



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 Service Agreement (SA) 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 canceled, with notice as specified in the agreement. In such an event, a new open competitive tender process will be undertaken.

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.

Tenderers' Eligibility and Qualifications:

Quotations in response to this RFP must be priced on a fixed-price, all-inclusive basis. Prices must be presented in United States Dollars (USD). Prices must be inclusive of all costs. Offers must remain valid for not less than ninety (90) calendar days after the offer deadline. If your offer results in a Service Agreement, the price quoted must remain fixed for the entire period of 12 months of the validity of the said SA. Offerors are requested to provide quotations on their official quotation format or letterhead.

Required Documentation: Unarmed Security Guard Services

The offerors responding to this RFP are requested to submit the following documentation, all in the English language:

- a) Valid Company Registration Certificate.
- b) Tax Identification Number Certificate.
- c) Current, valid Tax Clearance Certificate.
- d) Valid Operational License.
- e) ICoCA Certified.
- f) Provide the full names of your company Shareholders as they appear in your company's Article of Association and a copy of their IDs or passports.
- g) A minimum of three (3) references (with name and contact information).

- h) USD Bank Account Details (Issued on a Bank Letterhead with Bank name, Bank branch name, Bank Address, Company Name that matches the offeror's name, Account number, and swift code).

Technical Responsiveness

- a) Experience in the provision of Unarmed Guards Security Services to clients especially INGOs, NGOs, UN Agencies, and Corporate Clients with at least 5 years of experience in South Sudan.
- b) List of current and previous clients indicating the name of the Client, size of purchase, contact person's name, title, email, and phone number.
- c) Meet Specification provided in the item description on spec attachment. Provision of Unarmed Guards Security Services.
- d) The bidding company must explain the supervision of different locations for Juba, Rumbek, Bor, and Kapoeta. This includes a supervisor and/or field officer at each assigned area who will be responsible for the daily monitoring and supervision of unarmed security guards for both day and night shifts and the support they will be given by the company's management team.
- e) An International Security Manager (i.e. Operations Manager or Country Manager) must be available at least once a month for in-person meetings with TCC management or Safety and Risk Advisor.
- f) An Emergency Response Team (ERT) must be available for Juba operations day and night. It must be explained how the ERT team operates.

Terms and Conditions:

- 1) This is a Request for Proposals only. Issuance of this RFP does not in any way obligate TCC to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.
- 2) TCC will not in any way assist Offerors in preparing their bids nor reimburse any bid preparation costs incurred by the Offeror.
- 3) Offerors are responsible for ensuring that their offers are received by TCC in accordance with the instructions, terms, and conditions described in this RFP.
- 4) Failure to follow instructions described in this RFP may lead to disqualification of an offer from consideration.
- 5) This request for a quote does not constitute an order. Buyer may accept other than the best-priced offer based on trade-offs between cost and other selection criteria, or to further its socio-economic programs. TCC reserves the right to reject offers:
 - a. Received after the date and time specified,
 - b. Not responsive to the solicitation,
 - c. With unbalanced line-item pricing,
 - d. From vendors restricted from doing business with the U.S. Government.

Notwithstanding the terms of this Request for Quote/Proposal, the offeror acknowledges that TCC reserves the right to reject any or all Quotes/Proposals for whatever reason TCC determines, in its sole discretion, to be in its best interests. The offeror further acknowledges that TCC may for whatever reason waive any or all formalities and terms of this Request for Quote/Proposal and that nothing in the terms of this Request for Quote/Proposal shall give rise to any claim or cause of action, including

without limitation any claim for breach of implied-in-fact contract to treat Quotes/Proposals the terms herein.

This solicitation is subject to TCC standard terms and conditions.

- a) TCC standard payment terms are net 10 days after receipt and acceptance of any commodities, services, or deliverables. Payment will only be issued to the entity submitting the offer in response to this RFP and identified in the resulting Service Agreement award; payment will not be issued to a third party.
- b) The Vendor shall furnish the goods and/or services described in the Service Agreement by TCC and is only obligated to pay for the goods and/or services to the extent the Service Agreement is issued resulting from this RFP.
- c) Any international air or ocean transportation or shipping carried out under any award resulting from this RFP must take place on U.S. flag carriers/vessels.
- d) United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The Vendor under any award resulting from this RFP must ensure compliance with these laws.

Submission requirements.

- a) **Proposals must be submitted to TCC by the following date and time: 29th July 2024 11:45 pm**
- b) **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.**
- c) **Proposals must arrive in a well-sealed envelope with the item description shown in the table above written on the outside of the envelope.**
- d) **On arrival, you must phone one of the following numbers before engaging the gate security staff. 0927718992 / 0926154761 (Do not approach the security guards to request entrance to the office without contacting one of these numbers first.)**
- e) **After delivering your proposal, sign the receipt register before leaving.**