



TENDER DOCUMENT

FOR

UNIFORMED SECURITY SERVICES #2025-2501

Prepared by:
Belize Electricity Limited
Security Department
2½ Miles Philip Goldson Highway
Belize City, Belize
February 2025

Bidders will be required to submit a fixed price quotation via the price schedule linked [here](#) to perform the service and provide all equipment and materials. Quotations will be accepted by email only and should be submitted to bidsubmittal@bel.com.bz labeled as below:

BID # 2025-2501 Uniformed Security Services 2025 to 2027

IMPORTANT DATES:

- **Mandatory Pre-bid Virtual Meeting – 2:00 pm local time on Thursday, March 20, 2025**
- **Bid Submission Deadline: 4:00 pm local time on Friday, April 4, 2025**

A GENERAL

1. Scope of Bid:

1.1 Belize Electricity Limited (BEL) invites bids for the delivery of the below-mentioned services from **May 1, 2025, to April 31, 2027.**

1.2 Supervised Uniformed Security Services at:

- (a) Corporate Headquarters/Dispatch located at 2½ Miles Phillip Goldson Highway, Belize City.
- (b) Magazine Road Facility located at 1 Magazine Road, Belize City.
- (c) Ladyville Storage Facilities are located next to Phillip S.W. Goldson International Airport.
- (d) San Pedro Office and San Pedro Gas Turbine located in San Pedro Town from Jan 1, 2026, to April 31, 2027.

BEL request individual bids for each of the abovementioned installations as per manpower requirement, as listed in **Appendix A and Price Schedule**

1.3 Armed Courier Service from:

Corporate Headquarters Compound located at 2½ Miles Phillip Goldson Highway, Belize City to a commercial bank in Belize City designated by BEL.

1.4 Petty Cash Transportation:

Corporate Headquarters Compound located at 2½ Miles Phillip Goldson Highway, Belize City to Magazine Road Facility located at 1 Magazine Road, Belize City.

1.5 Monitoring, Testing and Response to Hold-up Alarm at:

Corporate Headquarters Compound located at 2½ Miles Phillip Goldson Highway, Belize City

BEL requests individual bids for Armed Courier and Monitoring, Testing and Response to Hold-up Alarm as per **Appendix A** below.

2. The Scope of Services:

- (a) Protect BEL's employees, visitors and customers from physical harm and abuse.
- (b) Protect BEL's property from theft and damage.
- (c) Patrol and inspect BEL premises with the aid of the Peg clock or other recording device (where provided) after normal working hours, during normal working hours when practicable and record findings in the Daily Diary.

- (d) Inspect vehicles entering and leaving BEL premises and record in the Daily Diary, relevant information including driver's name, vehicle number and contents of the vehicle.
 - (e) Issue Visitor's Passes to non-employees; record their name, time of arrival and departure in the Visitor's Logbook attested by their signatures.
 - (f) Open and close access gates leading to and from BEL's premises to effect legal entry or exit.
 - (g) Refuse to admit non-management personnel who are not on duty from returning to the compound after normal working hours but admit those authorized by their supervisor or Head of Department and approved by Chief Security Officer.
 - (h) Abide by BEL Safety, Environment and Security Policies.
 - (i) Investigate material breach and submit report of finding to BEL's Chief Security Officer in a timely manner.
 - (j) Transport deposit in armored vehicle to a commercial bank.
 - (k) Transport Petty Cash from cashier to Magazine facility
 - (l) Monitoring and responding to Hold-up Alarm.
 - (m) Monitor surveillance cameras and immediately report irregularities to BEL's Chief Security Officer.
 - i. Twenty-four-hour daily surveillance cameras monitored by qualified personnel.
 - ii. Conduct a minimum of three virtual patrols per shift and record observation in the Monitor Diary
 - (n) Security officers assigned must be physically and mentally able to carry out the duties above.
 - (o) All other duties common to sound security practices.
- 2.2 The successful bidder must provide all materials, equipment and accessories necessary for the provision of security services, including thoroughly trained employees to perform these duties. The successful bidder must provide a list of the workers to be used in the execution of the contract services, provide a drug testing report and a police officer record free of criminal conviction.
- 2.3 The successful bidder will be expected to complete the work by the intended completion date as specified in the Tender Form.
- 2.4 The successful bidder will be expected to conduct biannual firearm and baton training for security guards. Documentation of this training is to be submitted to BEL's Chief Security Officer in February and August.

3. Requirement to qualify for contract:

3.1 To qualify for award of the Contract, bidders shall meet the following minimum qualifying criteria:

(1) General Experience

The Applicant shall have:

Experience as a contractor in Security Service in the execution of at least two (2) contracts of nature and complexity comparable to the proposed contract within the last five (5) years.

(2) Personnel Capabilities

The applicant must have suitably qualified personnel to fill the following positions. The Applicant will supply information on candidates for each position.

POSITION	TOTAL EXPERIENCE	IN SIMILAR WORKS
Site Supervisor	5 years or more	5 or more years
Security Guards	3 years or more	3 or more years

(3) Financial Position

The Applicant should demonstrate that he is in good financial standing. He must show proof that he has access to, or has available, liquid assets, unencumbered real assets, or other financial means sufficient to meet the cash flow for a period of four (4) weeks, estimated as \$60,000.00 equivalent.

