

INVITATION TO TENDER (ITT)

Company Name: _____

IMPORTANT INFORMATION

- (a) This is **not an order**.
(b) The Tender Document should be enclosed in a **plain envelope** and clearly marked "**TENDER NO. 072T/FY25/SSD1/SECURITY SERVICES**" and addressed to "**THE TENDER PANEL**" Plan International South Sudan to be hand-delivered to Plan office at Hai Jerusalem Juba South Sudan or by email to SSProcurement.Committee@plan-international.org not later than **3:00pm of Tuesday 1st July 2025**

Date: **11th June 2025**

Eligible, capable and willing Security Service Companies are hereby invited to submit their Technical and Financial Proposals backed up with documents of eligibility outlined in this "Invitation To Tender" document for **Security Services** as per the details stipulated in the attached Terms of Reference (ToR). Bidders are reminded to carefully follow all instructions stated in this tender document by providing all the required information and documents in the most accurate manner, or otherwise, tender documents for any non-complying bidder shall be disqualified. All costs should be summarized in the table below. Furthermore, all the spaces provided in this document **MUST** be filled with the required information accordingly.

The Security Service fees in United States Dollars should be quoted in the table provided here below.

S/No.	Service Description	Quantity	Unit	Unit Cost (USD)	Frequency	Total Cost (USD)
1	Unarmed Senior Guard - Juba Office	1	Guard		1 Month	
2	Unarmed Guards - Juba Office	3	Guard		1 Month	
3	Unarmed Guards - Nimule Office	3	Guard		1 Month	
4	Unarmed Guards - Magwi Office	3	Guard		1 Month	
5	Unarmed Guards - Torit Office	3	Guard		1 Month	
6	Unarmed Guards - Pibor Office	3	Guard		1 Month	
7	Unarmed Guards - Pibor Hum. Hub	6	Guard		1 Month	
8	Unarmed Guards - Renk Office	3	Guard		1 Month	
9	Unarmed Guards - Rumbek Office	3	Guard		1 Month	
10	Unarmed Guards - Yirol Office	3	Guard		1 Month	
11	Unarmed Guards - Yei Office	3	Guard		1 Month	
12	Unarmed Guards - Morobo Office	3	Guard		1 Month	
13	Unarmed Guards - Kajo Keji Office	3	Guard		1 Month	
	Total Monthly Cost (USD)					

Tender Evaluation Criteria

S/No.	The tender documents shall be evaluated based on the criteria stated here below:	Maximum Score
1	Certificate of incorporation/registration	10
2	Security Service Operations License	10
3	Valid Tax Clearance Certificate	10
4	Evidences of previous Security services offered to other reputable organizations	10
5	Company Profile (with office address, contacts, main specializations and names of the company directors)	10
6	Competitive price valid for not less than three months	50
	Total Score	100

Important conditions					
(a) Plan International South Sudan will enter into contract agreement with the awarded service provider not a third party.					
(b) Price variation or change of currency will not be accepted					
(c) No tender will be received after closing date and time					
(d) Overwriting and/or use of correction fluid is forbidden and will render the bid document disqualified					
(e) The prices must be in USD.					
(f) All other tender requirements stated on this tender document MUST be met.					
PLEASE NOTE:					
The Tender should be registered at the reception and deposited in the tender box at Plan International - South Sudan Country Office at Hai Jerusalem, Juba. (This is a must otherwise failure to register, it will lead to automatic disqualification of the said tender.)					
<p>➤ Plan International South Sudan reserves the right to accept or reject any tender either wholly or in part and is not bound to accept the lowest or any tender or assign reasons for its decision. Plan International South Sudan may retender if it deems right.</p> <p>➤ If you do not hear from the tender panel two weeks after the tender closing date, please consider your bid unsuccessful.</p> <p>➤ Tenders must be filled in permanent ink. Any tender filled in pencil will be disqualified.</p> <p>➤ All alterations must be countersigned and use of correction fluid is prohibited</p> <p>➤ Bidders must fill in all sections of this form. Failure to do so may lead to disqualification</p> <p>➤ Bidders must ensure accuracy in their calculations both horizontally and vertically.</p>					
CONFIRM	FOR BIDDERS' USE ONLY				
(1) QUOTATION VALIDITY: _____					
(2) LEAD TIME PERIOD: _____					



IMPORTANT NOTE:

- a) Plan International South Sudan shall pay the successful contracted Security Service Provider in maximum of 60 days from the date of receiving the invoice. Thus, competing for this tender process automatically warrants that the bidder is able to comply with the stated payment lead-time.

