. No tender will be considered unless it complies with the conditions set out in this notice and in the Instructions to Tenderers.

8. The National Insurance Board does not bind itself to accept the lowest or any tender.

9. Prospective tenderers should collect “Instructions to Tenderers” from the **Property Manager National Insurance Office**, telephone number **431-7400 ext. 1121**.

## BARBADOS NATIONAL INSURANCE BOARD



### **TENDERS FOR THE PROVISION OF MAINTENANCE OF ACCESS CONTROL & CCTV SYSTEM AT (A) THE BAOBAB TOWER, WARRENS, ST. MICHAEL AND (B) THE WARRENS TOWERS II, WARRENS ST. MICHAEL**

Tenders are invited for the provision of Maintenance of Access Control & CCTV System at (A) the Baobab Tower, Warrens, St. Michael and (B) the Warrens Towers II, Warrens, St. Michael for a period of two (2) years commencing January 1<sup>st</sup>, 2018.

2. Further details, Instructions to Tenderers, general information and Form of Tender may be obtained from the National Insurance Office, Frank Walcott Building, Culloden Road, St. Michael, Barbados, Monday to Friday, between the hours of 9:00 a.m. and 4:00 p.m.
3. The Instructions to the Tenderers form an integral part of the tender document.  
**TENDERERS SHOULD BE AWARE THAT THE LABOUR CLAUSES (PUBLIC CONTRACTS) ACT, CAP. 349 (THE "ACT") SHALL IN SO FAR AS IS APPLICABLE TO THE TENDER , APPLY TO ANY CONTRACT MADE IN RESPECT OF THE TENDER. FULL DETAILS OF THE CONDITIONS OF THE ACT MAY BE OBTAINED FROM THE CHIEF LABOUR OFFICER, WARRENS MINISTERIAL COMPLEX, WARRENS, ST. MICHAEL. TENDERERS SHOULD SUBMIT THE CERTIFICATE REQUIRED BY PARAGRAPH 3 OF THE SCHEDULE TO THE ACT WITH THEIR TENDER.**
4. All corporate tenderers must include with their tenders a copy of the Company's Certificate of Incorporation and in the case of tenderers incorporated in Barbados a Certificate of Good Standing, as evidence of the fact that the company is an existing registered company as at the date of the tender. **FAILURE TO PROVIDE THE CERTIFICATE OF INCORPORATION AND THE CERTIFICATE OF GOOD STANDING WILL RENDER THE TENDER VOID. THE CERTIFICATES MUST BE IN THE NAME OF THE TENDERER.**
5. Tenderers incorporated in Barbados, are advised that the Certificate of Incorporation referred to in the paragraph above means a Certificate of Incorporation issued under the Companies Act, Cap.308 of the Laws of Barbados or where applicable a Certificate of Continuance and/or a Certificate of Amalgamation or a Certificate of Amendment. Certificates must be dated after December 31, 1984. The Certificate of Good Standing referred to in the paragraph above means a Certificate issued by the Registrar of Corporate Affairs and Intellectual Property Office under the Companies Act, Cap.308 of the Laws of Barbados.

## BARBADOS NATIONAL INSURANCE BOARD

6. The successful tenderer(s) will be required to enter into a contract in a form approved by the Attorney-at-Law of the National Insurance Board and must provide security for the due performance of the contract by one of the following methods: -

- ◆ By way of a deposit with the National Insurance Board to the value of not less than 10 percent of the contract price or by deposit of securities as defined in the second schedule to the Insurance Act.
- ◆ By way of a performance bond from a bank or accredited insurance company whose liability shall not be less than 10 percent of the contract price. The cost of obtaining such security shall be the responsibility of the contractor who need not necessarily make arrangements unless and until the tender has been accepted, or
- ◆ By way of satisfactory personal sureties.