(4) Insurance

The applicant must guarantee or show proof of the issuance of the following:

- (a) Workers' Compensation Insurance.
- (b) Public Liability Insurance.
- (c) Vehicle Third Party Insurance.
- (d) Cash-in-transit Insurance.

4. One Bid per Bidder:

4.1 Each bidder shall submit only one electronic Bid, either individually or as a partner in a joint venture. A Bidder who submits or participates in more than one Bid (other than as a subcontractor or in cases of alternatives that have been permitted or

requested) will cause all the proposals with the Bidder's participation to be disqualified.

5. Cost of Bidding:

5.1 The Bidder shall bear all costs associated with the preparation and submission of his bid and BEL will in no case be responsible or liable for those costs.

6. Site Visit:

6.1 BEL will arrange a one-time **MANDATORY** site visit for all bidders to each of the facilities where the service is to be rendered. An interested bidder, at the Bidder's own responsibility and risk, will be provided with all information that may be necessary for preparing the Bid and entering a contract during this site visit. The costs of visiting the site shall be at Bidder's own expense.

7. Clarification of Bidding Documents:

7.1 A prospective Bidder requiring any clarification of the bidding documents may notify BEL in writing at the BEL's address indicated in the invitation to bid. BEL will respond to any request for clarification received no earlier than seven (7) days prior to the deadline for submission of Bids. Copies of BEL's response will be forwarded to all bidders including a description of the enquiry, but without identifying its source.

8. Amendment of Bidding Document:

8.1 Before the deadline for submission of bids, BEL may modify the bidding documents by issuing addenda.

8.2 Any addendum thus issued shall be part of the bidding documents and shall be communicated in writing to all bidders. Prospective bidders shall acknowledge receipt of each addendum in writing to BEL.

8.3 To give prospective bidders a reasonable time in which to take an addendum into account in preparing their bids, BEL shall extend, as necessary, the deadline for submission of bids in accordance with Clause 12.2 below.

9. Language of Bid:

9.1 All documents relating to the bid shall be in the English language.

10. Bid Prices:

- 10.1 The Bidder shall fill in the price breakdown for all items of the work described in the **Price Schedule** provided. Items for which no rates or prices are entered by the Bidder will not be paid for by BEL when executed and shall be deemed covered by the other unit prices submitted.
- 10.2 All duties, taxes and other levies payable by the Contractor under the Contract shall be included as a separate line item in total Price submitted by the Bidder.

11. Bid Submittal

- 11.1 Please fill out the price schedule provided and submit as an attachment to bidsubmittal@bel.com.bz with the subject BID # **2025-2501 Uniformed Security Services May 2025 to April 2027**.
- 11.2 Bidders will be required to submit Bid Proposal and fixed price quotation **for each facility no later than 4:00 pm Local time on Friday, April 4, 2025**, via email.

12. Deadline for Submission of Bids:

- 12.1 All bids must be emailed on or before **Friday, April 4, 2025, no later than 4:00 pm local time.**
- 12.2 The Employer may extend the deadline for submission of bids by issuing an amendment in accordance with Clause 8, in which case all rights and obligations of the Employer and the bidders previously subject to the original deadline will then be subject to the new deadline.

13. Late Bids:

- 13.1 Any Bid received by the Employer after the deadline prescribed in Clause 12 will be disqualified.

14. Modification and Withdrawal of Bids:

- 14.1 Bidders may modify or withdraw their bids by giving notice in writing before the deadline prescribed in Clause 12.
- 14.2 Each Bidder's modification or withdrawal notice shall be emailed email to bidsubmittal@bel.com.bz marked **"MODIFICATION"** or **"WITHDRAWAL"** as appropriate.
- 14.3 No bid may be modified after the deadline for submission of Bids.

14.4 Bidders may offer only discounts or otherwise modify the prices of their bids by submitting Bid modifications in accordance with this clause or including discounts or modifications in the original Bid submission.

15. Bid Review:

15.1 Belize Electricity Limited will hold a closed meeting for the reviewing of bids received, including modifications made pursuant to Clause 14.

15.2 Email with subject **“WITHDRAWAL”** shall also be reviewed. BEL may review or pass bids for which an acceptable notice of withdrawal has been submitted pursuant to Clause 14.

16. Process to be Confidential:

16.1 Except as may be required by law, after reviewing the bids, information relating to the examination, clarification, evaluation and comparison of bids and recommendations for the award of a contract shall not be disclosed to bidders or any other people not officially concerned with such a process until the award to the successful bidder has been announced. Any effort by a Bidder to influence BEL’s processing of bids or award decisions may result in the rejection of its Bid.

17. Clarification of Bids:

17.1 To assist in the examination, evaluation and comparison of bids, BEL may, at its own discretion, ask any Bidder for clarification of the Bidder’s bid, including breakdowns of the prices in the Price Schedule. The request for clarification and the response shall be in writing but no change in the price or substance of the Bid shall be sought, offered or permitted except as required to confirm the correction of arithmetic errors discovered by BEL in the evaluation of the bids in accordance with Clause 15.

