

Provision of Security and Guards Services for Qatar Charity (ABUJA)

Qatar Charity is a Doha-based non-governmental organization founded in 1992 in accordance with the laws and regulations governing charitable work in the State of Qatar. The Qatari society was expressing a deep willingness to contribute to the international solidarity chain and to participate in addressing the most important development and humanitarian challenges faced by vulnerable communities around the world. This willingness was derived from the Qatari society's values, principles and cultural heritage and Qatar Charity came as the institutional solution that would cater to it. Initially founded to provide life-saving assistance to children affected by conflicts or natural disasters, Qatar Charity then expanded its areas of expertise to include various humanitarian and development aid fields which include Education and Culture, Health, Water, Income generating, social housing for the poor, Quran Centers and Relief projects in which it has spent more than \$1.3bn between 2013 and 2017, providing relief and assistance to more than 110 million beneficiaries worldwide. With funding from the Qatar, Qatar Charity is assisting the government of Nigeria (GON) to support vulnerable communities in achieving progress and prosperity by providing adequate support for vulnerable communities through robust social welfare systems and related services in various states within Nigeria.

Qatar Charity Abuja Country Office invites you to submit a quote in accordance with the requirements of the following Solicitation. Proposals must be received by QATAR CHARITY no later than the Date and Time indicated in the table below:

The goal of this solicitation is to establish a contract with the successful bidder to provide Security Services on QATAR CHARITY OFFICE building at Katampe Extension Abuja, for a period of one year.

I. SCOPE OF WORK

A. Scope

General scope of work shall be to supply all labor, materials, equipment, and incidentals necessary to provide appropriate security guard services at Qatar Charity Office (QATAR CHARITY).

General performance criteria shall include but not be limited to providing a security guard service to:

- Control public access to the QATAR CHARITY Building and related premises during hours specified.
- Perform inspection, detection and investigation of all security-related incidents, violations of regulations and matters of public safety and report same to appropriate authorities and to QATAR CHARITY Admin Manager.
- Prepare and submit written reports as directed.
- Respond promptly and appropriately to all security-related emergencies.

B. Duties

- Provide armed security services to protect personnel, property, and assets
- Conduct regular hourly patrols of assigned areas
- Respond promptly to alarms, emergencies, and incidents, taking appropriate action as necessary
- Enforce access control procedures and verify the identity of individuals entering or exiting the premises
- Maintain accurate logs and reports of all security-related activities

C. Experience

- Minimum of 3 years of experience in an security services
- Knowledge of loss prevention techniques and strategies
- Proficient in CPR and first aid procedures
- Familiarity with CCTV systems and surveillance equipment
- Strong conflict management skills to handle potentially volatile situations calmly and effectively
- Possession of a valid professional certificate or license
- Prior experience in law enforcement or military service is highly desirable

D. Essential Security Guard Equipment

- Clothing
- Defense Equipment
- Power bank and smartphone
- Belt

QATAR CHARITY requires security services for its Office space and appurtenances.

Security services are required 24 hours per day, 7 days per week throughout the entire year. Four security officers are required to meet the schedule described above.

If for any reason the security officers cannot meet the required schedule, the Contractor shall notify the designated QATAR CHARITY Admin Manager at least 24 hours in advance.

Specific security officer duties include but are not limited to:

- Patrol the entire facility to provide a visible presence to discourage vandalism or unauthorized entry.

- Make scheduled rounds, including stopping at various areas around the office.
- Admit only authorized personnel to the facility during and after normal working hours.
- Hand out day passes to visitors and fill out the provided paperwork for the day passes.
- Question and check ID of anyone who enters the premises during and after normal working hours and record said entry on daily report document.
- All security officers must be prompt and on time.
- Security officers shall wear uniforms with name badges.
- Security officers shall be equipped with portable communication devices permitting 24-hour communication with company headquarters and/or with appropriate law enforcement agencies and other designated contacts.

REPORTS:

Securities shall complete and submit a Daily Report form to the Admin Manager upon completion of each daily shift.

In case of an unusual occurrence, the Securities shall submit an Incident Report to the Admin Manager, along with the Daily Report form.

PERSONNEL:

Security officers assigned to perform work under this contract shall always wear uniforms. These uniforms must clearly identify the name of the security contractor and the name of the individual security guard. This identification may be accomplished through shoulder patches, silk screening or stitched company emblems, insignias, or logos.

Security officers employed by the contractor to perform work under this contract shall:

- Be able to communicate effectively in both written and oral English.

B. Deliverables

Provide the required security guards / personnel as per scope of work.

