

*United Nations Development Programme*



## **INVITATION TO BID**

### **Security Guard Services for UN Premises Located within Jakarta, Bogor, Depok, Tangerang and Bekasi (Jabodetabek)**

ITB No.: ITB/UNDP/CSA/006/2020

Project: Common Services

Country: Indonesia

Issued on: 6 October 2020

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**DEAR SIR/ MADAM,**

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The United Nations Development Programme (UNDP) hereby invites you to submit a Bid to this Invitation to Bid (ITB) for the above-referenced subject.

Detailed Technical Specification as well as other requirements are listed in the ITB available on UNDP ATLAS e-Tendering system (<https://etendering.partneragencies.org>) **Event ID:** 0000007359

Pre-bid Conference will be held on:

**Virtual Pre-Bid Conference (registration is required)**

Date/Time: 9 October 2020 at 2.00 PM WIB (GMT+7)

Online: <https://undp.zoom.us/join/9tZAtcuqgqDIpG9OWLCaGp8IAUKcGMr5itOdq>

Meeting ID: 840 5386 9317

Your bid, should be submitted in accordance with the ITB requirements, through the UNDP ATLAS e-Tendering system and by the deadline indicated in <https://etendering.partneragencies.org>.

You are kindly requested to indicate whether your company intends to submit a Bid by clicking **“Accept Invitation”** but not later than **8 October 2020**. If this is not the case, UNDP would appreciate indicating your reason, for our records.

If you have not registered in the system before, you can register by logging in using:

**Username: event.guest**

**Password: why2change**

The step by step instructions for registration of bidders and quotation submission through the UNDP ATLAS e-Tendering system is available in the attached “Instructions Manual for the Bidders”. Should you require any training on the UNDP ATLAS e-Tendering system or face any difficulties when registering your company or submitting your quotation, please send an email to [yusef.millah@undp.org](mailto:yusef.millah@undp.org) cc. [rida.trisna@undp.org](mailto:rida.trisna@undp.org)

Please note that ATLAS has following minimum requirements for password:

1. Minimum length of 8 characters;
2. At least one capital letter; and
3. At least one number.

New proposer registering for the first time, the system will not accept any password that does not meet the above requirement, and thus registration cannot be completed.

For existing vendor whose current password does not meet the abovementioned password requirements, the system will prompt you to change your password upon signing in. Please change your password in accordance with the abovementioned password requirements to be able to login to the system.

The user guide and video are available to you in the UNDP public website in this link: <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement:notices/re-sources/>. You can also access the instruction from youtube with link: <https://www.youtube.com/watch?v=Trv1FX6reu8&feature=youtu.be>.

You are advised to use Internet Explorer (Version 10 or above) to avoid any incompatibility issues with the re-tendering system.

**No hard copy or email submissions will be accepted by UNDP.**

UNDP looks forward to receiving your Proposal and appreciate your interest to participate in UNDP procurement opportunities.

Yours sincerely,



Martin Kurnia  
Procurement Analyst

06-Oct-2020

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## SECTION 1 . LETTER OF INVITATION

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The United Nations Development Programme (UNDP) hereby invites you to submit a Bid to this Invitation to Bid (ITB) for the above-referenced subject.

This ITB includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet:

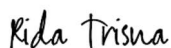
- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Other Requirements
- Section 6: Returnable Bidding Forms
  - Form A: Bid Submission Form
  - Form B: Bidder Information Form
  - Form C: Joint Venture/Consortium/Association Information Form
  - Form D: Qualification Form
  - Form E: Format of Technical Bid
  - Form F: Price Schedule

If you are interested in submitting a Bid in response to this ITB, please prepare your Bid in accordance with the requirements and procedure as set out in this ITB and submit it by the Deadline for Submission of Bids set out in Bid Data Sheet.

You are kindly requested to indicate whether your company intends to submit a Bid by clicking the "Accept Invitation" function in e-Tendering system. If this is not the case, UNDP would appreciate indicating your reason, for our records. Accepting the invitation will enable you to receive amendments or updates to the ITB. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Data Sheet as the focal point for queries on this ITB.

UNDP looks forward to receiving your Bid and thank you in advance for your interest in UNDP procurement opportunities.

Issued by:



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Name: Rida Dian Trisna  
Title: Procurement Assistant  
Date: October 6, 2020

Approved by:



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Name: Martin Kurnia  
Title: Procurement Analyst  
Date: October 6, 2020

## SECTION 2. INSTRUCTION TO BIDDERS

### GENERAL PROVISIONS

1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this ITB, including any amendments made in writing by UNDP. This ITB is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at <a href="https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d">https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</a></p> <p>1.2 Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this ITB.</p> <p>1.3 UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p> <p>1.4 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (<a href="http://www.ungm.org">www.ungm.org</a>). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti</a></p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP:</p> <p>(a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question;</p> <p>(b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at <a href="http://www.un.org/depts/ptd/pdf/conduct_english.pdf">http://www.un.org/depts/ptd/pdf/conduct_english.pdf</a></p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by</p>

	<p>these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>
4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> <li>a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;</li> <li>b) Were involved in the preparation and/or design of the programme/project related to the goods and/or services requested under this ITB; or</li> <li>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</li> </ul> <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their Bid their knowledge of the following:</p> <ul style="list-style-type: none"> <li>a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this ITB; and</li> <li>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</li> </ul> <p>Failure to disclose such an information may result in the rejection of the Bid or Bids affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this ITB, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
<b>B. PREPARATION OF BIDS</b>	
5. General Considerations	<p>5.1 In preparing the Bid, the Bidder is expected to examine the ITB in detail. Material deficiencies in providing the information requested in the ITB may result in rejection of the Bid.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the ITB. Should such errors or omissions be discovered, the Bidder must notify the UNDP accordingly.</p>



6. Cost of Preparation of Bid	6.1 The Bidder shall bear all costs related to the preparation and/or submission of the Bid, regardless of whether its Bid is selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
7. Language	7.1 The Bid, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.
8. Documents Comprising the Bid	8.1 The Bid shall comprise of the following documents and related forms which details are provided in the BDS: <ul style="list-style-type: none"> <li>a) Documents Establishing the Eligibility and Qualifications of the Bidder;</li> <li>b) Technical Bid;</li> <li>c) Price Schedule;</li> <li>d) Bid Security, if required by BDS;</li> <li>e) Any attachments and/or appendices to the Bid.</li> </ul>
9. Documents Establishing the Eligibility and Qualifications of the Bidder	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
10. Technical Bid Format and Content	<p>10.1 The Bidder is required to submit a Technical Bid using the Standard Forms and templates provided in Section 6 of the ITB.</p> <p>10.2 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by the Purchaser, at no expense to the UNDP. If not destroyed by testing, samples will be returned at Bidder's request and expense, unless otherwise specified.</p> <p>10.3 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall certify the availability of spare parts for a period of at least five (5) years from date of delivery, or as otherwise specified in this ITB.</p>
11. Price Schedule	<p>11.1 The Price Schedule shall be prepared using the Form provided in Section 6 of the ITB and taking into consideration the requirements in the ITB.</p> <p>11.2 Any requirement described in the Technical Bid but not priced in the Price Schedule, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p>
12. Bid Security	<p>12.1 A Bid Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Bid Security shall be valid for a minimum of thirty(30) days after the final date of validity of the Bid.</p> <p>12.2 The Bid Security shall be included along with the Bid. If Bid Security is required by the ITB but is not found in the Bid, the offer shall be rejected.</p>

	<p>12.3 If the Bid Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Bid.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their bid and the original of the Bid Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Bid Security may be forfeited by UNDP, and the Bid rejected, in the event of any, or combination, of the following conditions:</p> <ul style="list-style-type: none"> <li>a) If the Bidder withdraws its offer during the period of the Bid Validity specified in the BDS, or;</li> <li>b) In the event the successful Bidder fails: <ul style="list-style-type: none"> <li>i. to sign the Contract after UNDP has issued an award; or</li> <li>ii. to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</li> </ul> </li> </ul>
13. Currencies	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Bids are quoted in different currencies, for the purposes of comparison of all Bids:</p> <ul style="list-style-type: none"> <li>a) UNDP will convert the currency quoted in the Bid into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Bids; and</li> <li>b) In the event that UNDP selects a Bid for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</li> </ul>
14. Joint Venture, Consortium or Association	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Bid, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 15 herein in respect of submitting only one Bid.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of the ITB, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p>

	<p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> <li>a) Those that were undertaken together by the JV, Consortium or Association; and</li> <li>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</li> </ul> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
15. Only One Bid	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Bid, either in its own name or as part of a Joint Venture.</p> <p>15.2 Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>a) they have at least one controlling partner, director or shareholder in common; or</li> <li>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>c) they have the same legal representative for purposes of this ITB; or</li> <li>d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of another Bidder regarding this ITB process;</li> <li>e) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this ITB process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</li> </ul>
16. Bid Validity Period	<p>16.1 Bids shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Bids. A Bid valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Bid validity period, the Bidder shall maintain its original Bid without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
17. Extension of Bid Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the Bid validity period, UNDP may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing, and shall be considered integral to the Bid.</p> <p>17.2 If the Bidder agrees to extend the validity of its Bid, it shall be done without any change to the original Bid.</p>

	17.3 The Bidder has the right to refuse to extend the validity of its Bid, in which case, the Bid shall not be further evaluated.
18. Clarification of Bid (from the Bidders)	<p>18.1 Bidders may request clarifications on any of the ITB documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavour to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Bids, unless UNDP deems that such an extension is justified and necessary.</p>
19. Amendment of Bids	<p>19.1 At any time prior to the deadline of Bid submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of Bid to give the Bidders reasonable time to incorporate the amendment into their Bids.</p>
20. Alternative Bids	<p>20.1 Unless otherwise specified in the BDS, alternative Bids shall not be considered. If submission of alternative Bid is allowed by BDS, a Bidder may submit an alternative Bid, but only if it also submits a Bid conforming to the ITB requirements. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative Bid.</p> <p>20.2 If multiple/alternative bids are being submitted, they must be clearly marked as "Main Bid" and "Alternative Bid"</p>
21. Pre-Bid Conference	21.1 When appropriate, a pre-bid conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the ITB, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to ITB.

