



REQUEST FOR PROPOSAL (RFP)

To Security Services Providers	Date: 31 October 2019
	REFERENCE: Provision of Security Guard Services

Dear Sir / Madam:

We kindly request you to submit a proposal for the **PROVISION OF SECURITY SERVICES FOR UNITED NATIONS OFFICES AND INTERNATIONAL STAFF RESIDENCES LOCATED THROUGHOUT SAMOA**

Please be guided by the Terms of Reference Annex 1 and Template for the Financial Annex 2, in preparing your Proposal and all documents to be submitted for the completion of your proposal.

Proposals may be submitted on or before **Monday, November 18, 2019** and only via the eTendering portal, instructions in this RFP.

Your Proposal must be expressed in the English language, and valid for a minimum period of ninety days

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it is submitted online on or before the deadline. Your Proposal will not be accepted after the above date by the online eTendering portal.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements. The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Moana Luamanuvae
ARR Operations
10/31/2019

Description of Requirements

Context of the Requirement	<p>The United Nations agencies in Samoa, which are located in the UN compound at Tunaimato & Matautu - Uta require the services of a qualified and experienced security company for all their office premises, assets, property and staff located and working at the UN compound. The security company may also be used for other UN offices not currently located in the UN compound by all UN agencies.</p> <p>In addition, the same security company is required to provide security services to the residences of UN staff upon requests.</p> <p>The detailed Terms of Reference (TOR) has all the required detailed information on the requirements for the UN security guard company.</p> <p>This bidding process is conducted through the United Nations Development Programme (UNDP) Request for Proposal .The vendor to be determined from this bidding process will be contracted by UNDP to provide security services to UN agencies and all requesting UN staff in the years 2019 to 2020 (with a further extension upon successful performance).</p>
Brief Description of the Required Services	<p style="text-align: center;">PROVISION OF SECURITY SERVICES FOR UNITED NATIONS OFFICES AND INTERNATIONAL STAFF RESIDENCES LOCATED THROUGHOUT SAMOA</p>
List and Description of Expected Outputs to be Delivered	<p>The main outputs expected are as follows;</p> <ol style="list-style-type: none"> 1. Effective control and safeguarding of the UN compounds entry and/or exit gate 24/7 2. Effective control and safeguarding of the UN compound, offices and properties 24/7 3. Effective safeguarding of UN staff residences as required <p>The expected services listed in 1-3 above are to be billed to UNDP monthly, based on the number of days the services were provided. The service listed in 3 for UNDP international staff is to be billed directly to the International Staff/agencies for the services.</p> <p>In addition to the main outputs listed above, the security guard company must address all the requirements detailed in the Statement of Works listed under the Terms of Reference (TOR).</p>

Person to Supervise the Work/Performance of the Service Provider	Moana Luamanuvae <i>UNDP Operations Manager</i>										
Frequency of Reporting	Monthly, and as needed										
Progress Reporting Requirements	Monthly and as needed										
Location of work	<div>✓ One UN House, Tuana'imato and UN Compound Matautu-uta</div> <div>✓ Contractor's Location – International staff residences as required</div>										
Bid Conference	Held at the UN Conference Room located at Tuana'imato on Thursday 7 November, 2pm										
Expected duration of work	24 months with extension for a further 12 months based upon a satisfactory performance										
Target start date	1 December 2019										
Latest completion date	30 November 2021 (extension for a further 12 months based upon a satisfactory performance)										
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<div>✓ Toilet facilities for guards are provided on the UN compound. Bidders must provide toilet accessories as required.</div> <div>✓ Drinking water for the Tuana'imato One UN Compound</div>										
Currency of Proposal	✓ Local Currency (WST)										
Value Added Tax on Price Proposal	✓ Must be inclusive of VAGST and other applicable indirect taxes										
Validity Minimum Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<div>✓ 90 days</div> <div>In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.</div>										
Partial Proposals	✓ Not permitted										
Payment Terms	<table><tr><th>Outputs</th><th>Timing</th><th>Condition for Payment Release</th></tr><tr><td>Satisfactory security services performed at the UN Compound at Matautu - Uta</td><td>Monthly</td><td rowspan="2">Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance of the quality of the outputs; and</td></tr><tr><td>Satisfactory security services performed at the UN Compound at Tuana'imato</td><td>Monthly</td></tr></table>			Outputs	Timing	Condition for Payment Release	Satisfactory security services performed at the UN Compound at Matautu - Uta	Monthly	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance of the quality of the outputs; and	Satisfactory security services performed at the UN Compound at Tuana'imato	Monthly
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Satisfactory security services performed at the UN Compound at Tuana'imato	Monthly										

