



INTERNATIONAL NGO SAFETY ORGANISATION  
Analysis & Advice for Humanitarians

# Request for Quotation

## RFQ/2019/003

For Compound Security Guard Services

[23 April 2019]

### International NGO Safety Organisation

INSO – South Sudan  
Tong Piny Area, off Airport Road,  
Near Kilimanjaro Apartments,  
Plot Number 479 block 3K-South,  
Florian Road,  
Juba- Central Equatoria (Jubek)  
South Sudan.

## Confidentiality Statement

This document, and any attachments, is intended only for use by the addressee(s) and may contain confidential or otherwise restricted information. If you are not the intended recipient of this document (or the person responsible for delivering this document to the intended recipient), you are hereby notified that any dissemination, distribution, printing or copying of this document, and any attachment, is strictly prohibited. In no event shall this document be delivered to anyone other than the intended recipient or original sender and violation may be considered a breach of law punishable by domestic and international courts. If you have received this document in error, please respond to the originator of this message or email him/her at the address below and permanently delete this document, and any attachments, and do not disseminate further. Thank you.

## Submission Details

### Submission Deadlines

All submissions for responding to this request must be submitted by email or in a sealed envelope, as stated below, no later than: **12 May 2019 COB (Juba time)**

### The submission must include:

- ✓ A cover letter from a senior representative of your company and required certifications.
- ✓ The quotation for the service. It should be detailed as follows: guards' salary, the service fees and any other fee considered in the quotation.
- ✓ Notice of any relevant Terms & Conditions related to the provision of said service including the **validity period** of the quotation.
- ✓ The company profile, the Copy of the Registration and all legal documents of the company that prove your compliance with SSD laws including the tax clearance.
- ✓ Individual guards profile.
- ✓ Client references/testimonials as relevant with full contact details.
- ✓ Copy of ID and/or Passport of the senior representative and the contacts (phone, email...) of the company.

## Electronic Submissions

Electronic submissions in response to this Request for Quotations will be accepted as long as they meet the submission deadline and requirements.

Send via email and with the subject line “**RFQ Compound Security Guard Services INSO SSD**” to deliver simultaneously to the two following emails addresses:

- INSO Country Director: [director@ssd.ngosafety.org](mailto:director@ssd.ngosafety.org);
- INSO HR & Administration Manager: [hram@ssd.ngosafety.org](mailto:hram@ssd.ngosafety.org)

## Submission Delivery Address (this is to be used, only if your files are too heavy and cannot be sent via email)

The delivery address to be used for all submissions is:

**Attn: INSO South Sudan**

Thong Piny Area, off Airport Road,  
Near Kilimanjaro Apartments,  
Plot Number 479 block 3K-South,  
Florian Road, Juba- Central Equatoria (Jubek)  
South Sudan

## About INSO

INSO is a non-profit humanitarian organisation providing dedicated safety support services to the NGO community in South Sudan.

Our vision is a strong, safe and empowered humanitarian community able to deliver aid to vulnerable individuals in the world’s most challenging contexts with the minimum of risk to their staff, partners and beneficiaries.

Our mission is to work on the ground alongside NGOs to provide them with comprehensive, high quality, real time and relevant information, analysis, alerts and advice on the local safety conditions, along with practical support, training and assistance that improves their situational awareness and supports informed decision making and crisis response.

## Detailed Specifications

The compound security services will be 24/7 and entail provision of three unarmed security guards, alarm activation system & 24h emergency response team (MRT)

- Guards – Day One (1)
- Guards – Night Two (2)

- Alarm activation system & 24hr Emergency Response Team (MRT) – One (1)
- Guard pack with four (4) panic buttons – One (1)
- Retainment of the same guard team throughout the duration of the contract

### **Other Terms and Conditions**

- ✓ The payment should be done by wire transfer or by cheque on the account of the of the security guard services provider.
- ✓ Contract will be initially for 06 months with renewal option.
- ✓ Prices and lead times should be firm and valid for the six (06) months duration of the agreement starting from the deadline of the RFQ.
- ✓ The price should be in Dollars (USD) and be provided at the unit price of monthly.
- ✓ The quote should be detailed including the salary of unarmed security guards. And the number of pax needed to cover the shift of (1 guard day and 2 guards' night)
- ✓ The prices quoted by the Bidder shall be fixed and the best offer.
- ✓ No price negotiations will take part after the tender.

The contract shall be awarded to the tender offering the best value for money, that is to say, the best price-quality ratio, in compliance with the principles of transparency and equal treatment for potential contractors.

It is strictly prohibited to offer, promise or provide any form of gratuity, gifts or favour to any INSO employee in relation to this RFQ and any effort to do so will result in immediate disqualification of your company from this, and all future, RFQs.

INSO does not support the use of child labour in work place and will not do business with companies who employ those under the age of 16.

### **Selection Criteria**

All quotations will be opened and reviewed simultaneously by an Evaluation Committee comprising not less than three (3) INSO employees. Decision will be by majority vote.

Quotations will be evaluated (in no particular order) on (i) fulfillment of specified criteria (ii) price (iii) quality (iv) reliability of supplier (v) other added values.

All candidates will be informed of the outcome of their quotation within 30 days of the submission date deadline.