### C. SUBMISSION AND OPENING OF BIDS

22. Submission	<p>22.1 The Bidder shall submit a duly signed and complete Bid comprising the documents and forms in accordance with requirements in the BDS. The Price Schedule shall be submitted together with the Technical Bid. Bid can be delivered either personally, by courier, or by electronic method of transmission as specified in the BDS.</p> <p>22.2 The Bid shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Bid.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Bid, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission (not applicable)	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <p>a) The signed Bid shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>(b) The Technical Bid and Price Schedule must be sealed and submitted together in an envelope, which shall:</p> <ol style="list-style-type: none"> <li>i. Bear the name of the Bidder;</li> <li>ii. Be addressed to UNDP as specified in the BDS; and</li> <li>iii. Bear a warning not to open before the time and date for Bid opening as specified in the BDS.</li> </ol> <p>If the envelope with the Bid is not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Bid.</p>
Email (not applicable) and eTendering submissions	<p>22.5 Electronic submission through email or eTendering, if allowed as specified in the BDS, shall be governed as follows:</p> <ol style="list-style-type: none"> <li>a) Electronic files that form part of the Bid must be in accordance with the format and requirements indicated in BDS;</li> <li>b) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivered as per the instructions in BDS.</li> </ol> <p>22.6 Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</a></p>
23. Deadline for Submission of Bids and Late Bids	<p>23.1 Complete Bids must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognise the actual date and time that the bid was received by UNDP</p>

	23.2 UNDP shall not consider any Bid that is received after the deadline for the submission of Bids.
24. Withdrawal, Substitution, and Modification of Bids	<p>24.1 A Bidder may withdraw, substitute or modify its Bid after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Bid by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Bid, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of Bids, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Bid by Cancelling, Editing, and re-submitting the Bid directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Bid as needed. Detailed instructions on how to cancel or modify a Bid directly in the system are provided in the Bidder User Guide and Instructional videos.</p> <p>24.4 Bids requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened.</p>
25. Bid Opening	<p>25.1 In the case of e-Tendering submission, bidders will receive an automatic notification once their Bids are opened</p> <p>25.2 The Bidders' names, modifications, withdrawals, the condition of the envelope labels/seals, the number of folders/files and all other such other details as UNDP may consider appropriate, will be announced at the opening. No Bid shall be rejected at the opening stage, except for late submissions, in which case, the Bid shall be returned unopened to the Bidders.</p> <p>25.3 In the case of e-Tendering submission, bidders will receive an automatic notification once the Bid is opened.</p>
<b>D. EVALUATION OF BIDS</b>	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Bids, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Bids or contract award decisions may, at UNDP's decision, result in the rejection of its Bid and may subsequently be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Bids	<p>27.1 UNDP will conduct the evaluation solely on the basis of the Bids received.</p> <p>27.2 Evaluation of Bids shall be undertaken in the following steps:</p> <ul style="list-style-type: none"> <li>a) Preliminary Examination including Eligibility</li> <li>b) Arithmetical check and ranking of bidders who passed preliminary examination by price.</li> <li>c) Qualification assessment (if pre-qualification was not done)</li> </ul>

	<ul style="list-style-type: none"> <li>d) Evaluation of Technical Bids</li> <li>e) Evaluation of prices</li> </ul> <p>Detailed evaluation will be focussed on the 3 - 5 lowest priced bids. Further higher priced bids shall be added for evaluation if necessary</p>
28. Preliminary Examination	28.1 UNDP shall examine the Bids to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Bids are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Bid at this stage.
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> <li>a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list;</li> <li>b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,</li> <li>c) They have the necessary similar experience, technical expertise, production capacity, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/or services required;</li> <li>d) They are able to comply fully with the UNDP General Terms and Conditions of Contract;</li> <li>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</li> <li>f) They have a record of timely and satisfactory performance with their clients.</li> </ul>
30. Evaluation of Technical Bid and prices	30.1 The evaluation team shall review and evaluate the Technical Bids on the basis of their responsiveness to the Schedule of Requirements and Technical Specifications and other documentation provided, applying the procedure indicated in the BDS and other ITB documents. When necessary, and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical Bids. The conditions for the presentation shall be provided in the bid document where required.
31. Due diligence	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</li> <li>b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team;</li> <li>c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;</li> <li>d) Inquiry and reference checking with previous clients on the performance on</li> </ul>

	<p>on-going or completed contracts, including physical inspections of previous works, as deemed necessary;</p> <p>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</p> <p>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</p>
32. Clarification of Bids	<p>32.1 To assist in the examination, evaluation and comparison of Bids, UNDP may, at its discretion, request any Bidder for a clarification of its Bid.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Bid shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Bids, in accordance with the ITB.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Bid, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Bids.</p>
33. Responsiveness of Bid	<p>33.1 UNDP's determination of a Bid's responsiveness will be based on the contents of the bid itself. A substantially responsive Bid is one that conforms to all the terms, conditions, specifications and other requirements of the ITB without material deviation, reservation, or omission.</p> <p>33.2 If a bid is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. Nonconformities, Reparable Errors and Omissions	<p>34.1 Provided that a Bid is substantially responsive, UNDP may waive any non-conformities or omissions in the Bid that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.</p> <p>34.3 For the bids that have passed the preliminary examination, UNDP shall check and correct arithmetical errors as follows:</p> <p>a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case, the line item total as quoted shall govern and the unit price shall be corrected;</p> <p>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p>



	34.4 If the Bidder does not accept the correction of errors made by UNDP, its Bid shall be rejected.
<b>E. AWARD OF CONTRACT</b>	
35. Right to Accept, Reject, Any or All Bids	35.1 UNDP reserves the right to accept or reject any bid, to render any or all of the bids as non-responsive, and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria	36.1 Prior to expiration of the period of Bid validity, UNDP shall award the contract to the qualified and eligible Bidder that is found to be responsive to the requirements of the Schedule of Requirements and Technical Specification, and has offered the lowest price.
37. Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request for a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future Bids for UNDP procurement opportunities. The content of other Bids and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of goods and/or services, 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.
39. Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, UNDP may award the Contract to the Second highest rated or call for new Bids.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
41. Performance Security	41.1 A performance security, if required in the BDS, shall be provided in the amount specified in BDS and form available at <a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default</a> within a maximum of fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNDP so require, it is UNDP's standard practice to not make advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per the BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit

	<p>a Bank Guarantee in the full amount of the advance payment in the form available at <a href="https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default</a></p>
43. Liquidated Damages	43.1 If specified in the BDS, UNDP shall apply Liquidated Damages for the damages and/or risks caused to UNDP resulting from the Contractor's delays or breach of its obligations as per Contract.
44. Payment Provisions	44.1 Payment will be made only upon UNDP's acceptance of the goods and/or services performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of goods and/or services issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of the contract.
45. Vendor Protest	<p>45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: <a href="http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html">http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html</a></p>
46. Other Provisions	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar goods and/or services, UNDP shall be entitled to the same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 <a href="http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer">http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer</a></p>

## SECTION 3 . BID DATA SHEET

The following data for the goods and/or services to be procured shall complement, supplement, or amend the provisions in the Invitation to Bid In the case of a conflict between the Instructions to Bidders, the Bid Data Sheet, and other annexes or references attached to the Bid Data Sheet, the provisions in the Bid Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Bid	English
2		Submitting Bids for Parts or sub-parts of the Schedule of Requirements (partial bids)	Not Allowed
3	20	Alternative Bids	Shall not be considered
4	21	Pre-Bid conference and Site Visit	<p>Will be Conducted</p> <p><b>Virtual Pre-Bid Conference schedule:</b></p> <p>Date/Time: 9 October 2020 at 2.00 PM WIB (GMT+7)</p> <p>Online:</p> <p><a href="https://undp.zoom.us/meeting/register/tZAtcuqqqDIpG9OWLCaGp8IcGMr5itOdg">https://undp.zoom.us/meeting/register/tZAtcuqqqDIpG9OWLCaGp8IcGMr5itOdg</a></p> <p>Meeting ID: 840 5386 9317</p> <p>The UNDP focal point:</p> <p>Rida Dian Trisna</p> <p>E-mail: rida.trisna@undp.org cc: yusef.millah@undp.org and martin.kurnia@undp.org</p> <p>All queries, both technical and administrative, will be responded to during the pre-bid conference. Minutes of the pre-bid conference will be disseminated to all potential proposers, regardless of bidders attending the site inspection and pre-proposal conference. The minute will be posted at <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a></p>
5	16	Bid Validity Period	120 days
6	12	Bid Security	Not required

