

### Description of Requirements

Context of the Requirement	<i>The United Nations agencies in Samoa wish to procure round-the-clock professional security services to provide protection to UN employee, office facilities, property and equipment from damage or loss from theft, violent attack, riots, mobs, fire hazards, etc. The UN is hereby soliciting bids from national and international firms, organizations and institutions that have proven experience in providing security services and that are legally constituted and formally registered as security companies. The company shall have capacity of supplying require number of security personnel in UN Compound and for residences of UN personnel, as required.</i>
Implementing Partner of UNDP	<i>UN agencies in Samoa</i>
Brief Description of the Required Services <sup>1</sup>	<i>Provision of Professional Security Services for United Nations Offices throughout Samoa</i>
List and Description of Expected Outputs to be Delivered	<i>As mentioned in the Terms of References (ToR).</i>
Person to Supervise the Work/Performance of the Service Provider	<i>Operations Manager, UNDP or UN Agencies</i>
Frequency of Reporting	<i>Daily, or as needed</i>
Progress Reporting Requirements	<i>Monthly, or as needed</i>
Location of work	<input checked="" type="checkbox"/> Exact Address/es <i>The UN Compound at Tuana'imato must be manned by the required number of guards as agreed with UN agencies. (Currently there are two guards during the day and one by night at Tuana'imato whereas the FAO compound has two guards per shift for 24 hours).</i>  <i>Other UN agencies located elsewhere in Samoa may also use the contracted Company for security Services. Also, UN international staff members and their family members may use the contracted company as a private Residential security Services</i>  <input type="checkbox"/> At Contractor's Location
Expected duration of work	<i>The effective date of this LTA is anticipated to commence on or about December 2021 for a minimum of twelve months. Subject to a satisfactory performance, a further renewal of contract will be offered for a further twelve months.</i>
Target start date	<i>December 2021</i>

<sup>1</sup> A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

Latest completion date	<i>The effective date of this LTA is anticipated to commence on or about December 2021 for a minimum of twelve months. Subject to a satisfactory performance, a further renewal of contract will be offered for a further twelve months</i>
Travels Expected	N/A
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Others <i>The overall coordination on security matters between the Company and the Client will be under the responsibility of the UN Department of Safety and Security (UNDSS) through the Local Security Associate (LSA)</i>
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Office space and facilities, including drinking water and toilet facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others <i>[pls. specify]</i>
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (WST)
Value Added Tax on Price Proposal <sup>2</sup>	<input checked="" type="checkbox"/> must be inclusive of VAGST and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The

<sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

	Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.								
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>								
Payment Terms <sup>3</sup>	<table border="1"> <thead> <tr> <th>Outputs</th><th>Timing</th><th>Condition for Payment Release</th></tr> </thead> <tbody> <tr> <td>Upon satisfactory professional security services performed</td><td>Monthly</td><td>           Within thirty (30) days from the date of meeting the following conditions:            a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and            b) Receipt of invoice from the Service Provider.         </td></tr> </tbody> </table>	Outputs	Timing	Condition for Payment Release	Upon satisfactory professional security services performed	Monthly	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.		
Outputs	Timing	Condition for Payment Release							
Upon satisfactory professional security services performed	Monthly	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.							
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UN designated Staff								
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input type="checkbox"/> Contract for Professional Services <input checked="" type="checkbox"/> Long-Term Agreement <sup>4</sup> <i>(A Purchase Order will be issued considering number of guards agreed for the compound)</i> <input type="checkbox"/> Other Type of Contract <i>[pls. specify]</i>								
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.								

<sup>3</sup> UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000USD, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

<sup>4</sup> Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$150,000.00.

Criteria for the Assessment of Proposal	<p><b>Technical Proposal (70%)</b></p> <p><input checked="" type="checkbox"/> Expertise of the Firm (30%)</p> <p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (20%)</p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (20%)</p> <p><b>Financial Proposal (30%)</b></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<p><input checked="" type="checkbox"/> One and only one Service Provider</p> <p><input type="checkbox"/> One or more Service Providers, depending on the following factors <i>arify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]</i></p>
Contract General Terms and Conditions <sup>5</sup>	<p><input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)</p> <p><input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p>Applicable Terms and Conditions are available 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></p>
Annexes to this RFP <sup>6</sup>	<p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex II)</p> <p><input checked="" type="checkbox"/> Form for Submission of FINANCIAL Proposal (Annex III)</p> <p><input checked="" type="checkbox"/> Detailed TOR<sup>7</sup></p> <p><input checked="" type="checkbox"/> Others</p> <p style="padding-left: 40px;">i. eTendering Guide for bidders (Annex IV)</p> <p style="padding-left: 40px;">ii. UNDP General Terms and Conditions (Annex V)</p>
Pre-bid Conference	<p>A pre-bid meeting will be held on 6 October 2021, 2PM at the One UN House conference room.</p> <p>All interested bidders or their representatives are highly encouraged to attend the pre-bid meeting.</p>

