**Annex III**  
**PROPOSAL SUBMISSION FORM**

*Request for Proposal (RFP) no: 19/031*

The Pacific Community

Procurement Unit   
Private Mail Bag, Suva – FIJI  
Email: [procurement@spc.int](mailto:procurement@spc.int)

Dear Sir /Madam:

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply the required services for the sum as may be ascertained in accordance with the Price Component attached herewith and made part of this proposal.

We acknowledge that:

* SPC may exercise any of its rights set out in the Request for Proposal documents, at any time;
* The statements, opinions, projections, forecasts or other information contained in the Request for Proposal documents may change;
* The Request for Proposal documents are a summary only of SPC’s requirements and is not intended to be a comprehensive description of them;
* Neither the lodgment of the Request for Proposal documents nor the acceptance of any tender nor any agreement made subsequent to the Request for Proposal documents will imply any representation from or on behalf of SPC that there has been no material change since the date of the Request for Proposal documents, or since the date as at which any information contained in the Request for Proposal documents is stated to be applicable;
* Excepted as required by law and only to the extent so required, neither SPC, nor its respective officers, employees, advisers or agents will in any way be liable to any person or body for any loss, damage, cost or expense of any nature arising in any way out of or in connection with any representations, opinions, projections, forecasts or other statements, actual or implied, contained in or omitted from the Request for Proposal documents.
* **The SPC general conditions of contract are not negotiable.**

We undertake, if our proposal is accepted, to commence and complete delivery of all items in the contract within the time frame stipulated.

We understand that you are not bound to accept any proposal you may receive and that a binding contract would result only after final negotiations are concluded on the basis of the Technical and Price Components proposed.

Company Name Dated this \_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_ 20\_\_\_.

…………………………………

Position of Representative

…………………………………

Name of Representative

…………………………………

Signature of Representative

**ANNEX-IV**

**TECHNICAL PROPOSAL SUBMISSION FORM**

*Request for Proposal (RFP) no: 19/031*

1. **ORGANISATIONAL BACKGROUND**
   1. **Address and Contact**

|  |  |
| --- | --- |
| **Registered Name:** |  |
| **Registered TIN Number:** |  |
| **Year Established:** |  |
| **Physical Address:** |  |
| **Postal Address:** |  |
| **Telephone Contact:** |  |
| **Email:** |  |
| **Contact Person: (Name & Position)** |  |

* 1. **Current Clients**

|  |  |
| --- | --- |
| 1. **Name & Contact** |  |
| **Duration  (state date of initial contract)** |  |
| **Number of Security personnel assigned** |  |

|  |  |
| --- | --- |
| 1. **Name & Contact** |  |
| **Duration  (state date of initial contract)** |  |
| **Number of Security personnel assigned** |  |

**1.3 Referees**

|  |  |
| --- | --- |
| **1. Name** |  |
| **Physical address** |  |
| **Telephone** |  |
| **e-mail** |  |
| **Website** |  |
| **Referees Relationship to Bidder** |  |
| 1. **Name** |  |
| **Physical address** |  |
| **Telephone** |  |
| **e-mail** |  |
| **Website** |  |
| **Referees Relationship to Bidder** |  |

1. **TECHNICAL COMPETENCIES**

This section should demonstrate the bidder’s responsiveness to the criteria’s advertised by addressing the requirements and indicating clearly how they comply with the technical criteria required by the RFP.