Bank Account Details: (Plan only pays by cheque or Electronic Fund Transfer (EFT) – No cash payments)

Account Name: _____

Account Number: _____

Bank Name: _____

Branch Name: _____

Currency: _____

Swift Code: _____

Tel No(s). _____ Mobile Number: _____

Email Address: _____

Physical Address (Office Location) _____

Managing Director's Full Name _____

Passport No. _____ Date of Issue _____

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Signature & Company Stamp: _____





TERMS OF REFERENCE (TOR)

PROCUREMENT OF SECURITY SERVICES FOR PLAN INTERNATIONAL SOUTH SUDAN

Background

Plan International South Sudan is in need of a SECURITY AGENCY that can provide the necessary security services to protect and safeguard its office compounds, properties and interests at its operation locations including but not limited to Juba, Nimule, Magwi, Torit, Pibor, Renk, Rumbek, Yirol, Yei, Morobo and Kajo-Keji.

Purpose of the Procurement

The purpose of this procurement is to provide 24/7 security services to protect and safeguard the office compounds, properties and interests of Plan International South Sudan at the stated locations.

Mode of Procurement

The mode of procurement is Public Bidding.

Nature of Procurement

The nature of procurement is Security Services

Scope of Works

The SECURITY AGENCY should be duly licensed in accordance with the Laws of South Sudan, as amended and recognized by the government, to render protective, detective and security service within South Sudan and has very satisfactory performance records from previous reputable Non-Governmental Organizations served in safeguarding and protecting properties against theft, pilferage, robbery and other similar unlawful and destructive acts.

A. Responsibility Areas

The SECURITY AGENCY shall diligently and faithfully serve Plan International South Sudan in the provision of security services, as aforementioned, on a twenty-four (24) hour per day basis including Saturdays, Sundays and Holidays and shall abide by the instructions of Plan International South Sudan relative to such services. Security guards shall be posted and distributed in accordance with the Schedule of guards. The SECURITY AGENCY shall undertake the following:

- a. Prepare a Security Plan on the monitoring of activities in all designated areas of Plan International South Sudan which shall be presented to the management of Plan International South Sudan for final approval. The said plan shall form part of the CONTRACT;
- b. Provide guards who are in their proper uniforms or, in the case of the Supervising Guards, formally attired, per requirement of Plan International South Sudan;
- c. Provide adequate security equipment to each guard including but not limited to Uniforms, Protective Attires, Flash Lights, PR24/Side Handle Batons, Binoculars if required in special cases, First Aid Kits, Hand-Held Metal Detectors, Gate Mirrors, radios, rain coats and gumboots as maybe necessary in the discharge of their duties;





- d. See to it that all guards assigned to Plan International South Sudan acquire adequate relevant trainings above minimum standard of the industry, are vigilant at all time, honest, dependable and aware of their duty to protect lives and limbs of personnel and finally protect the properties of Plan International South Sudan;
- e. Make sure that all guards remain courteous to all employees and guests to protect the proper image of Plan International South Sudan;
- f. Ensure that the Security Guards per each station conduct frequent day and night inspections;
- g. Ensure that unauthorized persons are kept out of guarded premises;
- h. Guarantee peace and order within the guarded premises at all times;
- i. Make available, at all times, duly-licensed, trained and qualified reliever guards in case of the absence of any assigned guard, for the continuous uninterrupted security services in Plan International South Sudan's premises. Make sure that the duty schedule of each Guard should not be more than Eight (8) hours;
- j. Change any guard who does not measure up to the standards or criteria of Plan International South Sudan as soon as the SECURITY AGENCY is informed of the request for replacement, and conversely, not to change or replace any assigned guard without the consent of Plan International South Sudan;
- k. Submit and surrender all record books used for monitoring and recording activities in the whole Building and those of the personnel. The designated Guard per station must submit monthly report to the Safety and Access (Security) Manager;
- l. To comply with all existing laws, rules and regulations relative to the operations of security agencies.

B. General Conditions

- a. The SECURITY AGENCY must be duly licensed by South Sudan National Security or South Sudan National Police Services or any other relevant authority as per the Laws of South Sudan.
- b. Plan International South Sudan, whenever necessary, may request for the reduction or increase in the number of security guards of the SECURITY AGENCY, as may be required, provided that due written notice thereof shall be served upon the SECURITY AGENCY, in which case, the corresponding adjustment in the compensation as prescribed herein, shall be paid by Plan International South Sudan to the SECURITY AGENCY. The increase or decrease in the number of personnel may be done without the need of executing a supplemental agreement.
- c. Plan International South Sudan, at all times, has the right to inspect the guards on detail at the premises and, at any time, request for the immediate replacement of any guard or guards assigned under the contract. Such request for replacement must always be in writing;
- d. The SECURITY AGENCY shall be responsible for compliance to all government regulations in connection with the performance of its contractual obligations to Plan International South Sudan;
- e. The relationship of the SECURITY AGENCY to Plan International South Sudan shall be that of an independent Contractor;





f. Plan International South Sudan has the right to give the guards either directly or through the SECURITY AGENCY, instructions regarding the performance of the duties assigned to them. Guard per station should undergo briefings and training on how to operate equipment in the stations watch during brownouts or when natural catastrophic occur.

