

Provision of Security Services to UN Agencies in the PNG

Reference: RFP-PNG-001-2022

Venue: ZOOM Platform

02:00 PM, PNG TIME on 27 January, 2022

Members attended the meeting:

Name	Designation
Mr. Viliame Tokatokavanua Seruvakula	Security Advisor, UNDSS
Philip Kagial	Field Security Assistant, UNDSS
Mr. Ehsanul K Chowdhury	Head of Procurement, UNDP
Mr. Clifford Rodrigues	Procurement on SURGE Support, UNDP
Bidders	Sentinel Group, IDG, The Corps PNG, G4S (sstone@hartinternational.com.au, kevin.dauda@pg.g4s.com, operations@idg-security.com, ccobb@the-corps.com.pg, tony.brazell@sentinel-group.net, bd.team@sentinel-group.net, shane.harden@blackswanss.com, albert.w.kenneth@pg.g4s.com)

Preamble:

Mr. Ehsanul Karim Chowdhury from the UNDP Country Office's Procurement Unit welcomed all the participants. Mr. Clifford Rodrigues then highlighted the process and compliances for bid submission. He also explained the following procedures: (a) how to register in UNDP e-Tendering system, and (b) how to Submit a proposal on e-Tendering also outline of Technical and Financial proposal submission process.

The participants were then allowed to ask questions for further clarification about the assignment and bid submission process. Following were the questions asked in the meeting and received through PNG Procurement and their answers.

S/L	Questions from Bidders (received through email)	UNDP Response
1.	In the TOR, Section 5, C, Point 9, it states that the service provider should be able to operate in other provinces/towns, 4 months after the contract has been signed. Are you able to outline what security services would be required in each of those locations? This will assist us in ascertaining if sub-contractor information will need to be included within our tender submission.	However, please note that the bidders DO NOT need to bid against this requirement; consider this a supplementary information for which NO ACTION IS REQUIRED at this point. FYI, future Security need may include: Static Guards, communications and Quick reaction force (QRF) services if and where necessary.

2.	Are written statements required for Statements of Satisfactory Performance from the Top 3 Clients or are referee contact details (email and phone) acceptable?	Yes, written statement/certificate on Satisfactory performance are required to be submitted along with the proposal.
3.	Is it correct that the UNDP will supply and operate all vehicle and personnel tracking systems and the Service Provider will supply control room operators to monitor these systems?	Each UN agency will procure their own vehicle and personal tracker Through their respective suppliers, the tracking will be done by the supplier and UNDSS.
4.	Does the UN envisage that QRF teams will transport stretchered victims in QRF vehicles OR will stretchers only be used to evacuate victims from premises to await emergency services (ambulances) as this will determine the type of vehicle required (troop carrier versus twin cab utility)?	QRF are expected to be the eyes and ears of the UN when deployed. They are not expected to carry stretchered personnel. They will however be expected to be able to uplift UN personnel to move away from immediate danger in an emergency only. Service providers are only expected to provide two 4x4 Hilux type twin cabs, a Supervisor's vehicle and a vehicle for the Project Manager.
5.	The Posted Guard Roster only shows QRF Team Leaders (TOR E Institutional Arrangement). However, TOR D. Required Qualifications 3 - The Duties of Team Leaders does not contain duties specific to QRF teams. Duties include tactical command of guard posts but in most cases, guard posts are manned by a single guard. Is this correct?	Correct, Team Leaders refer to QRF only
6.	In TOR E Institutional Arrangement Personnel, it states 'The successful contractor shall provide and maintain each of their personnel with adequate life insurance, medical insurance including medical evacuation, and third-party liability coverage'. 99.5% of Proposer's personnel are PNG nationals who are covered to the extent of the law by worker's compensation. As this point seems to refer to expatriate employees, can we ignore this requirement?	This clause is included to ensure that all proposed personnel's insurances shall be considered as part of the responsibilities of the Contractor. UN shall not be responsible or cover insurance or any additional responsibilities for the Contractor's personnel. This does not only cover International, it covers national personnel as well.
7.	In TOR H Qualifications, The Company - it states 'Must provide references of satisfactory services provided in the fields of providing armed TCN guards and explosive detection dog teams'. Is this requirement correct for PNG?	This is a typo. The clause shall be read as " Must provide references of satisfactory services for similar tasks". "Armed security guards are not required.
8.	Is the armoured Control Room definitely a requirement in PNG? (TOR C. Scope of Services 11b)?	Monitoring to be organized from company HQ, in a secure and protected room, with 24/7 back-up power for at least 48 hours.
9.	Should submission Forms A – E be combined and uploaded as a single Technical Proposal document, and should Forms F – G be combined and uploaded	Yes, each section has the option to upload relevant document for that particular section. However, eTendering system also includes a section to submit all documents individually in one section. The proposer

