



REQUEST FOR QUOTATION (RFQ)

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RFQ Reference: RFQ/LBY/UNCC/2022/004 - Provision of Unarmed Security Services at the United Nations Common Compound Janzour (UNCCJ), Tripoli, Libya	Date: 27 January 2022
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of Unarmed Security Services at the United Nations Common Compound Janzour (UNCCJ), Tripoli, Libya as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Signature: _____

Name: **Shohrukh Abdulloev**

Title: **Procurement Specialist**

Date: **January 27, 2022**

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>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 RFQ.</p> <p>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>
Deadline for the Submission of Quotation	<p>February 04, 2022, 14.00 hours, Tripoli, Libya time</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> Dedicated Email Address</p> <p>Bid submission address: tenders.ly@undp.org</p> <ul style="list-style-type: none"> ▪ File Format: PDF Format ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 5MB ▪ Mandatory subject of email: RFQ/LBY/UNCC/2022/004 - Provision of Unarmed Security Services at the United Nations Common Compound Janzour (UNCCJ), Tripoli, Libya. ▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y. ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.
Cost of preparation of quotation	<p>UNDP shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
Supplier Code of Conduct, Fraud, Corruption,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, 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 to observe the highest standard of ethics during the procurement process and contract implementation. UNDP’s Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti</p>
Gifts and Hospitality	<p>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, dinners or similar. In pursuance of this policy, UNDP: (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; (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>

Conflict of Interest	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall 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.</p> <p>Bidders must disclose in their Bid their knowledge of the following: 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 RFQ.</p> <p>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 RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input type="checkbox"/> General Terms and Conditions for Works</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input type="checkbox"/> Cancellation of Contract if the delivery/completion is delayed by [30 days]</p> <p><input checked="" type="checkbox"/> Others [pls. specify]</p> <p>Except under the circumstances of Force Majeure as described under the UNDP General Conditions of Contract for the provision of Services, if the Contractor fails to perform the services within the period specified in the Contract, UNDP may, without prejudice to any or all its other remedies under the Contract and if so stated, deduct from the Contract price, as liquidated damages, a sum equivalent to the percentage of 0.3% of the original total Contract price for each day of delay until actual delivery or performance, up to a maximum deduction of 10%. Once the maximum is reached, UNDP may terminate the Contract pursuant to the UNDP General Conditions of Contract for the provision of Services.</p>
Eligibility	<p>A vendor who will be engaged by UNDP may 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 these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>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> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
Currency of Quotation	<p>Quotations shall be quoted in United States Dollars (US\$)</p>
Joint Venture, Consortium or Association	<p>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, Consortium or Association.</p>

	Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.
Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>c) 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 RFQ process.</p> <p>d) 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</p> <p>e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</p>
Duties and taxes	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <p><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes.</p>
Language of quotation	<p>English</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed.</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1.</p> <p><input checked="" type="checkbox"/> Cover Letter: A cover letter that lists the lead contact person with contact information.</p> <p><input checked="" type="checkbox"/> Registration certificate and local registrations, licenses. (Valid business license as Private Security Guard Company) authorized to operate in Libya</p>
Quotation validity period	<p>Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.</p>
Price variation	<p>No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.</p>
Partial Quotes	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted.</p>
Alternative Quotes	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted</p> <p>If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, Click or tap here to enter text. reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote"</p>

Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input type="checkbox"/> Other Click or tap here to enter text.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Satisfactory completion of services and submission of invoice to UNDP at the end of each month
Contact Person for correspondence, notifications, and clarifications	E-mail address: procurement.ly@undp.org Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified. Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Clarifications	Requests for clarification from bidders will not be accepted any later than 03 day before the submission deadline.
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to Lowest priced technically responsive, eligible, and qualified bid.
Evaluation criteria	<ol style="list-style-type: none"> 1. Minimum of 05 years of experience in the security industry prior to submission of its proposal. 2. Valid business licenses in provision of security/protection services. Interested bidders must have appropriate permission/registration from relevant Government body to operate in Libya (copy must be provided with the offer). In case of joint venture or consortium, all companies/bidders must have appropriate permission/registration from relevant Government body to operate in Libya (copy must be provided with the bid). The supporting (documents) must be translated into English language. 3. Firm's capacity to comply with all the required insurances in performance of the contract as per the Terms and condition of the contract. 4. Qualifications of key personnel: Project manager / Representative of the security company, training manager / instructor 5. Qualifications of Company: at least 1 (one) similar nature contract, for the past 5 years. Copy of the contract to be provided. 6. Acceptance to UNDP General Terms and Conditions
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Contract for Works <input type="checkbox"/> Other Type/s of Contract [pls. specify]
Expected date for contract award.	10 February 2021
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures

UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation 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.
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ANNEX 1 : SCHEDULE OF REQUIREMENTS

TERMS OF REFERENCE FOR SECURITY SERVICES COMPANY

A. Project Title: Provision of Unarmed Security services at the United Nations Common Compound Janzour (UNCCJ), Tripoli, Libya.

B. Project Description

UNDP, on behalf of participating UN Agencies present in Tripoli, Libya, intends to secure the services of a professional contractor to manage and operate an Unarmed Security Guards under the UN supervision/operational control at the United Nation Common Compound Janzour (UNCCJ), Tripoli, Libya.

Contract will be awarded to the selected contractor for one (01) year with the possibility of extension for the additional 1-year period, subject to the need and satisfactory performance.

C. Scope of Services, Expected Outputs and Target Completion

The service provider shall provide all supervisory, management and other personnel with requisite experience, education and ability and other resources to plan and provide security services operations to the United Nation Common Compound Janzour (UNCCJ), Tripoli, Libya.

The service provider shall provide security services and protection of personnel, assets, property and facilities of the United Nation Common Compound Janzour (UNCCJ), Tripoli, Libya including:

- a. Provision of a fully trained and equipped unarmed guard force at UNCCJ Tripoli, Libya.
- b. Continuous and ongoing training and re-training of all contracted security personnel and resources on a regular, programmed, and scheduled basis as agreed between the service provider and UN Libya Security Team.
- c. Providing round-the-clock experienced security guard and supervisors to the UNCCJ premises as required during the contract period.
- d. A series of Team Leaders are to be determined by the service provider and included as part of the internal management of the unarmed guards

LOCATION	NO OF GUARDS PER SHIFT			SUP. PER SHIFT	TOTAL
	1 ST SHIFT	2 ND SHIFT	3 RD SHIFT		
United Nations Common Compound Janzour (UNCCJ)	7	7	5	1	22

The service provider shall perform to the standards and shall follow all applications and directives as identified in the Schedule of Requirements to include international best practice procedures.

Static Protection of United Nations Personnel, Premises and Property

Objective

1. Provide a competent, robust, and sustainable unarmed response to deny unauthorised entry or any attack in protecting all United Nations (UN) personnel, visitors, and facility staff at the UNCC, in accordance with the requirements of this TOR.

Basic Functions

1. Provide unarmed response during delivering basic functions.
2. Patrol the designated area:
 - a. Identify and report suspicious persons or objects which may cause a security concern, and

- b. Subsequently coordinate with HG Diplomatic Police component to contain or remove suspicious persons or objects which may cause a security concern.
- 3. Monitor and respond to intrusion and safety alarms.
- 4. Monitor and respond to fire safety and other identified hazards.
- 5. Provide timely incident reports to the Shift supervisor, Premises Security Officer (PSO) and/or Security Focal Person.,
- 6. Provide First Aid to United Nations personnel in the event of an incidents, after the threat is neutralized.

Duties of the Service Provider:

The service provider shall be responsible for provision of uniforms, equipment, materials, and personnel for the execution of the services. UNDSS/UNDP will approve the equipment, uniforms, and other materials prior to their use in the performance of the contract.