18. Examination of Bids and Determination of Responsiveness:

18.1 Prior to the detailed evaluation of bids, BEL shall determine whether each Bid:

- (a) Meets the eligibility criteria defined in Clause 3
- (b) Meets the deadline
- (c) Is accompanied by the required securities, and
- (d) Is substantially responsive to the requirements of the bidding documents.

- 18.2 A substantially responsive Bid is one that conforms to all the terms, conditions and specifications of the bidding documents without material deviation or reservation. A material deviation or reservation is one (a) which affects in any substantial way, inconsistent with the bidding documents, the Employer's rights or the Bidder's obligations under the Contract; or (b) whose rectification would affect unfairly the competitive position of other bidders presenting substantially responsive bids.
- 18.3 If a Bid is not substantially responsive, it shall be rejected by BEL and may not subsequently be made responsive by correction or withdrawal of the non-conforming deviation or reservation.

19. Correction of Errors:

- 19.1 Bids determined to be substantially responsive shall be checked by BEL for any errors. Errors shall be corrected by BEL as follows:

(1) Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern.

- 19.2 The amount stated in the Bid shall be adjusted by BEL in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid shall be rejected.

20. Evaluation and Comparison of Bids:

The Employer will evaluate and compare only the bids determined to be substantially responsive in accordance with Clause 18.

20.1 Technical Submission (60%)

i. Relevant Experience of the Firm (30%)

- a. **Nonresponsive (0%)** – The Bidder's submission is inadequate in complying with the Qualification Requirement
- b. **Poor (40%)** - The Bidder has 1 year of relevant experience.
- c. **Satisfactory (70%)** - the Bidder has 2 years of overall working experience relevant to the bid.
- d. **Good (90%)** - The Bidder has 3 - 5 years of overall working experience; a substantial part of that experience relates to multi-building janitorial works.

- e. **Very Good (100%);** The Bidder has 5 plus years of experience in the field of Security Service.
- ii. **Personnel Capabilities (10%)**
 - a. **Nonresponsive (0%)** – The Bidder did not submit any information regarding staff listing or documentation regarding key personnel.
 - b. **Satisfactory (50%)** – The Bidder only provided information for some of the staff. No clear distinction between specific roles or experience.
 - c. **Very Good (100%)** – The Bidder submitted full staff listing. Further breakdown was provided for each position along with years of experience.
 - iii. **Financial Position (15%)**
 - a. **Nonresponsive (0%)** – The Bidder’s submission is inadequate complying with the Qualification Requirement
 - b. **Poor (40%)** – The Bidder submitted minimal financial documentation to indicate financial standing of the firm.
 - c. **Satisfactory (70%)** – The Bidder submitted sufficient information to indicate ability to meet cash flow for required period and value. Incomplete submission of all required documentation.
 - d. **Very Good (100%)** – The Bidder’s submission was very detailed and thorough. Documentation indicating liquid assets, listing of equipment value, ability to meet cash flow for required period and value and bank statements or overdrafts to verify overall financial standing of firm.
 - iv. **Insurance Coverage (5%)**
 - a. **Nonresponsive (0%)** – The Bidder did not submit proof of existing coverage or ability to obtain coverage for the contract.
 - b. **Satisfactory (70%)** – The Bidder only provided proof of their ability to obtain (1-2) of the required insurance coverage for the contract.
 - c. **Very Good (100%)** – The Bidder provided proof of their ability to obtain all required insurance coverage for the value and duration of the contract. Information regarding existing policies also provided.
- 20.2 **Financial Submission (40%)** – The Bid price will be rated based on a ratio of the lowest bid compared to the other bid. The lowest will be given (100%) and the remaining a ratio multiplied by the 40%.

- i. In evaluating the bids, the Employer will determine for each Bid the evaluated Bid price by adjusting the Bid Price as follows:
 - a) making any correction for errors pursuant to Clause 19.
 - b) excluding provisional sums and the provision, if any, for contingencies in the Activity Schedule but including day work were priced competitively.
 - c) making an appropriate adjustment for any other acceptable variations, deviations or alternative offers submitted in accordance with Clause 14; and
 - d) making appropriate adjustments to reflect discounts or other price modifications offered in accordance with Sub-Clause 14.5.
- ii. The Employer reserves the right to accept or reject any variation, deviation or alternative offer. Variations, deviations and alternative offers and other factors which are more than the requirements of the bidding documents or otherwise result in unsolicited benefits for the Employer will not be considered in Bid evaluation.
- iii. The estimated effect of any price adjustment conditions during the period of implementation of the Contract will not be considered in Bid evaluation.

21. Award Criteria:

- 21.1 Subject to Clause 23, BEL shall award the Contract to the Bidder whose Bid has been determined to be substantially responsive to the bidding documents, provided that such Bidder has been determined to be (a) eligible in accordance with the provisions of Clause 3, and (b) qualified in accordance with the provisions of Clause 4.
- 21.2 BEL reserves the right to award a contract in part or whole to one or several contractors based on review of information submitted in bids from interested bidders.