7. The completed Form of Tender and Price Schedule must be submitted in **separate** sealed envelopes with the subject **“TENDER FOR MAINTENANCE OF ACCESS CONTROL & CCTV SYSTEM, AT (A) THE BAOBAB TOWER, WARRENS, ST. MICHAEL AND (B) THE WARRENS TOWERS II, WARRENS ST. MICHAEL”**

addressed to:           The Secretary  
                              National Insurance Board,  
                              Frank Walcott Building  
                              Culloden Road  
                              St. Michael

and **must be placed in the TENDERS BOX** located on the ground floor, Frank Walcott Building no later than **4:30 p.m. on Friday, October 27<sup>th</sup>, 2017**. Tenders received after this date and time will **NOT** be considered.

8. No tender will be considered unless it complies with the conditions set out in this notice and in the Instructions to Tenderers.

9. The National Insurance Board does not bind itself to accept the lowest or any tender.

## BARBADOS NATIONAL INSURANCE BOARD



### **TENDERS FOR THE PROVISION OF GROUND MAINTENANCE, CLEANING OF CAR PARK AND THE PROVISION AND MAINTENANCE OF INDOOR PLANTS AT NATIONAL INSURANCE OFFICE, (A) FRANK WALCOTT BUILDING, CULLODEN ROAD, ST. MICHAEL AND (B) E. HUMPHREY WALCOTT BUILDING, CNR. COLLYMORE ROCK AND CULLODEN ROAD, ST. MICHAEL**

Tenders are invited for the provision of ground maintenance, cleaning of car park and the provision and maintenance of indoor plants at (A) Frank Walcott Building, Culloden Road, St. Michael and (B) E. Humphrey Walcott Building, Cnr. Collymore Rock and Culloden Road, St. Michael for a period of two (2) years commencing January 1<sup>st</sup>, 2018.

2. The Instructions to the Tenderers form an integral part of the tender document. **TENDERERS SHOULD BE AWARE THAT THE LABOUR CLAUSES (PUBLIC CONTRACTS) ACT, CAP. 349 (THE “ACT”) SHALL IN SO FAR AS IS APPLICABLE TO THE TENDER , APPLY TO ANY CONTRACT MADE IN RESPECT OF THE TENDER. FULL DETAILS OF THE CONDITIONS OF THE ACT MAY BE OBTAINED FROM THE CHIEF LABOUR OFFICER, WARRENS MINISTERIAL COMPLEX, WARRENS, ST. MICHAEL. TENDERERS SHOULD SUBMIT THE CERTIFICATE REQUIRED BY PARAGRAPH 3 OF THE SCHEDULE TO THE ACT WITH THEIR TENDER.**
3. All Corporate tenderers must include with their tenders a copy of the Company’s Certificate of Incorporation and in the case of tenderers incorporated in Barbados a Certificate of Good Standing, as evidence of the fact that the company is an existing registered company as at the date of the tender. **FAILURE TO PROVIDE THE CERTIFICATE OF INCORPORATION AND THE CERTIFICATE OF GOOD STANDING WILL RENDER THE TENDER VOID. THE CERTIFICATES MUST BE IN THE NAME OF THE TENDERER.**
4. Tenderers incorporated in Barbados, are advised that the Certificate of Incorporation referred to in the paragraph above means a Certificate of Incorporation issued under the Companies Act, Cap.308 of the Laws of Barbados or where applicable a Certificate of Continuance and/or a Certificate of Amalgamation or a Certificate of Amendment. Certificates must be dated after December 31, 1984. The Certificate of Good Standing referred to in the paragraph above means a Certificate issued by the Registrar of Corporate Affairs and Intellectual Property Office under the Companies Act, Cap.308 of the Laws of Barbados.

## BARBADOS NATIONAL INSURANCE BOARD

5. Tenders must be accompanied by certificates from the Director, National Insurance, and the Commissioner, Barbados Revenue Authority confirming that there are no outstanding payments due to the institutions by the tenderers.

