

REQUEST FOR QUOTE No. RFQ118

Provision of Security Guards Services in Civic Engagement Center-CEC-Wau

Buyer Name: DT Global South Sudan Email: shejehsalam-procurement@dt-global.com Location: Juba, South Sudan		Ship To Name: Attention: Heidi B.Silvey Address: Kololo Road, Plot No. 57, Block Number 3K South, Tong Ping City/State/Zip: Juba, South Sudan		Vendor Name: Attention: Address: City/State/Zip: Telephone: Fax: Email:		Business Size:
Issue Date:	October 20, 2023	Required Delivery Date January 1, 2024	Commercial Item:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Quote Due Date:	November 2, 2023		Payment Terms:	Wire Transfer		
Quote Valid Until:	Not less than 3 months		Freight on Board (FOB):	<input type="checkbox"/> Origin <input type="checkbox"/> Destination		

Line Item	QTY	U/M	Item	Description/Condition	Unit Price USD	Total Price USD
1.	12	Months	Guards	Security Guard Service, 24/7 Trained Static Uniformed Guard, 2 Guards during Daytime		
2.	12	Months	Guards	Security Guard Service, 24/7 Trained Static Uniformed Guard, 2 Guards during Nighttime		
					Freight	NIL
					Tax	NIL
					Grand Total	

PLEASE SUBMIT OFFER ON YOUR LETTERHEAD**Instructions to Offerors:**

- **Submission Deadline:** Final submissions will be due no later than **(November 2, 2023); 17:00 hrs. (South Sudan, UTC+2 Time zone)** submitted to shejehsalam-procurement@dt-global.com
- **Question & Answers:** Questions regarding the RFQ118_ **Provision of Security Guards Services** shall be address to shejehsalam-procurement@dt-global.com no later than **(October 27, 2023) 16:00hrs (South Sudan, UTC+2 Time zone)**. DT Global will make efforts to answer questions within 24 hours.

DT Global will not respond to questions pertaining to this RFQ over the phone. DT Global will not in any way assist Offerors in preparing their bids nor reimburse any bid preparation costs incurred by the Offeror.

Mandatory Submission Requirements: Failure to meet the below requirements may lead to disqualification.

1. Bidder must submit quotation specifying.
 - a. **Payment Terms, and**
 - b. **Price Validity.**
2. Bidder must submit copies of valid:
 - a. **Company Registration Certificate,**
 - b. **Tax Identification Number Certificate,**
 - c. **Current, Valid Tax Clearance Certificate,**
 - d. **Operational License and**
3. Provide At least three (3) full names of your company Directors as they appear in your company's Article of Association and a copy of their IDs or passports.
4. Bidder must provide evidence of at least 2 years of experience in the provision of **Security Guards Services**. Please provide at least three (3) recommendation letters and clients' contact lists, especially INGOs, NGOs, UN, and Corporate Clients.
5. Quotation must be submitted in United States Dollars (USD) currency.
6. Bidder must submit South Sudan USD Bank Account Details only (Issued on a Bank Letterhead with Company Name, Bank name, Bank Address, Account number, Bank branch name and swift code),
7. Bidder must submit quotations and required documents in the English Language.

This request for a quote does not constitute an order. Buyer will not pay offer preparation costs. Buyers may accept other than the lowest priced offer based on trade-offs between cost and quality or to further its socioeconomic programs. Buyer 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, or (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 DT Global reserves the right to reject any or all Quotes/Proposals for whatever reason DT Global determines, in its sole discretion, to be in its best interests. Offeror further acknowledges that DT Global 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 in accordance with the terms herein.

The following apply to this Request for Quote:

- Tax Exempt as provided
- Prime Contract Flow Downs as provided in Mandatory Flow Downs

Terms and Conditions:

- Terms and Conditions—Commercial

Background:

DT Global South Sudan was selected by USAID to implement the 5-Year SHEJEH SALAM Activity in South Sudan, commencing on September 30, 2020. SHEJEH SALAM Activity will help USAID/South Sudan process toward its overall goal to strengthen the foundation for a more self-reliant South Sudan by empowering citizen and community actors who have been deeply affected by current conflict.

Description of Scope:

DT Global South Sudan is seeking to select the best supplier/vendor for **RFQ118_Security Guards Services**. This RFQ will be used to solicit quotes from potential suppliers/vendors for an award **of Firm Fixed Price (FFP) Purchase Order (PO) to the best bidder**

To realize the above objectives, DT Global South Sudan is therefore calling for qualified, competent suppliers/vendors to participate in competitive bidding for **RFQ118_Security Guards Services**. SHEJEH SALAM Program. In most of the procurement processes DT Global South Sudan ensures that competitive prices and value for money are obtained by way of a "Competitive Negotiated Procedure".

Selection Criteria

The award will be made to a responsible offeror whose offer is technically responsive to the RFQ instructions, meets the eligibility requirements, meets or exceeds the minimum requirements mentioned in this RFQ, and provides a reasonable price quotation that is within the competitive market price. Prior to award, DT Global representatives will conduct a site to ensure the bidders meet the minimum requirement of this RFQ.

Evaluation Criteria

As indicated below, evaluation criteria shall be based on technical responsiveness, compliance with RFQ requirements, and reasonable price,

Technical Responsiveness

- Experience in the provision of unarmed Security Guard Services to clients especially INGOs, NGOs, UN Agencies, and Corporate Clients with at least 2 years reparably in Wau County.
- List of current and previous clients indicating the name of the Client, size of purchase, contact person's name, title, email, and phone number.
- Meet Specification provided in the item description on pg. 1. **Provision of Security Guards Services**.
- **The** bidding company should provide proof of it having a supervisor and or field officer at the assigned area (Wau County) who will be responsible for daily unarmed security guards monitoring and supervision for both day and night security guards.

Compliance with RFQ requirements

- Adhere to "Submission Deadline" and,
- Meets "Mandatory Submission Requirements"

Reasonable Price:

All quotations received will be analyzed for price reasonableness to determine a fair and reasonable price.

Scope of Work:

Provision of Security Guards Services

Offer Checklist:

To assist offerors in preparation of the quote, the following checklist summarizes the documentation to include an offer in response to this RFQ:

- Payment terms and Price Validity
- Valid Company Registration Certificate
- Tax Identification Number Certificate
- Current, valid Tax Clearance Certificate
- Valid Operational License
- Company or individual business profile
- Provide at least three (3) full names of your company's Directors.
- A minimum of three (3) references (with name and contact information), at least 2 years of experience
- Proof of having a supervisor and or field officer at the assigned area (Wau County)
- Company South Sudan Bank Account Details in USD currency
- Official price quotation as per the scope of work