22. Belize Electricity Limited's Right to Accept Any Bid and to Reject Any or All Bids:

- 22.1 BEL reserves the right to accept or reject any Bid and to cancel the bidding process and reject all bids at any time prior to the award of Contract without thereby incurring

any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Employer's action.

23. Notification of Award and Signing of Agreement:

- 23.1 The Bidder whose Bid has been accepted shall be notified of the award by BEL prior to expiration of the Bid validity period in writing. A Letter of Acceptance will be sent via email clearly stating the sum that BEL shall pay the Contractor in consideration of the execution, completion and delivery of services by the Contractor as prescribed by the Contract (hereinafter and in the Contract called the "**Contract Price**").
- 23.2 The notification of award shall constitute the formation of the Contract.
- 23.3 The Agreement shall incorporate all agreements between BEL and the successful Bidder. It shall be signed by BEL and sent to the successful Bidder within seven (7) working days following the notification of the award. Within two (2) days of receipt, the successful Bidder shall notify of date to sign the Agreement.
- 23.4 Upon commencement of service delivery, BEL shall promptly notify the other bidders that their bids have been unsuccessful.

24. Liability for Deficiency in Service Perform:

- 24.1 The Contractor shall immediately remedy any defect in the performance of the security services and shall be liable to compensate BEL for such defects.

APPENDIX A

Manpower Requirement

Location	Requirement	Period
Magazine Road	1 - Unarmed	00:00 - 24:00
Magazine Road (Monitoring Hut)	1 - Unarmed	00:00 – 24:00
HQ (Monitoring Hut)	1-Unarmed	00:00 – 24:00
HQ Fronth Gate	1-Unarmed	06:00 to 18:00 Thursday and Friday only
Corporate Headquarters	1 - Armed	06:00 - 18:00 Monday to Friday
Corporate Headquarters	1 - Armed	07:30 - 17:30 Monday to Friday
San Pedro Office	1-Armed	08:00 – 17:00 Monday to Friday
San Pedro Office	1 -Unarmed	08:00 – 17:00 Monday to Friday
San Pedro Gas Turbine	1 - Unarmed	00:00 – 24:00 Sunday to Saturday
Burrell Boom	1 - Unarmed	00:00 – 24:00 Sunday to Saturday
HQ Compound front Gate	1 - Unarmed	18:00 – 06:00 Sunday to Saturday
8 miles and San Pedro Gas Turbines	1-Unarmed	00:00 – 24:00 Sunday to Saturday
Ladyville	1 - Unarmed	00:00 - 24:00
Ladyville	1- Unarmed	18:00 - 06:00

Armed Courier Service

	Trips
Corporate Headquarters	
Commercial Bank	540
Commercial Bank San Pedro	540

Petty Cash Transportation

	Trips
Magazine	240

Alarm Monitoring & Response

Corporate Headquarters	Period
Monitoring	12 per year
Panic Button Test	12 per year
Physical Response Test	12 per year

1. Guard Services:

1. Protect BEL employees from harm and abuse or physical harm and verbal abuse.
2. Protect BEL properties from “loss or damage of any kind”.
3. Patrol and inspect the premises “using” the Peg Clock or other designated patrol monitoring device provided by BEL, after normal working hours and record findings in the Daily Diary
4. Inspect BEL vehicles entering and leaving the premises “at ALL times” and record in the Daily Diary, relevant information including driver’s name, vehicle number and contents of the vehicle.
5. Issue Visitor’s Pass to non-employees; record name(s), time of arrival and departure in the Visitor’s Logbook attested by signature(s). The visitor(s) must deposit an identification card to be returned upon their departure “or entry will not be granted”.
6. Direct and control vehicular traffic within the compound to ensure required parking is adhered to, monitor and direct customers to their required destinations.
7. Open - close access gates leading to and from BEL premises.
8. Ensure that computers and other sensitive items being removed from the compound are authorized “to be removed”.
9. The guard shall enforce BEL Safety and Environment Policies by ensuring that Personal Protective Equipment (PPEs) are worn and that No-Smoking rule in designated areas is adhered to.
10. A report is to be submitted to the coordinator immediately after a security breach is discovered at or within the BEL premises being guarded and such a report shall include but not limited to:
 - a. Full report including time, date, persons or event and property caused by or affected by any reported security breach.
 - b. Action taken by guard and/or Contractor.
 - c. Any recommendation considered necessary for improving security to prevent further breach.
11. Monitor surveillance cameras and immediately report irregularities to BEL’s Superintendent Security.
12. Refuse to admit non-management personnel who are not on duty from returning to the compound after normal working hours but admit those authorized by their supervisor or Head of Department and approved by Superintendent Security.
13. Conduct biannual firearm and baton training for security guards and submit documents for these training to Chief Security Officer in February and August annually.
14. All other duties common to sound security practices.

Code of Conduct:

The Contractor and guards, particularly those working in plant compounds, must work in a safe manner and wear appropriate Personal Protective Equipment, if required. Notwithstanding, the Contractor must also adhere to BEL's Safety and Environment Policies copies of which will be presented before execution of the contract.

