

REQUEST FOR PROPOSAL

1) Executive Summary

Action Africa Help International (AAH-I) is a regional Africa-led Non-Governmental Organization that supports livelihood-challenged communities in East and Southern Africa to sustainably improve their well-being and standards of living.

AAH-I South Sudan programme was started over 20 years ago and is the largest AAH-I's seven countries programmes. It is uniquely known for its community empowerment approach for supporting refugees, stayers, returnees, and the host communities get over the effects of war and other forms of conflict. The programme runs projects in primary health care services, food and income security, education, water, hygiene and sanitation, capacity building and humanitarian aid for peace and reintegration. Currently the programme is operational in eight (8) out of the ten (10) former South Sudan States.

AAH-I invites prospective vendors, as qualified and reputable firms to submit proposals for supply, delivery, installation and commissioning of security surveillance CCTV cameras and a standalone alarm systems at AAH-I/UNHCR Logistics Base located in Jamjang – Ruweng State, South Sudan.

The vendor (respondent) will provide a “turnkey solution” that includes all skilled labour, mechanical, electrical works, hardware and software setup associated to the installation as well as training to operating staff.

Vendors who meet criteria set forth herein shall submit a proposal that meets all the requirements set forth in this RFP and technical report.

2) Scope of Work (TECHNICAL REPORT FOR CCTV AND STANDALONE ALARM, DETAILED HARDWARE CAPABILITIES AND TECHNICAL SPECIFICATIONS TO BE PICKED FROM AAH OFFICE)

a) Supply, delivery, installation and commissioning of a CCTV camera system

Areas to install and be covered

- i) **Fuel Point/Pump/Workshop:** To cover the pump from rear, top of the five (5) fuel tanks and open working space at the workshop with two (2) speed dome cameras with PTZ installed on poles at 10m height;
- ii) **Workshop and Parking Shed for Light Vehicles:** To cover light vehicles parking, workshop store with one (1) outdoor bullet vary-focal camera installed on a metal pole at 4m height;
- iii) **Fuel Depot:** To cover main off-loading area and the front space outside the 10m high walls of the storage tanks with two (2) outdoor bullet vary-focal cameras installed on metal poles at 4m height and one (1) speed dome camera with PTZ installed on a metal pole at 8m height;
- iv) **Offices:** To be covered by two (2) outdoor bullet vary-focal cameras from each side of the corridor of the new office block and the outer open space with one (1) speed dome camera with PTZ installed on a metal pole at 5m height at the parking area for trucks;
- v) **Warehouse:** To cover front entrances and rear area of the 12 RubbHalls with two (2) outdoor bullet vary-focal cameras installed on metal poles at 4m height to cover the rear area and two (2) speed dome cameras with PTZ installed on a pole at 8m height (1 at the mid-point of the rubbhalls and 1 at a compound front end corner close to the proposed exit gate) to cover the front entrances, trucks turning area and construction stores;
- vi) **Residential Area:** At the main gate to the residence area to cover the entrance gate with one (1) outdoor bullet vary-focal camera installed on a metal pole at 4m height;
- vii) **Perimeter:** To cover the open space between chain link/razor wire and iron sheets around the compound with seven (7) outdoor bullet vary-focal camera installed on a metal poles at 4m height and one (1) speed dome camera with PTZ close to the main entrance gate installed on a pole at 4m height;
- viii) **Main Access Gate:** To cover the main gate activities with one (1) outdoor bullet vary-focal camera installed on a metal pole at 4m height and one (1) speed dome cameras with PTZ installed on a 4m high metal pole.

Summary of types and quantities of required CCTV cameras

S/N	Location	Speed dome cameras with PTZ	Outdoor bullet vary-focal camera
1	Fuel Point/Pump/Workshop	2	0
2	Workshop and Parking Shed for Light Vehicles	-	1
3	Fuel Depot	1	2
4	Offices	1	2
5	Warehouse	2	2
6	Residential Area	-	1
7	Perimeter	1	7
8	Main Access Gate	1	1
TOTAL		8	16

Adherence, requirements and technical specifications

Interested bidders should pick TECHNICAL REPORT from AAHI/UNHCR Logistic base.

b) Supply, delivery, installation and commissioning of Standalone Alarm system

To include the following;

- i) Alarm trigger buttons (minimum 7) to be activated manually to provide visible and audible noises/alarm during intrusion or any relevant incidences;
- ii) A combination of sirens and illumination beacons to ensure full coverage of the compound;
- iii) Control panel;
- iv) Power supply;
- v) Automatic Voltage Regulator (AVR);
- vi) Cables, ties and other installation accessories.

Positioning;

- i) Main entrance gate and
- ii) Residential compound entrance gate.

