



EYE MEDIA/EYE RADIO

REQUEST FOR PROPOSALS (RFP)

FOR THE PROVISION OF SECURITY GUARD SERVICES

Publication Date: 28 June 2021

Closing Date: 14 July 2021

Contacts: em-procurement@eyeradio.org, david.ayik@eyeradio.org
and (copying: ariic.reng@eyeradio.org)

Inquiries period: 29 June 2021 - 2 July 2021.

Selection/Contract notification: 24 July 2021

INTRODUCTION

Eye Media is a South Sudanese non-profit, non-governmental organization managing Eye Radio 98.6 FM. Eye Radio is the South Sudan's first independent broadcast provider of objective news and information.

Eye Media is currently accepting competitive proposals from qualified security guard service providers for the provision of security guard services at its premises in Korok, Juba.

The bidder must be a reputable security guard company with requisite professional and technical resources to offer the best security guard services and legally operating in the Republic of South Sudan.

GENERAL BID REQUIREMENTS:

All qualified bidders are encouraged to include the following documents in their bids:

- a) Valid Tax Clearance/TIN number
- b) Business Registration Certificate
- c) Company's profile
- d) Sample of current corporate clients including contact details
- e) All bids must be signed and stamped by authorized personnel
- f) All Bid prices must be quoted in United States Dollars
- g) Quoted price must be valid for the period of one (1) year as of contract signing date
- h) All bidders must provide financial reimbursement Plans (reimbursement to staff and payment terms)
- i) Bidders are required to submit Technical and Financial proposal through email or sealed envelopes.
- j) Bid submitted after the deadline will NOT be considered
- k) Eye Media/Eye Radio reserves the right to request additional information from prospective bidders and reject any or all bids that do not meet the minimum requirements without any liability.

DESCRIPTION OF SERVICES REQUESTED

All bids must clearly identify and describe the security guard services to be offered.

SPECIAL PROVISIONS

Bidders must be aware that the below provisions will be incorporated into the contract document upon successful evaluation and determination of winner.

- a) Security guard services
- b) Contract duration
- c) Payment terms

EVALUATION CRITERIA

All bidders received in response to this solicitation will be evaluated and scored using set evaluation criteria. After the evaluation process, Contract will be awarded to the most advantageous responsive offer (combination of quality and price) that meets the minimum requirements and offer the lowest price.

RELEVANT EXPERIENCE

The following factors will be considered for evaluation:

- a. Years of experience in the provision security guard services
- b. Key personnel qualifications and experience
- c. Business Registration and valid tax Clearance Certificates
- d. A sample of current clients

COST/QUOTATION:

- All cost and price figures must be inclusive and presented in US dollars
- Quotation for guarding services must be itemized as follows:

1. Guarding Services

Ref No.	Item	Quantity	Unit Cost	Monthly Cost
1	Security Guard at Eye Media/Eye Radio (Two shifts)	6 Guards 3 (Day) and 3 (Night)		

2. Guarding/Security Equipment (e.g., alarm services, monitoring devices etc.)

Ref No.	Item	Quantity	Unit Cost	Monthly Cost
1	Site alarm system			
2	Monitoring and reporting system			
3	Other			

SUBMISSIONS

Proposals must be in English and submitted by close of business **July14, 2021** to em-procurement@eyeradio.org, david.avik@eyeradio.org and (copying: ariic.reng@eyeradio.org)

or in sealed envelopes to Eye Media office in Korok, Jebel. All proposals must meet the following administrative requirements:-

1. Include technical and cost proposals
2. Include a signature page which bears the signature, title and full contact information of the authorized representative of the respondent, including email address and phone number.
3. Describe the bidder's qualifications and experience for provision of security guard services as described in this RFP. Include three references and contact information (e-mail/phone) for whom the respondent provided similar services especially in South Sudan.

EVALUATION CRITERIA

Basis of Award: The award will be made to the Bidder whose bid presents the Best Value for money: the optimal combination of technical merits and reasonable cost. Proposals will be scored on technical factors first. Only the Cost/Business proposals of those offers that surpass the minimum qualifying score in the technical evaluation will have their Cost/Business Proposal reviewed. Bidders whose proposals do not reach this qualifying score in the Technical Evaluation will be considered non-competitive and their Cost/Business proposals will not be considered.

AWARD NOTIFICATION

The bidder is responsible for ensuring and confirming that the emails comprising the proposal are received by Eye Media in the e-mail indicated above.

1. All proposals submitted will be acknowledged within two (2) days of receipt.
2. Successful bidders will be notified of selection within fifteen (15) working days following the deadline for submission of proposals.
3. The successful bidder must confirm the acceptance of the selection within five (5) working days of notification or the selection will be withdrawn and offered to the next most qualified bidder.

ADDITIONAL INFORMATION

Due to the volume of applications, unsuccessful bidders may not be notified. Once the selection is confirmed, and if appropriate, a final contract will be negotiated and signed with the successful bidders, subject to successful vetting of eligibility. **Notice of selection of the bidder is not to be construed as a contract or purchase order.**


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