

June 2, 2026



Public Tender

Security Guard Services

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1. INTRODUCTION

1.1 BACKGROUND

Social and Health Insurances (SZV) is seeking to engage a qualified and licensed security company to provide the services described in the scope of work under section 1.2. This tender is conducted to secure uninterrupted security coverage, with services required to commence by **August 1, 2026**. The Selected Service Provider must deliver consistent, professional, and transparent security services at SZV's main offices located at Harbour View, Sparrow Road 4, Philipsburg, Sint Maarten.

Definitions	
Bidder	A company submitting a proposal in response to this Public Tender.
Selected Service Provider / Contractor	The Bidder awarded the contract following evaluation and approval.
SZV	Social & Health Insurances.

1.2 SCOPE OF WORK

The Selected Service Provider will be responsible for providing two (2) uniformed and qualified security officers to be stationed on-site at SZV's main office in Philipsburg, Sint Maarten. The officers must be present and on duty every weekday (Monday through Friday) from 7:00 AM to 3:00 PM, except on days when the office is closed, which includes public holidays and SZV closure days as communicated by SZV. Their responsibilities will include, but are not limited to, access control, front-office presence, monitoring of the premises, and immediate response to any security incidents or emergencies.

SZV expresses a strong preference for the retention of the existing security personnel currently assigned to the location, provided they meet the service provider's employment standards and regulatory requirements. This approach is intended to ensure continuity of service and minimize disruption.

Bidders are required to submit an open-book financial proposal. This proposal must include a transparent breakdown of the total annual cost, detailing all cost components such as hourly wage rates, administrative overhead, profit margins, and any other applicable charges. The open-book pricing model is intended to promote fairness, cost-effectiveness, and accountability in the procurement process.

1.3 EVALUATION COMMITTEE

The evaluation committee will consist of representatives from:

- **Facilities Department** (contract owner)
- **Finance Administration & Levy Department**

- **Customer Service Department, or Care Procurement Department**

The Evaluation Committee will be supported by Legal Affairs with contract and compliance review, and Internal Audit will oversee the selection procedure to support fairness, transparency, integrity, and objectivity of the process.

1.4 TENDER DOCUMENTS

This Public Tender consists of the following documents:

- This **Public Tender Document**
- **Appendix 1:** Terms of Reference (Security Guard Services)
- **Appendix 2:** Bidder Response Form (Terms of Reference – mandatory fill-in)
- **Appendix 3:** Self Declaration Form
- **Appendix 4:** Bidder Submission Checklist

1.5 DISCLAIMER

This tender document has been prepared with care. If any errors, omissions, or contradictions are identified, Bidders should report them in writing to the designated tender contact email. No rights may be derived from such inaccuracies.

2. REQUIRED DOCUMENTS

2.1 MANDATORY “KNOCK-OUT” CRITERIA (DISQUALIFICATION)

The Bidder must submit all documents listed below. These are the documents that will help SZV get to know your organization. Failure to provide any mandatory item will result in **disqualification**. These requirements are assessed on a **pass/fail** basis before any scoring is applied.

Mandatory documents and confirmations:

1. **Chamber of Commerce (CoC) Extract:** proof of valid company registration in Sint Maarten (extract not older than 3 months).
2. **Tax Registration & Good Standing:** proof of tax registration (CRIB number) and a statement from Receivers & SZV confirming compliance with tax and statutory obligations, or an approved payment plan if applicable.
3. **Business license(s):** issued by the Government of Sint Maarten, with proof of annual payment for year 2026 from the Receivers office.