<sup>5</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

<sup>6</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>7</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<p>Contact Person for Inquiries (Written inquiries only)<sup>8</sup></p>	<p><i>Aliitasi Uesele Petaia</i> <i>Procurement and Admin Associate</i> <u><a href="mailto:procurement.ws@undp.org">procurement.ws@undp.org</a></u></p> <p>Any delay in UNDP’s response shall not be used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
<p>Other Information <i>[pls. specify]</i></p>	<ul style="list-style-type: none"> <li>i. The Financial evaluation will be considered only for the technically qualified submissions that pass the minimum technical score of 70% of the total technical score.</li> <li>ii. The Financial Proposal and the Technical Proposal <u>MUST BE SUBMITTED SEPARATELY</u>. Failing to submit the Technical and Financial Proposals separately by following the instruction as mentioned above will be treated as non-responsive.</li> <li>iii. Resources for Bidders are available in UNDP website: <u><a href="https://www.undp.org/procurement/business/resources-for-bidders">https://www.undp.org/procurement/business/resources-for-bidders</a></u></li> <li>iv. Proposals are to be submitted only on <u><a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a></u> and bidders are to register by deadline. Email submissions will not be considered. See Annex IV for the user guide on logging in to the platform.</li> <li>v. Do not leave your submission to be uploaded on the last day in case you may encounter problems and support may not be available then.</li> </ul>

<sup>8</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

**Proposed Technical Evaluation Criteria:**

<b>I. Expertise of firm / organisation submitting proposal (Points obtainable 300 Points)</b>	
1.1 Relevance of experience. Years of Establishment (evidenced by Government Registration Certificate), Number of years of experience in the relevant field	30
1.2 Reputation of Organisation and Staff (Competence / Reliability) <ul style="list-style-type: none"> <li>Performance records from the previous/on-going clients</li> <li>System in place to provide certified refresher training courses/internal cell within the company</li> </ul>	100
1.3 General Organisational Capability which is likely to affect implementation (i.e. size of the firm / organisation, strength of management support e.g. project financing capacity and project management controls) <ul style="list-style-type: none"> <li>Capability of night patrolling provided to the security posts,</li> <li>Capacity of reserve guards to replace sudden absence of guards from the duty,</li> <li>Coordination mechanism with Govt security mechanism,</li> <li>Capability to have reliable communication equipment, etc.</li> </ul>	100
1.4 Financial standing of the firm based on the past 2 years audited financial report	50
1.5 Accountable and transparent policy and guidelines in place <ul style="list-style-type: none"> <li>Business Continuity Plan (BCP) to continue providing services during crisis, both manmade and natural</li> <li>Have policy on Ethics, GESI, harassment and Sexual exploitation, etc.</li> </ul>	20
<b>Total for Expertise of firm / organisation submitting proposal (I)</b>	<b>300</b>
<b>II. Proposed Work Plan and Approach (Points obtainable 200 Points)</b>	
2.1 To what degree does the Offeror understand the task?	20
2.2 Have the important aspects of the task been addressed in sufficient detail?	30
2.3 Are the different components of the project adequately weighted relative to one another? (Modality of Quick Reaction Force, adequacy of resources, etc.)	20
2.4 Is there evidence that the proposal been prepared based on an in-depth understanding and prior knowledge of the project environment?	30
2.5 Is the scope of task well defined and does it correspond to the TOR?	50
2.6 Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	50
<b>Total for Proposed Work Plan and Approach (II)</b>	<b>200</b>
<b>III. Personnel (Points obtainable 300 Points)</b>	
3.1 Project Manager (Please submit CV)	
- Education	10
- Experience	20
- Training record	20
3.2 Guards (Please submit at least 5 CVs)	
- Experience	100

Annex I – Requirements

RFP2021/WSM/03 REQUEST FOR PROPOSAL (RFP) For the Provision of Security Services

- Training record	50
<b>Total for Personnel (III)</b>	<b>200</b>
<b>Grand Total (A+B+C)</b>	<b>700</b>