1. The Contractor must make random inspections of their guards.
2. While on duty, the guard will not entertain people visiting under any circumstances.
3. The guard "should not" leave his/her post until a replacement guard arrives, nor is he/she allowed to authorize "employees/" non-employee(s) of his/her firm to work in his /her place.
4. The guard "is" expected to respect the management, customers, visitors and authorities of BEL but "should" ensure that they are not pressured into complying with issues contrary to good order and discipline.
5. Guards should not enter "any" buildings except "when authorized" to investigate a security or safety breach.

Petty Cash Services:

15. Sign for and collect cash or cheque along with a written cash breakdown slip from BEL's Customer Care Supervisor or Cashier situated at 2 ½ Miles Philip Goldson Highway, Belize City.
16. Transport and cash the cheque as per breakdown slip to the designated bank assigned.
17. Return cash received from bank to BEL's Customer Care Supervisor or Cashier at 2 ½ Miles Philip Goldson Highway, Belize City and sign over full amount of cash using Transferral Form provided by BEL.
18. When requested, a sign for and collect sealed container of cash from BEL Customer Care Department situated at 2 ½ Miles Philip Goldson Highway, Belize City and transport to BEL's Magazine Road Distribution Department and deliver sealed container to the Office Assistant responsible for Petty Cash
19. All requests for these services will be made on call and on a combined average of five (5) times per month, and upon request for any additional shipment.

Armed Courier Services:

20. Sign for and collect sealed container(s) of cash and cheques from BEL's Customer Care situated at 2 ½ Miles Philip Goldson Highway, and BEL's Customer Care, Pescador Drive,

San Pedro transport and deposit into the commercial bank stipulated on the Waybill. This should be done at the end of the working day's collection and upon request for additional shipment.

2. Administrative Information

2.1. Type of Contract

2.1.1. The contract is a two (2) year contract.

2.2. Payment Schedule

Payment for Services

Payment for Security Service shall be made as follows:

2.2.1. Monthly (100%)

2.3. Evaluation Criteria

Bids will be evaluated using the criteria below:

- i. Technical Submission (60%)
- ii. Pricing Submission (40%)

PRICE SCHEDULE

Security Guard Services - May 2025 - 2027				
Posts / Locations		Rates	Total Hrs	Total Cost
Ladyville (Day - 12 Hrs)	Unarmed		8,976	
HQ Front Gate - (Night, Weekends and P&B Holidays)	Unarmed		11,918	
Ladyville (Night - 12 Hrs x 2 Guards)	Unarmed		17,952	
Magazine Road, Burell Boom, 8 Mies GT and San Pedro GT	Unarmed		71,808	
HQ front Gate (12 hrs, 2 days / week)	Unarmed		2,520	
HQ and Mag Rd Monitor Huts (24 Hrs)	Unarmed		35,904	
San Pedro Gas Turbine (24 Hrs) (Jan 1, 2026 to April 31, 2027)	Unarmed		11,664	
San Pedro Office (9 hrs) (Jan 1, 2026 to April 31, 2027)	Unarmed		2,979	
Unarmed Guard - Sub Total			163,721	
HQ Lobby (Day - 10 Hrs)	Armed		5,389	
HQ Front Gate (Day - 12 Hrs)	Armed		6,376	
San Pedro Office (Day -9 hrs) (Jan 1, 2026 to April 31, 2027)	Armed		2,979	
Armed Guard - Sub Total			14,744	
			Subtotal	
			GST 12.5% (only if registered)	
			Total	

Armed Courier Service - May- 2025 - Apr 2027			
Locations	Rate/Trip	Total Trips	Total Cost
Corporate Headquarters to Commercial Bank		540	
San Pedro office to Commerical Bank		540	
			Subtotal
			GST 12.5% (only if registered)
			Total

Alarm Monitoring & Response - May - 2025 - Apr-2027			
Corporate Headquarters	Rate	Period/Mth.	Total Cost
Monitoring		24	
Test		24	
Response		24	
			Subtotal
			GST 12.5% (only if registered)
			Total

Petty Cash Services - May- 2025 - Apr-2027			
Corporate Headquarters to Magazine road	Rate/Trip	Total trip	Total Cost
Corporate Headquarters to Magazine road		240	
			Subtotal
			GST 12.5% (only if registered)
			Total

locations is not less than the quantities stated in “**Schedule 3.**”

