



**SAINT CHRISTOPHER AND NEVIS**  
**MINISTRY OF AGRICULTURE, FISHERIES, MARINE RESOURCES AND COOPERATIVES**

GOVERNMENT HEADQUARTERS  
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February 28, 2023

**BID NO: MOA001/2023**

**REQUEST FOR PROPOSALS (RFP) - SECURITY GUARD SERVICE**

**To Whom It May Concern:**

**1. GENERAL INFORMATION**

**a. Purpose:**

To provide on-site professional and protective guard service for the Department of Agriculture, La Guerite, St. Kitts, and the Agro-Processing Unit, Needmust, St. Kitts with uniformed, unarmed security guards.

**b. Questions:**

Any questions regarding this proposal are to be submitted in writing to the Permanent Secretary of the Ministry of Agriculture et al no later than Friday, March 17, 2023, at 4:00 pm. Questions may be emailed to [moa@gov.kn](mailto:moa@gov.kn). The subject line of the email must read: "Questions: Security Guard Service RFP." Verbal requests or information will not be accepted. Questions or requests for clarification must be directed to the Permanent Secretary and Director of Agriculture. All questions will be answered and distributed to all prospective proposers.

**c. Preparation Costs:**

The Ministry of Agriculture et al shall not be responsible for proposal preparation costs, nor for any other associated costs. By submitting a proposal, each Proposer agrees to be bound in this respect and waives all claims to such costs and fees.

**2. RULES GOVERNING COMPETITION**

**a. Examination of Proposals:**

Proposers should carefully examine the entire RFP and any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the work and the conditions likely to be encountered in performing the work.

b. Eligibility Requirements:

Proposers must register their business name and activities with the Inland Revenue Department (IRD) and obtain the appropriate certificate of the license under the existing laws of St. Kitts and Nevis.

Valid Business and Occupation License to operate a security agency and Certificate of Registration and Taxpayer's Identification Number where applicable.

Proposers must be in good standing with the Inland Revenue Department in the remittance of business taxes.

### 3. SERVICE PREMISES LOCATION AND SITE BACKGROUND

a. Department of Agriculture, La Guerite, St. Kitts

This location is approximately two (2) acres of land including the following buildings: -

- Administration
- Marketing Unit
- Department of Co-operatives
- Department of Agriculture Conference Rooms (2)
- Feed Storage Facility
- Chemical & Agricultural Supplies Unit
- Veterinary Services Unit
- Quarantine Unit
- Veterinary Diagnostic Laboratory

b. Agro-Processing Unit – Needmust, St. Kitts

This location is approximately a half-acre of land including such buildings:-

- Agro-Processing Unit
- Soil and Pesticide Laboratory

### 4. DESCRIPTION OF SERVICES

The Ministry of Agriculture et al will retain the winner of the bid as an independent contractor, to provide the services of two (2) security guards for the above-described locations. The scheduled time of service will comprise seven (7) days per week, including weekends and public holidays from the hours of 10:00 pm to 6:00 am daily.

### 5. DEADLINE

The deadline for submission of the proposal will be **no later than 4:00 pm, Friday, March 17, 2023.**

Thank you for your attention.

Respectfully,

  
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**Miguel Flemming (Mr.)**  
**Ag. Permanent Secretary**