6. The successful tenderer(s) will be required to enter into a contract in a form approved by the Attorney-at-Law of the National Insurance Board and must provide security for the due performance of the contract by one of the following methods: -

- ◆ By way of a deposit with the National Insurance Board to the value of not less than 10 percent of the contract price or by deposit of securities as defined in the second schedule to the Insurance Act.
- ◆ By way of a performance bond from a bank or accredited insurance company whose liability shall not be less than 10 percent of the contract price. The cost of obtaining such security shall be the responsibility of the contractor who need not necessarily make arrangements unless and until the tender has been accepted, or
- ◆ By way of satisfactory personal sureties.

7. The completed Form of Tender and Price Schedule must be submitted in **separate** sealed envelopes with the subject **“TENDER FOR THE PROVISION OF GROUND MAINTENANCE ETC, AT (A) FRANK WALCOTT BUILDING, CULLODEN ROAD, ST. MICHAEL AND (B) E. HUMPHREY WALCOTT BUILDING, CNR. COLLYMORE ROCK AND CULLODEN ROAD, ST. MICHAEL”**

addressed to:           The Secretary  
                                National Insurance Board  
                                Frank Walcott Building  
                                Culloden Road  
                                St. Michael

and **must be placed in the TENDERS BOX** located on the ground floor, Frank Walcott Building no later than **4:30 p.m. on Friday, October 27<sup>th</sup>, 2017**. Tenders received after this date and time will **NOT** be considered.

8. No tender will be considered unless it complies with the conditions set out in this notice and in the Instructions to Tenderers.

9. The National Insurance Board does not bind itself to accept the lowest or any tender.

10. Prospective tenderers should collect **“Instructions to Tenderers”** from the **Property Manager, National Insurance Office**, telephone number **431-7400 Ext. 1121**.

## BARBADOS NATIONAL INSURANCE BOARD



### **TENDERS FOR THE PROVISION OF GROUND MAINTENANCE, CLEANING OF CAR PARK AND THE PROVISION AND MAINTENANCE OF PLANTS AT THE WARRENS TOWER II, WARRENS, ST. MICHAEL**

Tenders are invited for the provision of ground maintenance, cleaning of car park and the provision and maintenance of plants at Warrens Towers II, Warrens, St. Michael for a period of two (2) years commencing January 1<sup>st</sup>, 2018.

2. The Instructions to the Tenderers form an integral part of the tender document. **TENDERERS SHOULD BE AWARE THAT THE LABOUR CLAUSES (PUBLIC CONTRACTS) ACT, CAP. 349 (THE “ACT”) SHALL IN SO FAR AS IS APPLICABLE TO THE TENDER , APPLY TO ANY CONTRACT MADE IN RESPECT OF THE TENDER. FULL DETAILS OF THE CONDITIONS OF THE ACT MAY BE OBTAINED FROM THE CHIEF LABOUR OFFICER, WARRENS MINISTERIAL COMPLEX, WARRENS, ST. MICHAEL. TENDERERS SHOULD SUBMIT THE CERTIFICATE REQUIRED BY PARAGRAPH 3 OF THE SCHEDULE TO THE ACT WITH THEIR TENDER.**
3. All corporate tenderers must include with their tenders a copy of the Company’s Certificate of Incorporation and in the case of tenderers incorporated in Barbados a Certificate of Good Standing, as evidence of the fact that the company is an existing registered company as at the date of the tender. **FAILURE TO PROVIDE THE CERTIFICATE OF INCORPORATION AND THE CERTIFICATE OF GOOD STANDING WILL RENDER THE TENDER VOID. THE CERTIFICATES MUST BE IN THE NAME OF THE TENDERER.**
4. Tenderers incorporated in Barbados are advised that the Certificate of Incorporation referred to in the paragraph above means a Certificate of Incorporation issued under the Companies Act, Cap. 308 of the Laws of Barbados or where applicable a Certificate of Continuance and/or a Certificate of Amalgamation or a Certificate of Amendment. Certificates must be dated after December 31, 1984. The Certificate of Good Standing referred to in the paragraph above means a Certificate issued by the Registrar of Corporate Affairs and Intellectual Property Office under the Companies Act, Cap. 308 of the Laws of Barbados.
5. Tenders must be accompanied by certificates from the Director, National Insurance, and the Commissioner, Barbados Revenue Authority confirming that there are no outstanding payments due to the institutions by the tenderers.



