

Call for Proposals: Provision of Unarmed Manned Guarding and Security Services at AAH Facilities in Maban, East Nile State, South Sudan

Ref: CFP/AAH-SS/HUM/MAB-SECURITY-001

1) Introduction:

Action Africa Help (AAH) is a Not-for-Profit Organization registered in South Sudan. Main activities of AAH in South Sudan fall under seven main thematic sectors:

- Basic services (health, education, water, sanitation and hygiene),
- Food and income security,
- Environmental management and responsiveness to climate change,
- Governance, civil society strengthening and peace building,
- Humanitarian relief and recovery, and
- Research to provide evidence base for the above.

Vision Statement: Improved quality of life for livelihood-challenged communities in Africa.

Mission Statement: Support livelihood-challenged communities in Africa to sustainably improve their quality of life.

AAH's core values are:

- Compassion for livelihood-challenged communities,
- Community-centered sustainable solutions,
- Respect for all stakeholders,
- Partnership, with shared responsibilities,
- Integrity (including accountability and transparency),
- Efficiency in resource utilization, and
- Innovation in programming.

2) Background and Call for Proposal:

Currently, AAH South Sudan is directly responsible for the guarding and security services at its facilities in Maban. This is handled through a workforce of Staff who are employed as Guards (comprised of South Sudanese and Refugees).

Owing to the quest for concentrating on its core activities and thereby improve on implementation efficiency, AAH South Sudan deemed it necessary to out-source the guarding and security services component.

For this reason therefore, Action Africa Help (AAH) South Sudan is calling for proposals from eligible and legally operating competent and reputable service providers in South Sudan, to provide Unarmed Manned Guarding and Security Services at its Facilities located in Maban, East Nile State, South Sudan.

3) Details of Site Setup and enhancements:

3.1 Location/Site of provision of service:

The Successful Service Provider shall be required and expected to provide the unarmed manned guarding and security services at the following specific locations and facilities in Maban:

3.1.1 Doro Warehouse: The Warehouse is used to provide custody and safety for Non food items (NFIs), including relief items like soap, sanitary cloth, kitchen sets, tents, plastic jerry cans, plastic sheet, among others.

3.1.2 Gendrassa Warehouse: The Warehouse is used to provide custody and safety for Non food items (NFIs), including relief items like soap, sanitary cloth, kitchen sets, tents, plastic jerry cans, plastic sheet, among others.

3.1.3 Kaya Warehouse: The Warehouse is used to provide custody and safety for Non food items (NFIs), including relief items like soap, sanitary cloth, kitchen sets, tents, plastic jerry cans, plastic sheet, among others.

3.1.4 AAH Logistics Base, Gendrassa: The Base comprises of an Office block (which in turn contains an assortment of Office Equipment like computers, printers, satellite communication system, television set) a parking yard for fleet of vehicles including Heavy Trucks, buses and light vehicles, Staff accommodation blocks and an assortment of household property, among others.

3.2 Size/total area of Site:

The above named individual sites are of varying and different sizes/total area. The table below represents the details of these sizes:

Table 1: Specific Size/total area per Site:

SN	Location/Site	Size/Total Area in Sqm
1	Doro Warehouse	28,436 square meters (L122.2xW232.7)
2	Gendrassa Warehouse	7,184 square meters (L83.10xW86.45)
3	Kaya Warehouse	5,936 square meters (L76.45xW77.65)
4	AAH Logistics Base, Gendrassa	10,181 square meters (L100.90xW100.90)

3.2 Available installations, facilities and services at the Sites:

The individual sites have in place different safety and security installations and AAH South Sudan provides some services and/or amenities, which are of importance and should be taken into consideration when preparing your proposal. The table below provides these details on a Site basis:

Table 2: Installations, facilities and services available at the Sites:

SN	Location/Site	Details of facilities and services
1	Doro Warehouse	Fence made of zinc sheets (iron sheets) screwed to metal posts, reinforced with razor wire, with a metallic gate, guard house and security lights powered by solar energy.
2	Gendrassa Warehouse	Fence made of zinc sheets (iron sheets) screwed to metal posts, reinforced with razor wire, with a metallic gate, guard house and security lights powered by 2 generators.
3	Kaya Warehouse	Fence made of zinc sheets (iron sheets) screwed to metal posts, reinforced with razor wire, with a metallic gate, guard house and security lights powered by solar energy.
4	AAH Logistics Base, Gendrassa	Fence made of chain links covered by plastic sheet and local timber poles, reinforced with razor wire, with a metallic gate, guard house and security lights powered by a generator.