7	42	Advanced Payment upon signing of contract	Not allowed
8	43	Liquidated Damages	Will not be imposed
9	41	Performance Security	Not required
10	13	Currency of Bid	US Dollar for international Bidders; Indonesian Rupiah for national Bidders
11	18	Deadline for submitting requests for clarifications/ questions	Five (5) working days before the submission deadline
12	32	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Rida Dian Trisna cc. Yusef Saiful Millah & Martin Kurnia Address: Menara Thamrin 8th Fl. Jl. MH Thamrin Kav. 3 Jakarta 10250, Indonesia E-mail address: rida.trisna@undp.org cc. Yusef.millah@undp.org & martin.kurnia@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	Direct communication to prospective Proposers by email, eTendering and Posting on the website <a href="https://www.id.undp.org/content/indonesia/en/home/procurement.html">https://www.id.undp.org/content/indonesia/en/home/procurement.html</a>
14	23	Deadline for Submission	The deadline as indicated in the e-tendering system
15	22	Allowable Manner of Submitting Bids	<input checked="" type="checkbox"/> e-Tendering
16	22	Bid Submission Address	<a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a> <b>Event ID: 0000007359</b>

17	22	Electronic submission (eTendering) requirements	<ul style="list-style-type: none"> <li>Format: PDF files (Preferred).</li> <li>Price Schedule (Form F) must be in <b>both PDF File and MS. Excel format.</b></li> <li>File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>All files must be free of viruses and not corrupted.</li> <li>Max. File Size per transmission: <b>Not applicable</b></li> <li>Documents which are required in original (e.g. Bid/Proposal Security) should be sent to the below address with a PDF copy submitted as part of the electronic submission: Menara Thamrin 8th Fl. Jl. MH Thamrin Kav. 3 Jakarta 10250, Indonesia Attn. Rida Dian Trisna/Yusef Saiful Millah</li> </ul>
18	25	Date, time and venue for the opening of bid	In the case of e-Tendering submission, bidders will receive an automatic notification once their Bids are opened.
19	27, 36	Evaluation Method for the Award of Contract	Lowest priced technically responsive bid
20		Expected date for commencement of Contract	<i>December 31, 2020</i>
21		Maximum expected duration of contract	Three (3) years with initial contract for one year and will be extended subject to UNDP satisfactory performance evaluation
22	35	UNDP will award the contract to:	One Proposer Only
23	40	Type of Contract	Contract for Long Term Agreement and Professional Service <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
24	40	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Contracts <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
25		Other Information Related to the ITB	Contract effectiveness is linked below mentioned conditions: <ul style="list-style-type: none"> <li>- Upon receipt of Fidelity Bond; and</li> <li>- Upon contract signing from both parties.</li> </ul>

## SECTION 4. EVALUATION CRITERIA

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### Preliminary Examination Criteria

Bids will be examined to determine whether they are complete and submitted in accordance with ITB requirements as per below criteria on a **Yes/No** basis:

- Appropriate signatures
- Power of Attorney
- Minimum Bid documents provided
- Bid Validity

### Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on a **Pass/Fail** basis.

If the Bid is submitted as a Joint Venture/Consortium/Association, each member should meet the minimum criteria, unless otherwise specified.

Subject	Criteria	Document Submission requirement
<b>ELIGIBILITY</b>		
<b>Legal Status</b>	Vendor is a legally registered entity.	Form B: Bidder Information Form
<b>Eligibility</b>	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Bid Submission Form
<b>Conflict of Interest</b>	No conflicts of interest in accordance with ITB clause 4.	Form A: Bid Submission Form
<b>Bankruptcy</b>	Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending	Form A: Bid

	legal action against the vendor that could impair its operations in the foreseeable future.	Submission Form
<b>Certificates and Licenses</b>	<ul style="list-style-type: none"> <li>▪ Certificate of Incorporation/Business Registration</li> <li>▪ Official appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country</li> </ul>	Form B: Bidder Information Form
<b>QUALIFICATION</b>		
<b>History of Non-Performing Contracts<sup>1</sup></b>	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
<b>Previous Experience</b>	Minimum three (3) years of relevant experience in security services to UN Agencies and/or International organizations/companies	Form D: Qualification Form
	Minimum one (1) contract of similar value, nature and complexity implemented over the last three (3) years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
<b>Financial Standing</b>	Minimum average annual turnover of USD 500,000 for the last three (3) years (year 2017-2018-2019).  <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>  <b>Note:</b> UNDP has the right to reject any bid if submitted by a contractor whom investigation leads to a result that he is not Financially capable and/or had serious financial problems.	Form D: Qualification Form
	<b>Quick Ratio (QR) of not less than 1.0;</b> bidders may use the form of Balance Sheet to calculate QR; If QR is less than 1, UNDP shall verify financial capacity of the bidder and has the authority to seek references from concerned parties & banks on the bidder' financial standing.  UNDP reserves the right to reject any bid if submitted by a contractor whom the investigation leads to a result that he/she is not financially capable and/or had serious financial problems	
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet</i>	Form D: Qualification Form

<sup>1</sup> Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

	<i>requirement)</i>	
<b>Technical Evaluation</b>	The technical bids shall be evaluated on pass/fail basis for compliance or non-compliance with the technical specification required in the bid document.	Form E: Technical Bid Form
<b>Financial Evaluation</b>	<p>Detailed analysis of the price schedule based on requirements listed in Section 5 and quoted for by the bidders in Form F.</p> <p>Price comparison shall be based on the landed price, including transportation, insurance and total cost of ownership (including spare parts, installation, commissioning, training, special packaging etc where applicable)</p> <p>Comparison with budget/internal estimates</p>	Form F: Price Schedule Form



## SECTION 5 A: TERMS OF REFERENCE

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### A. BACKGROUND

Provision of common services (security guard services) at UN premises in Menara Thamrin is part of common activities which has been approved by UNCT in Indonesia. Premises shared by UN organizations are an important component of the Secretary-General's UN Reform Programme. The objective of common premises is to build closer ties among United Nations staff and promote a more unified presence at country level in a cost-effective manner.

One office unites agencies working at the country level through harmonized business processes, common services and often common premises and UN House. By establishing common services and clustering operational activities of agencies together the UN aims to reduce operational costs considerable and become more effective and efficient in supporting programme delivery.

One office describes the use of common services, common premises, and harmonized, simplified and unified business policies and procedures that help bring the UN country team together. The purpose of one office is to increase efficiency, decrease transactional cost and produce savings which in turn should be spent on programmatic development work. By physically and functionality bring everyone together, one office can help a UNCT achieve greater economies of scale, improve collaboration among UN agencies and present a unified UN image at the country level.

The UN Long Term Agreement for Guard Services seeks to provide qualified and competent guards based on:

1. Minimum Operating Security Standard for offices
2. Minimum Operating Residential Security Standard for homes of international staff (optional scope) within Jabodetabek for the following agencies: UNWOMEN, UNOPS, UNFPA, FAO, UNDP, UNIDO, UNOCHA, UNAIDS, UNODC, UNRC, UNDSS, UNIC, IFAD, WHO, WFP, UNICEF, UNESCO, ADB, WB, IFC, IMF, ICAO, UNEP, UNHCR, UNOPS, IOM and ILO.

### B. CONTRACT OBJECTIVES AND SCOPE

The main objective is to provide a 24-hour protection to all UN Premises located throughout Jabodetabek, and to support the implementation of physical and technical security measures on the inner and outer perimeter of UN Premises, including security equipment.

The Security Company shall provide security services as follows:

1. Provide 24 hours, 7 days a week security services with a full team to UN Offices/premises.
2. Provide 24 hours, 7 days a week security services with a full team consists of at least three guards to UN Staff standalone house (specific requirement to the optional scope as per the SRA requirement).
3. Maintain existing physical and technical security measures;
4. Manage the office communications after working hours, including handling incoming calls and bomb threats through telephone calls;
5. Maintain day-to-day coordination with UNDSS personnel, UN Agency Security Focal points and Agency Administrative Officers and when required with building owners and management at all premises rented or leased by the UN for effective implementation of security measures;
6. Maintain/ reinforce security based on incremental increase in risks such as when demonstrations and protests (or other external security exposures) arrive at or near UN premises.
7. Report within one hour any criminal incidents or disturbances occurring at UN premises, log all incidents and report to the UNDSS personnel in that location, or to the UN Agency Security Focal point or Agency Administrative Officer and when required with building owners and management of the premises.

8. Report on the condition and maintenance situation of all fire alarms, fire extinguishers, and other security related equipment which are required to be located at the UN premises, to the UNDSS Premises Security Staff in that location, or to the respective UN Agency Security Focal point or Agency Administrative Officer.
9. Security monitoring to all UN Agencies offices located in all floors of Menara Thamrin Building