## BARBADOS NATIONAL INSURANCE BOARD

6. The successful tenderer(s) will be required to enter into a contract in a form approved by the Attorney-at-Law of the National Insurance Board and must provide security for the due performance of the contract by one of the following methods: -

- ◆ By way of a deposit with the National Insurance Board to the value of not less than 10 percent of the contract price or by deposit of securities as defined in the second schedule to the Insurance Act.
- ◆ By way of a performance bond from a bank or accredited insurance company whose liability shall not be less than 10 percent of the contract price. The cost of obtaining such security shall be the responsibility of the contractor who need not necessarily make arrangements unless and until the tender has been accepted, or
- ◆ By way of satisfactory personal sureties.

7. The completed Form of Tender and Price Schedule must be submitted in **separate** sealed envelopes with the subject “**TENDER FOR THE PROVISION OF GROUND MAINTENANCE ETC, AT WARRENS TOWER II, WARRENS, ST. MICHAEL**”

addressed to:           The Secretary  
                                National Insurance Board  
                                Frank Walcott Building  
                                Culloden Road  
                                St. Michael

and **must be placed in the TENDERS BOX** located on the ground floor, Frank Walcott Building no later than **4:30 p.m. on Friday, October 27<sup>th</sup>, 2017**. Tenders received after this date and time will **NOT** be considered.

8. No tender will be considered unless it complies with the conditions set out in this notice and in the Instructions to Tenderers.

9. The National Insurance Board does not bind itself to accept the lowest or any tender.

10. Prospective tenderers should collect “**Instructions to Tenderers**” from the **Property Manager, Warrens Tower II**, telephone number **230-5729**.

## BARBADOS NATIONAL INSURANCE BOARD



### **TENDERS FOR THE PROVISION PEST CONTROL SERVICES AT, (A) FRANK WALCOTT BUILDING, CULLODEN ROAD, ST. MICHAEL AND (B) E. HUMPHREY WALCOTT BUILDING, CNR. COLLYMORE ROCK AND CULLODEN ROAD, ST. MICHAEL**

Tenders are invited for the provision of Pest Control Services at (A) Frank Walcott Building, Culloden Road, St. Michael and (B) E. Humphrey Walcott Building, Cnr. Collymore Rock and Culloden Road, St. Michael for a period of two (2) years commencing January 1<sup>st</sup>, 2018.

2. The Instructions to the Tenderers form an integral part of the tender document. **TENDERERS SHOULD BE AWARE THAT THE LABOUR CLAUSES (PUBLIC CONTRACTS) ACT, CAP. 349 (THE “ACT”) SHALL IN SO FAR AS IS APPLICABLE TO THE TENDER , APPLY TO ANY CONTRACT MADE IN RESPECT OF THE TENDER. FULL DETAILS OF THE CONDITIONS OF THE ACT MAY BE OBTAINED FROM THE CHIEF LABOUR OFFICER, WARRENS MINISTERIAL COMPLEX, WARRENS, ST. MICHAEL. TENDERERS SHOULD SUBMIT THE CERTIFICATE REQUIRED BY PARAGRAPH 3 OF THE SCHEDULE TO THE ACT WITH THEIR TENDER.**
3. All corporate tenderers must include with their tenders a copy of the Company’s Certificate of Incorporation and in the case of tenderers incorporated in Barbados a Certificate of Good Standing, as evidence of the fact that the company is an existing registered company as at the date of the tender. **FAILURE TO PROVIDE THE CERTIFICATE OF INCORPORATION AND THE CERTIFICATE OF GOOD STANDING WILL RENDER THE TENDER VOID. THE CERTIFICATES MUST BE IN THE NAME OF THE TENDERER.**
4. Tenderers incorporated in Barbados, are advised that the Certificate of Incorporation referred to in the paragraph above means a Certificate of Incorporation issued under the Companies Act, Cap.308 of the Laws of Barbados or where applicable a Certificate of Continuance and/or a Certificate of Amalgamation or a Certificate of Amendment. Certificates must be dated after December 31, 1984. The Certificate of Good Standing referred to in the paragraph above means a Certificate issued by the Registrar of Corporate Affairs and Intellectual Property Office under the Companies Act, Cap. 308 of the Laws of Barbados.