4. **Articles of Incorporation:** copy of Articles of Incorporation (where applicable, e.g., N.V./B.V.).
5. **Financial Capacity:** letter from a bank attesting to the company's financial standing/solvency or the last 6 months Banks Statements.
6. **Financial Statements:** provided the financial statements for the last 2 years.
7. **Appendix 2: Bidder Response Form** (completed and signed)
8. **Appendix 3: Self Declaration Form** (Eligibility & Exclusion Criteria)
9. **Appendix 4: Bidder Submission Checklist**
10. **Pricing Schedule / Financial Proposal (open book pricing)** Included in Appendix 2
11. **References (company experience and clients)** Included in Appendix 2

2.2 FINANCIAL STANDING

To ensure the sustainability of the service provider, the following must be submitted:

- Company structure (including parent company if applicable)
- The last 6 months of official bank statements or a balance sheet
- Financial statements (balance sheet, income statement, operational expenses, and explanatory notes) the last 2 years, and an up-to-date income statement.
- For subsidiaries: Consolidated financial statement and comfort letter from parent company

2.3 INSIGHT INTO THE SECURITY GUARD SERVICES

The Bidder will provide the following information about the security guard services. This section should include comprehensive details regarding the nature of the services that the service provider will render to SZV, including staffing plans, supervision, uniforms, emergency response protocols, and the Bidder's ability to retain existing staff.

The Bidder must provide in a separate document the following information:

- A general overview and description of your organization showing at least the key roles in your organization
- Staffing plan and supervision
- Guard qualifications and training
- Uniform and equipment standards
- Emergency response protocols
- Transition plan (including retention of existing staff)

2.4 TERMS OF REFERENCE

Appendix 3 will include Key Performance Indicators (KPIs) and Service Level Agreements (SLAs) covering, at minimum, incident response times, staffing continuity, reporting accuracy, and compliance with SZV security standards. Performance against these KPIs will be monitored throughout the contract term.

2.5 REFERENCES

In the selection process, SZV will, in addition to the actual offers, pay great attention to screening the service provider. Specifically, the organization's manner, willingness to collaborate with security service providers and institutions on Sint Maarten, and the organization's capacity are determining factors that influence the final choice of a service provider.

The Bidder will provide the following information:

- Detailed company experience and a list of similar (previous and current) contracts
- Contact details for four (4) references

2.6 FINANCIAL PROPOSAL

The Bidder is required to submit a detailed financial proposal. The proposal must include:

- Total cost expressed in the **Caribbean guilders (XCG)** or the United States dollar (USD).
- Breakdown of costs per guard per hour
- Administrative and overhead costs
- Profit margin
- Any additional charges

The financial proposal must follow an open-book pricing model, clearly explaining how the total annual charge is calculated.

Non-compliance with submitting one or more of the above-mentioned documents or information during the tender procedure may result in disqualification.

3. PROCEDURE AND PLANNING

3.1 COMMUNICATION REGARDING THE TENDER

This tender is distributed directly to selected qualified providers and may also be advertised locally to ensure fair participation and transparency.

For clear and indisputable communication, the Bidder is requested to contact the selection team via the below email address for questions regarding this public tender and the process.

Email: szvtender@szv.sx

All communication with SZV regarding this tender must be directed to the designated email address. To ensure fairness and transparency, Bidders must not contact SZV staff directly regarding this tender. Any such contact may result in disqualification.

All questions received will be bundled and anonymized by the selection team. Answers to these questions are provided in writing in a summary of additional information. All Bidders participating in this tender will receive a copy of this memorandum covering all the anonymized questions and answers.

The Evaluation Committee will maintain a central digital tender dossier for this procedure. All written communications, questions and answers, submissions, evaluation records, and decisions will be filed to support auditability and transparency in accordance with SZV's procurement policy.

3.2 FORMAL REQUIREMENTS REGARDING THE PROPOSAL

- All documents, questions, and answers must be in the English language throughout the entire procedure.
- When responding to the questions, only the provided, Word and Excel fill-in documents should be used. If further explanations/documentation are provided, the structure/numbering of this proposal request should be followed as closely as possible.
- Proposals must be complete (i.e., contain answers to all questions and requested information in this proposal request). Incomplete proposals will not be processed, or during evaluation, it will be assumed that all unanswered questions score negatively.
- The proposal must be submitted digitally in PDF files. Appendix 3 must be submitted in both PDF and Excel formats.
- The proposal must be legally signed.
- Deviation from the procedure results in exclusion from participation in the tender.