### C. REQUIRED QUALIFICATIONS

Proposed Personnel										
<b>Proposed Personnel</b>	<p>The bidders shall submit CVs of the below proposed personnel:</p> <p>The nominated personnel shall not be changed without the approval of the UN as a whole, or each individual UN Agencies or UN Partners where the Security Services Company will undertake its duties.</p> <p>The Contractor shall engage competent personnel to achieve the requirement stated in the tender documents.</p> <p>UNDP reserves the right to reject and/or instruct removal of personnel due to non-performance.</p>									
	<table border="1"> <thead> <tr> <th>Personnel</th><th>Particular Experience &amp; Qualifications</th><th>Minimum experience (year in similar position)</th><th>QTY</th></tr> </thead> <tbody> <tr> <td>Chief of Security</td><td> <ol style="list-style-type: none"> <li>1. Age between 21 to 50 years old;</li> <li>2. No Limitation on Gender: Either male or female candidates shall be accepted;</li> <li>3. Minimum height 165 cm for male and 160 for female as per Government of Indonesia standard;</li> <li>4. Health: Free from all communicable diseases, drugs and in good general health without physical defects or abnormalities, which would interfere with the performance of guard duty;</li> <li>5. Physical condition: Able to perform physical tasks associated with the guard duties to which he/she is assigned;</li> <li>6. Drug dependency and medication: Shall not be dependent on alcohol or other drugs; if using prescribed medication, it shall not hinder the performance of assigned guard duties;</li> <li>7. Completion of secondary school is required ; University degree holder is an advantage but not mandatory</li> <li>8. Possession of the Garda Pratama Security Guard Certificate (copy of certificate must be submitted)</li> </ol> </td><td>A minimum of 5 (five) years of progressive responsibility in managing guard forces</td><td>1</td></tr> </tbody> </table>			Personnel	Particular Experience & Qualifications	Minimum experience (year in similar position)	QTY	Chief of Security	<ol style="list-style-type: none"> <li>1. Age between 21 to 50 years old;</li> <li>2. No Limitation on Gender: Either male or female candidates shall be accepted;</li> <li>3. Minimum height 165 cm for male and 160 for female as per Government of Indonesia standard;</li> <li>4. Health: Free from all communicable diseases, drugs and in good general health without physical defects or abnormalities, which would interfere with the performance of guard duty;</li> <li>5. Physical condition: Able to perform physical tasks associated with the guard duties to which he/she is assigned;</li> <li>6. Drug dependency and medication: Shall not be dependent on alcohol or other drugs; if using prescribed medication, it shall not hinder the performance of assigned guard duties;</li> <li>7. Completion of secondary school is required ; University degree holder is an advantage but not mandatory</li> <li>8. Possession of the Garda Pratama Security Guard Certificate (copy of certificate must be submitted)</li> </ol>	A minimum of 5 (five) years of progressive responsibility in managing guard forces
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Form E: Technical Bid Form  
Format for CV of Proposed Personnel

		<p>9. Intermediate in speaking/ reading/writing in English in addition to native in Bahasa Indonesia</p> <p>10. Understand guard orders and supervise overall logs and reports in Bahasa Indonesia;</p> <p>11. Radio Communication: Able to operate UHF handset;</p> <p>12. Complete basic first aid training and able to perform first aid for key personnel;</p> <p>13. Trained and able to operate of various fire extinguishers and fire control equipment;</p> <p>14. Knowledgeable about physical security systems and deterrents, how to operate an emergency generator, knowledge of alarm systems and bar code systems;</p> <p>15. Must have the ability to give instructions, communicate effectively, reliable, dependable, firm, courteous and tactful. Must be able to comprehend orders and directives quickly;</p> <p>16. Must have ability to take clear and deceive action especially during emergency situations;</p> <p>17. Capable of handling telephone call in professional manner after working hours, including unwanted calls such as bomb threats.</p> <p>18. Available on a 24-hours x 7 day-basis</p> <p><b>CV shall be attached.</b></p>			
	Team Leader	<p>1. Age between 21 to 50 years old;</p> <p>2. No Limitation on Gender: Either male or female candidates shall be accepted;</p> <p>3. Minimum height 165 cm for male and 160 for female as per Government of Indonesia standard;</p> <p>4. Health: Free from all communicable diseases, drugs and in good general health without physical defects or abnormalities, which would interfere with the performance of guard duty;</p> <p>5. Physical condition: Able to perform physical tasks associated with the guard duties to which he/she is assigned;</p> <p>6. Drug dependency and medication: Shall not be dependent on alcohol or other drugs; if using prescribed medication, it shall not hinder the performance of assigned guard duties;</p> <p>7. Completion of secondary school is required; university graduate is desirable.</p>	A minimum of 3 (three) years of progressive responsibility in managing guard forces	4	

		<p>8. Possession of the Garda Pratama Security Guard Certificate (copy of certificate must be submitted)</p> <p>9. Intermediate in speaking/ reading/writing in English in addition to native in Bahasa Indonesia</p> <p>10. Understand guard orders and supervise his/her team logs and reports in Bahasa Indonesia;</p> <p>11. Radio Communication: Able to operate UHF handset;</p> <p>12. Complete basic first aid training and able to perform first aid for key personnel;</p> <p>13. Trained and able to operate of various fire extinguishers and fire control equipment;</p> <p>14. Knowledgeable about physical security systems and deterrents, how to operate an emergency generator, knowledge of alarm systems and bar code systems;</p> <p>15. Must have the ability to give and follow instructions, communicate effectively, reliable, dependable, firm, courteous and tactful. Must be able to comprehend orders and directives quickly;</p> <p>16. Must have ability to take clear and deceive action especially during emergency situations;</p> <p>17. Capable of handling telephone call in professional manner after working hours, including unwanted calls such as bomb threats.</p> <p>18. Available on a 24-hours x 7 day-basis</p> <p><b>CV shall be attached.</b></p>			
	General Security Guards	<p>In accordance with below qualifications/criteria, the Security Guard Company is responsible for selecting candidates for employment. All personnel hired by Security Guard Company will be required to go through an approval process, if requested by the hiring UN Security team. The Following are the general security guard requirements:</p> <ol style="list-style-type: none"> <li>1. Age between 21 to 45 years old;</li> <li>2. No Limitation on Gender: Either male or female candidates shall be accepted;</li> <li>3. Minimum height 165 cm for male and 160 for female as per Government of Indonesia standard;</li> <li>4. Health: Free from all communicable diseases, drugs and in good general health without physical defects or abnormalities, which would interfere with the performance of guard duty;</li> </ol>	A minimum 1 (one) year of related experience	14	

		<ol style="list-style-type: none"> <li>5. Physical condition: Able to perform physical tasks associated with the guard duties to which he/she is assigned;</li> <li>6. Drug dependency and medication: Shall not be dependent on alcohol or other drugs; if using prescribed medication, it shall not hinder the performance of assigned guard duties; and</li> <li>7. Education and literacy: Completion of secondary school;</li> <li>8. Possessing Official Certificate of Basic Security Training of Garda Pratama is required; need to submit the copy</li> <li>9. Basic knowledge of English in addition to native in Bahasa Indonesia;</li> <li>10. Understand guard orders and maintain guard logs and reports in Bahasa Indonesia;</li> <li>11. Radio Communication: Able to operate UHF handset;</li> <li>12. Complete basic first aid training and able to perform first aid for key personnel;</li> <li>13. Trained and able to operate of various fire extinguishers and fire control equipment;</li> <li>14. Knowledgeable about physical security systems and deterrents, how to operate an emergency generator, knowledge of alarm systems and bar code systems;</li> <li>15. Must have the ability to follow instructions, communicate effectively, reliable, dependable, firm, courteous and tactful. Must be able to comprehend orders and directives quickly;</li> <li>16. Must have ability to take clear and decisive action especially during emergency situations;</li> <li>17. Capable of handling telephone call in professional manner after working hours, including unwanted calls such as bomb threats.</li> </ol> <p><b>CV shall be attached</b></p>			
	Security guard based at the X-Ray checking points	<p>General security guards' requirement as outlined above with below additional requirement:</p> <ol style="list-style-type: none"> <li>1. Annual general health examination as required by National Agency of Nuclear Energy Regulatory (BAPETEN);</li> <li>2. Know how to manage/ maintain TLD (Thermoluminescent dosimeter);</li> <li>3. Know how to calibrate and operate the x-ray machine for security screening;</li> </ol>	A minimum 1 (one) year of related experience	8	

		4. Know how to perform daily and weekly maintenance of x-ray machine.			
		<b>CV shall be attached.</b>			
	Security guards For Vehicle Checking	1. General security guards' requirement as outlined above with below additional requirement 2. Familiar with surveillance detection and profiling; 3. Able to join in a team of vehicle checking including explosive detection dog (K-9); 4. Know how to operate inspection mirror; 5. Know how to operate the boom gate.	A minimum 1 (one) year of related experience	6	
		<b>CV shall be attached</b>			

### Job Descriptions

Chief of Security (ka-satpam)	1. The implementation of security in the UN office that they have been assigned to by the Security Guards Company; 2. Management of all guard members; 3. Control and supervision of guard activities; 4. Monitoring the daily security situation by using police network communication; 5. Produce written notes of all security events in the UN office which will be incorporated in a daily situation report and submitted to either the UNDSS Premises Security personnel at that location, or the Agency security focal point or the Agency Administrative Officer on daily basis; 6. Control the operation of existing alarm systems and emergency exit doors, which may be currently installed at the UN premises and do so in coordination and cooperation with the UNDSS Premises Security personnel at that location, or the Agency security focal point or the Agency Administrative Officer and where present with the Building owner or Management of the UN premises; 7. Handling of difficult or uncooperative visitors and restraining people to implement security procedures; 8. Helping the UNDSS Premises Security personnel at that location, or the Agency security focal point or the Agency Administrative Officer in arranging evacuation drills and handling real emergency events; 9. Accompanying the UNDSS Premises Security personnel at that location, or the Agency security focal point or the Agency Administrative Officer to inspect every room in the UN office in case of bomb threat when deemed necessary; 10. Any others task which the UNDSS Premises Security personnel at that location, or the Agency security focal point or the Agency Administrative Officer may require the Security Guard Company to undertake.
Team Leader/Chief of Team	1. Management of all team members' activities and supervision during their shift hours; 2. Control gates, doors and locks; 3. Acting as chief of guard during night shift; 4. Involved in post rotation; 5. Help the Chief of Guard in handling emergency events.