## BARBADOS NATIONAL INSURANCE BOARD

5. Tenders must be accompanied by certificates from the Director, National Insurance, and the Commissioner, Barbados Revenue Authority confirming that there are no outstanding payments due to the institutions by the tenderers.

6. The successful tenderer(s) will be required to enter into a contract in a form approved by the Attorney-at-Law of the National Insurance Board and must provide security for the due performance of the contract by one of the following methods: -

- ◆ By way of a deposit with the National Insurance Board to the value of not less than 10 percent of the contract price or by deposit of securities as defined in the second schedule to the Insurance Act.
- ◆ By way of a performance bond from a bank or accredited insurance company whose liability shall not be less than 10 percent of the contract price. The cost of obtaining such security shall be the responsibility of the contractor who need not necessarily make arrangements unless and until the tender has been accepted, or
- ◆ By way of satisfactory personal sureties.

7. The completed Form of Tender and Price Schedule must be submitted in separate sealed envelopes with the subject **“TENDER FOR THE PROVISION OF PEST CONTROL SERVICES, AT (A) FRANK WALCOTT BUILDING, CULLODEN ROAD, ST. MICHAEL AND (B) E. HUMPHREY WALCOTT BUILDING, CRN. CULLODEN ROAD AND COLLYMORE ROCK, ST. MICHAEL”**

addressed to:           The Secretary  
                                National Insurance Board  
                                Frank Walcott Building  
                                Culloden Road  
                                St. Michael

and must be placed in the TENDERS BOX located on the ground floor, Frank Walcott Building no later than **4:30 p.m. on Friday, October 27<sup>th</sup>, 2017**. Tenders received after this date and time will **NOT** be considered.

8. No tender will be considered unless it complies with the conditions set out in this notice and in the Instructions to Tenderers.

9. The National Insurance Board does not bind itself to accept the lowest or any tender.

10. Prospective tenderers should collect **“Instructions to Tenderers”** from the **Property Manager, National Insurance Office**, telephone number **431-7400 Ext. 1121**.

## BARBADOS NATIONAL INSURANCE BOARD



### **TENDERS FOR THE PROVISION OF PEST CONTROL SERVICES AT, (A) BAOBAB TOWER BUILDING, WARRENS, ST. MICHAEL AND (B) WARRENS TOWERS II BUILDING, WARRENS, ST. MICHAEL**

Tenders are invited for the provision of Pest Control Services at (A) Baobab Tower Building, Warrens, Saint Michael and (B) Warrens Tower II Building, Warrens, St Michael for a period of two (2) years commencing January 1<sup>st</sup>, 2018.

