

28th July 2022

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



Name of Company:	
Address:	
Tax Identification Number	
Active Phone Number	
Email:	

INVITATION TO TENDER REF NO 557-22-IPPASJ- PROVISION OF SECURITY SERVICE (UNARMED GUARDS) TO CAFOD & TROCAIRE IN PARTNERSHIP OFFICE.

1. 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 is looking for competent and reputable Service Provider for **Provision of Security Service (Unarmed Guards) for protection of CAFOD staff and properties**. The successful Service Provider will enter into framework agreement with CAFOD as a preferred Supplier for period of one year as per below specification.

2. **Service Specifications:**

No	Descriptions of Security Services	Specifications	Unit	Qty	Remarks/Comments
1.	Provision of Security Guards (Unarmed) to CAFOD & Trocaire.	<u>Day Shift</u> 3 Guards <u>Night Shift</u> 2 Guards	Month	18	<p>Security Requirements</p> <ul style="list-style-type: none"> Each guard requires a local police clearance, (CID), a copy is to be provided to CAFOD prior to working at our office premises. The contractor will provide each guard at least with 2 pairs of uniforms and appropriate communication equipment (Smart and Vigilance throughout). All keys and access codes must be confidentially and securely maintained. <p>Trainings</p> <ul style="list-style-type: none"> Each guard must have undertaken security training appropriate to the service he/she will provide. The Service Provider will provide evidence of such training to CAFOD for each security guard or affidavit supplied by Service Provider stating the level of training provided to their security guards. CAFOD reserves the right to ask

					<p>for evidence of individual training.</p> <p>Facilities</p> <ul style="list-style-type: none"> • CAFOD will provide the guards access to amenities includes toilet, tea, and drinkable water.
2.	Provision and Re-configuration of Existing Alarm System (Loud & Silent) to CAFOD.	Loud and Silent	Month	18	<p>Alarming Systems (Loud & Silent).</p> <ul style="list-style-type: none"> • CAFOD already has alarm systems in place, and we require re-configuration be compatible to the system employed by the Security Service successful met our requirements.

3. Other Information Pertaining of our Quotation are as follows:

Descriptions	Remarks
Payment Mode	
Payment Terms/Credit Period	
Guard Deployment Lead Time	

Validity of Quotation (Period).	
Preferred Currency of Quotation	
Deployment Location of Guard	CAFOD's Office in Hai Malakal, Juba South Sudan.

4. Submission of Quotes

The tender shall be submitted in **Hard copies in a sealed** envelope. **Email submission** will not be accepted.

5. 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#: RFQ/557/22-IPPASJ.

6. Registration for submission:

Please ensure that you register your hand delivered tender and drop it into the tender box yourself in our security guards' room. Each hand delivered tender must be registered individually on the visitor's book which is available at guard's room. Unregistered bid will not be considered even if it is dropped in the tender box.

7. Request for clarifications:

Any request for clarification must be made in writing through the email: ctpsupply@cafod.org.uk and must be received not later than **Thursday the 4th of August 2022, at 12:00 pm Local Time.**

8. Deadline for the submission of Tender:

The deadline for the submission of tender will be strictly **on Thursday 11th August 2022, at 4:00 pm Local Time.** No bids will be received after this deadline.

9. Minimum Requirements (Mandatory Requirement for Supplier to provide):

- a) Certificate of Incorporation (**Valid copy - attached renewal copy to confirm the validity of your certificate of registration**).
- b) Tax Clearance Certificate (**Valid Copy**), and Tax Identification Certificate
- c) Operation Licence (**Valid Copy**).
- d) Membership certificate from South Sudan chamber of commerce (Valid Copy).
- e) Letter of No Objection (**Valid Copy**).
- f) The latest bank Statement for the last **six** (6) months (1st January 2022 to 30th June 2022).
- g) References/Recommendation Letters (**Attached a minimum of 3 with evidence of engagement contracts**) - a list of references, preferably from INGOs or UN agencies, for the **Provision of Security Services**.

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 (3 Weeks) after the expiry of the deadline, considered your bid not been successful.

We, the undersigned, hereby accept in full the CAFOD & Trocaire General Terms and Conditions and hereby offer to construct the items listed above in conformity with the requirements of CAFOD & Trocaire in Partnership as per details provided above.

For the Supplier:	
Name:	
Position/Title:	
Signature and Stamp:	
Date:	

11. 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.

12. ANNEXES

1. CAFOD Terms & Conditions Annexed: A
2. CAFOD Supplier Code of Behaviour: B
3. CAFOD Safeguarding Policy: C