



**TENDERS FOR THE PROVISION OF GROUND MAINTENANCE, CLEANING OF CAR PARK AND THE PROVISION AND MAINTENANCE OF INDOOR PLANTS, (A) FRANK WALCOTT BUILDING, CULLODEN ROAD, ST. MICHAEL; (B) E. HUMPHREY WALCOTT BUILDING, CNR. COLLYMORE ROCK AND CULLODEN ROAD, ST. MICHAEL; (C) WARRENS TOWER, WARRENS, ST. MICHAEL; AND (D) BAOBAB TOWER, WARRENS, 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; (B) E. Humphrey Walcott Building, Cnr. Collymore Rock and Culloden Road, St. Michael ;(C) Warrens Tower, Warrens, St. Michael; and (D) Baobab Tower, Warrens, St. Michael for a period of two years commencing February 1<sup>st</sup>, 2021 to January 31<sup>st</sup>, 2023.

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, 2<sup>ND</sup> FLOOR EAST WARRENS 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.

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: -

- a) 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.
- b) 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
- c) 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; (B) E. HUMPHREY WALCOTT BUILDING, CNR. COLLYMORE ROCK AND CULLODEN ROAD, ST. MICHAEL; (C) WARRENS TOWER, WARRENS, ST. MICHAEL; OR (D) BAOBAB TOWER, 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, November 27<sup>th</sup>, 2020**. 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 each of the Property Managers in respect of

(i) Frank Walcott Building, Culloden Road, St. Michael and E. Humphrey Walcott Building, Cnr. Collymore Rock and Culloden Road, St. Michael from the **Property Manager, at the National Insurance Office, telephone number 431-7400 Ext. 1121**

(ii) Warrens Tower, Warrens, St Michael from the **Property Manager at Warrens Tower, telephone number 429-8413.**

(iv) Baobab Tower, Warrens, St. Michael from the **Property Manager at Baobab Tower, telephone number 628-4100 Ext. 1051.**