	Satisfactory security services performed at the residences of UNDP International Staff	Monthly	b) Receipt of invoice from the Service Provider.	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP Operations Staff			
Due Date for Submission of Proposals	Monday 18 November 2019, Samoa time.			
Type of Contract to be Signed	✓ Long-Term Agreement for UN Compound and Residential Services			
Criteria for Contract Award	✓ <input type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) ✓ <input type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.			
Criteria for the Assessment of Proposal	<p><u>Technical (70%)</u> The technical proposal will be assessed as per the following;</p> <ul style="list-style-type: none"> • The Company's Qualification, Capacity and Experience 40% <ul style="list-style-type: none"> ○ Reputation/Credibility/Reliability and Industry Standing 10 ○ General Organization likely to affect implementation 20 <ul style="list-style-type: none"> ▪ Management Structure 10 ▪ Financial Standing 5 ▪ Age/Size of the Company 5 ○ Relevance of Specialized knowledge and experience in similar engagements in the country 10 ○ Quality Assurance Measures and Risk Mitigation Measures 5 ○ Company commitment to Sustainability (ISO 14001 or 14064) 5 • Proposed Methodology, Approach and Implementation Plan 30% <ul style="list-style-type: none"> ○ Understanding of the requirement of the TOR 5 ○ Description of the Company's approach and methodology for meeting or exceeding the requirements 10 ○ Details on how the different service elements shall be organized, controlled and delivered 5 ○ Description of available performance monitoring and evaluation mechanisms shall be adopted and used for a specific requirement 10 • Management Structure and Key Personnel 30% <ul style="list-style-type: none"> ○ Composition of the team proposed 10 ○ Qualifications and Experience of Guards proposed 10 ○ Qualifications and Experience of Guard Supervisor proposed 5 			

	<ul style="list-style-type: none"> ○ Qualifications and Experience of Project Manager proposed 5 <p><u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal's offer to the lowest priced among the quotes received by UNDP.</p>
UNDP will award the contract to:	<ul style="list-style-type: none"> ✓ <input type="checkbox"/> One Service Provider for UN Compound and One or more Providers for the Residential Services
Annexes to this RFP	<ul style="list-style-type: none"> ✓ <input type="checkbox"/> Detailed TOR (Annex 1) ✓ Form for Submission of Proposal (Annex 2) ✓ <input type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3)¹
Documents and Information to be submitted – to be fully submitted for evaluation	<ol style="list-style-type: none"> 1. Technical Proposal (refer to the Criteria for Evaluation of Technical Proposal to include all requirements, certifications, etc) 2. Valid Business License 3. Fully completed Financial Proposal (Annex 2) 4. Start up and Transition Plan 5. At least 4 references from current or previous employers with similar engagements, not older than 12 months from date of this RFP
Contact Person for Inquiries (Written inquiries only)	<p>Aliitasi Uesele Petaia Procurement & Admin Associate procurement.ws@undp.org</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

¹ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

Submission of Proposal	<p>All proposals are to be submitted ONLINE through the UNDP eTendering portal.</p> <p><u>Email or Photocopies of proposals will not be accepted.</u></p> <p>Incomplete applications will not be considered, they will be disqualified automatically.</p> <p>Go to https://etendering.partneragencies.org (to register first if you have not done so) and search for this consultancy reference <u>WSM011LTASecurityServices</u></p> <p>To register on eTendering, note the username and password below to access initially to register first.</p> <p style="text-align: center;">Username: event.guest Password: why2change</p>
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