4) Scope of required service:

4.1 Recommended Number of Personnel per Shift/Site:

AAH South Sudan recommends that the successful service provider shall deploy at least 2 Guards for the Day shift at each site and at least 5 Guards for the Night Shift at each site.

4.2 Guarding Schedule : AAH South Sudan's requirement is for a 24 hours, 7 days a week arrangement (365 days a year), including Weekends and Public Holidays.

4.3 Staffing and Gender Balance:

AAH South Sudan highly recommends that the successful service provider will uphold and ensure that there is gender balance in the distribution of the positions for this assignment, with at least a minimum of 25% of the personnel being females

In addition, AAH South Sudan recommends that the successful service provider considers recruiting personnel from both the host community and the refugees to at least 50:50 ratio.

4.4 Recommended Equipment: AAH South Sudan recommends that none of the successful bidder's personnel is armed with any type of gun. Instead, as and when necessary and as advised officially by AAH South

Sudan, the successful service provider may be required to arm his personnel with Bows and Arrows.

The successful service provider shall also be expected to equip his personnel with communication gadgets to facilitate communication both internally (between the personnel and their office/or amongst themselves as necessary) and externally, between AAH South Sudan and service provider's personnel deployed at the specific site/location.

The Bidder shall indicate the nature and period of warranty available on warrantable components

5.0 Contract Terms:

5.1 **Currency:** The resulting Contract between the Service Provider and AAH South Sudan shall be drawn and payment shall be made in US Dollars. The currency may be negotiated before signing or extension of contract depending on donor funding currency.

5.2 **Payment terms:** AAH South Sudan does not pay for services in advance; payments are made ONLY and STRICTLY in arrears at the end of the agreed period (usually at the end of every calendar/or contract month, whichever is applicable). No CASH payments are made, all payments are made either through direct transfer into the Service Provider's Bank Account, or by way of a bank cheque drawn and issued in the Service Provider's name.

5.3 **Contract Duration:** The Initial Contract will be valid for 6 Months (targeted to start on 1st July and end on 31st December 2016). The Contract may be extended for another 12 months subject to satisfactory performance during the initial contract period , availability of funds and after mutual agreement between AAH South Sudan and the Service Provider.

6.0 Eligibility and requirements:

6.1 Administrative requirements:

6.1.1 Valid Certificate of Incorporation as a Business in South Sudan

6.1.2 Valid Certificate and License to Operate as a Security Service Provider, from the South Sudan, Ministry of the Interior and a No-Objection Clearance from the South Sudan Police.

6.1.3 Proof of Registration with the Tax Agency and latest Tax Compliance Certificate issued between 1st January and 31st March 2016

6.1.4 Letter of No Objection to operate in East Nile State issued by the relevant State Authority.

6.1.5 Complete and certified Article and Memorandum of Association.

6.2 **Technical Requirements:**

- 6.2.1 Proof that the Service Provider has provided similar or better services to Government, Private Business Firms or Non Governmental Entities in the past 3 years.
- 6.2.2 Recommendations of Satisfactory performance from past and present clients (preferably from Private Business Firms or NGOs). The Recommendation should be signed by a Senior Officer from the entity and MUST include the full contact details (physical address, phone numbers and email address).
- 6.2.3 Service Provider's Human Resources Administration Set Up, Key Policies and Staffing (including but not limited to: Gender Policy, Prevention of Sexual Exploitation and Child Labour, HIV/AIDS Policy, code of conduct, among others)
- 6.2.4 Proof of Valid Insurance Cover; both Business Insurance and Personnel Insurance and letter of No Objection from the Service Provider's Insurance provider to cover additional personnel
- 6.2.5 Service Provider's technical capacity, training and skills development arrangement/program
- 6.2.6 Service Provider's logistical capacity
- 6.2.7 Service Provider's Bank Statement (issued no earlier than 31st March 2016) and Audit Report for the period no later than 2014/2015.
- 6.2.8 Service Provider's Banker's recommendation Letter stating the financial health of the Service Provider during the last 18 Months
- 6.2.9 Service Provider's Technical proposal in response to this Call for Proposal.

6.3 **Service Provider's Financial Proposal (in US Dollars)**

The Financial proposal should be detailed, clear and must indicate any variables, unit prices and resulting total contract price. The proposal should be valid for 60 days from the date of opening of proposals advised in section 8.1 below.