4. Any monies paid to the Contractor prior to the completion of the work herein agreed will be deducted from the sum of \$XXX,XXX.XX and in any event the sum of N/A will be retained to be paid after completion.
5. It is expressly agreed that the Contractor is acting as an independent contractor in performing the work herein agreed. The Company shall not make any contributions to Social Security nor provide any other contributions or benefits, which might be expected in an employer-employee relationship. *The Company shall not* withhold any taxes, unless duly ordered or authorized to be withheld by the respective Government Department or agent.
6. The Contractor agrees to provide all the materials and labor necessary for the carrying out and completion of the work herein agreed and to perform his obligations under this Agreement in a professional and workman like manner.
7. The Contractor agrees that, in accordance with his status as an independent contractor, he will be solely responsible for his employees including all monies that may become due and payable to or on behalf of said employees under any law or agreement and all obligations imposed by any law or agreement and that he shall abide by all laws existing and applicable in an employer-employee relationship.
8. Subject to Clause 2, if the Contractor fails to comply or complete the said works in the manner and time provided for in this Agreement, he shall forfeit any payment due to him.
9. For the purpose of monitoring and assessing the progress and quality of the work herein agreed, the Company shall have access to the Contractor’s accounting records, personnel, job sites, offices, and other sites and information relating to the conduct and completion of the work; provided that the Company shall give the Contractor reasonable notice of the intention to enter into any premises belonging to the Contractor or to question any of the Contractor’s employees or review any documents.
10. The Contractor agrees to indemnify, defend and hold harmless the Company from and against all or any claims, demands, expenses, costs damages and liabilities, including legal fees that the Company shall incur or suffer which arise out of or result from or in any way relate to any breaches of this agreement on the part of the Contractor. The Contractor shall, at its own expenses, maintain suitable insurance in relation hereto.
11. The Contractor shall indemnify the Company against all claims for injuries, damage, or losses occurring on the Company’s premises and arising out of the Contractor’s or its agents’ negligence, incompetence or misconduct. The Contractor shall maintain suitable insurance to cover claims under this clause and the Company shall be entitled to assess the suitability of the Contractor’s insurance. Provided that if it is impractical for whatever reason for the

Contractor to obtain insurance coverage as required under this clause, the Contractor shall provide evidence of impracticality to the Company and the Company may, in its sole discretion, waive the requirement for insurance.

12. The Contractor shall deliver to BEL certificates of insurance (or copies of the insurance policies) as evidence that the required policies are in full force and effect. The certificates shall provide that not less than twenty-one (21) days' notice shall be given to BEL by insurers prior to cancellation or material modification of a policy. The Insurance required to be taken out and maintained in effect or cause to be taken out and maintained in effect are set forth below in the sums and with the deductibles and other conditions specified in this Agreement.
 - a. Third Party Liability Insurance covering bodily injury or death suffered by third parties and loss of or damage to property occurring in connection with the services to be performed. The value of the Third-Party Insurance shall be BZ\$300,000.00 (Three Hundred Thousand dollars only).
 - b. Contingent Employer's liability to take effect where the statutory acts do not apply to certain employment categories or executives of the company or where an employee is denied cover under the act.
 - c. The Contractor shall have Automobile Liability Insurance coverage for all vehicles used by the Contractor (whether owned by them) in connection with the execution of this Agreement. The value of the Automobile Liability Insurance for each vehicle shall be equivalent to the replacement cost of the vehicle.
13. If the Contractor fails to take out and/or maintain in effect the insurances referred to in this Agreement, BEL may take out and maintain in effect any such insurances and may from time to time deduct from any amount due to the Contractor under this Agreement any premium which BEL shall have paid to the insurer or otherwise recover such amount as a debt due from the Contractor.
14. Unless otherwise provided in this Agreement, the Contractor shall prepare and conduct all and any claims made under the policies affected by it pursuant to Clauses 10, 11, 12 of this Agreement and all monies payable by any insurers shall be paid to the Contractor. BEL shall give to the Contractor all such reasonable assistance as may be required by the Contractor. With respect to insurance claims in which BEL's interest is involved, the Contractor shall not give any release or make any compromise with the insurer without the prior written consent of BEL.
15. The Company may, at its own option, by giving 30 days' notice of its intention, terminate this Agreement.
16. The Company may, at its own option by giving 15 days' notice of its intention, terminate this Agreement, if:

- a. Through negligence or any other fault, the Contractor fails to perform the services in a satisfactory manner or ceases or fails to perform any condition or stipulation of this Agreement, or
 - b. If the Contractor voluntarily or otherwise enters a process of dissolution, or
 - c. If the Contractor becomes liable to have his goods seized under a writ of *feri facias* or is the subject of any bankruptcy proceedings.
17. In the event of a breach of this Agreement involving fraud or dishonesty on the part of the contractor the Agreement may be terminated summarily with effect from delivery of the notice.
18. The Company shall designate a Coordinator for the purpose of coordinating activities under this Agreement. The coordinator shall be responsible for accepting and approving the reports and of other deliverables by **BEL**, and for receiving and approving invoices for the payment submitted by the Contractor. The Company shall inform the Contractor of the name of the coordinator in writing.
19. The Contractor shall not assign any of the rights or obligations derived from this Agreement in whole or in part and shall not sub-contract the work itself without the prior written consent of the Company.
20. In the case of an authorized sub-contract, the Contractor will remain liable to fulfil all its obligations and conditions hereunder and any such sub-contract will in no way be a release of the Contractor from its obligations and liabilities hereunder.
21. The Contractor hereby agrees and undertakes with BEL, that the Contractor shall provide trained and competent security guards in attendance on the premises in the performance of the services at the locations designated in "**Schedule 3**"; that all guards employed in the performance of the Contractor's duties hereunder have been or will have been:
- a. properly and thoroughly trained in security duties, responsibilities and techniques.
 - b. be made available for training semi-annually in BEL Policies and Procedures and Standing Orders by and at BEL's expense.
 - c. instructed by the Contractor in all the matters necessary for the due performance of their functions under this Agreement and abide by the Code of Conduct outlined in "**Schedule 1**".
 - d. provided with all accessories common and necessary for this type of service including but not limited to firearms, baton, handcuffs, etc. In addition, the Contractor shall provide the Company with copy of firearm certification and "ID" with endorsement to use XXXX XXXXXXXX XXXXXXXX. weapon" for those guards providing armed security services.

