

4<sup>th</sup> September 2020

CAFOD & Trocaire in Partnership (CTP)  
 CTP Office Plot 19, Block XIII, P.O. Box 7, Hai Malakal  
 Next to Save the Children International  
 Juba, South Sudan

**REQUEST FOR QUOTATION- PROVISION OF UNARMED SECURITY GUARDS (SECURITY SERVICES) TO CAFOD & TROCAIRE IN PARTNERSHIP**

**Background**

Catholic Agency for Overseas Development (CAFOD) is the official aid and development agency of the Catholic Churches in England and Wales. We work with local partners across South Sudan, in areas of Sustainable Livelihood, Food Security, Emergency, and Peace Building programmes.

CAFOD & Trocaire in Partnership (CTP) is looking for competent and reputable Service Provider for provision of Security Services (**Unarmed Security Guards**). The successful service provider will enter into Framework Agreement with CAFOD for twelve (12) months.

**1. Service Specifications:**

No	Descriptions of Security Services	Specifications	Unit	QTY	Remarks/Comments
1	Security Guards provision to CAFOD & Trocaire (Unarmed Security Guards).	<p><u>Day Shift</u></p> <p>3 Guards</p> <p><u>Night Shift</u></p> <p>2 Guards</p>	Month	12	<p><b>Security requirements</b></p> <ul style="list-style-type: none"> <li>Each guard requires a local police clearance, (CID), a copy is to be provided to CAFOD prior to working at our office premises.</li> <li>The Contractor will provide each guard with a uniform and appropriate communication equipment. (Smart and vigilance)</li> <li>All keys and access codes must be confidentially and securely maintained.</li> </ul> <p><b>Training</b></p> <ul style="list-style-type: none"> <li>Each guard must have undertaken security training appropriate to the service he/she will provide. Contractor will provide evidence of such training to CAFOD for each security guard, or an affidavit supplied by</li> </ul>



					<p>the Contractor stating the level of training provided to their security guards. CAFOD reserves the right to ask for evidence of individual training.</p> <p><b>Facilities</b></p> <ul style="list-style-type: none"> <li>• CAFOD will provide the guards access to amenities including toilet facilities and drinkable water.</li> </ul>
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**2. Requirements - Price and Currency:** The quotation shall be in **United States Dollars (USD)**.

**3. Submission of Quotes** - All quotations submitted should meet with all conditions specifies by the buyer (CAFOD & Trocaire in Partnership). Any deviations from the original requirements will be considered as noncompliance. All Service Providers are requested to observes the condition attached to this call for quotations.

**4. Submission Address**

Bids shall be submitted to:

**CAFOD & Trocaire in Partnership (CTP)**  
**CTP Office, Plot 19, Block XIII, P.O. Box 7, Hai Malakal**  
**Juba, South Sudan**

**Envelope should be labeled with reference no# only:**

- **RFQ 441-20 -IDHJUB**

**5. Registration for submission** - Please ensure that you register your hand delivered quotation and drop it in the tender box yourself in our security guards’ room. Each hand delivered quotation/bid must be registered individually on the visitor’s book which is available at guard’s room. Unregistered quotation/bid will not be considered even if it is dropped in the tender box.

**6. Request for clarifications** - Any request for clarification must be made in writing through the email: [syiey-puol@cafod.org.uk](mailto:syiey-puol@cafod.org.uk) and must be received not later than **Monday the 7<sup>th</sup> September, 2020 at 12:00 pm Local Time**.

**7. Deadline for the submission of quotations** - The deadline for the submission of the quotes will be on **Friday the 11<sup>th</sup> September 2020, at 5:00 pm Local Time**.

**8. Conditions for invitation to bid (Mandatory criteria evaluation of suppliers)**

- Legal status - statutory business certificates and Licenses ( copy of the company’s certificate of incorporation, copy of chamber of commerce registration, copy tax identification certificate, copy of certificate of operation, copy of tax clearance certificate, and bank account details **(only suppliers provided all valid legal requires document will be considered for review)**)
- Financial capacity – the latest audited report and bank statements of last 6 months
- References - a list of references, preferably from INGOs or UN agencies, for the same services.
- Only bidders or Service Providers possessed a good track records or experiences of supplying of **the above-mentioned Security Services (Unarmed Guards)** are required to respond.

9. **Quotes validity** – All quotations price will be valid for **twelve (12) month** from the date of receipts of the quotations.
10. **Notification of the results** - Only the successful and competitive bidder will be notified, and if you do not receive any email communication within three weeks after the expiry of the deadline, your bid was not successful.
11. **Language for the bids** - The language for the bids shall be English only.
12. **Disclaimer** - This is only a call for quotations and **CAFOD & Trocaire in Partnership** reserves the right to either amend or cancel it at any time with or without notice. In such cases, CAFOD & Trocaire in Partnership shall accept no liability whatsoever. The potential bidder is wholly responsible for all costs related to the preparation and submission of quotations dossiers.  
The decision of the CAFOD & Trocaire in Partnership Procurement Evaluation Committee (PEC) shall be final and the PEC are exercising the right invested into them by the CAFOD Supply Chain Manual.

**Acknowledgement of having read, understood Conditions attached to Call for Quotation for the Supply of Goods and Service as per above Specifications;**

Company Name: .....

Authorised Person Name: .....

Titles or Position: .....

Signature with Company's official Seal: .....

Date: .....