The service provider/s shall provide properly qualified security personnel and resources, in the correct numbers, equipped with the correct equipment and skills to carry out the functions and duties as contained in this TOR.

Access Control – The service provider shall be tasked to prevent unauthorized access to the facilities, property, personnel and resources of the UNCCJ facilities in Tripoli, Libya. Provide access control for personnel and vehicles and prevent the damage or loss of assets and disruption of operations from criminal or malicious acts. This could include, but is not necessarily limited to, the following:

- i. Enforce entry/exit control procedures to a given site or sites.
- ii. Enforce restrictions on access to sensitive areas.
- iii. Enforce visitor control procedures, including escort visitors to/from offices within the facilities.
- iv. Use electronic body, package or vehicle search equipment.
- iv. Perform personal searches for visitors and contractors.
- v. Perform vehicle searches.
- vi. Perform premises or area searches for suspicious items and explosive devices.
- vii. Perform mail screening by inspecting materials and packages entering the Premises.
- viii. Account for UNCCJ-owned property and Prevention of the unauthorized removal of UN property leaving the premises or protected area.
- ix. Provide counter-hostile surveillance service.

2. Operating of security technology, such as: Walk-through, metal detectors, X-Ray machine and CCTV systems – The service provider personnel shall be tasked to operate and monitor the security technology to prevent breaches to the perimeter of the compound.

3. Patrol the designated premises or area: The service provider personnel shall be tasked to provide security to the exterior of all offices, monitor facility fences and protect UNCCJ, using roving patrols where required. This could include, but is not necessarily limited to, the following:

- a. Identify and report suspicious persons or objects which may cause a security concern; and
- b. Subsequently contain or remove suspicious persons or objects, which may cause a security concern.

4. Fire prevention, fire alarms and fire emergency/evacuation procedures – The service provider personnel shall be tasked to assist UNDSS/UNDP Premises Security Officer (PSO), in ensuring evacuating of the UNCCJ facilities in accordance with the UNDSS/UNDP Evacuation Plan, and with the use of firefighting equipment.

5. Crime Scene Protection - The service provider personnel shall be tasked to mark and secure any scene of crime incident, from unauthorized entry.

6. Maintenance of Reports - The service provider personnel shall be tasked to track all incoming and outgoing UN personnel and Visitors in writing. In addition, the service provider personnel shall maintain a Daily Occurrence Book, detailing “occurrences” and events, which occur during each shift.

7. Medical Emergencies – The service provider shall be tasked to provide medical assistance to United Nations personnel and visitors in the event of incidents.

8. Security training – The service provider shall provide by-annual theoretical and practical training for its personnel.

9. Monitor and respond to intrusions and safety alarms.

Individual shifts and duty-rosters will be prepared by the provider, in consultation with the Premises Security Officer, and based on the latest Security Risk Assessment (SRA) pertinent to the location.

Shift rotation will provide continuous presence of an on-duty team. Team leader taking over the shift should arrive 30 minutes, and team members 15 minutes, before the beginning of the shift for hand over and briefing. The full complement of staffing as prescribed for the facility, leave and sick staff will not be considered as UN staff compliment.

Working Hours and Compulsory Time Off:

- Security personnel work on 8 hours basis on day shift/night shift basis to ensure appropriate time for rest and recuperation (example below).

07.00 – 15.00	15.00 – 11.00	11.00 – 07.00
1 st Shift	2 nd Shift	3 rd Shift

- Personal leave must be granted in terms of the service providers’ policy and country labor laws.