2. The Instructions to the Tenderers form an integral part of the tender document.  
**TENDERERS SHOULD BE AWARE THAT THE LABOUR CLAUSES (PUBLIC CONTRACTS) ACT, CAP. 349 (THE "ACT") SHALL IN SO FAR AS IS APPLICABLE TO THE TENDER , APPLY TO ANY CONTRACT MADE IN RESPECT OF THE TENDER. FULL DETAILS OF THE CONDITIONS OF THE ACT MAY BE OBTAINED FROM THE CHIEF LABOUR OFFICER, WARRENS MINISTERIAL COMPLEX, WARRENS, ST. MICHAEL. TENDERERS SHOULD SUBMIT THE CERTIFICATE REQUIRED BY PARAGRAPH 3 OF THE SCHEDULE TO THE ACT WITH THEIR TENDER.**
3. All corporate tenderers must include with their tenders a copy of the Company's Certificate of Incorporation and in the case of tenderers incorporated in Barbados a Certificate of Good Standing, as evidence of the fact that the company is an existing registered company as at the date of the tender. **FAILURE TO PROVIDE THE CERTIFICATE OF INCORPORATION AND THE CERTIFICATE OF GOOD STANDING WILL RENDER THE TENDER VOID. THE CERTIFICATES MUST BE IN THE NAME OF THE TENDERER.**
4. Tenderers incorporated in Barbados, are advised that the Certificate of Incorporation referred to in the paragraph above means a Certificate of Incorporation issued under the Companies Act, Cap.308 of the Laws of Barbados or where applicable a Certificate of Continuance and/or a Certificate of Amalgamation or a Certificate of Amendment. Certificates must be dated after December 31, 1984. The Certificate of Good Standing referred to in the paragraph above means a Certificate issued by the Registrar of Corporate Affairs and Intellectual Property Office under the Companies Act, Cap. 308 of the Laws of Barbados.
5. Tenderers will be required to submit along with their tender, certificates from the Director, National Insurance and the Commissioner, Barbados Revenue Authority confirming that there are no outstanding payments due to those authorities by the tenderers.

## BARBADOS NATIONAL INSURANCE BOARD

6. The successful tenderer(s) will be required to enter into a contract in a form approved by the Attorney-at-Law of the National Insurance Board and must provide security for the due performance of the contract by one of the following methods: -

- ◆ By way of a deposit with the National Insurance Board to the value of not less than 10 percent of the contract price or by deposit of securities as defined in the second schedule to the Insurance Act.
- ◆ By way of a performance bond from a bank or accredited insurance company whose liability shall not be less than 10 percent of the contract price. The cost of obtaining such security shall be the responsibility of the contractor who need not necessarily make arrangements unless and until the tender has been accepted, or
- ◆ By way of satisfactory personal sureties.

7. The completed Form of Tender and Price Schedule must be submitted in separate sealed envelopes with the subject **“TENDER FOR THE PROVISION OF PEST CONTROL SERVICES, AT (A) BAOBAB TOWER BUILDING, WARRENS, ST. MICHAEL AND (B) WARRENS TOWER II BUILDING, WARRENS, ST. MICHAEL”**

addressed to:           The Secretary  
                              National Insurance Board  
                              Frank Walcott Building  
                              Culloden Road  
                              St. Michael

and must be placed in the TENDERS BOX located on the ground floor, Frank Walcott Building no later than **4:30 p.m. on Friday, October 27, 2017**. Tenders received after this date and time will **NOT** be considered.

8. No tender will be considered unless it complies with the conditions set out in this notice and in the Instructions to Tenderers.

9. The National Insurance Board does not bind itself to accept the lowest or any tender.

10. Prospective tenderers should collect **“Instructions to Tenderers”** from the **Property Manager, Warrens Towers II**, telephone number **230-5729**.

## BARBADOS NATIONAL INSURANCE BOARD



### **TENDERS FOR THE PROVISION SANITARY TOWEL DISPOSAL AT THE NATIONAL INSURANCE OFFICE, (A) FRANK WALCOTT BUILDING, CULLODEN ROAD, ST. MICHAEL AND (B) E. HUMPHREY WALCOTT BUILDING, CNR. COLLYMORE ROCK AND CULLODEN ROAD, ST. MICHAEL**

Tenders are invited for the provision of Sanitary Towel Disposal at (A) Frank Walcott Building, Culloden Road, St. Michael and (B) E. Humphrey Walcott Building, Cnr. Collymore Rock and Culloden Road, St. Michael for a period of two (2) years commencing January 1<sup>st</sup>, 2018.