General Security Guard	<ol style="list-style-type: none"> <li>1. Reminding the staff to wear their ID card at all the time while they are within the UN Compound or building;</li> <li>2. Carrying out checks on all visitors and staff making sure that they are cleared, before entering the UN premises or area;</li> <li>3. Reporting immediately to his/ her Team Leader any difficult visitors, restraining of persons, or uncooperative visitors;</li> <li>4. Directing visitors to the Security Front Desk Office to obtain a visitor ID card;</li> <li>5. Ensuring that main and secondary access points are locked before leaving the post;</li> <li>6. Directing staff to the assembly area when emergency situations happen, under Team Leader's direction;</li> <li>7. Carrying out checks on mail, packages and items making sure that they are cleared, before entering the UN premises or area;</li> <li>8. Conduct body checking through either handheld detector or manual search if any metal is detected;</li> <li>9. Carrying out checks on bags and containers and making sure that they are cleared, before entering the UN premises or area;</li> <li>10. Patrolling the floor area of the UN premises on an hourly basis;</li> <li>11. Locking the doors and opening them in the morning;</li> <li>12. Administrating the use of office keys;</li> <li>13. After working hours, handle incoming telephone calls professionally per the establish SOP, including when receiving bomb threats;</li> <li>14. Reporting to his/her team leader any surveillance activities such as taking notes, photographing and video recording;</li> <li>15. Carry additional task in case of demonstration approaching UN premises;</li> <li>16. Record UN Operational vehicles and UN staff vehicles entering and exiting UN designated parking areas;</li> <li>17. Maintaining vehicle key logbook;</li> <li>18. Reporting immediately to his/ her Team leader any suspicious vehicle or incidents in parking areas;</li> <li>19. Assisting staff in parking vehicles;</li> <li>20. Reporting immediately to his/ her Team Leader any difficult visitors, restraining of persons, or uncooperative visitors</li> </ol>	
Security guard based at the X-Ray checking points	<ol style="list-style-type: none"> <li>1. Preparing the machine for operation and ensuring that the machine works properly while being operated;</li> <li>2. Operating the X-Ray machine procedurally;</li> <li>3. Conduct regular calibration / start up on the machine;</li> <li>4. Ensuring that all bags and package pass through the machine before entering the building.</li> <li>5. Stopping suspicious bags or packages entering the building and reporting any such incident immediately to his/ her Team Leader;</li> <li>6. Reporting immediately to his/ her team leader any difficulties with visitors, including any instances in which a person must be restrained or refuses to cooperate;</li> <li>7. Ensuring that the machine is closed and secured before leaving the post at the end of shift;</li> <li>8. Reporting immediately to his/ her team leader any technical problem experienced with the x-ray machine and secure the perimeter against potential of radiation leakage;</li> <li>9. Detecting any imminent crime;</li> <li>10. In case the machine is out of order, carrying out a manual check of all bags and Packages belonging to visitors and staff members to make sure that they are free of any banned material, before they are permitted to enter the building.</li> </ol>	
Security guards For Vehicle Checking	<ol style="list-style-type: none"> <li>1. Ensure all vehicles are checked and cleared before entering the UN premises;</li> <li>2. Ensure the boom gate remains in the fully closed position at all times, when no Vehicles are entering the building or compound;</li> <li>3. Reporting the arrival of protesters or demonstrations through the chain of command;</li> </ol>	

	<ol style="list-style-type: none"> <li>4. Blocking suspicious vehicles and ensuring they do not leave the area when an authorized person instructs that vehicle to remain;</li> <li>5. Ensure that main and secondary gates and barriers are locked after working office hours;</li> <li>6. Directing staff to the assembly area when emergency events happen, under Team Leader's direction.</li> </ol>	
Security guards assigned in the residence	<ol style="list-style-type: none"> <li>1. To guard the entire area of premise 24/7 assigned.</li> <li>2. Not leaving the post unless properly relieved.</li> <li>3. Be alert and vigilant always. Maintain 24/7 surveillance of your post/inner/outer perimeter.</li> <li>4. Do not allow visitors to enter the compound without specific approval by the staff member/ dependent/ spouse.</li> <li>5. Check that security lights are switched on at last light and switched off at first light the following morning.</li> <li>6. Check to ensure all doors and ground floor windows are locked and secured at night.</li> <li>7. Be aware of Fire Drills and location of Fire Extinguishers</li> <li>8. Seek to resist any attempts forceful or otherwise of entering the premises by unauthorized person(s)</li> <li>9. Never discuss matters related to the staff member being secured with anyone.</li> <li>10. Maintain the patrol inside and outside perimeter per two hours.</li> <li>11. Guards must know what to do in case he is forced to leave the premises by intruders, where he should go and what he should do.</li> <li>12. Keep all the emergency phone numbers handy such as police, fire brigade and hospital.</li> <li>13. Maintain guard log.</li> <li>14. Maintain control of housemaid and door keys log.</li> <li>15. Manage and control visitors to the residence.</li> <li>16. Manage and control delivery services in and out of residence with inclusion in log.</li> <li>17. In case of fire, extinguish fire by using any means in the residence and call the fire brigade.</li> <li>18. In case of cut in electricity supply, activate generator and increase frequency of patrols.</li> <li>19. Report immediately to team leader any suspicious activity and or incident.</li> <li>20. Assist family members and visitors with vehicle parking at designated parking area.</li> <li>21. Maintain good working relations with the local community/neighbors.</li> <li>22. Direct family members and visitors to the assembly area when evacuation is required</li> </ol>	

#### Other Requirements

Specific tasks may also include on an "As and When Required" basis <b>(please note a separate costing should be provided):</b>	<ol style="list-style-type: none"> <li>1. Explosive Detection Dogs and handlers;</li> <li>2. Fire handling;</li> <li>3. First Aid service;</li> <li>4. An emergency-response unit consisting of qualified and certified guards for specific task such as: <ol style="list-style-type: none"> <li>a) Search and rescue team during disaster (flooding, earthquakes, and riot).</li> <li>b) Rubber boats</li> <li>c) Courier for sending messages or valuable asset(s)</li> <li>d) Providing aid to staff</li> </ol> </li> </ol>	
The emergency response unit	Must be equipped with complete search and rescue equipment and must have a good network with other parties in supporting tasks such as medical evacuation with ambulance, helicopter etc.	



References	<p>The Security Guard Company shall provide a list of three (3) current and previous clients (contact person, telephone and email) that they have signed contracts with.</p> <p>The UN as a whole, or as individual UN Agencies or Partners, has the right to contact each references and request information on the Security Guard Company performances to security issues and problems, the quality of the services performed and the dependability of the firm in meeting security needs</p>
Training	<p>Security Guard Company is responsible to provide adequate training to for all guards assigned to UN. However, the UNDSS Premises Security Staff in that location, or the UN Agency Security Focal point or the Agency Administrative Officer must ensure that the desired training specifics are included in the contract</p> <ol style="list-style-type: none"> <li>1. The Security Guard Company will develop the recruitment training and in-service training plans and submit them to the UNDSS Premises Security Staff personnel for approval. It is imperative that both recruitment and in-service training programme requirements are included in all contract specifications;</li> <li>2. Basic Recruit training as required by Indonesia Police. Orientation: Introduction to training programme, training objectives, and the role of the guard force at the duty station or facility.</li> <li>3. United Nations assets: Description of assets, name, location and function. The UN Inter-Agency DSS Office and UNDSS Premises Security personnel provide this instruction.</li> <li>4. Local law and power of arrest: What authority and power the employees and government security forces have.</li> <li>5. Threat to facilities: Description and nature of the threat to United Nations assets with examples.</li> <li>6. Fires: Description of the threat to assets by fire; use of fire extinguishers; familiarization with fire alarms and extinguisher locations.</li> <li>7. Duty station emergency plans: Role the guard force plays in case of fire, explosions, bomb searches and building evacuation. The Safety Supervisor is responsible for this instruction.</li> <li>8. Physical security measures at duty station: Description of access control and fire alarm systems used.</li> <li>9. Basic guard duties: General description of guard actions for protection of facilities and residences. Denial of access to unauthorized persons, maintenance of guard force records and logs and preparation of reports.</li> <li>10. Guard force communications: Procedures to be used in case of incident; notification of others; use of radio equipment.</li> <li>11. General post orders: Description of general orders and post orders in detail. Emphasis on guard responsibilities, deportment, penalties for commission of violations of orders.</li> <li>12. Maintaining post logs: Procedures for preparing daily logs and incident reports.</li> <li>13. Restraint of disorderly persons: Procedures for defending against physical attack; procedures for restraining others; guidance on use of force.</li> <li>14. Use of personal equipment: Procedures for the use of any equipment issued to employees, e.g., baton, handcuffs, etc.</li> <li>15. Use of access control procedures: Use of electronic body and package search equipment; personal searches; vehicle search; building search for suspected bombs; visitor control systems, including badge issuance and control. General coverage of this subject to all guard personnel, with detailed hands-on training to those employees assigned to access control duties.</li> <li>16. Dealing with difficult people (National/ International Citizens): Procedure for dealing with uncooperative visitors/staffs.</li> </ol>

