

CALL FOR PROPOSALS

Provision of Unarmed Manned Guarding and Security Services at AAH Facilities in Juba, Wau, Yei, Maban and Jamjang, South Sudan

Ref: CFP/AAH-SS/SECURITY/ 2020 -

Background

Action Africa Help International (AAH-I) is a Non-governmental and nonprofit making Organization operating in South Sudan with a mission to support disadvantaged Communities to sustainably improve their standard of living through Community empowerment approach in partnership with stakeholders. AAH-I implements Primary Health Care, Agriculture, Humanitarian aid projects and Capacity Building.

1) Background and Call for Proposal:

Currently, AAHI South Sudan is providing security services to its premises through professional and registered security companies responsible for the guarding and security services at its facilities in South Sudan.

The AAH South Sudan Procedures requires that open tendering for security services is done at least every two years to get the most competitive and professional security company to provide security services for its premises and properties.

For this reason therefore, Action Africa Help (AAH) South Sudan is calling for proposals from eligible and legally operating competent and reputable service providers in South Sudan, to provide Unarmed Manned Guarding and Security Services at its Facilities located in Juba, Maban and Jamjang, in South Sudan.

2) Details of locations/Sites Setup should be picked from AAHI/UNHCR Logistic base opposite JIT Super market.

2.0 Eligibility and requirements:

2.1 Administrative requirements:

- 2.1.1 Valid Certificate of Incorporation as a Business in South Sudan
- 2.1.2 Valid Certificate and License to Operate as a Security Service Provider, from the South Sudan, Ministry of the Interior and a No- Objection Clearance from the South Sudan Police.
- 2.1.3 Proof of Registration with the Tax Agency and latest Tax Compliance Certificate issued between **October 2018** and **March 2019**
- 2.1.4 Letter of No Objection to operate in Ruweng State and Maban issued by the relevant State Authority.
- 2.1.5 Complete and certified Article and Memorandum of Association.

2.2 Technical Requirements:

- 2.2.1 Proof that the Service Provider has provided similar services to Government, Private Business Firms or Non-Governmental Entities in the past 3 years.

- 2.2.2 Recommendations of Satisfactory performance from past and present clients (preferably from Private Business Firms or NGOs). The Recommendation should be signed by a Senior Officer from the entity and MUST include the full contact details (physical address, phone numbers and email address).
- 2.2.3 Service Provider's Human Resources Administration Set Up, Key Policies and Staffing (including but not limited to: Gender Policy, Prevention of Sexual Exploitation and Child Labour, HIV/AIDS Policy, code of conduct, among others)
- 2.2.4 Proof of Valid Insurance Cover; both Business Insurance and Personnel Insurance and letter of No Objection from the Service Provider's Insurance provider to cover additional personnel
- 2.2.5 Service Provider's technical capacity, training and skills development arrangement/program
- 2.2.6 Service Provider's logistical capacity
- 2.2.7 Service Provider's Bank Statement (issued no earlier than **31st October 2019**) and Audit Report for the period no later than **2018/2019**.
- 2.2.8 Service Provider's Banker's recommendation Letter stating the financial capacity of the Service Provider during the last 18 Months
- 2.2.9 Service Provider's Technical proposal in response to this Call for Proposal.

2.3 Service Provider's Financial Proposal (in US Dollars)

The Financial proposal should be detailed, clear and must indicate any variables, unit prices and resulting total contract price. The proposal should be valid for 60 days from the date of opening of proposals.

3.0 Call for Proposal Administrative Guidelines:

3.1 Requests for Clarification:

Prospective and eligible bidders MUST submit any request for clarification STRICTLY in writing and addressed to the following email address: procurement.southsudan@actionafricahelp.org and should be received before or not later than **28th November, 2019, 1430hrs** (East African Standard Time) Clarifications will be given within 48 hours from receipt of such request.

It is recommended and mandatory that all prospective bidders make a physical site inspection of the Sites before preparation and submission of proposals.

3.2 Preparation, marking and labeling of proposals:

The prospective service provider should prepare two separate proposals; the Technical Proposal and the Financial Proposal for each location with each securely contained in a separate envelop, clearly marked as below, respectively:

- 1- Technical Proposal – Jamjang or Juba or Maban
- 2- Financial Proposal – Jamjang or Juba or Maban

3.3 Submission of proposals:

- 1- The Two Proposals (Technical and Financial) should be placed, contained and securely sealed in one large Envelop (preferably an official pre-printed envelop bearing the company name of the service provider or clear labeled as such), which

should be marked: **“CFP/AAH-SS/SECURITY” Proposal for provision of guarding and security services in (Indicate location).**

- 2- The proposal should be submitted at the following address (only) and the person submitting the proposal **MUST** ensure that she/he registers the bid in the Submission Bids Register and drop the proposal into the tender box before leaving the compound.

**AAH/UNHCR Logistic base
Hai Gabath, Juba Town
Behind Customs Head Office
Next to JIT Super Market**

- 3- Submissions shall only be received before or not later than **2nd December 2019, 12:00pm**. Please note that AAH Offices don't open on Weekends and Public Holidays. The receiving time shall be as follows:

Morning: From 9:00am till 12:30noon

Afternoon: From 2:30pm till 4:30pm

4.0 Opening, evaluation of proposals, contract award and feedback to bidders

4.1 Opening of proposals:

Proposals received in strict adherence to the guidelines prescribed above shall be opened on **2nd December 2019, at 4:00pm**, at the same (submission) location. Bidders or their representatives (a maximum of two) are free to attend and witness the opening.

4.2 Evaluation of proposals:

A comprehensive criteria will be followed in evaluating the proposals submitted in accordance with the guidelines prescribed above. The criteria will follow a weighting system advised below:

i-	Administrative Compliance	10 points
ii-	Technical Compliance	70 points
iii-	Financial Proposal	20 points

Important Notes:

The bidder's proposal **MUST** obtain all the 10 points under the Administrative Compliance Stage and a minimum of 42 points from the Technical Compliance Stage to qualify for the Financial Evaluation Stage. Accordingly, any bidder whose proposal fails to obtain all the 10 points under the Administrative Compliance Stage, will not be considered for Technical Evaluation.

4.3 Award of Contract:

The Contract will be awarded to the Bidder who scores the highest total marks from the evaluation process.

5.0 Disclaimer:

This is only a Call for Proposals and AAH South Sudan reserves the right to either amend or cancel it at any time with or without notice. In such cases, AAH South Sudan shall

accept no liability whatsoever. The prospective bidder is wholly responsible for any and all costs related the preparation and submission of their proposal.

The decision of the AAH South Sudan Procurement Review Committee shall be final.