3) Eligibility and requirements:

3.1 Administrative requirements:

- 3.1.1 Valid Certificate of Incorporation as a Business in South Sudan
- 3.1.2 Proof of Registration with the Tax Agency and latest Tax Compliance Certificate issued between **October 2017** and **August 2018**
- 3.1.4 Complete and certified Article and Memorandum of Association.
- 3.1.5 Valid operating license.

3.2 Technical Requirements:

- 3.2.1 Proof that the Company has provided similar or better services to Government, Private Business Firms or Non-Governmental Entities in the last 3 years.
- 3.2.2 Recommendations of Satisfactory performance from three (3) recent clients (preferably from UN, UN Agencies, 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).
- 3.2.3 Company's technical capacity, which should include the total number of technical staff and their qualifications.
- 3.2.4 Company's Banker's recommendation Letter stating the financial capacity of the company during the last 18 Months

3.3 Company's Technical proposal in response to this Call for Proposal which should include the following:

3.3.1 Company's Qualifications;

Description of the experience and qualifications of the proposed personnel(s) who will be performing the services. This information shall be in sufficient details to allow analysis of the proposed individual's qualifications and must, at minimum, include number of years with the firm, education, major projects worked on or completed within the past five (5) years, and related experience. Individuals identified in the RFP shall not be removed from this project team for the duration of the contract without the express written permission from AAHI.

3.3.2 Proposed Methodology and Related Information

Provide a detailed description of the services and methods by which the work will be performed. The description shall include the following;

- i) Vendor's understanding of the services and equipment to be provided;
- ii) Description of how the Vendor proposes to implement the application. Include descriptions and documentation of proposed methodology. Describe and outline the tasks that the firm believes are necessary to complete the project;
- iii) Estimate the time the project will take from the beginning to completion, including a proposed timeline, dates, and milestones. Be sure to include time in the project schedule for review and feedback by the AAH-I South Sudan Procurement Tender Committee, as well as a presentation of the final recommendations;
- iv) An explanation of what work, if any, AAH-I personnel will be required to perform;
- v) Proposed personnel communication plan during execution of the project;

3.4 Company's Financial Proposal (in US Dollars) which should include the following:

3.4.1 Provide a detailed project budget. The associated costs must be identified for each scope;

- ii) Any incidental expenses such as photocopying, internet, travels, must be clearly stated in the proposal;
- iii) Prices quoted shall be firm and not subjected to increases during the term of the contract that the Vendor and AAH-I may enter into as a result of the proposal. The proposal must be clearly specify the expiry date of the quoted prices;

3.4.2 Proposals should include warranty information on all equipment to be installed and services including length of warranties and available extensions (including annual costs);

- a) Cost of Annual Ongoing Maintenance should be included in the proposal;
- b) Listing of Services Rates;
 - i) Standard Rates or/and
 - ii) Emergency/After-hours Rates.

3.4.3 AAH-I has limited budget allocated for this project. Vendors are encouraged to be creative and resourceful in proposing the most cost-effective and efficient solutions for the needs outlined in this RFP;

3.4.4 All costs incurred in preparation and presentation of this proposal shall be wholly absorbed by the vendor;

4) Evaluation Criteria

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:

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.

5) Price and Currency: The prices shall be in **United States Dollars (USD)**.

Submission of Quotes

The quotations shall be submitted in **Hard copies in sealed envelopes**, and there shall be no submission of quotes in soft copies.

Submission Address

bids shall be submitted to:

**AAH-I/UNHCR Logistic Base Juba South Sudan
Near JIT Supermarket,
AAH-I South Sudan.**

The envelope should be clearly labeled: Installation of CCTV/Alarm systems

Registration for submission:

Please ensure that, you register your hand delivered quotation/bid with the Procurement department and drop it in the bid box yourself.

Each hand delivered quotation/bid must be registered individually on the bids submission forms which will be available at Procurement department. Unregistered quotation/bid will not be considered even if it is dropped in the tender box.

6) Request for clarifications

Any request for clarification must be made in writing through the email:

procurement.southsudan@actionafricahelp.org cc walibea@actionafricahelp.org strictly and must be received not later than Tuesday the **16th October, 2018 at 12:00 pm Local Time.**

7) Deadline for the submission of the quotation

The deadline for the submission of the quotes will be strictly on **Friday the 19th October, 2018, at 12:00 pm Local Time.**

8) Results Notification

Only successful bidder will be notified. If you do not receive an e-mail communication regarding the results within two (2) weeks after the proposal due date, consider your proposal unsuccessful.

9) Disclaimer

This is only a Request for Proposal and AAH-I South Sudan reserves the rights to either amend or cancel it at any time, with or without notice. In such case, AAH-I South Sudan shall not accept any liability whatsoever. The prospective bidder is wholly responsible for any and all costs related or implied to the preparation and submission of their proposal.

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