- e. shall ensure that guards are frequently and randomly inspected to ensure quality of Services being provided; and
 - f. the Contractor shall bear full financial responsibility for workers provided.
22. The Contractor undertakes to perform the Security Services with the highest standards of professional and ethical competence and integrity. The Contractor shall promptly replace any employee assigned under this Agreement that the Company considers unsatisfactory.
23. A precondition to the posting of any Guard to a BEL facility, as per Schedule 3; is for the Contractor to provide BEL with the documentation/information on security guard(s), before posting or assigning such guard. The following “is the” documentation/information on security guard(s) assigned, which are to be provided by the Contractor, as detailed in “**Schedule 2**”:
- a. A drug test taken within the last six (6) months prior to posting and a recent Police record must be provided for all guards at the effective commencement of this Agreement.
 - b. BEL will indicate to the Contractor in writing which guards are acceptable after review of information provided.
 - c. Guards already posted to a BEL facility must be subjected to a drug test every six (6) months.
 - d. Demonstrate reasonable competence in the reading and writing of the English language.
24. Any notice, request, or consent made pursuant to this Agreement shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, facsimile or electronic mail (the receipt whereof is confirmed) to such Party at the address specified below.

Belize Electricity Limited

2 ½ Miles Philip Goldson Highway

Belize City, Belize

Belize City, Belize

Attn: Mr. John Mencias

Attn: Mr. XXXXXX

AS WITNESS the hand of the parties the day and year first above written

SIGNED BY
For and behalf of Belize Electricity Limited

**General Manager
Distribution Services**

Signature

SIGNED BY

Contractor Name

Contractor Signature

Witnessed by

Witness Name

Witness Signature

SCHEDULE 1

WORK TO BE DONE AS PER CONTRACT AGREEMENT

(Details of the work to be carried out or of services to be provided should be included here or attached as a supporting Annex)

Contract No: 2025-XXXX

Support No: BID# 2025- 2502

Details of work completed:

1. Protect BEL employees from harm and abuse or physical harm and verbal abuse.
2. Protect BEL properties from “loss or damage of any kind”.
3. Patrol and inspect the premises “using” the Peg Clock or other designated patrol monitoring device provided by BEL, after normal working hours and record findings in the Daily Diary
4. Inspect BEL vehicles entering and leaving the premises “at ALL times” and record in the Daily Diary, relevant information including driver’s name, vehicle number and contents of the vehicle.
5. Issue Visitor’s Pass to non-employees; record name(s), time of arrival and departure in the Visitor’s Logbook attested by signature(s). The visitor(s) must deposit an identification card to be returned upon their departure “or entry will not be granted”.
6. Direct and control vehicular traffic within the compound to ensure required parking is adhered to, monitor and direct customers to their required destinations.
7. Open - close access gates leading to and from BEL premises.
8. Ensure that computers and other sensitive items being removed from the compound are authorized “to be removed”.
9. The guard shall enforce BEL Safety and Environment Policies by ensuring that Personal Protective Equipment (PPEs) are worn and that No-Smoking rule in designated areas is adhered to.
10. A report is to be submitted to the coordinator immediately after a security breach is discovered at or within the BEL premises being guarded and such a report shall include but not limited to:
 - a. Full report including time, date, persons or event and property caused by or affected by any reported security breach.
 - b. Action taken by guard and/or Contractor.
 - c. Any recommendation considered necessary for improving security to prevent further breach.
11. Monitor surveillance cameras and immediately report irregularities to BEL’s Superintendent Security.
12. Refuse to admit non-management personnel who are not on duty from returning to the compound after normal working hours but admit those authorized by their supervisor or Head of Department and approved by Superintendent Security.

13. Conduct biannual firearm and baton training for security guards and submit documents for these training to Chief Security Officer in February and August annually.
14. All other duties common to sound security practices.

Code of Conduct:

The Contractor and guards, particularly those working in plant compounds, must work in a safe manner and wear appropriate Personal Protective Equipment, if required. Notwithstanding, the Contractor must also adhere to BEL's Safety and Environment Policies copies of which will be presented before execution of the contract.

6. The Contractor must make random inspections of their guards.
7. While on duty, the guard will not entertain people visiting under any circumstances.
8. The guard "should not" leave his/her post until a replacement guard arrives, nor is he/she allowed to authorize "employees/" non-employee(s) of his/her firm to work in his /her place.
9. The guard "is" expected to respect the management, customers, visitors and authorities of BEL but "should" ensure that they are not pressured into complying with issues contrary to good order and discipline.
10. Guards should not enter "any" buildings except "when authorized" to investigate a security or safety breach.

