



## PROCUREMENT ANNOUNCEMENT

### Request for Proposals: **Security Guard Services**

**ATTENTION ALL INTERESTED SUPPLIERS:**

The Carter Center (TCC) in South Sudan is seeking to select a vendor as its provider of the items indicated below. A 1-year Contract Agreement between TCC and the successful vendor will result from this process. The purpose of the resulting contract agreement will be to set the prices for services, equipment and supplies, and to outline the obligations of both parties. If, at any time and for any reason, either party wishes to end its participation under the agreement it may be cancelled, with notice as specified in the agreement. In such an event, a new open competitive tender process will be undertaken to result in a new contract agreement.

If you are interested in participating, please submit a proposal to supply the items indicated below (and in the attached list, if indicated). Note that, if successful, the prices quoted in your proposal will be the prices at which goods and services will be purchased for the duration of the contract agreement. No negotiation of price is permitted in this process, so please offer your best price and terms in your proposal.

No.	Item Description	Specifications
1	Security Guard Services	(See attached "Specifications - Security Guard Services")

#### PROPOSAL REQUIREMENTS

Ensure that your proposal includes all of the following:

- Quotation with prices for each item requested. (If unable to quote for particular items, specify clearly which items you are quoting for.)
- Copy of company registration documents and Articles of Association showing the identity of the owner(s) of your company.
- Company profile.
- List of at least 5 professional references, including copies of any commendations, contracts, etc. (NGO references preferred.)
- Copies of all applicable licenses, including licence to provide security guard services in South Sudan.

#### QUOTATION REQUIREMENTS

Ensure that your quotation includes all of the following:

- All prices in United States Dollars, inclusive of any applicable taxes.
- Date of quote preparation.
- Quote validity of 3 months or longer. (Prices quoted by the successful vendor are expected to remain fixed for a 1-year period.)
- Lead time required to deliver any applicable equipment, and to initiate service delivery after signing a contract.
- Payment terms. (Must accept standard TCC terms of 100% payment following delivery by cheque or electronic bank transfer.)
- Company payment account details including bank name, name of the account owner, account number, account currency.
- Name of primary contact person, including telephone number and email address.
- Clear explanation of all extra costs such as hardware/equipment/supplies (where necessary), delivery, setup/deployment, maintenance, technical support, etc.

NOTE: The Carter Center is not obligated to select the proposal with the lowest price, nor any proposal at all. The Carter Center may divide the award between bidders. If no proposal meets the requirements of the organization the process may be ended without awarding a contract.

#### SUBMISSION REQUIREMENTS

Proposals must be submitted to TCC by the following date and time:

**11-Jul-20**

**5:00pm**

- Proposals must be delivered to the offices of The Carter Center in Juba Town, near Notos Lounge and Hamza Inn, in Juba **before** the deadline indicated above.
- Proposals must arrive in a well-sealed envelope with the item description shown in the table above written on the outside of the envelope.
- On arrival, you must phone one of the following numbers before engaging the gate security staff. 0927718992 / 0925851216 / 0913470979 (Do not approach the security guards to request entrance to the office without contacting one of these numbers first.)
- After delivering your proposal, sign the receipt register before leaving.

Sincerely yours ,

John A. Weiss  
Procurement Manager  
The Carter Center - South Sudan