|  |  |  |
| --- | --- | --- |
| **1.0** | **ORGANISATIONAL CAPACITY** | |
| **1.1** | Year of Establishment :  (please provide evidence and Registration Certificate and Provide a brief company profile /portfolio) |  |
| **1.2** | Financial standing of the firm:  (Please provide the audited financial report for the past 3 years) |  |
| **1.3** | Details of past experiences :  (Experience in the last ten years in the provision of security services government, NGOs, International Institutions or companies considered to be of significant size (more than 100 employees) |  |
| **1.4** | What is the total number of staff employed by your company  (including security personnel, admin and finance staff ,supervisors, etc) |  |
| **1.5** | Does the security company have Code of Conduct in relation to respect for human rights, protection of the interests of the clients and disciplinary measures.  Provide Evidence. |  |
| **2.0** | **HUMAN RESOURCE AND TECHNICAL CAPACITY** | |
| **2.1** | **Security Personnel** |  |
| **2.1.1** | What is the security company’s minimum educational requirement for the guard recruitment: |  |
| **2.1.2** | What is the security company’s work experience requirement to recruit a security personnel for private and international entities : |  |
| **2.1.3** | What is the average age of the security personnel that is employed by the Security Company: (confirm any restrictions on age) |  |
| **2.1.4** | Any Initial training and ongoing training offered by the Security Company to each members of staff. (please provide details) |  |
| **2.1.5** | How often is the training mentioned in 2.1.4 provided: Quarterly OR Bi-annually OR Annually |  |
| **2.1.6** | How many security personnel are employed by your company? |  |
| **2.1.7** | Of the total number of personnel under 2.1.6 what is the % of the guards having security/military/police background |  |
| **2.1.8** | How many reserve guards does your company have to replace sudden absence of guards from the duty. |  |
| **2.1.9** | What is your minimum educational requirement for the Security Supervisor:   *The Overall Security Supervisor will be the focal point for all interaction between SPC and your organization. He/she will be responsible for monitoring and ensuring the services are performed in accordance with the items, conditions and clauses of Contracts and TOR. He/she ensures that all issues are resolved promptly and satisfactorily to SPC requirements with an advance notice whenever/wherever possible.* |  |
| **2.1.10** | What is the security company’s’ minimum work experience requirement to recruit a security supervisor |  |
| **2.1.11** | What is the Average Age of the supervisor that is hired by the security company: |  |
| **2.1.12** | Does the overall Security In-charge have the military/police/security background? (please provide evidence).  Please provide CV |  |
| **2.2.** | **TECHNICAL CAPACITY** |  |
| **2.2.1** | Will the service provider be able to provide the appropriate equipment (communication equipment, torch, baton, uniform, warm and wet weather gear etc.) to the personnel on duty  (Specify which equipment/s from the list above will be provided by the company)  (Provide picture of guard dressed in their outfits/uniforms) |  |
| **3.0** | **PROPOSED STRATEGY AND APPROACH** |  |
| **3.1** | Please provide information on the allocation of your resources for the delivery of security services for SPC Office |  |
| **3.2** | Does your company have a Business Continuity Plan (BCP) to continue providing services during crisis, both manmade and natural? (if yes, pls attach relevant docs) |  |
| **3.3** | Provide details of Mobile patrol checks of the premises by the security base at defined intervals on a twenty-four hour basis. |  |
| **4.0** | **EMERGENCY MEASURES, BACK UP AND CONTINGENCIES** | |
| **4.1** | Provide an emergency response plan for different security situation for property and personal security risks. |  |
| **4.2** | Demonstrate ability to develop a security and contingency plan for all SPC offices.  (Please outline your mobilization/work plan and strategy on how your company intends to run a comprehensive security service for SPC Offices and management residences and how it will ensure and provide an efficient protection to SPC employees, office facilities, property and equipment including the hiring of staff, the implementation process the acquisition of equipment, training schedules, etc |  |
| **4.3** | Provide details of the process mapped out for critical reporting requirements such as reporting of security incident by the security personnel. |  |

**Annex-V**

**FINANCIAL PROPOSAL SUBMISSION FORM**

*Request for Proposal (RFP) No: 19/031*

1. The undersigned contractor proposes and agrees if this proposal is accepted, to enter into an agreement with the SPC, to commence and to complete all the work specified or indicated in the contract documents.
2. In submitting this proposal, contractor represents that; he/she has examined all the RFP documents to provide Security Services to SPC Offices and Properties.
3. All costs indicated on the financial proposal should be inclusive of all applicable taxes.
4. The Bidder hereby agrees to carry out the services for the following price (VIP):

|  |  |  |  |
| --- | --- | --- | --- |
| **SPC Location** | **Hourly Rate of Security Personnel** | **No. of security personnel allocated** | **Total VIP Amount/ Month (in FJD )** |
| Nabua Campus–  3 Luke Street Nabua. |  |  |  |
| Mead Road Campus–  241 Mead Road, Nabua. |  |  |  |
| Lotus Campus –  Level 1 and 2, Lotus Building, Nabua. |  |  |  |
| Narere Campus-Beaumont Road, Narere |  |  |  |
| **TOTAL** |  |  |  |

1. **Special Requests**

The PSP may be required to assign additional security personnel to provide escort services for the transfer of cash from the Bank to the respective meeting venues.

Please provide cost for providing security escort services for the transfer of cash on the following routes:

|  |  |
| --- | --- |
| **Route** | **VIP Fee (in FJD)** |
| Escort for transfer of cash from Bank in Suva City to SPC Office , 3 Luke Street, Nabua |  |
| Escort for transfer of cash from Bank in Namaka to Tanoa International Hotel, Nadi |  |
| Escort for transfer of cash from Bank in Namaka to Novotel Hotel, Nadi |  |
| Escort for transfer of cash from Bank in Lautoka to Tanoa Waterfront Hotel , Lautoka |  |

1. The bidder hereby guarantees to enter into a contract for the financial offer given above provided that the award of contract to the bidder is within 60 days of the bid opening date.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Representative Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Representative Name and Position