**INVITATION TO TENDER**

**FOR THE PROVISION OF SECURITY SERVICES**

**TENDER No. SFCG001.23**

**October 2023**

**Introduction**

Search for Common Ground (Search), is an International peacebuilding organization with over 35 years of peacebuilding work in 37 countries globally. Search has a mission to transform the way the world deals with conflict away from adversarial approaches to collaborative solutions. Search was established in South Sudan in 2014, with its head office in Juba.

Search seeks a professional security company to provide security services at its office premises located at Plot No.173, Tongping Area in Juba. Search invites sealed tenders from eligible security companies to provide security services for one year.

The duration may be extended for a further period if the Security Company agrees to provide the services on the same terms and conditions provided that the services offered are of satisfactory quality and standard acceptable to Search for Common Ground.

**Scope of Specific Tasks**

The tender is for the provision of four (4) security guards to provide twenty-four (24) hour protection, seven (7) days a week, ensuring the safety and security of the buildings and assets of Search for Common Ground office in Juba, South Sudan.

The Security Company should be willing to provide additional security guards on certain contingencies on payment of proportionate fees.

The security Company will undertake the following tasks:

1. Guard and protect the Search office building and all assets therein;
2. Develop and maintain a register of all visitors to the Search office premises;
3. Maintain an Occurrence Book as required where daily occurrences will be recorded;
4. Provide incident reports in writing for incidents or accidents that may occur at the Search office;
5. Promptly report any suspicious movement of persons around the Search offices.
6. Assist Search for Common Ground with obtaining police reports and follow-up investigations of criminal-related incidents on Search office premises.
7. Ensure Mark touch is installed to monitor the guard’s efficiency.
8. Provide or Set an alert system, panic buttons, and sirens in the premises.
9. Provides emergency response team in incident scenarios.
10. Provide Weekly and monthly security updates to the Safety focal person in writing.
11. Provide insurance commitment to Search assets and premises.

**INSTRUCTIONS TO BIDDERS**

1. **Eligibility to Tender**

This tender is open to all competent security companies registered to offer security services in South Sudan.

1. **Pre-bid meeting**

A pre-bid meeting can be arranged with the Human Resource Manager with the support of the Safety and Security focal person upon agreed time and dates to allow prospective bidders to clarify any issues.

1. **Cost of Tender**

The Bidder shall bear all costs associated with the preparation and submission of the bid. Search will not be responsible or liable for those costs, regardless of the conduct and outcome of the tender within the specified period to Search for Common Ground in Juba, South Sudan.

1. **Bidding Currency**

All prices shall be quoted in South Sudan Pounds or United States dollars ($).

#### Tender Prices

The tenderer shall indicate on the appropriate price schedule the unit prices and total tender price of the services it proposes to provide under the contract.

Prices indicated on the price schedule shall be the cost of the services quoted, exclusive and inclusive of all taxes in South Sudan.

#### Price Variation

Prices quoted by the tenderer shall be fixed during the contract term. Quoted rates should include all overheads and profits. The rate should be for the entire contract period. There will be no price variation after the signing of the contract. Currency exchange fluctuations will be a non-factor.

1. **Tender Period**

The Bids shall remain valid for ninety (60) days after the closing date of tender submission. In exceptional circumstances and before the original tender validity period expires, the contracting authority may solicit the tenderers’ consent to an extension of the validity period. The request and the responses to it shall be made in writing.

1. **Amendments to the Bid document**

At any time before the deadline for submission of Bids, Search, for any reason, whether at its initiative or in response to a clarification requested by a prospective Bidder, may modify the Bidding Documents by issuing an addendum.

All addenda shall be posted on the email address ssdprocurements@sfcg.org. All bidders wishing to be notified of any supplements should be provided to Search the bidder's name and email address.

To afford prospective Bidders reasonable time to consider the amendments in preparing their offers, Search may, at its discretion, extend the deadline for submitting bids.

#### Format and Sealing of Bids

The Bidder shall prepare:

1. Bid Concept and Background of the Company.
2. Financial Proposal
3. Valid Certificates of Incorporation or registration, including operations license, security clearances, and tax certificate.
4. Profile of the company and capacity.
5. **Submission**

All copies of the Technical bid and Financial bid are to be submitted through [ssdprocurements@sfcg.org](mailto:ssdprocurements@sfcg.org) or Hard copies shall be sealed and addressed to: Search for Common Ground Office, located at plot 173, Block 3k, Tongping Area, Juba South Sudan.

Deadline for Submission shall be 6th November, 2023.