3.3 DEADLINE

All documents must be submitted by:

[Updated date – 14 days after publication], 5:00 p.m. Atlantic Standard Time

Submissions must be in secured PDF format. Confirmation of receipt will be sent via email. You should submit the password, at the beginning of the evaluation period (on day 15). The evaluation period will officially start on the 15th day after publication.

3.4 OVERVIEW PROCEDURE AND PLANNING

Activity	Timing (from publication date)
Preliminary notification to vendors (newspaper, website, e-mail)	Day 0 (Publication date)
Publication period	Day 0 – Day 14 (2 weeks)
Deadline for questions from Bidders	Day 7
SZV responses to questions (anonymized and shared with all bidders)	Day 10
Proposal submission deadline	Day 14
Secure Password submission	Day 15
Evaluation period	Day 15 – Day 29 (2 weeks)
Award notification	Day 30 – Day 37 (within 1 week after evaluation)
Contract signing	Following internal approvals

3.5 SELECTION AND AWARDING

The evaluation will be conducted in two stages to ensure a fair, transparent, and objective process.

Stage 1 – Selection (Pass/Fail)

SZV will first verify compliance with the **Mandatory Knock-Out Criteria** in Section 2.0. Proposals missing mandatory documents or confirmations may be disqualified and will not be scored.

Stage 2 – Award Evaluation (Weighted Scoring)

Only compliant proposals will be scored using the weighted criteria below:

- **Quality (50%)**

- Service proposal & staffing plan (includes supervision, backup/relief, incident approach, and feasibility of the daily schedule)
- Company qualifications, compliance, and relevant experience/references
- **Price (50%)**
 - Total annual cost
 - Transparency and reasonableness of the open-book cost breakdown

SZV may request interviews, clarifications, reference checks, or site visits as part of the evaluation process.

SZV expresses a preference for continuity by retaining the currently assigned security personnel (where they meet the Bidder's standards). This will be considered within the Service Proposal assessment.

Final award and contract signing are subject to SZV's internal approval and authorization procedures.

3.5.1 Selection Process

The selection process will be conducted in a fair, transparent, and impartial manner. All evaluation criteria and procedures will be applied consistently and objectively, without bias or favoritism. The selection team members will be selected based on their expertise and qualifications. Legal Affairs will review the tender documentation and draft contract. The Internal Audit department will oversee the selection procedure to ensure the fairness, transparency, integrity, and objectivity of the process based on the predetermined conditions.

3.6 SELECTION DISCLAIMER

SZV may, at its discretion, amend, cancel, terminate, or reissue this tender at any time and may accept or reject any or all proposals without stating reasons. Bidders participate at their own risk: no compensation will be paid for any costs incurred or for any direct or indirect damages arising from participation or from SZV's decisions in the procedure. By submitting a proposal, the Bidder confirms acceptance of all terms and conditions of this tender document and its appendices. If negotiations cannot be concluded due to insurmountable obstacles, SZV may discontinue negotiations with the Selected Service Provider and commence negotiations with the next-ranked bidder based on the evaluation scores. Any objection to the award decision must be filed within seven (7) calendar days of notification.

3.7 OBJECTION PERIOD

A **Bidder** that does not agree with SZV's award decision may initiate summary proceedings before the Court of First Instance of Sint Maarten within **seven (7) calendar days** after receiving the award notification.

If a Bidder initiates such proceedings, notice must be provided within the same seven (7) calendar-day period to the Director of SZV, Mr. E. Felisie, via email at cdhodge@szv.sx.