g. In the occurrence of any loss or damage to Plan International South Sudan properties, Plan International South Sudan and the SECURITY AGENCY (and vice versa) shall report the incident in writing, through its Executive Director/Detachment Commander, within twenty four (24) hours after its occurrence or discovery. Upon confirmation of such damage or loss of property by both parties, the SECURITY AGENCY and Plan International South Sudan shall conduct a thorough investigation. If the resulting investigation finds the security guards or officers of the SECURITY AGENCY at fault, it shall assume responsibility for any loss or damage to property suffered by Plan International South Sudan, as a result of theft, pilferage and/or robbery particularly when proper inventory and turnover was duly observed and recorded.

h. The SECURITY AGENCY however, shall not be held liable for losses or damages due to force majeure, or to fortuitous events, or to any of the following causes:

1. Where the loss occurred inside a closed and locked stockroom and/or office, except where it has been proven that the door or any of the part of the building has been forcibly opened or the lock thereof destroyed through force or violence; and PROVIDED further, that the same has been reported to the police SECURITY AGENCY and/or to the guard of the SECURITY AGENCY, immediately upon its discovery.
2. For the loss of any property belonging to Plan International South Sudan, which are kept in the open area or storage and have not been duly turned over to the SECURITY AGENCY, or its duly authorized representatives, for physical and proper recording, or, although not kept in an open space/or storage, but not been issued to Plan International South Sudan employees;
3. Where such loss was a result of any or all of the following: Mob Violence, Tumultuous, Acts of Dissidence, War, Insurrection or Revolution, Rebellion, Violent Uprising, Demonstration or Rally;
4. Loss of pocketable items and valuables.

i. The SECURITY AGENCY shall indemnify Plan International South Sudan for any loss or damage to property Plan International South Sudan may suffer during the period of duty of the SECURITY AGENCY's guards, PROVIDED, that said loss or damage is not due to the sole negligence of Plan International South Sudan. However, when such loss or damage is cause by "force majeure" or fortuitous events, the SECURITY AGENCY may not be held responsible.

j. In cases where the SECURITY AGENCY shall have to indemnify Plan International South Sudan for losses or damages suffered by PLAN under conditions stipulated under item "g" and "h" of this Terms of Reference (TOR), determination of the value of the property lost or damage shall be done by Plan International South Sudan Chief Accountant, based on the current value of the property in the free market. Payment for the indemnity shall be made within sixty (60) days after the final result of the investigation has been served to Plan International South Sudan, without any need for demand from Plan International South Sudan.

k. The SECURITY AGENCY shall fully agree to free or absolve Plan International South Sudan from any liability, causes of action or claims which may be filed against their guards, by reason of their





employment by the SECURITY AGENCY or by third party, arising or connected to the performance of a guard's duty under the agreement, whether under the provisions of the Wage Law, Workmen's Compensation Law or under any law which are now in effect.

I. It should be expressly understood and agreed that the guards of the SECURITY AGENCY are in no sense employees of Plan International South Sudan and, as such the SECURITY AGENCY shall assume full responsibility for and shall free or acquit Plan International South Sudan from any claim or claims for personal injury or damage or death arising out of, or in the course of performance of guard duties, of said guards.

C. Posting of Security Guards Description/Location

S/No.	Item Specifications	Quantity	Units
1	Unarmed Uniformed Security Guards for Plan International South Sudan Country Office - Juba (3 for day shift and 2 for night shift)	5	Guards
2	Unarmed Uniformed Security Guards for Plan Office in Nimule (2 for day shift and 1 for night shift)	3	Guards
3	Unarmed Uniformed Security Guards for Plan Office in Magwi (2 for day shift and 1 for night shift)	3	Guards
4	Unarmed Uniformed Security Guards for Plan Office in Torit (2 for day shift and 1 for night shift)	3	Guards
5	Unarmed Uniformed Security Guards for Plan Office in Pibor (2 for day shift and 1 for night shift)	3	Guards
6	Unarmed Uniformed Security Guards for Plan Office in Pibor Humanitarian Hub (4 for day shift and 2 for night shift)	6	Guards
7	Unarmed Uniformed Security Guards for Plan Office in Renk (2 for day shift and 1 for night shift)	3	Guards
8	Unarmed Uniformed Security Guards for Plan Office in Rumbek (2 for day shift and 1 for night shift)	3	Guards
9	Unarmed Uniformed Security Guards for Plan Office in Yirol (2 for day shift and 1 for night shift)	3	Guards
10	Unarmed Uniformed Security Guards for Plan Office in Yei (2 for day shift and 1 for night shift)	3	Guards
11	Unarmed Uniformed Security Guards for Plan Office in Morobo (2 for day shift and 1 for night shift)	3	Guards
12	Unarmed Uniformed Security Guards for Plan Office in Kajo-Keji (2 for day shift and 1 for night shift)	3	Guards

