

## **USAID**

### **REQUEST FOR PROPOSAL (RFP): PROVISION OF SECURITY GUARD SERVICES**

#### **(A.) Background**

Family Health International (FHI360) is a not-for-profit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes expert in health, education, nutrition, environmental, economic development, civil society, gender equality, youth, research, humanitarian services and technology – creating a unique mix of capabilities to address today’s interrelated development challenges. Our funding in Nigeria are from USAID and other donors. FH1360 is supporting the Government of Nigeria (GON) to enhance sustained cross-sectional integration of HIV/AIDS services by building Nigerian capacity to deliver sustainable high quality, comprehensive, prevention, treatment, care and related services in various states within Nigeria, Integrated Humanitarian Assistance to North Eastern Nigeria.

FHI360 Nigeria Country Office is hereby seeking proposal from interested and eligible security companies to provide security guard services for the Abuja Country Office and its State Offices across Nigeria. The contract period will be one year with the option to renew for additional one year.

#### **(B.) Service Recruitment**

(1.) The Security Company will provide the following guard services

	<b>LOCATION</b>	<b>GUARD</b>	<b>SUPERVISOR</b>	<b>SENIOR GUARD</b>	<b>GUARD TOUR</b>
1	Abuja (Godab & Coscbaris)	1	2	2 (Reception)	2
3	Adamawa	3		1	1
4	Akwa Ibom + GF	4	2		1
5	Anambra	6			1
7	Bauchi	7			1
8	Bayelsa	8	1		1
9	Benin AHNi	9	1		1
10	Borno + IHANN	10	2		
11	Borno Dikwa IHANN	11		2	
12	Borno Ngala IHANN	12		2	

13	Cross River	13	2		1
14	Imo Stele Office (GF AHNi)	14		1	1
15	Jigawa	15		1	1
16	Kaduna State Office (GF AHNi)	16		1	1
17	Kano	17	1		
18	Lagos (possibility of new location)	18	1		
19	Oyo Stale Office (GF AHNi)	19			1
20	Rivers + GF	20		2	1
21	Rivers Stale Office (GF AHNi)	21			1

(2.) The operatives will operate a 24-bour work schedule in two shifts of 12 hours each

(3.) The company will provide fully literate, physically-fit healthy responsible, disciplined, competent in all respect and well trained security personnel to render day and night watch duties continuously in two shifts of 12 hours each (from 6:00am to 8:00pm)

(4.) The company will ensure strict compliance by personnel with all the rules, regulations, standing instructions or directives issued by FHI360 to advance the security arrangement for each protected premises.

(5.) Deployed Guard force will be supervised periodically by a patrol unit or supervisor will make periodic check/visits

(6.) A dairy record of attendance at the premises will be kept by the guard force in charge of the premises who will note in that record all irregularities or incidences discovered by them, their attendance at the premises and the security company will provide a written report to FHI360 any such irregularities or incidents within 24 hours of such incident (and if so required make He record available for inspection by FHI360 or the Police)

(7.) The security company is able to install and use an electronic guard patrol monitoring device on selected premises and ensures patrols are conducted with reports sent in real time

**(C.) Selection Criteria**

Please read this section carefully and be sure that all requested information is included in your submission. Evaluators will neither make assumptions nor draw inferences regarding missing

or incomplete information. The submission of incomplete information could result in the rejection of proposal.

Proposals should be comprehensive and highlight how the bidding company intends to meet up with our requirements as stated above, in addition to clearly stating service costs and/or rates of commission, proposals should include the following;

**(1.) Company Profile**

- (i.) Bidding security company should provide a list of clients (INGO's, UN, Embassies preferred) with evidence of copies of contractual documents
- (ii.) Evidence of network across Nigeria, State number of branches with physical address of each location with company point of contact, email and telephone number of each location and head office
- (iii.) Explain clearly other services your company specializes in

**(2.) Registration Requirement**

- (i.) Evidence of registration with Corporate Affairs Commission
- (ii.) Copy of Memorandum and Article of Association
- (iii.) Copy of forms CAC2 and CAC7
- (iv.) Copy of License to operate as Private Security or Nigeria Security and Civil Defense Corps
- (v.) Evidence risk insurance against client assets as provided by the company

**(3.) Financial Status**

Provide evidence of financial standing and an updated audit report tor 2016, notarized by a chartered accountant

**(4.) Emergency Response**

- (i.) Explain dearly your company capacity to respond in emergency situations, list the type of emergency situations and estimated time of response
- (ii.) Does your company have 24 hours manned control room at base and provide verifiable company point of contract and telephone number tor this service?

(iii.) Explain clearly mechanism used to communicate with guards on duty for each of the location

#### **(5.) Guard Force Quality**

(i.) Provide requirements for guard recruitment in your company and include CVs of at least 10 Guards hired by your company and a copy of their employment letters.

(ii.) Provide any evidence of Guard training program being conducted for your guards

(iii.) Provide employment criteria for guards (casuals, permanent, provide sample of contract agreement)

(iv.) Provide your company supervision plan for guards

(v.) Provide your guards working hours

#### **(6.) Office**

(i.) Indicate each Security Company office location managing each of the proposed site to provide guard services list address and point of contact.

(ii.) Company must present evidence of similar services being provided in the proposed location, remote management of Guard force may not be ideal for this kind of service

#### **(7.) Technology**

(i.) Potential to use technology to support provision of Guard services such as CCTV. Guard Tour systems access control

(ii.) Sample of Guard tour reports to support previous use

(iii.) Able to supply security scanners at no additional cost to an proposed locations

(iv.) Able to generate and share relevant security related alerts/reports which could affect FHI360 activities in operational areas

#### **(D.) Clarification and Submission of Proposal:**

Bidders must submit request for any clarification and further information concerning this Request for Proposal (RFP) in writing via email to [procurement@sidhas.org](mailto:procurement@sidhas.org), **Tel: 09-4615555 not later than 4pm Tuesday 30<sup>th</sup> May, 2017.**

Complete proposal including financial and technical documents must be submitted to a sealed envelope and signed by authorized representative of the bidding company **on or before 5pm Tuesday 6<sup>th</sup> June, 2017**. Financial and Technical Proposal must be in two separate envelopes. Financial proposal should be in the following format: Company billing/invoicing per Guard per location clearly indicating actual remuneration per Guard. Envelope should be labelled "Provision of Security and Guard Services" end addressed to

**The procurement Manager,  
Family Health International (FHI360),  
Plot 1073 JS Tarka Street, Garki Area 3,  
Abuja.**

Any proposal received by FHI 360 after the deadline for submission stated herein shall be rejected and returned unopened to the bidder

No proposal shall be modified after the deadline for submission of proposals. Facsimile (fax), e-mail documents or postmarked documents will not be accepted, issuance of this RFP in no way constitutes a commitment by FHI360 to award a contract. FHI 360 reserves the right to vary any part of this RFP at the time of award if it becomes necessary.

This procurement is funded by the US Agency for International Development (USAID) and is subject to the applicable Federal Acquisition Regulation (FAR) and AID Acquisition Regulations (AIDAR)

FHI360 is Value Added Tax (VAT) exempted, but charges Withholding Tax (WTH) in compliance with Relevant Nigerian laws.