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**TENDER DOCUMENT**

**SECURITY GUARD SERVICES  
FOR  
TONGA POWER LIMITED**

**Tender No. SS305**

**Date: 14/11/2023**

**BIDDING FORM**

*The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.*

Date: \_\_\_\_\_

Bid no.: \_\_\_\_\_

1. Bidder's Name:
2. Bidder's year of registration:
3. Bidder's Address:
4. Bidder's Authorized Contact Person: Name: Address: Telephone/Fax numbers: Email Address:

## Form of Bid Declaration

*The Bidder shall fill in this Form and return in accordance with the instructions indicated.*

Date:

Bid No.:

**To: TONGA POWER LIMITED**

We, the undersigned, declare that:

- (a) We are truly authorized to execute this document on behalf of the bidder; and
- (b) We have read and understand the bidding documents including, the Conditions of bid and contract agreement; and
- (c) The bidder agrees to be bound by the terms and conditions of the bidding documents, including the Conditions of Bid and contract agreement; and
- (d) The services which are the subject of this bid as follow;
  - Guarding and monitoring activities on the Tonga Power Limited premises regularly to discourage criminals and ensure the environment is safe and secure.
  - Evicting trespassers and violators and detaining perpetrators while following legal protocols before relevant authorities arrive to take over.
  - Controlling the entrance and departure of customers, employees, visitors and vehicles according to protocols.
  - Providing detailed reports on activities and any incidents that may have occurred to CEO and Management.
  - Performing CPR or first aid when needed.

Protect the company's assets from theft, assault, fire and other safety issues

Secure premises and personnel by patrolling property; inspecting buildings, equipment and access points

Prevent losses and damage by reporting irregularities, informing violators of policy and procedures and restraining trespassers

Complete reports by recording observations, information, occurrences and surveillance activities

Ensure the security, safety and well-being of staff, visitors and the premises

Control traffic, customer, staff and visitors entry and departure

Remain in compliance with regulations

Respond to emergencies to provide necessary assistance to employees and customers

Follow procedures for various incidents, including fire prevention, property patrol, traffic control and accident investigations

- (e) The contents of this bid as submitted by the bidder are true, accurate and correct in all respects; and
- (f) We agree that in the event that the bidding is accepted the bidder will be deemed to have entered into a legally binding relationship with Tonga Power Limited for the provision of services in accordance with the contract agreement.

Name of the Bidder\* \_\_\_\_\_

Name of the person duly authorized to sign the Bid on behalf of the Bidder\*\* \_\_\_\_\_

Title of the person signing the Bid \_\_\_\_\_

Signature of the person named above \_\_\_\_\_

Date signed \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

**CONDITIONS OF BID**

**1. Bid documents**

- a. Bidding Form
- b. Declaration Form
- c. Conditions of Bid
- d. Bidder Schedule

**2. Supply requirements**

- a. The no. of hrs., no. of guard (s) AND area (s) for the security guard services;

Name of TPL site	Location	No. guards (TPL required)	No of Hrs.
1. Powerstation Tongatapu &Maama mai Solar	Popua	2	24 hrs
2. Matatoa Solar Farm	Tofoa	1	24 hrs
3. Matatoa Head office	Tofoa	1	24hrs
4. Matatoa Head Office Customer area	Tofoa	1	8 hrs
5. Matatoa Distribution Center	Tofoa	2	24 hrs
6. Mata 'o e La'a	Vaini	1	24hrs
7. li 'o Manu mataongo	Niutoua	1	24 hrs
8. Taumoepeau Head office	Nukualofa	1	13 hrs
9. Taumoepeau Head office Customer area	Nukualofa	1	8 hrs
10. Solar	Fualu	1	24hrs
11. Solar	Ha'utu	1	24hrs
12. Solar	Liukava	1	24hrs

### **3. Duration of the services**

Two (2) years from commencement.

### **4. Closing time**

The period for the receipt of bids will run until **4:00pm on 27<sup>th</sup> November, 2023** (The deadline for bids submission).

