

Call for Proposals: Provision of Unarmed Manned Guarding and Security Services at AAH Facilities in Jamjang and Yida, Ruweng State, South Sudan

Ref: CFP/AAH-SS/HUM/JJ-SECURITY-002

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 Jamjang -South Sudan is providing security services to its premises through a profession and registered security company responsible for the guarding and security services at its facilities in Jamjang and Yida.

The AAH South Sudan Procedures requires that open tendering for security services is done at least every two years to get the most competitive and professional security company to provide security services for its premises and properties.

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 Jamjang and Yida, Ruweng 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 Ruweng State:

3.1.1 Yida Transit centre: The Transit centre is used to receive and accommodate new arrival of Asylum seekers. The infrastructures in the transit centre are semi permanent and include accommodation hangers, registration centers and kitchen with a small store. The transit centre sometimes also provide parking space for trucks and Buses transporting refugees to the final settlement areas

3.1.2 Yida Accommodation/office compound: 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 light vehicles, Staff accommodation blocks and an assortment of household property, among others.

3.1.3 AAH Logistics Base, Jamjang: The Base comprises of an Office blocks (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.

The Logistics base also accommodates the workshop with spare parts store, Fuel station with several fuel tanks, Warehouses containing core relief items like blankets, kitchen sets, buckets and other household items and construction materials

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 Approximate Area in SQM
1	Yida Transit centre	30,000 square meters (L200xW150)
2	Yida Accommodation/office compound	2,100 square meters (L30xW70)
3	Jamjang Logistics Base	60,000 square meters (L400xW150)

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	Yida Transit centre	Fence made of Chain link and covered with Plastic tarpaulin, with a semi-permanent gate, and semi permanent guards house and security lights powered by generators.
2	Yida Accommodation and office compound	Fence made of Chain link and metal posts reinforced with razor wire, with a metallic gate, guard house and security lights powered by generators.
4	AAH Logistics Base, Jamjang	Double fence made of chain links and fortified with razor wires, Zinc sheet internals fence screwed to metals posts, with a metallic gate, guard house and security lights powered by a generators.

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 1 security supervisor to cover Yida and 2 guards at the office block during the day and 2 during the night; and 2 Guards for the Day shift at Transit centre and 4 Guards at night for Transit centre.

For the Jamjang Logistics Base AAH recommends at least 1 security supervisor each for the day and night shift, 4 guards during the day and 10 guards during the night

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

- 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 and any other necessary security equipments and items.

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

- 5.3 **Contract Duration:** The Initial Contract will be valid for 12 Months (targeted to start on 1st July 2017 and end on 30th June 2018). 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 **1stAugust 2016** and **31st December 2016**
- 6.1.4 Letter of No Objection to operate in Ruweng 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 December 2016**) and Audit Report for the period no later than 2015/2016.
- 6.2.8 Service Provider's Banker's recommendation Letter stating the financial capacity 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: procurement.southsudan@actionafricahelp.org and should be received before or not later than 12th May 2017, 1430hrs (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/JJ-SECURITY-002 Technical Proposal"
- 2- "CFP/AAH-SS/HUM/JJ-SECURITY-002 Financial Proposal"

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/JJ-SECURITY-002 Proposal for provision of guarding and security services in Jamjang And Yida”**
- 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 **12th May 2017, 2:30pm**. 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 **12th May 2017**, at **4:00pm**, 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 26th May 2017, 4:30pm. Unsuccessful bidders shall be notified before or not than 31st May 2017, 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 one month so as to have the Guards on ground at the respective sites on **1st July 2017** (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.