

**Notice to Bidders/Tenderers**  
**Tender Notice 1**

Bidders are kindly requested to note that the following clarification questions and response were provided:

**Question 1**

You have indicated in the scope of works that the UN shall require a dedicated vehicle (one) which will be based at any one of the UN agencies offices, however, you have not given us a provision on where to present the cost breakdown on the price schedule that you have made available to us. Should we use our own template on this and simply add it on to what you have given us?

**Response:**

Should be added on the Form F: Price Schedule Form template provide in ITB under transportation line.

**Question 2**

The scope of work has not indicated roughly how many security officers and supervisors will be required for this project, it has only requested for the unit costs on the 3 levels of Project Manager, Supervisor and Guards. By any chance is it possible to have the actual numbers shared with us for our planning purposes? This will also help us when preparing our costings where we need to work out the cost splitting and the like.

**Response:**

Recommended vendor will enter into a long-term agreement (LTA), which is a framework and will enable all UN agencies to utilize the services of selected bidder. Bidders are requested to submit bids as per Form F: Price Schedule Form template provide in ITB. Actual requirements for each UN agencies will be discussed and shared with selected vendor, as number of security guards is not static, and it varies depending on the needs of different agencies.

**Question 3**

You have indicated that the guards will need a medical cover in the scope of works however you have not been precise on the kind of medical cover that will be needed. Please kindly specify on the type of medical cover so that we can cost accordingly.

**Response:**

UN do not specify the medical coverage type. It's the bidder, who should propose the medical coverage in accordance's the generally accepted minimum standards.

#### Question 4

Guard remuneration. You have indicated that the officers should be paid above the minimum wage, do you have any specific figure (above the minimum wage) that you would want us to pay the officers? You have also indicated on the price schedule that the minimum salary per guard will only be shared with the successful bidder meaning that it will be shared after the successful bidder has already costed. Is it not possible that this is made to all the bidders upfront (in advance) so as to help them come up with the correct costing?

#### Response:

Bidders are expected to indicate the minimum salary as per government regulation for security personnel in Malawi. In addition to this, UN will supplement the income (e.g. performance bonus, etc) for security personnel, which will be discussed with recommended or selected bidder as outlined on the Form F: Price Schedule Form template notes number 4.

#### Question 5

Rapid response is costed per location and not per guard. The price schedule does not give us any provision where we can cost this per location. It simply says rapid response per guard. We need to show this on its own separate line and per location. We are happy to simply provide you with a unit quote for the rapid response service (alarm monitoring and response) on a separate line which will be added on the price schedule.

#### Response:

Bidder(s) can provide quote per guard or per month, as indicated on the Form F: Price Schedule Form template (Breakdown of Cost) provided in the ITB or tender documents. Please provide your organizations bid accordingly.

#### Question 6

Equipment costing. The price schedule you have provided to us does to give us anywhere to cost or price the following: GMU, radios, handcuffs, torches, pepper spray remote panic buttons, etc. We need a provision on the schedule that will allow us to cost all of these. Should we use our own format and simply add it on to the provided price schedule you have provided? Please kindly advise.

#### Response:

Such cost should be reflected under other cost line of Form F: Price Schedule Form template (Breakdown of Cost) provided in the ITB or tender documents.

#### Question 7

Transportation requirement. Please note that we do not transport our officers to their workstations/locations. They all find their own means to get to the site unless otherwise of course. As such, we shall not cost this line item (will leave it blank).

**Response:**

Bidders are required to reflect relevant transportation cost under transportation line of Form F: Price Schedule Form template (Breakdown of Cost) of ITB or tender documents, that will incur in delivering the services under above subject tender terms of reference.

**Question 8**

The scope of work does not indicate whether there shall be need for a meal allowance and special site allowance for the security officers. Should we also include this in our costing?

**Response:**

Such cost if applicable, should be reflected under other cost line of Form F: Price Schedule Form template (Breakdown of Cost) provided in the ITB or tender documents.

**Question 9**

Duration of the contract. The sample contract we have reviewed indicates that the contract is for a period of 12 months. Please kindly confirm.

**Response:**

As indicated on ITB Section 3: Bid Data Sheet 20: Maximum expected delivery time – 3 years Long Term Agreement would be for an initial period of one year with the option to extend for two additional years subject to satisfactory performance and agreement of current market price, as per financial proposal template in Form F.