Note 1: Price to cover clauses 1-13 in BEL's Service Contract Form

Note2: ALL contracts are subject to 3% GCPW tax

Note 3: Original copy of invoices to be presented for payment

Invoices to state "Tax Invoice", Employer's BEL TIN# 54, Contractor's TIN #, and GST amount separated

Date of Contract: May 1, 2025

Start Date of Works: May 1, 2025, Completion Date: April 31, 2027

Contractor Name

Contractor Signature

Witness Name

Witness Signature

APPENDIX 1

REQUIREMENTS THAT THE SECURITY SERVICES CONTRACTOR MUST MEET PRIOR TO THE ASSIGNMENT OF A SECURITY GUARD AT A BEL PREMISE

The Contractor “should” fill out information requested below and submit with pertinent documents to the BEL’ Coordinator for review and acceptance “as soon as is possible prior to the assignment of any new guard to BEL facilities in accordance with Clause 23 of this contract dated January 1, 2022

Name of Guard: _____

Date of Birth: _____

Proposed date of posting to BEL Facility: _____

Duty to be performed at BEL: _____

Other Requirements:

1. Provide Police Record of guard to be assigned which is currently valid.
2. Assigned Guards are to be subjected to a Drug Test to be taken “immediately prior to posting at BEL locations”. Certified results of this test shall be provided to BEL before assignment.
3. Ability to speak, understand and write the “English language” in a legible fashion must be demonstrated “to the security coordinator”.

To be completed by BEL’s coordinator:

Contractor has satisfactorily produced the above prerequisites on _____.

Security Guard _____ has/has not met above prerequisite(s).

Upon BEL’s approval, the guard will be orientated by BEL’s Coordinator in “the presence of” his P&S Security Company Limited. Supervisor during the first day of posting. The guard and the above-mentioned supervisors will affix their signatures below. Orientation will include but not be limited to:

1. BEL Security Measures, Environmental and Safety Procedures.
2. Instructions such as authorizations, permission to enter compound, duty rosters etc.
3. Surveillance, patrolling, peg clocks and monitoring of surveillance cameras.
4. Logbook procedures and logging of information in logbooks.

5. Use of telephone and base radio communication.
6. Alarm System and attendance to elevator after normal working hours.
7. Patrolling of facilities and issuance of standing orders for each post.
8. Steps to be taken in the event of an emergency such as bomb threat or fire.
9. Public relations: to emphasize courtesy to visitors and employees.

Signature (Guard)

Signature (P&S Supervisor).

Signature (BEL Coordinator)

Date: _____

Date: _____

Date: _____

APPENDIX 2

WORKS SCHEDULE CONTRACT

Payment Date request: _____

Date of Contract: **May 01, 2025**

Start Date of Works: **May 1, 2025**

Completion Date: **April 31, 2027**

Contract No: **2025-XXXX**

This Agreement shall be effective for period May 1, 2025, to April 31, 2027.

“APPENDIX A”

Manpower Requirement

Location	Requirement	Period	Hours as per Price Schedule
Magazine Road	1 - unarmed	00:00 - 24:00	
Magazine Road (Monitoring Hut)	1 - unarmed	00:00 – 24:00	
HQ (Monitoring Hut)	1-Unarmed	00:00 – 24:00	
HQ Front Gate	1-Unarmed	06:00-18:00 Thursday and Friday only	
Corporate Headquarters	1 - Armed	06:00 - 18:00 Monday to Friday	
Corporate Headquarters	1 - Armed	07:30 - 17:30 Monday to Friday	
San Pedro Office	1-Armed	08:00 – 17:00 Monday to Friday	
San Pedro Office	1-Unarmed	08:00-17:00 Monday to Friday	
Burrell Boom	1 - Unarmed	00:00 – 24:00 Sunday to Saturday	

HQ Compound front Gate	1 - Unarmed	18:00 – 06:00 Sunday to Saturday	
San Pedro Gas Turbine	1 - Unarmed	00:00 – 24:00 Sunday to Saturday	
8miles and San Pedro Gas turbine	1-Unarmed	00:00 – 24:00 Sunday to Saturday	
Ladyville	1 - Unarmed	00:00 - 24:00	
Ladyville	1- Unarmed	18:00 - 06:00	
		TOTAL	

Armed Courier Service

Corporate Headquarters	Trips	Rate per Trip	TOTAL
Commercial Bank	540		

Petty Cash Transportation

Corporate Headquarters	Trips	Unit Cost	Contract Value
Magazine	240		
		TOTAL	

Alarm Monitoring & Response

Corporate Headquarters	Period	Unit Cost	TOTAL
Monitoring	12 per year		
Panic Button Test	12 per year		
Physical Response Test	12 per year		

Note 1: Price to cover clauses 1-13 in BEL's Service Contract Form

Note2: ALL contracts are subject to 3% GCPW tax

Note 3: Original copy of invoices to be presented for payment

Invoices to state "Tax Invoice", Employer's Tin # BEL54, Contractor's Tin #, and GST amount separated

Contractor Name

Contractor Signature

Witness Name

Witness Signature