2. The Instructions to the Tenderers form an integral part of the tender document. **TENDERERS SHOULD BE AWARE THAT THE LABOUR CLAUSES (PUBLIC CONTRACTS) ACT, CAP. 349 (THE “ACT”) SHALL IN SO FAR AS IS APPLICABLE TO THE TENDER , APPLY TO ANY CONTRACT MADE IN RESPECT OF THE TENDER. FULL DETAILS OF THE CONDITIONS OF THE ACT MAY BE OBTAINED FROM THE CHIEF LABOUR OFFICER, WARRENS MINISTERIAL COMPLEX, WARRENS, ST. MICHAEL. TENDERERS SHOULD SUBMIT THE CERTIFICATE REQUIRED BY PARAGRAPH 3 OF THE SCHEDULE TO THE ACT WITH THEIR TENDER.**
3. All corporate tenderers must include with their tenders a copy of the Company’s Certificate of Incorporation and in the case of tenderers incorporated in Barbados a Certificate of Good Standing, as evidence of the fact that the company is an existing registered company as at the date of the tender. **FAILURE TO PROVIDE THE CERTIFICATE OF INCORPORATION AND THE CERTIFICATE OF GOOD STANDING WILL RENDER THE TENDER VOID. THE CERTIFICATES MUST BE IN THE NAME OF THE TENDERER.**
4. Tenderers incorporated in Barbados, are advised that the Certificate of Incorporation referred to in the paragraph above means a Certificate of Incorporation issued under the Companies Act, Cap.308 of the Laws of Barbados or where applicable a Certificate of Continuance and/or a Certificate of Amalgamation or a Certificate of Amendment. Certificates must be dated after December 31, 1984. The Certificate of Good Standing referred to in the paragraph above means a Certificate issued by the Registrar of Corporate Affairs and Intellectual Property Office under the Companies Act, Cap.308 of the Laws of Barbados.

## BARBADOS NATIONAL INSURANCE BOARD

5. Tenders must be accompanied by certificates from the Director, National Insurance, and the Commissioner of the Barbados Revenue Authority confirming that there are no outstanding payments due to the institutions by the tenderers.

6. The successful tenderer(s) will be required to enter into a contract in a form approved by the Attorney-at-Law of the National Insurance Board and must provide security for the due performance of the contract by one of the following methods: -

- ◆ By way of a deposit with the National Insurance Board to the value of not less than 10 percent of the contract price or by deposit of securities as defined in the second schedule to the Insurance Act.
- ◆ By way of a performance bond from a bank or accredited insurance company whose liability shall not be less than 10 percent of the contract price. The cost of obtaining such security shall be the responsibility of the contractor who need not necessarily make arrangements unless and until the tender has been accepted, or
- ◆ By way of satisfactory personal sureties.

7. The completed Form of Tender and Price Schedule must be submitted in **separate** sealed envelopes with the subject **“TENDER FOR MAINTENANCE OF SANITARY TOWEL DISPOSAL, AT (A) FRANK WALCOTT BUILDING, CULLODEN ROAD, ST. MICHAEL AND (B) E. HUMPHREY WALCOTT BUILDING, CNR. COLLYMORE ROCK AND CULLODEN ROAD, ST. MICHAEL”**

addressed to:           The Secretary  
                                National Insurance Board  
                                Frank Walcott Building  
                                Culloden Road  
                                St. Michael

and **must be placed in the TENDERS BOX** located on the ground floor, Frank Walcott Building no later than **4:30 p.m. on Friday, October 27<sup>th</sup>, 2017**. Tenders received after this date and time will **NOT** be considered.

8. No tender will be considered unless it complies with the conditions set out in this notice and in the Instructions to Tenderers.

9. The National Insurance Board does not bind itself to accept the lowest or any tender.

10. Prospective Tenderers should collect “Instructions to Tenderers” from the **Property Manager, National Insurance Office**, telephone number **431-7400 Ext. 1121**.

## BARBADOS NATIONAL INSURANCE BOARD



### **TENDERS FOR THE PROVISION OF SANITARY TOWEL DISPOSAL AT (A) BAOBAB TOWER, WARRENS, ST. MICHAEL AND (B) WARRENS TOWERS II, WARRENS, ST. MICHAEL**

Tenders are invited for the provision of Sanitary Towel Disposal at (A) Baobab Tower, Warrens, St. Michael and (B) Warrens Towers II, Warrens, St. Michael for a period of two (2) years commencing January 1<sup>st</sup>, 2018.

