قطـــر الخيريه
QATAR CHARITY
NIGERIA

RFQ NOTICE FOR THE PROVISION OF GUARDS SERVICES FOR QATAR CHARITY

RFQ NOTICE NUMBER: 002/2026 **DATE: 27/01/2026**

Qatar Charity Organization has allocated Funds for the Provision of Guards Services. Accordingly, Qatar Charity wishes to invite reputable companies with relevant proven competence and experiences to submit their technical and financial bids for the project.

Vendor's Name	
Vendor's Address	
Bid Validity	
Delivery Period	
Email Address	
Phone no	

S/N	DESCRIPTION OF ITEM	UOM	QUANTITY	UNIT PRICE	TOTAL PRICE
1	Provision of armed security/guards (note that the quantity is subject to increase)	Persons	4		
Total					

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. General performance criteria should 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.

Required duties:

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 paperwork provided 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 should 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:

Contractor shall complete and submit a Daily Report form to the Admin Manager upon completion of each daily shift. In the event of an unusual occurrence, the Contractor 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 the use of 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.

Submission

- Bidders are expected to offer their best rates to ensure value for money.
- Vendors are required to attach Tax Clearance Certificate, CAC Certificate and Copy of License to operate as Private Security issued by Nigeria Security and Civil Defense Corps
- **Deadline for submission of Quotation is 01/02/2026 by 16:00 hrs**
- All bidding documents should be submitted to mumar@qcharity.org copying qcnigeria@qcharity.org
- Submissions via the wrong email addresses will be outrightly disqualified.
- Please note that vendors are required to sign and stamp each page of the RFQ document before submission to confirm acceptance of the terms and conditions.
- Inquiries relating to this tender should be submitted by email to qcnigeria@qcharity.org
- Phone calls with inquiries should be addressed to +234 8135318760

Important Notes

- The goal of this solicitation is to establish a contract with the successful bidder to provide Security Services on QATAR CHARITY OFFICE building in Abuja, for a period of five years.
- 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 must be able to communicate effectively in both written and oral English.
- The bidder must ensure that 75% of the total cost of service goes for staff remuneration and that staff pay is within industry pay grade. The bidder must also provide health insurance cover for all the staff, breakdown of cost per staff and Management fees.
- Qatar Charity has zero tolerance for corruption.
- All rates must be inclusive of all applicable taxes.
- Please note that Qatar Charity is VAT-exempted. We would appreciate it if this exemption could be taken into consideration for our transaction.
- Qatar charity reserves the right to accept or reject any or all, partially or fully; the bids at any time without giving any reason whatsoever.

Qatar charity encourages potential companies with relevant experience to participate in the bids with the same commitment of providing people-friendly environment for less-privileged persons in Nigeria.