When summary proceedings have been initiated and properly notified within this period, SZV may not enter into a contract with the **Selected Service Provider**, restart the tender procedure, or award the contract privately until a first-instance judgment has been issued, unless the parties reach an agreement.

If no proceedings are initiated within the seven (7) calendar-day period, the Bidder's right to challenge the award decision will expire.

3.8 DEBRIEFING OF UNSUCCESSFUL BIDDERS

Unsuccessful Bidders may request a written debriefing within five (5) calendar days following the award notification. The debriefing will provide a high-level explanation of the Bidder's performance against the published evaluation criteria.

No confidential or commercially sensitive information relating to other Bidders will be disclosed.

4. CONFIDENTIALITY

All information related to bidder submissions and internal handling of the tender is confidential. Bidders may not share or disclose any part of the tender or their participation without written permission from SZV.

This tender process should remain completely confidential and only employees who have a need-to-know should take notice of the submission of the Terms of Reference. The Bidder is forbidden to share details of its participation and this document with third parties without explicit written approval in advance by the Selection Team of SZV.

Confidentiality obligations remain in effect even if the proposal does not result in a contract.

APPENDIX 1

TERMS OF REFERENCE

Appendix 1A Terms of Reference has been provided as a guide to ensure Bidders are aware what they need to put into their proposal. This appendix does not need to be signed or submitted as part of the submission process.

Terminology Clarification (for this Appendix)

- **Bidder:** An entity submitting a proposal under this tender.
- **Selected Service Provider:** The Bidder awarded the contract following evaluation and internal approval.

How to read this ToR: Requirements described in this Appendix must be addressed in the Bidder's proposal and will apply contractually to the Selected Service Provider upon award, unless stated otherwise.

Interim arrangements: These Terms of Reference apply to the definitive service arrangement resulting from this public tender and do not apply to any short-term or interim security arrangements implemented by SZV for business continuity purposes.

1. Background & Objective

SZV requires reliable on-site security services at its main office in Philipsburg to protect staff, visitors, and assets during peak client service hours. Continuity of service is important, and SZV prefers a stable staffing approach with a smooth transition.

Objective: The Bidder's proposal must demonstrate the ability to ensure a safe and secure environment each weekday by managing building entry, maintaining a professional security presence at the front desk/reception, monitoring for disturbances, and responding to incidents or emergencies in alignment with SZV protocols and escalation requirements. The Selected Service Provider will be responsible for delivering these services during the contract term.

2. Service Delivery Model (Scope of Services)

The Bidder's proposal must describe how it will provide **two (2) licensed/uniformed security officers** on-site at SZV's office in Philipsburg, Sint Maarten. The Selected Service Provider shall provide and maintain this coverage throughout the contract term.

Service days and hours:

- Monday through Friday, **7:00 AM to 3:00 PM**
- Excluding public holidays / SZV office closure days (unless SZV requests otherwise in writing).

Minimum coverage requirement:

Two (2) guards must be on duty as scheduled. The Bidder must explain its backup/relief staffing approach so that coverage is not interrupted due to illness, vacation, or other absences. The Selected Service Provider shall ensure uninterrupted coverage.

3. Core Duties & Responsibilities

The Bidder must describe how the following duties will be delivered in practice. The Selected Service Provider shall perform, at minimum, the following duties:

3.1 Access Control

- Oversee entry/exit at the main reception area
- Verify identification and/or appointments as required
- Log visitors and prevent unauthorized access

3.2 Customer & Staff Safety / Front Desk Security Presence

- Maintain order in the lobby and waiting areas
- Provide a polite but firm security presence
- Guards may assist with queue management if needed, but shall not perform SZV client service tasks beyond security-related actions

3.3 Incident & Emergency Response

- Respond immediately to security incidents (e.g., disturbances, medical emergencies, alarms)
- Notify SZV management and, if necessary, police or emergency services
- Maintain an incident logbook (see reporting requirements)

