

Request for Quotation (RFQ): Security Guard Services

Background

- A Mercy Ships is seeking quotations for the provision of the Security Guard Services described in *Schedule 1 – Statement of Requirement* of this Request for Quotation (RFQ)
- B Each Contractor to this RFQ is expected to:
- (i) fully inform itself on all aspects of the work required to be performed;
 - (ii) submit its offer on the template provided at *RFQ Schedule 2 – Quotation*; and
 - (iii) submit its offer in accordance with *RFQ Schedule 1 – Statement of Requirement*.
- C Each Contractor, by submitting its offer, agrees that the offer is subject to any special conditions included as *RFQ Schedule 3 – Special Conditions of Offer* and agrees to comply with those conditions.
- D Acceptance of an offer will occur only when a contract is executed.
- E Mercy Ships at its discretion may discontinue this RFQ, decline to accept any offer, decline to issue any contract or satisfy its requirement separately from this RFQ process.

Tender Eligibility

All tenderers / suppliers need to meet the eligibility criteria regardless of the financial threshold of the procurement. The tenderers will be ineligible if the following conditions exist:

- a) they are bankrupt, in the process of financial administration, having their affairs administered by any court, have entered into any creditor arrangement, have any suspended business activities or in any similar situation provided for in any competent legal jurisdiction;
- b) they or persons having powers of representation, decision-making or control over them have been convicted of an offence concerning professional conduct by a final judgment;
- c) they have been guilty of grave professional misconduct; proven by any means which Mercy Ships can justify;
- d) they have not fulfilled obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of: (i) the country in which they are established (ii) any country of Mercy Ship's establishment (iii) any country where the contract will be performed;
- e) they or persons having powers of representation, decision-making or control over them have been convicted for fraud, corruption, involvement in a criminal organisation or money laundering by a final judgment;
- f) they make use of child labour, forced labour or practise discrimination, and/or, do not respect the rights to freedom of association or the right to organise and engage in collective bargaining pursuant to the core conventions of the International Labour Organization (ILO).

RFQ Schedule 1 – Statement of Requirement

Key Dates and Details

| Event | Dates |
|---|---|
| Closing Time | 5.00 pm CST. on 27 June 2019 |
| Expected execution of Contract or issue of purchase order | 1 August 2019 |
| RFQ Distribution | RFQ documentation including any updates is available from the Coordinator (Below). |
| Lodgement Method | Offers should be lodged with: Don Wolven Company Security Officer Mercy Ships Either; <ul style="list-style-type: none"> • by email: cs@mercyships.org • by post: PO Box 2020, Lindale, Texas, 75771 USA by the Closing Time specified above. |
| Coordinator | For all matters relating to this RFQ, Mercy Ships Company Security Officer will be the person to coordinate with Mercy Ships Procurement Department. cs@mercyships.org +1 903-939-7639 |

Security Guard Services

Mercy Ships is seeking quotations for security guard services to ensure that its buildings (offices and residences) and facilities are safe and secure from any potential security risks or damage; all risks or damages are reported and appropriate action taken and to assist in escalating matter to appropriate authorities. The Contractor will control access to Mercy Ships facilities and residences, to prevent unauthorized access, but do so under the authority and oversight of a Mercy Ships staff member. The primary need is for static guard services at various facilities within Dakar, Senegal.

Optional Security Services

Mercy Ships staff will have several occasions involving travel to cities in each region of Senegal. Such travel is for conducting medical screening at local government hospitals. The trips involve overnight stays in the various cities. These screenings generally involve several hundred prospective patients and managing a crowd is important from a security point-of-view. Having professional security support along for these trips would be beneficial. Two or three individuals providing security support, crowd management, would be reasonable.

Mercy Ships has its own fleet of vehicles for use in business such as screening trips, etc.

Security requirements

Each guard requires a local police clearance. A copy is to be provided to Mercy Ships prior to working at any of the designated properties.

The Contractor will be provide each guard with a uniform and appropriate communication equipment. All keys and access codes must be confidentially and securely maintained. Security guards must respect the privacy of the residents at the designated properties.

Training

Each guard must have undertaken security training appropriate to the service he/she will provide. Contractor will provide evidence of such training to Mercy Ships for each security guard, or an affidavit supplied by the Contractor stating the level of training provided to their security guards. Mercy Ships reserves the right to ask for evidence of individual training.

Facilities provided by Mercy Ships

Mercy Ships will provide the guards access to amenities including toilet facilities and drinkable water.

RFQ Schedule 2 – Quotation**Contractor's Details:**

| | |
|---|--|
| Full legal name | |
| Postal address: | |
| Contact Officer For all matters relating to this RFQ, the Contractor's Contact Officer will be: | |
| Name/position title: | |
| Telephone: | |
| Mobile: | |
| Address for Notices: | |
| Name/position title: | |
| Postal Address: | |
| Email Address: | |

Contractor's Proposed Provision of Services

Instruction to Contractors:

Contractors should describe how they will meet Mercy Ships requirements set out in Schedule 1.