	17. Training / Awareness related to COVID19 – Detail training programme and implementation by the company. Programme and training date/list of participants to be shared with UNDSS
In-service training	<p>This type of training is performed for two purposes: To periodically review subjects covered in recruit training, and to provide training on current security issues or problems. It can be performed during normal "roll call" before assuming a shift or in periodic (monthly or quarterly) dedicated training sessions. Below are suggested topics for in-service training.</p> <ol style="list-style-type: none"> <li>1. Access control procedures- pedestrians: Description of the devices and procedures used at each duty station facility; description of procedures used in the operation of each type of equipment involved; procedures used for searches of men and women; procedures used for notification in case of discovery of weapons and other contraband or disorderly persons.</li> <li>2. Visitor control procedures: Description of the procedures for identification and control of visitors to official facilities; the badge system and badge issuance procedures and control; escort and control of visitors within the facility perimeter; notification of authority in case of visitor disorderly conduct.</li> <li>3. Package and mail search: Bomb, weapon and other contraband detection procedures through the use of electronic equipment and manual search; awareness and familiarity training; response, notification procedures and alarm systems.</li> <li>4. Vehicle access control and search procedures: Gate control procedures, barrier operations, driver identification and requirements; vehicle compartment and body frame searches; truck and vendor access procedures; vehicle and cargo searches and bill of lading inspections; notification procedures.</li> <li>5. Bomb threat response: Bomb threat procedures to be used by guard personnel; notification procedures; building searches; identification and relationship with local bomb disposal unit -- host government or other.</li> <li>6. Guard responsibilities in emergency action situations: Specific functions and role of guard force when any emergency action situation occurs.</li> <li>7. Personnel identification: Procedures for recognizing official identification of United Nations staff members, employees, dependents and official visitors; procedures for notification where proper identification documents are not provided.</li> <li>8. Self-defense: Procedures for and extent of physical force in self-defense.</li> <li>9. Restraint of persons and use of handcuffs: Procedures for use of restraint methods, including the use of handcuffs (if required equipment); limitations, if any, on use of restraint devices.</li> <li>10. Threat detection: Skill development in the identification of indicators of an attack, such as identification of attacker surveillance methods, recognition of potential attackers because of behavior and frequency of sightings near United Nations assets; notification procedures to be used.</li> <li>11. Mobile response team: Identification of the purpose and scope of responsibility for team members responding to security incidents. Such persons may be delegated to the duty station from the host government or may be a part of the contract guard force. Training should include specific responsibilities and relationships to the Field Security Coordination Officer (UNDSS) and to the contract guard force supervisor/manager; response tactics to be used in case of an attack on the facility, a kidnapping of a United Nations official, an armed attack against any asset or a criminal attack against an official facility or residence where violence is involved; and specific relationship to host government police and military forces.</li> <li>12. Emergency medical assistance: Elements of first aid and cardio-pulmonary resuscitation (CPR) should be provided to ensure a capability of effective response</li> </ol>

	<p>on the part of the guard where there is injury or apparent heart attack. The CPR aspect of this training can be a separate module and provided to the staff as well.</p> <p>13. Evacuation drills: for various scenarios, fire, earthquake, bomb threat, flood, violent demo, etc.</p> <p>14. Communications: Voice communications procedures used are described in detail; use of hand-held and vehicle-mounted radio units is covered; communications discipline is emphasize and codes and signals defined.</p> <p>15. Elements of guard supervision: Responsibilities of the first-line supervisor are covered, including post inspection, maintenance of post logs and reports, preparation of shift reports and use of discipline.</p>
Guard Force Equipment	The Security Guard Company will ensure that all guard force staff have the required equipment to perform their assigned duties. Items such as uniforms, weather-protective clothing, flashlights, batons, whistles, handcuff, etc. should be furnished by the Security Guard Company. The Security Guard Company will also provide telecommunication equipment as part of their normal contract and vehicles as and when requested by the UN at pre-arranged reimbursable rates
Communications	Two-way radio communications are an important part of an effective guard force. The Security Guard Company will provide handheld radio communications to their staff that link back to their main operational base. Existing communication equipment within the UN will be made available to the on-site guard force supervisor so that they are in contact with UN security personnel during their working period. Periodically checks will be made by the relevant UNDSS Premises Security personnel to ensure that radios are in good working condition. If a problem occurs with the UN radio then it will be the responsibility of the Guard Force Supervisor to report immediately to the UNDSS Premises Security personnel the issue and under what conditions the radio stopped working. Additionally, coordination with the communications officer for frequencies, routine maintenance and emergency repair must be undertaken by the Security Guard Company
Indemnity Insurance	<p>Indemnity insurance for the whole contract period (Fidelity Bond/ Fidelity Guarantee Insurance).</p> <p>The security company is responsible to provide insurance against stolen or damaged property that is attributable to the guards if something untoward is caused to a UN facility by the failure of a guard to carry out his/ her duties. Limit of liability is USD 1,000 each loss per employee and USD 2,000 in aggregate</p>
Disciplinary Measures	The Security Company agrees to undertake disciplinary measures recommended by UN against any guard whose conduct is considered unsatisfactory. UN must be informed of any new recruitment made by the security company. Replacement in the absence of any of the above personnel for any reason, the Security Guard Company will provide a temporary qualified replacement at no additional cost to UN
Replacement	In the absence of any of the above personnel for any reason, the security provider will provide a temporary qualified replacement at no additional cost to UN.

## SECTION 5 B: OTHER RELATED REQUIREMENTS

Further to the Schedule of Requirements in the preceding Table, Bidders are requested to take note of the following additional requirements, conditions, and related services pertaining to the fulfillment of the requirements: *[check the condition that applies to this ITB, delete the entire row if condition is not applicable to the services being procured]*

Exact Address of Delivery	UN Premises Located within Jakarta, Bogor, Depok, Tangerang and Bekasi (Jabodetabek)
Conditions and Procedures for electronic submission	Your bid, should be submitted in accordance with the ITB requirements, through the UNDP ATLAS e-Tendering system and the deadline indicated in <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a> .
Post-Qualification Actions	<input checked="" type="checkbox"/> Verification of accuracy, correctness and authenticity of the information provided by the Proposer on the legal, technical and financial documents submitted; <input checked="" type="checkbox"/> Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team; <input checked="" type="checkbox"/> Inquiry and reference checking with other previous three (3) clients on the quality of performance on ongoing or previous contracts completed; <input checked="" type="checkbox"/> Physical inspection of the Proposer's premises/ facilities or other places where business transpires, with or without notice to the Proposer.
Conditions for Determining Contract Effectivity	Upon submission of fidelity bond
Value Added Tax on Price Quotation <sup>2</sup>	Must be exclusive of VAT and other applicable indirect taxes
Payment Terms	Payment is to be made monthly after satisfactorily completion of the service and acceptance thereof by UNDP
Conditions for Release of Payment	The Financial Regulations and Rules of UNDP normal payment terms are 30 days upon satisfactory completion of service and acceptance thereof by UNDP.

<sup>2</sup> *This must be reconciled with the INCO Terms required by the RFQ. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UNDP CO/BU requiring the goods.*

# SECTION 6 : RETURNABLE BIDDING FORMS / CHECKLIST

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This form serves as a checklist for preparation of your Bid. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Bid submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Bid, please ensure compliance with the Bid Submission instructions of the BDS 22.

**Technical Bid:**

<b>Have you duly completed all the Returnable Bidding Forms?</b>	
▪ Form A: Bid Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Bid	<input type="checkbox"/>
<b>Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?</b>	<input type="checkbox"/>

**Price Schedule:**

▪ Form F: Price Schedule Form duly signed and stamp	<input type="checkbox"/>
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## Form A: Bid Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

We, the undersigned, offer to supply the goods and related services required for [Insert Title of goods and services] in accordance with your Invitation to Bid No. [Insert ITB Reference Number] and our Bid. We hereby submit our Bid, which includes this Technical Bid and Price Schedule.

Our attached Price Schedule is for the sum of [Insert amount in words and figures and indicate currency].

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Bid are true and we accept that any misinterpretation or misrepresentation contained in this Bid may lead to our disqualification and/or sanctioning by the UNDP.

We offer to supply the goods and related services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Schedule of Requirements and Technical Specifications.

Our Bid shall be valid and remain binding upon us for the period specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Bid you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Bid and bind it should UNDP accept this Bid.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*[Stamp with official stamp of the Bidder]*

## Form B: Bidder Information Form

<b>Legal name of Bidder</b>	[Complete]
<b>Legal address</b>	[Complete]
<b>Year of registration</b>	[Complete]
<b>Bidder's Authorized Representative Information</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Are you a UNGM registered vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, [insert UGNM vendor number]
<b>Are you a UNDP vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, [insert UNDP vendor number]
<b>Countries of operation</b>	[Complete]
<b>No. of full-time employees</b>	[Complete]
<b>Quality Assurance Certification (e.g. ISO 9000 or Equivalent)</b> <i>(If yes, provide a Copy of the valid Certificate):</i>	[Complete]
<b>Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment?</b> <i>(If yes, provide a Copy of the valid Certificate):</i>	[Complete]
<b>Does your Company have a written Statement of its Environmental Policy?</b> <i>(If yes, provide a Copy)</i>	[Complete]
<b>Does your organization demonstrates significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues</b>	[Complete]
<b>Is your company a member of the UN Global Compact</b>	[Complete]
<b>Contact person that UNDP may contact for requests for clarifications during Bid evaluation</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]

**Please attach the following documents:**

- **Company Profile**, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods and/or services being procured
- **Certificate of Incorporation/ Business Registration**
- **Tax Registration/Payment Certificate** issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder
- **Trade name registration papers**, if applicable
- **Quality Certificate** (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any
- **Environmental Compliance Certificates, Accreditations, Markings/Labels**, and other evidences of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g., use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures
- **Patent Registration Certificates**, if any of technologies submitted in the Bid is patented by the Bidder
- **Certification or authorization** to act as Agent on behalf of the Manufacturer, or Power of Attorney.
- **Export Licenses**, if applicable
- **Local Government permit** to locate and operate in assignment location
- **Official Letter of Appointment as local representative**, if Bidder is submitting a Bid on behalf of an entity located outside the country
- **Statement of Satisfactory Performance** from the Top 3 (three) Clients or more in terms of similar project completion within last 10 years.
- **Copy of last three (3) years Audited Financial Statement (year 2017-2018-2019).**



## Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

To be completed and returned with your Bid if the Bid is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information <i>(address, telephone numbers, fax numbers, e-mail address)</i>	Proposed proportion of responsibilities (in %) and type of goods and/or services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

<b>Name of leading partner</b> (with authority to bind the JV, Consortium, Association during the ITB process and, in the event a Contract is awarded, during contract execution)	[Complete]
--	------------