3.4 Monitoring & Patrols

- Remain vigilant within the duty area
- Conduct periodic walk-around checks of the immediate premises during quiet periods
- Verify doors/access points are secure and identify hazards

3.5 End-of-Shift Handover

- Ensure appropriate handover at end of shift, including securing access points if they are the last security presence of the day, and documenting relevant incidents/observations

4. Personnel Requirements (Guards & Supervision)

4.1 Guard Qualifications

- Guards must be properly trained/certified for security work and present a professional and welcoming demeanor
- Guards must be uniformed and equipped appropriately (e.g., communication device, torch/flashlight)

4.2 Language & Conduct

- All guards should be fluent in English; additional languages are an advantage
- Guards represent the first point of contact with visitors; courtesy and firmness are required

4.3 Supervision & Continuity

- The Bidder must explain how supervision will be provided (e.g., supervisor visits, escalation, oversight)
 - The Selected Service Provider shall provide adequate supervision and ensure relief/back-up personnel so two guards are always on duty during required hours
-

5. Transition Plan & Staff Retention Preference

Two security officers currently working at SZV (under the outgoing arrangement) may be available for hire. **SZV's preference is continuity.** Bidders are strongly encouraged to indicate whether they are willing to offer employment to these guards (subject to the Bidder's normal hiring standards and processes) and to describe their transition approach. This will be considered favorably as part of the Bidder's service approach.

6. Quality Assurance, Deliverables & Reporting

The Bidder must confirm acceptance of the reporting requirements below and describe how these deliverables will be produced and submitted. The Selected Service Provider shall provide the following:

6.1 Daily / Incident Reporting

- Maintain an incident logbook capturing: date/time, description, parties involved (if applicable), actions taken, escalation/contacts made, and outcome
- Report urgent incidents to SZV management immediately

6.2 Monthly Service Report / Timesheet

Provide a monthly report or timesheet confirming:

- hours covered and staffing provided
- incidents handled
- issues observed and recommendations (if any)

6.3 Performance Review Meetings

Attend a **quarterly performance review meeting** with SZV Facilities Management to discuss service quality, incidents, and improvements.

7. Invoicing & Open-Book Pricing (Transparency)

The Bidder must confirm that its pricing is based on an open-book model and must be able to provide a clear cost breakdown consistent with its proposal. The Selected Service Provider shall invoice SZV monthly, reflecting the agreed rate(s) and hours covered. Billing must be transparent ("open-book"), meaning the Selected Service Provider must be able to justify pricing elements and provide a clear breakdown (e.g., wages, overhead/administration, profit margin, taxes/charges). SZV may request clarification/justification for any deviations.

8. Compliance, Licensing & Insurance

Bidders must hold all requisite licenses/permits to operate as a security services provider in Sint Maarten and comply with applicable legal and labor obligations for the guards assigned. Proof may be requested prior to signing.

The Selected Service Provider must maintain adequate liability insurance to cover damages or injuries related to its operations. Proof of insurance may be requested before contract execution.

9. Performance Standards & Service Expectations

The Bidder must confirm it will meet the following standards and describe how compliance will be ensured. The Selected Service Provider shall meet these standards throughout the contract term:

- Guards must be punctual and on post by **7:00 AM** each workday and remain until **3:00 PM** (or until properly relieved).
- Repeated lateness, no-shows, or failure to maintain two-guard coverage may result in corrective action and/or contractual remedies as defined in the agreement.
- SZV reserves the right to request replacement of any guard deemed unfit or whose performance is unsatisfactory.

9.1 Key Performance Indicators (KPIs) (minimum set)

The Selected Service Provider will be monitored against the KPIs below (and any additional KPIs in the contract and/or ToR addenda, if applicable):

1. **Coverage:** 100% coverage of agreed service hours with two guards on duty.
2. **Punctuality:** Guards on post and ready at the start of each shift.
3. **Incident reporting timeliness:** Incident entries completed same day; urgent incidents reported immediately.
4. **Monthly reporting timeliness:** Monthly report/timesheet submitted within the agreed reporting cycle.