Proven Capacity***Statement of Skills and Experience***

Contractors should provide evidence of their skills and experience in providing the Security Guard Services. Mention information such as your current client base. Attach at least three references obtained from your current client base with this application. Your business profile information may be mentioned in this section.

References

Contractors are to provide details of at least three referees from its current client base, relevant to this offer. Clients selected are to have direct working knowledge of the Contractor’s capabilities and capacities in relation to similar services. Provide written references for all the clients identified below:

| Client’s Name | Position/Company | Phone No: | Email Address |
|---------------|------------------|-----------|---------------|
| | | | |
| | | | |
| | | | |

Pricing

Quotation for Security Guard Services in US Dollars

Contractors are to attach a detailed quotation including a breakdown of costs. The quotation should include costs associated with providing six security guards every night from 6:00 pm to 6:00 am and four security guards every day from 6:00 am to 6:00 pm. An example is attached at the end of this document. A separate quotation should be provided for ad-hoc services for when additional guards are requested for Mercy Ships unique activities.

Quotations should include all associated costs including wages, insurance, equipment and management fees.

Insurance

Contractors must provide details of the insurance they hold in the table below. If no policy is held for a particular type of insurance write ‘nil’ in the relevant space. If requested, the successful Contractor must provide Mercy Ships with evidence of the listed insurances before a contract will be executed.

| Insurance details | | | |
|----------------------|---------|---|-----------------------|
| Type | Insurer | Total amount of insurance cover (including details of any limits on a per claim or aggregate basis) | Expiry Date of Policy |
| Public Liability | | | |
| Property Damage | | | |
| Workers Compensation | | | |

Additional Information

Contractors should provide additional details, if any, that the Contractor wants Mercy Ships to consider. This should be as brief as possible and may not exceed two A4 pages. If a real or perceived conflict of interest would exist if the Contractor entered into a contract with Mercy Ships for the Security Guard Services, full details should be included here. Please attach at the end of application.

Administrative Information***Confidentiality of Contractor's Information***

Contractors must identify, in the table below, any aspects of their offer that they consider should be kept confidential, with reasons. If none, the Contractor should complete the table with 'Nil' and "Not applicable" in the relevant columns.

| Provisions considered necessary to be confidential | Reasons for requesting confidentiality |
|---|---|
| | |
| | |

Declaration by Contractor

The Contractor offers to provide the Security Guard Services described in *Schedule 1* to the RFQ (*Statement of Requirement*) on the following terms:

- The terms of the RFQ including *Schedule 1* to the RFQ (*Statement of Requirement*)
- this *Schedule 2* to the RFQ (*Quotation*); and
- The special conditions (if any) in *Schedule 3* to the RFQ.

These documents collectively comprise the Contractor’s “**Quotation**”.

The Quotation

The Contractor agrees that Mercy Ships may accept or decline to accept the Contractor’s Offer in its discretion. No commitment or contract exists until a contract (which includes Mercy Ships *General Conditions of Contract* including any *Special Conditions of Contract* required by Mercy Ships) is executed by both parties. The Contractor agrees that Mercy Ships is not required to enter into any contract in connection with the RFQ.

The Contractor agrees that participation in any stage of the RFQ process is at the Contractor’s sole risk and cost.

| | |
|---|--|
| <p>.....</p> <p>Signatory’s printed name:</p> | <p>.....</p> <p>Signatory’s signature:</p> |
| <p>.....</p> <p>Signatory’s Position</p> | <p>.....</p> <p>Date</p> |

RFQ Schedule 3 – Special Conditions of Quotation

- The contractor should provide business licence certification.
- The contractor should provide Workmanship Compensation Insurance Certificate for all its guards.
- The contractor should provide details of relevant insurance policies.

Attachment 1: Example of quotation – monthly costs

| Task | Price per Guard per Hour (A) | Number of Guards (B) | Number of Hours (C)** | Number of days (D)*** | Total Price = (AxBxCxD) |
|--|-----------------------------------|----------------------|-----------------------|-----------------------|-------------------------|
| 1. Security Guard Cost (night shift) | _____ | 5 | 12 | 314 | _____ |
| 2. Security Guard Cost (day shift) | _____ | 4 | 12 | 314 | _____ |
| 3. Total security guard cost | Total security guard cost (1 + 2) | | | | |
| <i>Add the following</i> | | | | | |
| 4. Management Fees* - refer to the explanation below | Management fees (11 months) | | | | _____ |
| 5. Cost for insurance | Insurance costs (11 months) | | | | _____ |
| 6. Cost for any Equipment | Equipment costs (11 months) | | | | _____ |
| 7. Total Fees per Year | Eleven months of fees (3+4+5+6) | | | | _____ |

***Management Fees** should include the fees charged for managing the contract and margin of operation, cost of uniform, cost of workmanship compensation, cost of beverage (coffee or tea provided) and all other cost incurred to deploy the guards to respective properties.

****Number of Hours** is subject to change should additional hours be required. This can be accounted in the month Invoice amount

*****Number of days** is the amount of days between start of 1 August 2019 and 10 June 2020.

Additional Costs for special events:

Cost per guard per hour _____

Management and other fees (if any) per event _____