We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture      **OR**      ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: \_\_\_\_\_ Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Name of partner: \_\_\_\_\_ Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

## Form D: Eligibility and Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

### History of Non- Performing Contracts

<input type="checkbox"/> Non-performing contracts did not occur during the last 3 years			
<input type="checkbox"/> Contract(s) not performed in the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

### Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

### Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last three (3) years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ **Attached are the Statements of Satisfactory Performance from the Top three (3) Clients or more.**

## Financial Standing

Annual Turnover for the last 3 years	Year 2019	USD
	Year 2018	USD
	Year 2017	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Quick Ratio			
Current Ratio			

☐ Attached are copies of the **audited financial statements** (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- Historic financial statements must be audited by a certified public accountant;
- Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

## Form E: Format of Technical Bid

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

The Bidder's Bid should be organized to follow this format of the Technical Bid. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

### SECTION 1: Bidder's qualification, capacity and expertise

UNDP Requirement			Is Bid compliant? Bidder to complete	
Minimum three (3) years of relevant experience in security services to UN Agencies and/or International organizations/companies			<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>If yes, please list the previous relevant experience</b>				
Project Description	Client Name	Amount (USD /IDR)	Duration (from – to)	% completed

UNDP Requirement			Is Bid compliant? Bidder to complete	
Minimum one (1) contract of similar value at least of USD 200,000 per annum, nature and complexity implemented over the last three (3) years			<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>If yes, please list minimum 1 contract with at least of USD 200,000 or similar nature and complexity implemented over the last 3 years</b>				
Contract Description	Client Name	Contract Amount (USD /IDR)	Contract Duration (from – to)	% completed

## SECTION 2: Scope of Supply, Technical Specifications, and Related Work

This section should demonstrate the Bidder's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the requirements/specifications. All important aspects should be addressed in sufficient detail.

2.1 Explain whether any work would be subcontracted, to whom, how much percentage of the requirements, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.

Description	Yes/No	If Yes, please provide details
Please confirm if any part of the works will be subcontracted		
The Bidder shall enclose in the bid: <input checked="" type="checkbox"/> A certified agreement between the Contractor and the Subcontractor prior to commencement of the works.		
If the bidder is proposing to subcontract more than 10% of the total value of the Contract, the following details shall be also enclosed in the bid submission (highlight cells in the BOQ attached in this ITB to indicate subcontracting details and include a letter of confirmation): <input checked="" type="checkbox"/> Value of item to be subcontracted <input checked="" type="checkbox"/> Name of Subcontractor(s)		

Other Requirements	Compliance with requirements		Details or comments on the related requirements
	Yes, we comply	No, we cannot comply (indicate discrepancies)	
Specific tasks may also include on an "As and When Required" basis ( <b>please note a separate costing should be provided</b> ): (refer to Section 5A; page 32)			
The emergency response unit must be equipped with complete search and rescue equipment and must have a good network with other parties in supporting tasks such as medical evacuation with ambulance, helicopter etc. (refer to Section 5A; page 32)			
The Security Guard Company shall provide a list of three (3) current and previous clients (contact person, telephone and email) that they have signed contracts with.  The UN as a whole, or as individual UN Agencies or Partners, has the right to contact each references and request information on the Security Guard Company performances to security issues and problems, the quality of the services performed and the dependability of the firm in meeting security needs (refer to Section 5a; page 32)			

Training: Security Guard Company is responsible to provide adequate training to for all guards assigned to UN. However, the UNDSS Premises Security Staff in that location, or the UN Agency Security Focal point or the Agency Administrative Officer must ensure that the desired training specifics are included in the contract (refer to Section 5a; page 32)			
In-service training (refer to Section 5a; page 33)			
Guard Force Equipment (refer to Section 5a; page 34)			
Communications (refer to Section 5a; page 34)			
Indemnity Insurance (refer to Section 5a; page 35)			
Disciplinary measures (refer to Section 5a; page 35)			
Replacement (refer to Section 5a; page 35)			

### SECTION 3: Management Structure and Key Personnel

3.1 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the scope of goods and/or services.

Personnel	Particular Experience & Qualifications	Qty	Confirmation availability of the requested Personnel Yes/No	CV of the Personnel is attached Yes/No
Chief of Security	<ol style="list-style-type: none"> <li>1. Age between 21 to 50 years old;</li> <li>2. No Limitation on Gender: Either male or female candidates shall be accepted;</li> <li>3. Minimum height 165 cm for male and 160 for female as per Government of Indonesia standard;</li> <li>4. Health: Free from all communicable diseases, drugs and in good general health without physical defects or abnormalities, which would interfere with the performance of guard duty;</li> <li>5. Physical condition: Able to perform physical tasks associated with the guard duties to which he/she is assigned;</li> <li>6. Drug dependency and medication: Shall not be dependent on alcohol or other drugs; if using prescribed medication, it shall not hinder the performance of assigned guard duties;</li> <li>7. Completion of secondary school is required; University degree holder is an advantage but not mandatory</li> <li>8. Possession of the Garda Pratama Security Guard Certificate (copy of certificate must be submitted)</li> <li>9. Intermediate in speaking/ reading/writing in English in addition to native in Bahasa Indonesia</li> <li>10. Understand guard orders and supervise overall logs and reports in Bahasa Indonesia;</li> </ol>	1		

Personnel	Particular Experience & Qualifications	Qty	Confirmation availability of the requested Personnel Yes/No	CV of the Personnel is attached Yes/No
	11. Radio Communication: Able to operate UHF handset; 12. Complete basic first aid training and able to perform first aid for key personnel; 13. Trained and able to operate of various fire extinguishers and fire control equipment; 14. Knowledgeable about physical security systems and deterrents, how to operate an emergency generator, knowledge of alarm systems and bar code systems; 15. Must have the ability to give instructions, communicate effectively, reliable, dependable, firm, courteous and tactful. Must be able to comprehend orders and directives quickly; 16. Must have ability to take clear and decisive action especially during emergency situations; 17. Capable of handling telephone call in professional manner after working hours, including unwanted calls such as bomb threats. 18. Available on a 24-hours x 7 day-basis 19. A minimum of 5 (five) years of progressive responsibility in managing guard forces			
Team Leader	1. Age between 21 to 50 years old; 2. No Limitation on Gender: Either male or female candidates shall be accepted; 3. Minimum height 165 cm for male and 160 for female as per Government of Indonesia standard; 4. Health: Free from all communicable diseases, drugs and in good general health without physical defects or abnormalities, which would interfere with the performance of guard duty; 5. Physical condition: Able to perform physical tasks associated with the guard duties to which he/she is assigned; 6. Drug dependency and medication: Shall not be dependent on alcohol or other drugs; if using prescribed medication, it shall not hinder the performance of assigned guard duties; 7. Completion of secondary school is required; university graduate is desirable. 8. Possession of the Garda Pratama Security Guard Certificate (copy of certificate must be submitted) 9. Intermediate in speaking/ reading/writing in English in addition to native in Bahasa Indonesia 10. Understand guard orders and supervise his/her team logs and reports in Bahasa Indonesia; 11. Radio Communication: Able to operate UHF handset; 12. Complete basic first aid training and able to perform first aid for key personnel; 13. Trained and able to operate of various fire extinguishers and fire control equipment; 14. Knowledgeable about physical security systems and deterrents, how to operate an emergency generator, knowledge of alarm systems and bar code systems;	4		

Personnel	Particular Experience & Qualifications	Qty	Confirmation availability of the requested Personnel Yes/No	CV of the Personnel is attached Yes/No
	<p>15. Must have the ability to give and follow instructions, communicate effectively, reliable, dependable, firm, courteous and tactful. Must be able to comprehend orders and directives quickly;</p> <p>16. Must have ability to take clear and deceive action especially during emergency situations;</p> <p>17. Capable of handling telephone call in professional manner after working hours, including unwanted calls such as bomb threats.</p> <p>18. Available on a 24-hours x 7 day-basis.</p> <p>19. A minimum of 3 (three) years of progressive responsibility in managing guard forces</p>			
General Security Guards	<p>In accordance with below qualifications/criteria, the Security Guard Company is responsible for selecting candidates for employment. All personnel hired by Security Guard Company will be required to go through an approval process, if requested by the hiring UN Security team. The Following are the general security guard requirements:</p> <ol style="list-style-type: none"> <li>1. Age between 21 to 45 years old;</li> <li>2. No Limitation on Gender: Either male or female candidates shall be accepted;</li> <li>3. Minimum height 165 cm for male and 160 for female as per Government of Indonesia standard;</li> <li>4. Health: Free from all communicable diseases, drugs and in good general health without physical defects or abnormalities, which would interfere with the performance of guard duty;</li> <li>5. Physical condition: Able to perform physical tasks associated with the guard duties to which he/she is assigned;</li> <li>6. Drug dependency and medication: Shall not be dependent on alcohol or other drugs; if using prescribed medication, it shall not hinder the performance of assigned guard duties; and</li> <li>7. Education and literacy: Completion of secondary school;</li> <li>8. Possessing Official Certificate of Basic Security Training of Garda Pratama is required; need to submit the copy</li> <li>9. Basic knowledge of English in addition to native in Bahasa Indonesia;</li> <li>10. Understand guard orders and maintain guard logs and reports in Bahasa Indonesia;</li> <li>11. Radio Communication: Able to operate UHF handset;</li> <li>12. Complete basic first aid training and able to perform first aid for key personnel;</li> <li>13. Trained and able to operate of various fire extinguishers and fire control equipment;</li> <li>14. Knowledgeable about physical security systems and deterrents, how to operate an emergency generator, knowledge of alarm systems and bar code systems;</li> <li>15. Must have the ability to follow instructions, communicate effectively, reliable, dependable, firm, courteous and tactful. Must be able to comprehend orders and directives quickly;</li> <li>16. Must have ability to take clear and deceive action especially during emergency situations;</li> <li>17. Capable of handling telephone call in professional manner after working hours, including unwanted calls such as bomb threats.</li> </ol>	14		