Persistent failure to meet KPIs may result in corrective actions in accordance with the contract.

10. Communication & Coordination with SZV

The Bidder must describe how operational matters (scheduling, incidents, improvements) will be coordinated with SZV Facilities Management and how escalation instructions will be followed. The Selected Service Provider shall coordinate operational matters with SZV Facilities Management, communicate substitutions or schedule changes promptly, and ensure continuity of service is maintained.

APPENDIX 2

BIDDER RESPONSE FORM (TERMS OF REFERENCE)

This form must be fully completed and submitted as part of your proposal. The Bidder may copy the form over to their own company letter head.

If a section does not apply, write “N/A” and provide a brief explanation.

All statements made in this form, form part of your bid and may become contractually binding if you are selected.

SECTION A — BIDDER INFORMATION

Legal Entity Name:	
Trade Name (if different):	
Registered Address:	
Contact Person (Tender):	
Email:	
Telephone:	
Bid Validity (minimum 3 months):	<input type="checkbox"/> Confirmed – valid until: ____ / ____ / 2026

SECTION B — SERVICE DELIVERY MODEL

B1. Service Coverage (Mandatory Baseline)

Required baseline schedule:

- Two (2) on-site security guards
- Monday–Friday
- **7:00 AM – 3:00 PM**
- Excluding SXM public holidays and SZV office closure days (unless otherwise instructed in writing)

We confirm full compliance with the baseline schedule above.

If any deviation is proposed (only if expressly allowed), describe and justify:

B2. Deployment Plan

Describe how guards will be deployed daily to ensure uninterrupted two-guard coverage:

B3. Relief / Backup Arrangements

Explain how uninterrupted coverage is guaranteed in case of illness, leave, emergencies, or no-shows (include response times):

SECTION C — STAFFING & PERSONNEL

C1. Guard Qualifications

Describe guard training, certification, and how compliance is verified:

C2. Uniforms & Equipment

List uniforms and equipment provided (e.g. radio, flashlight, ID):

C3. Language Capability

At least one guard fluent in English:

- Yes No

Other languages available (optional):

C4. Supervision & Management

Describe your supervision and performance management model:

SECTION D — DUTIES & EXECUTION

Confirm and describe how you will execute each duty at SZV:

D1. Access Control / Reception Presence

- Confirmed

Method: _____

D2. Customer & Staff Safety / Lobby Order

- Confirmed

Method: _____

D3. Incident & Emergency Response

- Confirmed

Procedure: _____

D4. Monitoring & Walk-Around Checks

- Confirmed

Frequency & scope: _____

D5. End-of-Shift Handover

Confirmed

Handover process: _____

SECTION E — TRANSITION & CONTINUITY

SZV has expressed a preference for service continuity and may have existing guards available for consideration.

E1. Willingness to consider hiring existing guards:

Yes No Conditional

E2. Conditions (if conditional):

E3. Transition & Onboarding Plan:

SECTION F — QUALITY ASSURANCE & REPORTING

F1. Daily Incident Logbook

Confirmed

Describe format and internal review:

F2. Monthly Service Report / Timesheet

Confirmed

Proposed submission date each month: _____

F3. Quarterly Performance Review Meetings

Confirmed

Proposed attendees: _____

F4. Performance Standards (KPIs)

Confirmed – including:

- punctual start at **7:00 AM**
- continuous two-guard coverage
- same-day incident reporting

Explain monitoring and corrective actions:

SECTION G — COMMUNICATION & ESCALATION

G1. Operational Point of Contact

Name: _____

Title: _____

Phone: _____

G2. Escalation Path (in order):

1. _____
 2. _____
 3. _____
-

SECTION H — OPEN-BOOK PRICING

H1. Pricing Summary

Currency: USD ANG/XCG

Total Annual Cost (all-inclusive): _____

H2. Cost Breakdown

- Hourly wage per guard: _____
- Estimated guard hours per month: _____
- Supervision cost (if separate): _____
- Administrative / overhead cost: _____
- Profit margin (% or amount): _____
- Other charges (describe): _____

(Attach detailed breakdown as Annex if required)

H3. Invoicing

Monthly invoicing with transparent hour breakdown confirmed.