The Duties of the Security Guards will include:

Under the direct supervision of the Team Leader (TL) and Premises Security Officer (PSO), the guards perform the task and other security duties as directed by the TL/PSO:

- Protect staff in the UN compound against external intrusion.
- To man static sentry posts and to be located at vantage points to be designated by PSO.
- To conduct regular patrols within the UNCCJ 24/7 and to report anything unusual through the TL/PSO.
- To report any deficiencies in physical security to the TL/PSO.
- Coordinate all operations closely with and diplomatic police officers at UNCCJ.
- To perform other security duties as detailed by TL/PSO either on an individual basis or within a team.
- To conduct 24/7 CCTV monitoring and operate/activate alarm systems/PA as needed.
- To operate x-ray and walk-through metal detector (WTMD) to ensure dangerous items are not brought into UNCCJ.
- To conduct vehicles, pedestrians, bags, and parcels screening.
- Conduct verification of all people at pedestrian entry gate.
- Conduct through vehicles search and verification to ensure that only authorized vehicles and people are allowed to enter UNCCJ and that no dangerous items are in the vehicle.
- To monitor fire safety hazards and use firefighting equipment to contain fires.
- To participate in UNCCJ safety and security drills.

The Duties of Team Leader will include:

Under the direct supervision of the Premises Security Officer the Team Leaders perform the following duties:

- Exercise Command and Control of all guards.
- Plan static security tasks and implement these plans; these must include a sound guard's shift roster to always allow for adequate and robust presence.
- Study existing UNCCJ security and contingency plans.
- Rehearse and monitor guards regularly on performance of security duties.
- To always exercise and demonstrate sound leadership and initiative.
- To function effectively under pressure to counter threats, including hostile elements.
- Liaison with other security entities including diplomatic police.
- Conduct limited training, drills, and revision as required.
- Make evaluations on guards' tasks and recommend changes and improvements to drills, plans and skill sets.
- To submit daily incident reports to the PSO and CSA.
- Perform other related security duties as designated by the PSO.
- The TL should have sufficiently comfortable conversational English to be able to interact without difficulty with the UN Security Team during times of incident.

Training Standards

Prior commencing services under the contract, the service provider will provide the following training to each of its personnel on the International Code of Conduct, and the following:

- Radio communications.
- Premises access control.
- Counter-terrorism search.
- Vehicles, pedestrians, bags, and parcels screening.
- First Responder medical training.
- Training on the appropriate use of specific equipment to be utilized, particularly: x-ray scanner, WTMD, under vehicle screening mirror, handheld metal detector, Alarm/PA system, and Firefighting equipment.
- Hostile surveillance and reconnaissance detection training.
- Supervisory and management skills.
- Cultural sensitivity training.
- Human Rights Law and application.
- Management of workplace conflict resolution.
- Integrity and ethical awareness.
- Preventing sexual harassment.
- Overview of United Nations security management system relevant to their duties.

The service provider must certify to UNDP that each personnel have undergone the above trainings and demonstrated the necessary level of skills before commencing the provision of services for the organization.

The service provider must demonstrate to UNDP that a programme of refresher training is implemented for each personnel.

Post Requirements (per shift):

- a. The main gate - Pedestrian Access/Reception (ID card verification, CCTV/X-Ray). If possible, 1 guard in 1st shift should be female.
- b. Vehicle Screening Area, Entry Lane.
- c. Watch Towers.
- d. Perimeter Patrol roving.
- e. One (1) team leader/supervisor per shift.

- f. The manpower can be increased or decreased as deem necessary in consultation with PSO/UNDSS CSA and the service provider.

D. Institutional Arrangement

Responsibility of the successful service provider:

The service provider must be properly registered in terms of the laws of Libya and shall be fully compliant with national security industry regulations and possess all the necessary certifications, import and export licenses, in-country permits and licenses for the security personnel and all the required equipment. The service provider must be a licensed and approved provider of security services within Tripoli, Libya.

The service provider must have been in business of providing security for at least five (5) years prior to submission of its offer.

The service provider must undertake all reasonable steps, to verify with the relevant national authorities that any potential personnel (i) has not been convicted of any national criminal offences including military tribunal or found by national and (ii) is not subject to any ongoing judicial proceedings, including military, in respect of such offences or violations.

