

## TERMS OF REFERENCE FOR PRIVATE SECURITY GUARD COMPANIES

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### **I. Objective:**

The required services are the Deployment of Security Guards at WV SS Offices, warehouse and premises in Central Equatorial, Western Equatorial Zone, Greater Bahr el Ghazal Zone, and Greater Upper Nile Zone.

### **II. Period of Services execution:**

One year from Contract Signature, including the time needed for mobilization of personnel, equipment and other resources. This period is subject to extension upon needs assessment and upon agreement by both parties (the contractor and the service provider).

### **III. General information:**

1. Ensure 24-hour man guarding service at the following WV offices, warehouse and premises in the following WV facilities, offices, and compound in Central Equatorial, Western Equatorial Zone, Greater Bahr el Ghazal Zone, and Greater Upper Nile Zone.
2. See attached excel sheet for details of guarding locations.
3. Provide 24-hour QRF (Quick Reaction Force) service to respond to any emergency as required.
4. Ensure that security officials on all sites are always equipped with a baton and torch-light.
5. To comply with Standard Operation Procedures for security guarding services established by WV Security and safety department (Please refer to Section SOP for more details in this TOR). These procedures will mainly include:
  - Site specific instructions for access control to address the movement of personnel, vehicles and equipment entering and leaving the WV premises;
  - Fire detection,
  - Action to be taken when confronting a suspect,
  - Emergency procedures and action to be taken upon any emergency;
  - On-site re-training monthly.
  - Management and supervision.
  - Replacement of officials due to any reason, and of absentees.
  - Monitoring of the two adjacent streets to GAM compound (within the physical limits of the building) for any criminal activities and reacting promptly in support to the affected staff and their property.
  - Check the removal and movement of incoming/outgoing equipment and items. Keep records of items going out of or coming into the building, as may be necessary.
  - To be in compliance with Access Control Procedures (please refer to section Access Control procedures in this TOR).
6. Monitor access to and movement within the WV premises, including restricted areas and report on procedures violation,
7. Verify that all WV office doors and windows are properly locked and those left open inadvertently are properly locked, and reported thereafter.
8. Provide trained, equipped and qualified security supervisors, with reasonable knowledge of an international language (English).
9. Adhere to all national and local legislation regarding the legalization of the company, taxes, labour practice and any other regulation relevant to the security industry.
10. Conduct ad hoc inspections to ensure that all services are guaranteed by the security guards of the company.
11. Oversight of WV official and staff vehicles parked in the parking lot behind the WV premises and inside of the WV Compound and within the sight horizon of the boundaries of the compound including across the street.
12. Control of vehicle access into and out of the compound parking facilities.
13. Ensure that vehicles entering the parking space are parked in the appropriate space assigned to the WV vehicles.
14. Maintain control of the parking access.
15. Ensure timely payment of salaries of the guards posted at the WV premise. WV reserves the right to impose a penalty to the contractor should the delay in payment of salaries to the guards result in poor service quality.



17. Ensure timely delivery of food supplies (food and drinking water), hygiene supplies to the guards posted at the WV premises.

18. Ensure that the guards posted at the WV premises are properly dressed in uniforms to portray a good image to visitors.

19. Advise the WV on possible security measures to improve security service delivery in the WV premises.

**IV. Statement of Work and responsibility of services provider:**

1. The security company must be fully licensed and have in possession all required legal permits for provision of unarmed security services. Certified copies of these documents will be provided to WV.
2. All personnel to be provided by the security company for performance of work under this Statement of Work shall be fully qualified as Security Guards, in accordance with all relevant statues within the WV.
3. The security company shall also be required to provide additional security personnel on an as-and when-required basis.

**V. Remarks:**

- Bidders must indicate in their pricing bids whether they have priced for 2 x 12hour shifts per 24hour period as indicated in the staffing tables attached.
- Bidders must ensure that they adhere to the Labour Laws and Practices of the country when formulating their shift structure and determining the hours each person is to work per 24hour period.
- The security service shall include control of entries and exits, body search and ID card check/verification of the incoming people other than WV staff working at the Office building and securing peace of the inhabitants at the building and overall security of the building with its entire premises.
- Description of the premises and responsibilities of the security guards are as mentioned in attached SOP.

**TIME LINES AND SUBMISSIONS**

- 1) All documents should be submitted either electronic (**Email: SDNO\_SCMQuotations@wvi.org**) or physically at World Vision South Sudan office (next to MTN-Hai Cinema) in a sealed envelope. Persons dropping the tender should register in record provided at reception at drop-off point.
- 2) Bidders should not submit partial documents & information as application will not be considered.
- 3) Deadline to submit Technical & Financial Proposals is by **13<sup>th</sup> December 2021 @ 5:00PM CAT**
- 4) For any clarifications relating to the Technical & financial Proposal, such should be send to below **Email: SDNO\_SCMQuotations@wvi.org** before close of the bid deadline.

