



DATE: 27 July 2017

RFP No.: TC01/1718

TO: *Security Guard Service Providers*

FROM: JAMES MOVICK, DIRECTOR-GENERAL

SUBJECT: REQUEST FOR PROPOSAL (RFP) FOR SECURITY GUARD SERVICES TO FFA

Attached herewith is an invitation to submit proposals under a Request for Proposal (RFP) process relating to the provision of security guard services to the FFA office compound and various FFA staff residences.

Note that the deadline for submissions is **Friday, 18 August 2017**.

Should you have any questions, please contact the Sione Havea, Property Manager on email sione.havea@ffa.int or phone 747731. Otherwise we appreciate your assistance in disseminating this to interested parties/persons.

Yours Sincerely

James T. Movick
Director General

CALL FOR REQUEST FOR PROPOSAL

Background

The Pacific Islands Forum Fisheries Agency (FFA) traces its origin to the South Pacific Forum meeting in Port Moresby in 1978 which adopted a Declaration on the Law of the Sea and the establishment of a regional fisheries agency and outlined its functions. The Agency is responsible for assisting its 17 members to build and develop human resource capacity in sustainable tuna fishery management and development of the tuna fishery resources while maintaining operational enforcement and compliance with national laws and regional tuna fisheries arrangements. The FFA is headquartered in Honiara, Solomon Islands.

REQUEST FOR PROPOSAL (RFP)

An RFP is invited from interested registered security companies who can 24 hour guarding services to FFA compound, above Lawson Tama, and 12 hour guarding services to selected residential properties in and around Honiara.

Any security firm wishing to tender must be registered with Inland Revenue, City Council and any other relevant authority. Firms must be able to provide guards with uniforms, wet weather gear (umbrellas and rain coats), Identification badges, CB radios, and torches.

The proposal must demonstrate an ability to conduct regular night vehicle patrols of properties or radio calls to properties ensuring the attendance of guards to site, alert and maintaining secure premises.

All guards posted to the Agency and residences must have a minimum of Form Three education plus police clearance. The guards must be able to display authority, judgement and tact when dealing with FFA staff members, their families and any person who enters the FFA compound.

Terms of Reference

The contractor will be expected to undertake the following tasks, but not limited to:

- (a) ensure the timely and correct payment of wages, superannuation and other legislated staff entitlements including management of hours worked in any given fortnight.
- (b) to carry out physical patrol of the Place of Service at all times
- (c) to carry out daily inspection of the security fences and notify FFA of any damage, maintenance or repair requirements
- (d) to take utmost care of all FFA properties including motor vehicles and equipment that are kept within the Place of Service;
- (e) not to allow any person to enter the Place of Service unless such person is an authorised person, permission is granted by an authorised person for such person, or is engaged to carry out any work for FFA under contract,
- (f) to immediately report any entry into the Place of Service by an unauthorised person to FFA;
- (g) provide its employees uniforms and identifications (IDs) and to ensure that its employees wear their uniforms and IDs when carrying out their duties
- (h) to equip its employees with the necessary tools to carry out their duties effectively. Such tools to include but not limited to CB radio, torches and wet weather gear;
- (i) its employees not to consume alcohol, chew betelnut, or take illegal drugs or substances whilst on duty, and not to engage in any activity which is likely to-
 - (i) compromise the security of the Place of Service; or
 - (ii) put at risk any property of FFA or property of its staff;
- (j) not to enter any buildings on the Place of Service without FFA's knowledge and not to permit friends or relatives or any unauthorised person to enter the Place of Service;
- (k) to record in the Security Log Books the entry into or exit of all vehicles from the Place of Service. The Logs should include the vehicle registration number, the date and time. A summary log sheet is to be provided to the FFA fortnightly that shows all vehicle entrance and exit times with separate details reported of all vehicles with an onsite time of less than 5 minutes;
- (l) in the case of an emergency, to report such emergency to any member of staff of the FFA or where necessary, to the police;
- (m) to undertake any other related services as FFA may from time to time require; and
- (n) to maintain a training and operations manual that incorporates as a minimum the contractors obligations as essential duties of Contractors staff along with other requirements of staff.

Evaluation and Assessment of RFP

All bids shall be evaluated using a **two stage procedure** with evaluation of the technical proposal being completed prior to any financial proposal being reviewed and compared.

The overall evaluation weighting shall be 80% Technical and 20% Financial.

Bidders are required to submit their **financial proposal as a separate document**, in a separate envelope (clearly marked with bidders name) or in a separate email.

Technical Proposal

Evaluation Criteria	Weighting
Ability to provide uniforms, tools, stationery	25%
Ability to carry out nightly vehicle patrols and/or radio calls	25%
Previous experience with organisations similar to FFA	25%
Applicable business registration (IRD, HCC)	25%
Total	100%

In the second stage, the financial proposal evaluation, those bidders who have attained a minimum score of 70 out of 100 in the technical evaluation will be compared

Financial Proposal

Price may be quoted in United States Dollars (USD) or Solomon Dollars (SBD) and must be presented on a separate piece of paper in a separate envelope or as a separate document in a separate email.

References

All submissions are required to provide a minimum of two (2) references from organisations currently or previously supplied with security services.

Request for further information

For additional information regarding the tender or to arrange an on-site visit please contact Mr. Sione Havea on email: Sione.havea@ffa.int

Closing date of proposal

Tenders must be received by 4.30pm (local time) on **Friday, 18th August 2017**

Tenders should be addressed to:
Director General
FFA Tender Committee
Forum Fisheries Agency (FFA)
TC01/1718 Security Services
PO Box 629
Honiara

OR

Emailed to: procurement@ffa.int please note in the subject line: TC01/1718 Security Services

Submission of RFP

1. All RFPs should be submitted together with all relevant documents and shall be in English.

Award of Contract

FFA reserves the right to accept any RFP, and to annul the solicitation process and reject all proposals at any time prior to award of any contract, without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such action.

Notification

The names of winning bidders shall be advertised on the FFA website;
www.ffa.int/employment/tenders/tender_results