2. The Instructions to the Tenderers form an integral part of the tender document.  
**TENDERERS SHOULD BE AWARE THAT THE LABOUR CLAUSES (PUBLIC CONTRACTS) ACT, CAP. 349 (THE “ACT”) SHALL IN SO FAR AS IS APPLICABLE TO THE TENDER , APPLY TO ANY CONTRACT MADE IN RESPECT OF THE TENDER. FULL DETAILS OF THE CONDITIONS OF THE ACT MAY BE OBTAINED FROM THE CHIEF LABOUR OFFICER, WARRENS MINISTERIAL COMPLEX, WARRENS, ST. MICHAEL. TENDERERS SHOULD SUBMIT THE CERTIFICATE REQUIRED BY PARAGRAPH 3 OF THE SCHEDULE TO THE ACT WITH THEIR TENDER.**
3. All corporate tenderers must include with their tenders a copy of the Company’s Certificate of Incorporation and in the case of tenderers incorporated in Barbados a Certificate of Good Standing, as evidence of the fact that the company is an existing registered company as at the date of the tender. **FAILURE TO PROVIDE THE CERTIFICATE OF INCORPORATION AND THE CERTIFICATE OF GOOD STANDING WILL RENDER THE TENDER VOID. THE CERTIFICATES MUST BE IN THE NAME OF THE TENDERER.**
4. Tenderers incorporated in Barbados, are advised that the Certificate of Incorporation referred to in the paragraph above means a Certificate of Incorporation issued under the Companies Act, Cap. 308 of the Laws of Barbados or where applicable a Certificate of Continuance and/or a Certificate of Amalgamation or a Certificate of Amendment. Certificates must be dated after December 31, 1984. The Certificate of Good Standing referred to in the paragraph above means a Certificate issued by the Registrar of Corporate Affairs and Intellectual Property Office under the Companies Act, Cap. 308 of the Laws of Barbados.
5. Tenders must be accompanied by certificates from the Director, National Insurance, and the Commissioner of Barbados Revenue Authority confirming that there are no outstanding payments due to the institutions by the tenderers.



## BARBADOS NATIONAL INSURANCE BOARD

6. The successful tenderer(s) will be required to enter into a contract in a form approved by the Attorney-at-Law of the National Insurance Board and must provide security for the due performance of the contract by one of the following methods: -

- ◆ By way of a deposit with the National Insurance Board to the value of not less than 10 percent of the contract price or by deposit of securities as defined in the second schedule to the Insurance Act.
- ◆ By way of a performance bond from a bank or accredited insurance company whose liability shall not be less than 10 percent of the contract price. The cost of obtaining such security shall be the responsibility of the contractor who need not necessarily make arrangements unless and until the tender has been accepted, or
- ◆ By way of satisfactory personal sureties.

7. The completed Form of Tender and Price Schedule must be submitted in **separate** sealed envelopes with the subject “**TENDER FOR MAINTENANCE OF SANITARY TOWEL DISPOSAL, AT (A) BAOBAB TOWER, WARRENS ST. MICHAEL AND (B) WARRENS TOWERS II, WARRENS, ST. MICHAEL**”

addressed to:           The Secretary  
                              National Insurance Board  
                              Frank Walcott Building  
                              Culloden Road  
                              St. Michael

and **must be placed in the TENDERS BOX** located on the ground floor, Frank Walcott Building no later than **4:30 p.m. on Friday, October 27<sup>th</sup>, 2017**. Tenders received after this date and time will **NOT** be considered.

8. No tender will be considered unless it complies with the conditions set out in this notice and in the Instructions to Tenderers.

9. The National Insurance Board does not bind itself to accept the lowest or any tender.

10. Prospective tenderers should collect “**Instructions to Tenderers**” from the **Property Manager, Warrens Tower II**, telephone number **230-5729**.