

Request for Proposal for Provision of Security and Guard Services

Introduction:

Family Health International (FHI360) with funding from the United States Agency for International Development (USAID) through the Strengthening Integrated Delivery of HIV/AIDS Services (SIDHAS) project 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. FHI360 Nigeria Country Office is hereby proposal from interested and eligible Security Service Companies to provide security and guard services for its Abuja country office and five (5) state offices. Companies that meet the Selection Criteria listed below are encouraged to apply.

Service Requirement:

1. The company will provide twenty four (24) guard personnel, two (2) Supervisors and one (1) guard tour system in Abuja, five (5) guard personnel and one (1) guard tour system in Rivers State and five (5) guard personnel each in Akwa Ibom, Bayelsa and Lagos States.
2. The operatives will operate a 24-hour work schedule in two shifts of 12 hours each.
3. The contractor agrees to provide the client with fully literate, physically-fit, healthy, responsible, disciplined, competent in all respects and well trained security personnel to render day and night watch duties continuously in two shifts of 12 hours each (from 6.00 a.m. to 6.00 p.m.)
4. The contractor will ensure strict compliance by his personnel with all the rules, regulations, standing instructions or directives issued by FHI360 to advance the security arrangements for each protected premises.
5. All security officers and personnel will be supervised by the Supervisory Officer or Senior Officer of the contractor who will make periodic checks/visits.
6. A daily record of attendance at the premises will be kept by the Security Officers in charge of the premises who will note in that record all irregularities or incidents discovered by them, their attendance at the premises and the contractor will provide a written report to the client any such irregularities or incidents within 24 hours of such

incident (and if so required make the record available for inspection by the client or the Police)

7. The Contractor is able to install and use an electronic guard patrol monitoring device on selected premises and ensures patrols are conducted.

Selection Criteria:

1. Company Profile

- Bidding company should provide a list of Clients (INGO's, UN, Embassies preferred) with evidence of copy of contractual documents.
- Evidence of Network across Nigeria, State no of Branches with physical address of each location with company point of contact, email and telephone no.
- Explain clearly other services your company specializes
- State Clearly Years of Operation and provide evidence with a contractual document.

2. Emergency Response

- Explain clearly your company capacity to Respond in Emergency situations, list the type of emergency situation and the estimated time of Response
- Does your company have 24Hours manned Control room at base and provide verifiable Company point of contact and telephone no. for this service.
- Explain clearly mechanism used to Communicate with Guards on duty

3. Guard Force Quality

- 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 letter.
- Provide any evidence of Guard Training Program being conducted for your guards,
- What is the Employment Criteria for Guards (casuals, permanent, provide sample of contract agreement)
- What is your company Supervision plan for guards
- What is your Guard working Hours

4. Financial Status

- Provide Evidence of Financial Standing and an updated audit report for year ending 2013, notarised by a chartered accountant.

5. Registration Requirements

- Evidence of Company Registration with Corporate Affairs Commission
- Copy of Memorandum and Article of Association
- Copy of License to Operate as Private Security or Nigeria Security and Civil Defence Corps
- Evidence of Security Cover as provided by Company
- Copy of Tax Clearance Certificate
- Evidence of Compliance with Workmen Compensation Tax
- Copy of Pension Certificate Registration (New Government Requirement)

Submission of Proposals:

Bidders are requested to submit their company profile, technical and financial proposal. The financial should be in these format: Client Billing/Invoicing per Guard per location clearly indicating actual remuneration per Guard. Interested companies are required to request for the billing format and seek answer to any question in relation to this RFP up to 5:00pm on May 18th, 2015 to the Procurement Manager via Procurement@sidhas.org or Tel: 09-4615555

All documents required by this RFP must be received at the below designated location **not later than 2:00pm**(Nigeria Time) on May 22nd, 2015 in a sealed envelope. Facsimile (fax), e-mail documents or postmarked documents will not be accepted:

The Procurement Manager

Family Health International (FHI360),

Plot 1073 JS Tarka Street, Garki, Area 3 Abuja.

Please note:

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.

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