D. Personnel Requirements for Security Guards

1. South Sudanese citizen;
2. At least Senior 4 Finalist;
3. Physically and mentally fit (to be supported with psychological test results);





4. Between 21 and 40 years old.

5. Without previous record of neither conviction nor pending criminal case. Submission of a photocopy each of the National Bureau of Investigation (NBI) is required.

6. Others, as may be necessary.

E. Equipment and Supplies

All pieces of equipment and supplies needed to maintain the detachment shall be provided by the SECURITY AGENCY.

F. Additional Set of Technical Parameters

1. Stability

a) Years of Service – At least five (5) years

b) Liquidity of the Service Provider – Ability to pay at least Three (3) months of salaries and wages of the required number of security guards from its own Funds.

c) Organizational Set-up Presence of an organizational chart indicating names of key officials and number of personnel and the reporting and functional relationship among players within the Service Provider/Contractor with additional presentation of its relations to Plan International South Sudan for the implementation of the Contract.

2. Resources

a) Number of licensed firearms

b) Number and kind of Communications Devices

c) Number and kind of Motor Powered Vehicles

d) Number of Licensed Guards

3. Security Plan G. Bond

The SECURITY AGENCY shall post a Performance Bond to be secured from any bonding institution or Government Service Insurance System (GSIS) to answer the damages or losses that Plan International South Sudan may suffer attribute to the willful act or negligence of the SECURITY AGENCY or any other obligation or liability which may hereunder be outstanding during the lifetime of the Contract. Provided, further, that the liability of the SECURITY AGENCY shall not be limited to the performance bond but not the SECURITY AGENCY shall still be liable for any deficiency thereon.

4. Project Deliverables

1. The SECURITY AGENCY shall assume responsibility with regards to compliance with requirements of the Labor Code, specifically those applicable provisions on the night shift differential and overtime work, the Social Security Service Act and other laws pertaining to Employer-Employee relationship. Plan International South Sudan may require the SECURITY AGENCY to show or produce papers, receipts of payment of NSSF and other evidence to show compliance to the Labor Code.





2. The SECURITY AGENCY shall submit to Plan International South Sudan its registration or city permit from the relevant Authority, and a certificate of good standing immediately.
3. The SECURITY AGENCY shall submit to Plan International South Sudan qualification requirements including extensive bio-data, properly annotated license papers, etc., for each of security personnel to be assigned at Plan International South Sudan OFFICE's site, prior to assumption of duty. The SECURITY AGENCY shall submit the bio-data of at least twice the number of the proposed personnel required, from which PLAN can exercise its option to select those that will be assigned to them.
4. The SECURITY AGENCY shall provide each guard with appropriate uniform, which will be worn always while on tour of duty.
5. Any change in personnel to be assigned at Plan International South Sudan shall require clearance from Plan International South Sudan's Safety and Access (Security) Manager and shall automatically require submission of qualification papers.
6. Salaries of security personnel should follow the acceptable rate of the prevailing wage order. However, the business expense for Agency Fee should have already been incorporated in its bid price at the time the bidding was conducted. Hence no additional agency fees shall be charged during the duration of the contract.
7. The Procuring Entity will have the option of renewing the contract every year depending on the performance of the Security Agency.
8. Plan International South Sudan shall pay the Security Agency at a monthly rate, subject to the availability of funds and in compliance to government auditing and accounting rules and regulations at the end of every month. The monthly payments should be supported by the following:
 - a) The Security Agency's Billing Statement;
 - b) Affidavit or duly notarized Certification that it has been paid, in accordance with law;
 - c) Copy of the duly accomplished Daily time Records (DTR) of said workers, certified by the Security Agency's Supervisor and by Plan International South Sudan Office's authorized representative;
 - d) Certification of satisfactory performance by Plan International South Sudan's Safety and Access (Security) Manager or his/her representative.