C. Contract Term/Period of Performance

The term of the contract issued because of this solicitation shall be for an initial period of One (1) Year, subject to renewal based on performance.

D. Payment Terms

Payment terms for the contract issued because of this solicitation shall be on a monthly/quarterly basis in arrears. Payment to the selected offeror for services rendered shall be made via EFT to the bank account provided by the offeror. QATAR CHARITY is willing to consider any offerors proposed method of billing for services, including frequency of payments, provided that the proposed method does not include pre-payment for services not yet completed.

II. REQUIRED QUALIFICATIONS

To be selected for award the offer must possess the following:

1. Tax Clearance Certificate
2. CAC Certificate
3. Copy of License to operate as Private Security issued by Nigeria Security and Civil Defense Corps

A. Contents of Proposals

- Cost Proposal

Offerors Cost Proposal shall include all the following:

The personnel requirement per state for this service is as shown below:

S/N	Personnel Requirement	Number Required
1	Guards	4
2	Armed Security	4

The bidder must ensure that 75% of the total cost of service goes for staff remunerations such that staff pay is within industry pay grade. The bidder must also provide health insurance cover for all the staff.

1. Breakdown of cost per staff
2. Management fees

Note: Failure to provide any of the information requested above may result in rejection of the proposal.

IV. EVALUATION OF OFFERS

A. General Information

QATAR CHARITY anticipates receiving at least one round of questions from potential vendors; however, QATAR CHARITY reserves the right to award a contract without discussions.

Each offer submitted will be reviewed by an evaluation committee consisting of QATAR CHARITY employees in accordance with the criteria below and award will be made to the responsible vendor whose offer represents the best overall value to QATAR CHARITY.

QATAR CHARITY deducts Withholding Tax at Source on all Supplies and VAT on all Services rendered and payable to the Federal Inland Revenue Service as stipulated by the Federal Government of Nigeria Tax Law.

B. Determination of the Competitive Range and Contract Award

If QATAR CHARITY determines that discussions are necessary, a Competitive Range will be established which is composed of only the most highly rated offers. QATAR CHARITY may exclude an offer if it is so deficient as to require a new proposal. Should a competitive range be established, QATAR CHARITY may invite those in the competitive range to present their offers to the evaluation team. Should oral presentations occur, they will be evaluated as part of the offer.

D. Non-Profit Pricing

QATAR CHARITY is a registered 501(c)(3) non-profit corporation. Offerors should provide all discounts available to QATAR CHARITY based on its status as a STATE OF Qatar and as a non-profit.

E. Acceptance of Offer and Award

This RFQ is non-binding and in no way obligates QATAR CHARITY to award any contract. QATAR CHARITY reserves the right to make an award in whole or in part, or not to make an award, in accordance with the best interests of QATAR CHARITY. Firm commitment to purchase is not established until a written order/contract is issued by QATAR CHARITY.

E. Cost of Proposal Preparation

The cost of the proposal preparation in response to this solicitation shall be solely the Offeror's responsibility.

F. Validity of Offers

Offers submitted in response to this solicitation shall be valid for at least 90 days from the date of submission. Prices quoted by the offeror and subsequently incorporated in the contract resulting from this solicitation shall be valid for the full period of performance.

V. ATTACHMENT A - PROPOSAL COVER SHEET

Vendor's full legal name		
Headquarters address		
Location(s) of any additional offices		
Website address		
Vendor's Ownership		
Length of time in business		
Contact information for individual who will serve as QATAR Charity's single point of contact for the duration of the RFP Process	Name:	
	Phone:	
	Email:	

<p>By signing below, I certify that:</p> <p>A. I am authorized to respond to this solicitation on behalf of the Company named above.</p> <p>B. I have reviewed QATAR CHARITY's Standard Terms and Conditions of Supply and understand that these terms shall govern any contract, unless otherwise negotiated with QATAR CHARITY and agreed to in writing.</p> <p>C. I understand that QATAR CHARITY retains the right to reject, in whole or in part, all bids for any reason, or no reason.</p> <p>D. I have not, and will not, offered anything of value to any member of QATAR CHARITY staff & understand that if my company is found to have offered anything of value to any member of QATAR CHARITY staff, they will be disqualified from participation in this procurement and may be disqualified for any future procurements with QATAR CHARITY.</p>

PRINTED NAME:			
SIGNATURE:		DATE:	

Bidders must submit their financial bid documents via email to qcnigeria@qcharity.org and copy, and kabubakar@qcharity.org. The email title should be written as follows: "Request for Quotation: Provision of Security and Guards Services". Any bid received after the submission's due date and time shall not be considered. The due date for tender submission is **Thursday 13/03/2025**