

**SOUTH AFRICAN EMBASSY
BRAZZAVILLE
REPUBLIC OF CONGO**



TERMS OF REFERENCE

**Request for quotations for the supply of
Security services and equipment at the South African
Embassy (compound) of the South African Embassy
in Brazzaville**

Note: French version available on request
If possible, all quotes must be in English

**Supply of security services and equipment at the
South African Embassy (compound)
of the South African Embassy
in Brazzaville**

1. PURPOSE

To procure unarmed 24 / 7 physical security services to protect the safety of building, grounds & premises and personal property of the South African Embassy in Brazzaville (Republic of Congo).

2. PROJECT BRIEF

The South African Embassy shall enter a one (1) year contract with the successful bidder and the conditions of the contract shall be formalized through the signing of a Service Level Agreement.

3. SPECIFICATIONS

- Contract period: **01 December 2023 to 30 November 2024**
- Duration: one (1) year.
- Service/equipment to be provided for:

Physical Security:

- Chancery (Location: Brazzaville)
 - Day duty: 06h00 – 18h00
 - 5 x Access Control security agents and 1 x Supervisor
 - Night duty: 18h00 – 06h00
 - 4 security agents (Grade B)
- Night inspection service to be provided for premises with a rate of frequency of one inspection per night between the hours **06h00 pm and 06h00 am**, 7 days per week.
- Control room, with rapid response team.
- Personnel tasked with the carrying out of the service must be able to interact with Embassy staff members in English.
- Inspector doing site visits to the properties regularly.
- Security agents to be provided with uniforms, including shoes, socks, belts and badges/name tags bearing the names of both the security agent and company for identification purposes.

- Agents must have a minimum of 26 days annual paid leave.
- A pool of relief agents must be available to perform relief duty on a short notice.
- Transport, material & equipment to be provided by company:
 - Rapid response & communication
 - Full uniforms including raincoats
 - Liaison motor vehicle or motorcycle.
 - Handheld metal detectors
 - Torches
 - Security tonfa Baton

4. COST ESTIMATES

A breakdown of the cost must be provided, eg: basic salary, percentage of social security benefits, administration fees, etc.

Quotations should be valid for a period of one (1) month from date of submission.

Bid should include a three-year maintenance plan of all equipment and installations.

5. EVALUATION CRITERIA TO BE USED / TERMS OF CONDITIONS

5.1 RESPONSIVE CRITERIA

- Companies are required to produce proof of valid security clearances (not older than 3 months) of its personnel.
- Tax affairs must be in order, proof to be submitted.
- Proof of Social Security enrolment (CNPS)
- Prospective service providers must submit proof that company is owned by Congolese Citizen/s.
- No partial bids will be accepted.
- Company must be prepared to enter into a Service Level Agreement (SLA)
- A compulsory sight inspection must be attended by all prospective bidders.

NOTE: Failure to comply with or to submit any of the above information will result in the bid not being considered.

6. CONDITIONS

6.1 SPECIFICATION AND QUALITY

- The bid/quote submitted by the bidder must include all applicable costs, eg communication means, transportation, uniforms, equipment, etc.
- The bid/quote submitted shall be estimated on a fixed monthly price basis for the validity of the contract.

- Products offered must be of high quality and maintainable with a sufficient local supply of spare parts.

6.2 GENERAL CONDITIONS

- The Embassy will not be held responsible for any costs incurred by bidders in the preparation and submission of quotations.
- The Embassy shall not be held liable for any additional costs not stipulated or agreed to after the parties have concluded an agreement.
- The quotations received will be evaluated by the Mission Bid Adjudication Committee.
- The Embassy is not obliged to select any of the bidders' submitting quotations.
- The proposals must be properly submitted on or before the closing date and time specified on the invitation.

7. CHANGE OF TERMS OF REFERENCE

Should the security situation in any way whatsoever warrants amendment to the security contract, change of the terms of reference may only be made through mutual agreement between the two parties and must be in writing.

9. FEES AND PAYMENT SCHEDULE

- (a) All prices quoted must be stated in Central African Franc (CFA).
- (b) Payment will be affected on a monthly basis for the duration of the contract.

10. CONTACT PERSON AND SUBMISSIONS

Prospective bidders are required to submit their quotations with supporting documents in a sealed envelope with the details of the bidder clearly marked on the outside of the envelope and must be hand delivered to the South African Embassy.

Closing date and time: 6 October 2023, AT 11:00

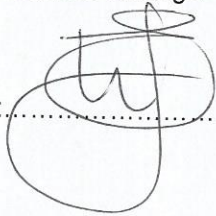
No late submissions shall be accepted.

11. DELIVERIES AND INVOICES

Official	Designation	Contact details
Mr E Kidson	Corporate Services Manager	<u>Address:</u> South African Embassy Alee des Aglions, vers le lycee Chaminade Centre-ville Brazzaville Tel: +242 069 760630/+242 06 6661611 Tel: +242 066600211
Mr TJ Monaisa	Deputy Corporate Service Manager	

Corporate Service Manager

Signature:



Head of Mission

Signature:



AMBASSADEUR
 13 SEP 2023
 Johnny SEXWALE