### **5. Requirements for Valid Bid;**

In order to be valid, a bid must:

- a. Include a duly completed BID FORM and a copy of the BID FORM
- b. Include a duly completed BID DECLARATION FORM and a copy of the BID DECLARATION FORM
- c. Lodge of applications in accordance to CONDITIONS OF BID.

### **6. Lodgment of Bids**

- a. Submit in a sealed envelope marked "Application" addressed to ACEO, Tonga Power Limited, Nuku'alofa, Tonga.
- b. be clearly labeled "Bid for SECURITY-GUARD SERVICES"

### **7. Late Bids**

- a. Any bid received after the Closing Date will not be considered by TPL
- b. Any bid which does not comply with the requirements in conditions of bid may be rejected.

### **8. Costs**

- a. The bidder acknowledges and accepts that it bears all of its own costs and expenses in preparation of the bid.
- b. TPL is not responsible for any cost may be incurred in the preparation of bid.

### **9. Bid Conduct**

- a. Bidders must not:
  1. Engage in any form of collusive tendering
  2. Lobby TPL's employees
  3. Offer gifts or personal benefits to TPL's employees.

### **10. Withdrawal of Bid**

- a. Bid cannot withdraw their tender offer prior to the expiration of sixty (30) days from the Closing Date but may do so at any time thereafter.

## **11. Acceptance of Bid**

- a. Bids shall be open to acceptance by TPL for a minimum period of sixty (30) days from the Closing Date.
- b. TPL is not bound to accept any tender, including the lowest tender.
- c. TPL reserves the right to, in its absolute discretion, engages a bidder to perform only some of the services set out in clause.
- d. Once a Bid is accepted by TPL in accordance with Bid Documents together with the written acceptance of the bid constitute a legally binding agreement between TPL and the successful bidder and the successful bidder agrees to be so bound.

## **12. Evaluation Criteria**

### Criteria

All bids will assess based on the following criteria:

- a. the resources of the bidder including technical, managerial, physical and financial resources;
- b. understanding of the task;
- c. the price, which represents the best value for money;
- d. Bidder past experience and performance history including: time management, standard of work, the time for completion and quality assurance.

## **13. Further Information**

TPL, in its absolute discretion, may require the bidder to demonstrate the rationale for how prices are set including, but not limited to:

- a. requesting the bidder provide documents in support; and
- b. inviting the bidder to discuss with how the prices have been built up.

## BIDDER SCHEDULE

Note: bidder is free to annex additional sheets of paper to this schedule if the space provided is insufficient.

### 1. SCHEDULE OF PRICE BID

Complete the table below with proposed rate for the services to be provided pursuant to the contract agreement. The Employer will be using Multi contracts. Please fill in your rate per hour and MUST return this copy within your bid submission.

Name of TPL site	Location	No. guards (TPL required)	No of Hrs.	Rate per hour (To be completed by the bidder).
1. Powerstation Tongatapu &Maama mai Solar	Popua	2	24 hrs	
2. Matatoa Solar Farm	Tofoa	1	24 hrs	
3. Matatoa Head office	Tofoa	1	24hrs	
4. Matatoa Head Office Customer area	Tofoa	1	8 hrs	
5. Matatoa Distribution Center	Tofoa	2	24 hrs	
6. Mata 'o e La'a	Vaini	1	24hrs	
7. li 'o Manu mataongo	Niutoua	1	24 hrs	
8. Taumoepeau Head office	Nukualofa	1	13 hrs	
9. Taumoepeau Head office – customer area	Nuku'alofa	1	8 hrs	
10. Solar IPP	Fualu	1	24hrs	
11. Solar IPP	Ha'utu	1	24hrs	
12. Solar IPP	Liukava	1	24hrs	

### 2. SCHEDULE OF BUSINESS LICENSE AND EXPERIENCE

Provide business license and evidence of all current and previous contracts held for the provision of services similar to this contract.