<b>Personnel</b>	<b>Particular Experience &amp; Qualifications</b>	<b>Qty</b>	<b>Confirmation availability of the requested Personnel Yes/No</b>	<b>CV of the Personnel is attached Yes/No</b>
	18. A minimum 1 (one) year of related experience			
Security guard based at the X-Ray checking points	<p>General security guards' requirement as outlined above with below additional requirement:</p> <ol style="list-style-type: none"> <li>1. Annual general health examination as required by National Agency of Nuclear Energy Regulatory (BAPETEN);</li> <li>2. Know how to manage/ maintain TLD (Thermoluminescent dosimeter);</li> <li>3. Know how to calibrate and operate the x-ray machine for security screening;</li> <li>4. Know how to perform daily and weekly maintenance of x-ray machine.</li> <li>5. A minimum of 1 (one) year of related experience</li> </ol>	8		
Security guards For Vehicle Checking	<ol style="list-style-type: none"> <li>1. General security guards' requirement as outlined above with below additional requirement</li> <li>2. Familiar with surveillance detection and profiling;</li> <li>3. Able to join in a team of vehicle checking including explosive detection dog (K-9);</li> <li>4. Know how to operate inspection mirror;</li> <li>5. Know how to operate the boom gate.</li> <li>6. A minimum of 1 (one) year of related experience</li> </ol>	6		

## Format for CV of Proposed Key Personnel

<b>Name of Personnel</b>	[Insert]
<b>Position for this assignment</b>	[Insert]
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	[Insert]
<b>Education/ Qualifications</b>	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
<b>Professional certifications</b>	<i>[Provide details of professional certifications relevant to the scope of goods and/or services]</i> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
<b>Employment Record/ Experience</b>	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i> [Insert]
<b>References</b>	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i> Reference 1: [Insert]  Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, the data provided above correctly describes my qualifications, my experiences, and other relevant information about myself.

\_\_\_\_\_  
Signature of Personnel

## FORM F: Price Schedule Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

The Bidder is required to prepare the Price Schedule following the below format. The Price Schedule must include a detailed cost breakdown of all goods and related services to be provided. Separate figures must be provided for each functional grouping or category, if any.

**Currency of the Bid:** [Insert Currency]

### Section A – Price Schedule

No.	Description	UOM	Quantity	Unit Price Per Month (IDR)	Unit Price for 12 Month Salary (IDR)
1	Salary Chief of Security	Person	1		
2	Salary Team Leader	Person	4		
3	General Security Guards	Person	14		
4	Security guard based at the X-Ray checking points	Person	8		
5	Security guards for Vehicle Checking	person	6		
	<b>The Unit price per month must include:</b> <ul style="list-style-type: none"> <li>✓ Communications means (Radio, telephone line at Command post)</li> <li>✓ Personal equipment (baton, handcuff, whistle, weather protective, torches, personal protective equipment/PPE, etc.)</li> <li>✓ Necessary quantity of PPE to be provided to each guard by the company <ul style="list-style-type: none"> <li>i. Mask</li> <li>ii. Face Shield</li> <li>iii. Gloves</li> <li>iv. Hand Sanitizer</li> </ul> </li> <li>✓ Health insurance (BPJS Kesehatan) for personnel and dependent (spouse &amp; children) for: Out-patient &amp; In-patient.</li> </ul>				

<ul style="list-style-type: none"> <li>✓ Life insurance (BPJS Ketenagakerjaan)</li> <li>✓ Reliever</li> <li>✓ THR</li> <li>✓ Uniform of 2 sets per year</li> <li>✓ Leave: Sick leave &amp; Annual leave (to follow regulation of Ministry of Labor)</li> </ul>			
<b>GRAND TOTAL</b>			

**Section B – Cost Breakdown by Cost Component**

No.	Specification	Chief of Security Guards - Monthly Cost (IDR)	Team Leader - Monthly Cost (IDR)	General Security Guards Monthly Cost (IDR)	Security guard based at the X-Ray checking points - Monthly Cost (IDR)	General Security Guards - Monthly Cost (IDR)
<i>Take home pay elements:</i>						
	Basic salary					
	Special Allowance (if any)					
<i>Other Fringe benefits elements:</i>						
	Communications means (Radio, telephone line at Command post)					
	Personal equipment (baton, handcuff, whistle, weather protective, torches, personal protective equipment/PPE, etc.)					
	Necessary quantity of PPE to be provided to each guard by the company i. Mask ii.Face Shield iii.Gloves iv. Hand Sanitizer					
	Health insurance (BPJS Kesehatan) for personnel and dependent (spouse & children) for: Out-patient & In-patient					
	Life insurance (BPJS Ketenagakerjaan)					
	Reliever					
	THR					
	Uniform of 2 sets per year					
	Training					
	Overhead, which includes profit/management fee					

**Section C - OPTIONAL SERVICE COST (NOT evaluated)**

No	Descripton	Unit of Measure	Unit Price (IDR)
1	Additional equipment (can be proposed in the separate form)	unit	

2	Over time cost per hour (as requested by UNDP)	/hour/person	
3	Over time cost per day (weekdays & weekends)	/day/person	
4	Security guard assigned in the residence	/person/month	
5	Explosive detection dogs and handlers	unit	
6	Fire handling	unit	
7	First Aid services	lot	
	an emergency-response unit consisting of qualified and certified guards for specific tasks such as:	lot	
	> search and rescue team during disaster (flooding, earthquakes, riot)		
	> rubber boats		
	> courier for sending messages or valuable asset/s		
	> providing aid to staff		

**NOTE: All bids must be exclusive of VAT and other applicable indirect taxes**

- The Financial Regulations and Rules of UNDP normal payment terms are 30 days upon satisfactory completion of service and acceptance thereof by UNDP. Bidders must, therefore, clearly specify in their proposal the payment terms being offered including prompt payment discounts, if any.
- UNDP is not subject to any taxes. Therefore all costs/unit prices must be exclusive of tax.

**PRICE CONSIDERATIONS**

- UNDP envisages to enter into contract for 1 (one) year with the option to renew for the 2<sup>nd</sup> and 3<sup>rd</sup> year. The Bidders should specify whether the prices would remain firm for the entire contract period, or alternatively, they should indicate a maximum yearly increase rate.

**For the 2<sup>nd</sup> year of the contract [please check one]**

☐ the prices will remain fixed for the duration of the contract

☐ the prices will increase yearly by a maximum percentage of \_\_\_\_% [specify], which includes the overhead cost.

**For the 3<sup>rd</sup> year of the contract [please check one]**

☐ the prices will remain fixed for the duration of the contract

☐ the prices will increase yearly by a maximum percentage of \_\_\_\_% [specify], which includes the overhead cost.

Name of Bidder: \_\_\_\_\_

Authorised signature: \_\_\_\_\_

Name of authorised signatory: \_\_\_\_\_

Functional Title: \_\_\_\_\_

**FORM OF FIDELITY BOND**

**Know all persons by these presents, that we, [security company],** a company incorporated in and under the laws of \_\_\_\_\_, and \_\_\_\_\_, a corporation organized under the laws of \_\_\_\_\_, and duly authorized to transact business in \_\_\_\_\_ (hereinafter "Surety") are held and firmly bound unto UNDP, [a subsidiary body of the United Nations], an international intergovernmental organization with its Headquarters in New York, New York, USA, in the sum of \_\_\_\_\_ (USD), to be paid to UNDP, for which payment, well and truly to be made, \_\_\_\_\_ and the Surety do bind themselves, their successors and assigns, jointly and severally, firmly by these presents.

**Dated** this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**Whereas,** [security company] has entered into a written contract with UNDP dated the \_\_\_\_\_ day of \_\_\_\_\_, 2020, for the provision of security services for UNDP personnel and premises in \_\_\_\_\_, said Contract being by reference made part hereof and hereinafter referred to as the "Contract".

**Whereas,** \_\_\_\_\_, employee of [security company], by contract of employment, bearing even date with this obligation, has been assigned by [security company] from \_\_\_\_\_ for a term of one year, unless terminated earlier in accordance with the Contract, to provide security services for UNDP, in accordance with the Contract.

**Now,** the condition of this obligation is such that, if the said employee shall well and truly perform the services required under the Contract for the term of one year; and if the said employee shall not, during the said term, detain, convert, waste, embezzle, make away, or lend any goods and chattels of the said UNDP, but shall honestly perform the services under the Contract, as a licensed and trained security guard ought to do, during the said term, then this obligation is to be void; otherwise, to remain in full force.

**No** right of action shall accrue on this Bond to or for the use of any person or corporation other than UNDP named herein.

**This Bond** shall be enforceable without the need to have recourse to any of the dispute resolution procedures set forth in the Contract

Nothing herein or related hereto shall be deemed a waiver, express or implied, of the privileges or immunities of the United Nations, including UNDP.

Signed on \_\_\_\_\_

On behalf of \_\_\_\_\_

by \_\_\_\_\_

in the capacity of \_\_\_\_\_

in the presence of \_\_\_\_\_

Signed on \_\_\_\_\_

On behalf of \_\_\_\_\_

by \_\_\_\_\_

in the capacity \_\_\_\_\_

in the presence of \_\_\_\_\_

## **Annex 1: Performance Evaluation Report Security Svc Indonesia**

## **Annex 2: Special Conditions**