FHI 360
REQUEST FOR PROPOSAL (RFP): PROVISION OF SECURITY GUARD SERVICES

A. BACKGROUND:
Family Health International (FHI360) is not-for-profit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes expert in health, education, nutrition, environmental, economic development, civil society, gender equality, youth, research and technology – creating a unique mix of capabilities to address today's interrelated development challenges. The Nigeria country office is hereby seeking to engage the service of private security company to provide security guard service as the below listed location and installation of guard tour security system in FHI360 country office in Abuja.

B. Number of Guard required and location.

SN	Location City/Town	State	Required Personnel	
			Supervisors	Guard
1	Abuja	FCT	2	12
2	Kaduna	Kaduna	1	6
3	Takum	Taraba	1	4
4	Maiduguri	Borno	2	12

5	Maiduguri office	Borno	2	12
6	Maiduguri warehouse	Borno	1	5
7	Maiduguri office	Borno	2	12
8	Ngala	Borno	2	50
9	Banki	Borno	2	23
10	Damasak	Borno	2	34
11	Bama	Borno	2	46
12	Maiduguri (Goni Damgari)	Borno	1	9
13	Maiduguri (Hawa Peace)	Borno	1	10
14	Maiduguri (Baga road)	Borno	1	9
	Total personnel		22	244

C. Required Skills for Personnel

The contractors will be expected to provide high quality and cost-effective security and guard services to employees of FHI360 and partner. The selected organizations is expected to ensure stationed personnel in Abuja and state offices possess the necessary skills and competency listed below, but not limited to the following:

• Interpersonal and communication skills/public relations.
• Access and Egress procedures

• Emergency preparedness and response including office evacuation.
• Searches (building, vehicle & personnel)
• Surveillance, patrolling.
• Reporting and record keeping
• Emergency response, basic first aid
• Fire safety and use of extinguishers
• Crowd control and minimal use of force and management techniques.
• Specific administration support to FHI 360
• Handling persons of concern especially in the Northeast
• Threat from landmines, IEDs and UXO.

Note:

FHI 360 is committed to provide a safe environment for all employees, beneficiaries and anyone contracted byFHI360. This includes taking measures to protecting vulnerable people from Sexual Exploitation and Abuse (SEA) by either FHI 360 employees or associated personnel. FHI360 abides by child safeguarding principles. FHI 360 abides by child safeguarding policies apply and flow out to all FHI 360 staff, board members, volunteers, and partner staff (subcontractors, consultants, vendors and sub recipients), regardless of the funding mechanism or amount of contract, agreement, or purchase order.

D. Tender/Bid requirement

The proposal must be submitted in this format:

1. Detailed Company Profile with registered address, functional email, telephone numbers and point of contact for the organization.

2. Evidence of company registration with the Corporate Affairs Commission, including form CAC7 & CAC2
3. Tax Clearance Certificate for 2020, 2021, and 2022
4. Evidence of current accreditation by the National Civil Defense Commission.
5. Variable list of current clients, including International Non-Government Organization, reputable provide organization equal in scope and Government.
6. Reference letter attesting satisfactory performance from at least three of the listed clients.
7. Financial proposal MUST be signed by the authorized person and in your company, letterhead sealed in a separate envelop from other document in your application package. All fees must be in Naira.

E. Selection Criteria:
Complete Conformity to the tender requirement, complete conformity to the personnel skills requirement (bidders are encouraged to submit evidence, document, certificate etc. to support their compliance to section C) and Price competitiveness

F. Submission of Proposal
Bidders are requested to submit all the listed documents in a sealed envelope, clearly indicating. “Provision of Security and Guard Services for FHI 360”. The package should be addressed to the Procurement to Committee FHI360 and submit at the below address not later than 4:00PM Thursday February 15th 2024.
FHI360,
23 Celina Ayom Crescent

Off Ahmadu Bello Way
Behind NAF Conference Center,
Jahi, Abuja.

Please note:
Bidders must submit requests for any clarification concerning this RFP via quotations.Nigeria@ng.fhi360.org not later than **5.30pm on Thursday February 8th, 2024.**
• Issuance of this RFP in no way constitutes a commitment by FHI360 to any bidder.
• FHI 360 reserves the right to vary any part of this RFP at the time of award if it becomes necessary.
• FHI360 is Value added Tax (VAT) exempted but make deduction of Withholding Tax (WHT) in compliance with Nigerian regulation on WHT.

Whatsapp Notifications

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