	as a single Financial Proposal document? Or are all Forms uploaded individually? We ask this because in Atlas e-tendering portal, there are event questions with ‘add attachment’ options for Form A: Technical Proposal submission form, Form E: Technical Proposal and Form F: Financial Proposal Submission form.	may choose to combine the documents and upload them as a single file as long as the file size is not too large, or all documents may be submitted individually from one section. For the Financial Proposal, form F and G should be combined as one Password Protected file and uploaded as a single file
10.	Form B: Bidder Information Form requires the attachment of – ‘Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references.’ How does this differ from Form D: Qualification Form – Previous Relevant Experience table which requests the same information? Can or should the same data be used for both sections?	Yes, the “Track record” in section B and “Previous relevant Experience” in section D refer to the same information. The proposer may include additional references if they wish to.
11.	Form B: Bidder Information Form requests the attachment of ‘Minimum 01 (one) contracts of similar value, nature and complexity implemented over the last 05 years.’ Are you requesting the actual contract here or details of the contract?	Yes, we are requesting the actual copies of the Contract. To reassure, UN shall not disclose information on the contract(s) and/or proposal outside the authorized personnel involved with this particular procurement process. However, in any case, if a bidder is unable to share a copy of the contract due to confidentiality with their clients, they may share the basic information of the contract and their client’s contact information so that UNDP can approach the client to obtain necessary information to satisfy the bidder’s eligibility in this matter.
12.	Form B: Bidder Information Form requests the attachment of the ‘Structure of the team, including the names, position in the team and CVs of Key personnel (1 CV for the Project Manager, 2 CVs for the Team Leader and 2 CVs for the Supervisor).’ Form E: Format of Technical Proposal also asks for the same CVs. Do the CVs needed to be included with both forms or can 1 set of CVs be uploaded to satisfy both requirements?	Yes, only 1 set of CVs of required key personnel need to be attached to the submission.
13.	Section 2. Proposed Methodology, Approach and Implementation Plan (page 25) QUESTION: The criteria in this section adds up to 300 points, not 400 as shown in the total. Please clarify if additional points needed to be added to the listed criteria or if the correct total should be 300	This is a typo. Total obtainable score for Section 2 is 300.
14.	Section 3. Management Structure and Key Personnel (Page 26)	Section 3 in Form E contains a typo; 2 CVs for Team leaders are required for evaluation purpose.

	<p>The EVALUATION CRITERIA states that 2 x Team Leader CV's are required, however in Form E, Section 3 of the Returnable Bidding Document - MANAGEMENT STRUCTURE AND KEY PERSONNEL, states that 4 CV's are required</p> <p>QUESTION: Please clarify if 2 or 4 CV's for Team Leaders are required in the submission</p>	<p>Please note that Form E, the table in section A shows a requirement of 4 positions for Team leaders, which is correct.</p>
15.	<p>In the event of inconsistency, does the Model Contract for Security Services (RFP, Annex 1) take precedence over the UNDP General Terms and Conditions of Contracts (which the RFP says at page 5 will also apply)?</p>	<p>If such inconsistency is observed, UNDP shall make necessary amendment in consultation and advise from the legal department.</p>
16.	<p>In reference to clause 3.3 of the Model Contract for Security Services, will UNDP be liable for illness, injury or death of contractor personnel to the extent any UNDP's acts or omissions contributed to them? (This is not covered by the clause or elsewhere.)</p>	<p>Well being of the personnel is full responsibility of the contractor. UN shall not take any responsibility in this regard.</p>
17.	<p>That the contract is entirely unarmed?</p>	<p>Yes</p>
18.	<p>Whether you require work shifts to be 8 hrs or 12 hrs long?</p>	<p>With reference to Section D of the TOR, the shifts are expected to be 12 hours long</p>
19.	<p>Reason for reduction of budget from 2019 to 2020</p>	<p>The number of guards depend on the presence of UN personnel on the ground. Due to COVID in 2020, this number declined as UN reduced the presence of their personnel in PNG.</p>
20.	<p>Do we include all the individual submission forms in 1 x technical document and 1 x financial document?</p>	<p>You may wish to attach each document separately in the eTendering system. Please refer to the response to question 9 above.</p>

Note: Above Clarifications in response to queries raised during the pre-proposal meeting and amendments (if any) shall be an integral part of the RFP document and supersede all provisions as applicable.

Annexes:

Annex 1: Minutes of the pre-proposal meeting



ANNEX - 1

PRE-PROPOSAL ATTENDEE FIRMS

Zoom Meeting

View

Albert W Kenneth Ask to Unmute ... Albert W Kenneth	 Clifford Rodrigues	Tactical Solution... Tactical Solutions International Ltd	Sentinel Sentinel
Sentinel on beha... Sentinel on behalf of Black Swan Int...	IDG IDG	 The Corps PNG Ltd	G4S PNG G4S PNG
 Ehsanul K Chowdhury	dashworth dashworth	philip.kagial philip.kagial	BSI BSI
	 Hart International	UNDSS UNDSS	

Mute Start Video Security Participants 14 Chat Share Screen Record Reactions Apps More Leave