SECTION I — COMPLIANCE & INSURANCE

I1. Licensing / Permits

Confirmed

Details: _____

I2. Insurance Coverage

Confirmed

Insurer & coverage summary: _____

SECTION J — DECLARATION & SIGNATURE

By signing below, the Bidder confirms that the information provided in this Appendix is accurate and that it can deliver the services as described if selected.

Authorized Signatory Name: _____

Title: _____

Signature: _____

Date: ____ / ____ / 2026

Optional Annexes (if applicable)

- Annex B2 – Staffing Schedule & Deployment Plan
- Annex H2 – Detailed Open-Book Cost Breakdown
- Annex I – Licensing / Insurance Proof

APPENDIX 3

SELF DECLARATION FORM

Each Bidder must complete this self-declaration concerning the eligibility & exclusion criteria.

The undersigned, hereinafter “Service Provider”, hereby certifies:

- That it has not been adjudicated bankrupt or insolvent, has not halted their business activities or has a suspension of payment or agreement.
- That it is not subject to proceedings for a declaration of bankruptcy or liquidation, a procedure for suspension of payment or agreement, or a similar procedure under national laws and regulations.
- That no judicial decision which has the force of res judicata in accordance with the legal provisions of Sint Maarten of any offence concerning the professional conduct of all employees.
- They are not subject to any pending criminal investigation or have been convicted for any criminal offence in the past ten years. This also applies to each managing director and ultimate beneficial owner.
- That the services provider and its employees have not been guilty of grave professional misconduct proven by the contracting authorities.
- That it is not guilty of misrepresentation in supplying the information required.

SZV reserves the right to request official supporting documentation within a timeframe determined by SZV.

Name:	
Function:	
Company:	
Signature:	
Date:	

APPENDIX 4

BIDDER SUBMISSION CHECKLIST

Each Bidder must complete this checklist which is intended to confirm that a Bidder's submission is complete and compliant at tender stage.

The Bidder must submit the following documents with its proposal:

No.	Mandatory Document	Submitted
1	Chamber of Commerce (CoC) extract (≤ 3 months old)	<input type="checkbox"/>
2	Business license(s) as issued by the government of Sint Maarten, and proof of annual payment for the year 2026	<input type="checkbox"/>
2	Tax registration / CRIB, and proof of good standing (or approved payment plan) from Receivers & SZV. (≤ 3 months old)	<input type="checkbox"/>
3	Articles of Incorporation (if applicable: N.V./B.V.)	<input type="checkbox"/>
4	Proof of financial capacity (one of the following): • Bank reference or bank statement (last 3 months),	<input type="checkbox"/>
5	Financial Statements Provided for the last 2 years	<input type="checkbox"/>
6	Completed Appendix 2 – Bidder Response Form (Terms of Reference) ,	
7	Completed Appendix 3 – Self Declaration Form – Eligibility & Exclusion Criteria	<input type="checkbox"/>
8	Open-book pricing breakdown (transparent cost structure)	<input type="checkbox"/>
9	Bid validity confirmation (minimum 3 months)	<input type="checkbox"/>

By signing below, the Bidder confirms that:

- all mandatory documents listed above have been included with this submission;
- the information provided is complete and accurate; and
- the Bidder understands that submission of additional documents beyond those listed as mandatory is **not required** at tender stage unless explicitly requested by SZV.

Name:	
Function:	
Company:	
Signature:	
Date:	