All Security Guards have to go through Psychological Evaluation from a reputable M.D. to insure their psychological wellbeing prior engagement of their service

The service provider shall confirm to the UNDP, in writing that the above outlined Screening Process has been conducted and that only personnel who meet the mentioned requirement are to be engaged to provide armed security services.

The service provider will be responsible to maintain and ensure the highest degree of morale and wellbeing of their personnel and will be required to provide whatever recreational equipment is necessary to achieve this.

The service provider will be required to provide evidence of their proposed rotation and leave plan.

The service provider will be responsible to provide all uniforms, communications equipment, and personal protective equipment necessary for the proper conduct of the services as follows:

Uniform:

- All Security Guards to be presented in smart, matching uniforms. Uniform should consist of trousers, shirt, boots, appropriate headwear, and suitable winter clothing to include pullovers, jackets, gloves etc. The colour and style of uniform should be approved by UNDSS/UNDP and would normally consist of combat/cargo-style trousers, matching shirts, high-lace boots (black or tan). Colours should be neutral – tan, black, blue preferred – and not emblazoned with logos, emblems etc.

Duty Equipment:

The equipment requirements for each guard are listed below and is post specific

A. Security Guards (unarmed):

- Uniform.
- UHF/VHF handset (incl. charger and spare battery).
- Cell phone (incl. activated SIM card).
- Personal Protection Equipment (to include body armour and back, helmet).
- Personal medical trauma pack.
- Equipment chest rig/belt rig.
- Flashlight.

Planning

Considering the requirement for interoperability between all components of the UN protection forces, the Service Provider will compile, in conjunction with the UNDP/UNDSS and Diplomatic Police, an integrated security plan for UNCCJ.

Personnel:

The service provider must provide qualified and experienced personnel to accomplish the duties and work as stipulated and required by this TOR. The personnel provided must be employees of the service provider and shall be legally enabled to work within Tripoli, Libya. The service provider shall be able to provide relief personnel to cover for mandatory time-off, holidays or illnesses.

The successful service provider shall provide and maintain each of their personnel with adequate life insurance, medical insurance including medical evacuation, and third-party liability coverage.

The use of alcoholic beverages and/or illegal drugs by the service provider personnel, while on duty, is strictly forbidden. The service provider shall immediately remove and replace any employee who is under, or strongly suspected of being under, the influence of alcohol or drugs.

All security guards shall wear identification badges with a minimum of the service provider's name and the employee's name.

The service provider will provide a weekly status update report, in addition, they will be required to report any identified security deficiency and/or any security incidents immediately to the Premises Security Officer and UNDSS CSA.

The service provider will be responsible for the provision of life support services such as food, water, medication for its personnel.

Mobilization/Demobilization:

- Initial mobilization period for security personnel will be within 30 days
- Demobilization and/mobilization to a different location will be within 30 days from the date of notification
- Final demobilization within 30 days from the end of contract date
- Eviction and replacement will be done within 24 hours.

RESPONSIBILITY OF UNDP

The contractor will be provided with the following:

The UNDP will provide suitably equipped and protected guard posts and guard house, standard of which will be agreed between UN and the contractor.

- Appropriate communication equipment to TL to enable communication with PSO and UNDSS personnel.
- Premises access control system (CCTV Cameras).
- X-ray scanner

E. Duration of the Work

UNDP intends to award a contract to the successful bidder for one year, renewable/terminates every year without a competitive bidding process, at the discretion of UNDP.

The contract is renewable on a yearly basis upon UNDSS performance evaluation of the successful bidder, meeting all performance standards as set-out in the Statement of Works

In the case of underperformance by the successful bidder, UNDP can terminate the contract prior the end of the one year contract.