7.0 **Call for Proposal Administrative Guidelines:**

7.1 **Requests for Clarification:**

Prospective and eligible bidders MUST submit any request for clarification STRICTLY in writing and addressed to the following email address: pmukisa@actionafricahelp.org , and should be received before or not later than 25th April 2016, 1130hrs (East African Standard Time) Clarifications will be given within 48 hours from receipt of such request.

It is recommended and mandatory that all prospective bidders make a physical site inspection of the Sites before preparation and submission of proposals.

7.2 Preparation, marking and labeling of proposals:

The prospective service provider should prepare two separate proposals; the Technical Proposal and the Financial Proposal, with each securely contained in a separate envelop, clearly marked as below, respectively:

- 1- "CFP/AAH-SS/HUM/MAB-SECURITY-001 Technical Proposal"
- 2- "CFP/AAH-SS/HUM/MAB-SECURITY-001 Financial Proposal"

7.3 Submission of proposals:

- 1- The Two Proposals (Technical and Financial) should be placed, contained and securely sealed in one large Envelop (preferably an official pre-printed envelop bearing the company name of the service provider or clear labeled as such), which should be marked: "**CFP/AAH-SS/HUM/MAB-SECURITY-001 Proposal for provision of guarding and security services in Maban**"
- 2- The proposals should be submitted in two hard copies; one marked "Original" and the other marked "Copy".
- 3- The proposal should be submitted at the following address (only) and the person submitting the proposal MUST ensure that S/he registers the same with the Procurement Staff in the Submission Register:

**AAH Humanitarian Project
Hai Gabath, Juba Town
Behind Customs Head Office
Next to JIT Super Market**

- 4- Submissions shall only be received before or not later than **29th April 2016, 2:45pm**. Please note that AAH Offices don't open on Weekends and Public Holidays. The receiving time shall be as follows:

Morning: From 9:00am till 12:30noon
Afternoon: From 2:30pm till 4:30pm

8.0 Opening, evaluation of proposals, contract award and feedback to bidders

8.1 Opening of proposals:

Proposals received in strict adherence to the guidelines prescribed above shall be opened on 29th April 2016, at 4:30pm, at the same (submission) location. Bidders or their representatives (a maximum of two) are free to attend and witness the opening.

8.2 Evaluation of proposals:

A Comprehensive Criteria will be followed in evaluating the proposals submitted in accordance with the guidelines prescribed above. The criteria will follow a weighting system advised below:

i-	Administrative Compliance	10 points
ii-	Technical Compliance	70 points
iii-	Financial Proposal	20 points

Important Notes:

- i- The bidder's proposal **MUST** obtain all the 10 points under the Administrative Compliance Stage and a minimum of 42 points from the Technical Compliance Stage to qualify for the Financial Evaluation Stage. Accordingly, any bidder whose proposal fails to obtain all the 10 points under the Administrative Compliance Stage, will not be considered for Technical Evaluation.
- ii- The score for the bidder's Financial Proposal will be arrived at using the following formula:

$$P = 20 \times (u/z)$$

P: Financial Score

U: Price of Lowest Compliant Bid

Z: Price of Bid being evaluated

8.3 Award of Contract:

The Contract will be awarded to the Bidder who scores the highest total marks from the evaluation process detailed in 8.2 above.

AAH South Sudan reserves the right to enter into pre-contract award price and none price negotiations with the eventual winning bidder.

8.4 Post process feedback:

The winning bidder shall be notified before or not later than 13th May 2016, 4:30pm. Unsuccessful bidders shall be notified before or not than 27th May 2016, 4:30pm. All notification shall be made in writing only via email. Accordingly, the bidders are encouraged to include at least two valid and operational email addresses in their proposals.

8.5 Contract Commencement Date:

The Successful Service Provider shall be expected to make and finalize all deployment arrangements within three weeks so as to

have the Guards on ground at the respective sites on 1st June 2016 (which is the commencement date of the Contract)

9.0

Disclaimer:

This is only a Call for Proposals and AAH South Sudan reserves the right to either amend or cancel it at any time with or without notice. In such cases, AAH South Sudan shall accept no liability whatsoever. The prospective bidder is wholly responsible for any and all costs related the preparation and submission of their proposal.

The decision of the AAH South Sudan Procurement Review Committee shall be final.