

**Request for Proposal for the Engagement of a Security Organization/Outfit for the Purpose of Securing the Commodities and Infrastructures in the Federal Central Medical Stores (FCMS), Oshodi Lagos State Nigeria.**

The Association for Reproductive and Family Health (**ARFH**) has received grants from Global Fund for AIDS, Tuberculosis and Malaria towards implementing the Round 9 Phase II TB Project in Nigeria and intend to apply part of the proceeds of the grant to hire a **SECURITY ORGANIZATION/OUTFIT** for the purpose of **SECURING THE COMMODITIES AND INFRASTRUCTURES IN THE FEDERAL CENTRAL MEDICAL STORES (FCMS), OSHODI, LAGOS STATE**. ARFH now invites **two (2)** separately sealed Technical and Financial bids from reputable organizations.

**Project:** Engagement of a Security organization for the purpose ensuring the safety of the commodities and maintenance of all security gadgets in the Federal Central Medical Stores (FCMS), Oshodi, Lagos State

**Scope**

1. Securing the Government and Donor Infrastructures at the FCMS, Oshodi.
2. Maintenance of Security of commodities in FCMS, Oshodi.
3. Monthly Security Report on FCMS, Oshodi to the Head of FCMS and ARFH.

**Pre-qualification:**

Your company must be a registered Security Organization with the requisite experience and track records for maintaining an adequate and reliable security of infrastructures and commodities in Nigeria. The documents below must be made available in a **sealed Technical bid (the scoring for each is stated and will be used as such in the selection); Please Note that the Financial bid will not be opened if the score for the Pre-qualification is below 70% score):**

- Company Profile with in-country staff strength -15%
- Registration with relevant professional bodies – 15%
- Evidence of company's incorporation with Corporate Affairs Commission (CAC) -5%
- Evidence of recent annual Returns to Corporate Affairs Commission – 5%
- Evidence of three years (2010 – 2012) Tax Clearance Certificate – 10%
- Evidence of a Tax Identification Number (TIN)- 5%
- Evidence of past jobs/contracts with details of existing contracts with other organizations if any- 20%

- Evidence of current audited accounts of your firm for the past three years (2010 – 2012) -10%
- Evidence of adequate Life Insurance for Staff and other motivational packages -15%

*Financial Bid/Price Quotes:*

For all the proposals meeting technical requirements, the lowest compliant proposal shall be selected after the financial bid analysis. Find below the required details expected in the Price Quotes:

<i>Description</i>	<i>Unit Cost</i>	<i>Total Cost</i>	<i>Remark</i>
Wage/Salary cost for 12 Security Personnel per annum	<i>Naira</i>	<i>Naira</i>	<i>Naira</i>
Maintenance of CCTV and backups			
Agency fee/service charge if any			
Any other additional cost if any			
<i>Total</i>			

**Additional Information:**

- The duration of this contract shall be annually subject to renewal based on ARFH's Procurement processes.
- Detailed procedures and timelines for sending the monthly report will be communicated to the Agent after engagement or commission of the contract.
- Your quotation should reach the undersigned **on or before 28<sup>th</sup> January, 2014** from the date of this proposal.
- This request for proposals solicitation has been addressed to numerous organization and hence, will be competitive.
- The validity of the financial quotations shall not be subject to review for the one year period from the date of contract signing.
- The successful bidder(s) shall be notified in writing and will be invited to sign a contract with ARFH.
- The Agency fee/service charge will be subjected to 5% withholding tax.

**Method of Submission:**

Original copy of the 2 bids should reach the address as stated below on or before the **28<sup>th</sup> January, 2014**, sealed separately, an envelope marked on the top right side with **'FCMS Security – Technical Bid (Name of Organization)'** and **'FCMS Security – Financial Bid (Name of Organization)'** and addressed to:

**The Chairman, Procurement Committee,  
Association for Reproductive and Family Health (ARFH)  
Millennium Builder's Plaza, 1<sup>st</sup> Floor, Block C,  
Plot 251 Cadastral Zone Herbert Macaulay Way, Opposite NNPC Towers Abuja,  
Nigeria,**

**Website: [www.arfh-ng.org](http://www.arfh-ng.org)**