F. Location of Work

United Nations Common Compound located in Janzour area, Tripoli, Libya

G. Qualifications of the Successful Service Provider at Various Levels

The service provider must ensure that all contract employees are qualified to perform the specified job task. All personnel must undergo due diligence and positive vetting before being assigned. Personnel must have a clean record and may not have been convicted of any felony or misdemeanor during a five (5) year period preceding the date of submitting proposals. Police reports attesting to this from the personnel country of origin and/or Tripoli, Libya will be made available to UNDSS upon request.

The service provider shall ensure that all its personnel employed and assigned to perform under any Contract resulting from this solicitation meet or exceed the following minimum criteria.

- must be at least 23 years of age.
- be physically fit and able to perform all general patrol duties, functions, and activities.
- be free from all communicable diseases.
- be well proportioned, as to height and weight.
- be in good general health, without physical defects or abnormalities which would interfere with the performance of duties.
- be verified as having armed military or police background.
- have binocular vision correctable using glasses/contact lenses to 20/30; and
- have adequate colour acuity and be capable of hearing normal conversation at three (3) meters with either ear, without the benefit of a hearing aid.

The Team Leader: Should, as a minimum, have previously held the military or police rank of Sergeant. In addition to the skills required for the guards, TL are to have demonstrable skill in:

- Conversational level English
- Leadership skills
- Command and control
- Preparation and submission of daily incident reports
- Supervising small teams of security personnel
- Supervising security measures and practices in base camp environments
- Undertaking formal training and general instruction
- Fire plans and Fire Control.
- Disciplinary hearings.

The Service Provider:

The service provider/s must be able to provide proof of the following:

- Must demonstrate at least 5 years of experience in the security industry, particularly in the fields related to this Statement of Works
- Must provide references of satisfactory services provided in the fields of providing security personnel.
- Must provide a communication plan to ensure successful management of the contract.
- Must demonstrate that they have an acceptable security-training program and that the personnel offered will have received proper security training.
- Must be able to provide relievers at short notice.
- Must be properly registered in accordance with Libya laws and legislation.
- Must provide details of employment benefits provided to their employees.
- Must ensure that security personnel are given sufficient rest-days, providing an AL and rotation schedule.

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RFQ/LBY/UNCC/2022/004	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g., ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate 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 (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
Previous relevant experience: 3 contracts				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , 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 have read the United Nations Supplier Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract 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 and 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.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We 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.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RFQ/LBY/UNCC/2022/004	Date: Click or tap to enter a date.

Financial Offer:

1	Post concerned	Quantity (A)	Monthly cost in USD	Annual cost in USD = (A)*(B)*12
1.1	Unarmed Security Guards (8 HR / 7 days)	19		
1.2	Unarmed Security Guards Supervisors 8 HR / 7 days)	3		
	Sub-total 1			
2	Mobilization and demobilization cost (one-off cost)	LS		
	Sub-total 2			
	Grand Total = Sum of subtotals (1+2)			

Bidders must provide the costing of the above prices for each product deliverable using the following format.

UNDP will use the composition of costs as part of the assessment of the reasonableness of the price, as well as for the calculation of the price if the parties agree to add new deliverables to the content of the Services.

	Description	Unarmed Security Guards - Per Guard /Per Month (in USD)	Unarmed Security Guards Supervisors -Per Supervisor / Per Month (in USD)
A	Net salary		
B	Medical insurance		
C	Social insurance		
D	Life insurance		
E	Taxes		
F	Uniforms		
G	Equipment and other materials		
H	Training cost		
I	Management cost		
J	Monthly cost per post		
K	Quantity	19	3
	Sub-total (J*K)		
	Grand Total (Sum of subtotal)		

***Monthly cost per post (J)= A+B+C+D+E+F+G+H+I**

***The net salary is defined as the amount to be paid to staff every month after all statutory deductions. This is the amount to be deposited at the bank for each post.**

*** Training and Management costs are subject to negotiation and acceptance by UNDP.**

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<p><i>Exact name and address of company</i></p> <p>Company Name: Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text. Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature:</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>