REQUEST FOR QUOTES

QUOTATIONS FOR PROVISION OF PHYSICAL OFFICE SECURITY SERVICES

Issued by
The Global Alliance for Improved Nutrition (GAIN)

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I. BACKGROUND AND SCOPE OF SUPPLY

1. ABOUT GAIN

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the UN in 2002 to tackle the human suffering caused by malnutrition. Working with both governments and businesses, we aim to transform food systems so that they deliver more nutritious food for all people.

At GAIN, we believe that everyone in the world should have access to nutritious and safe food. We work to understand and deliver specific solutions to the daily challenge of food insecurity faced by poor people. By understanding that there is no “one-size-fits-all” model, we develop alliances and build tailored programmes, using a variety of flexible models and approaches.

We build alliances between governments, local and global businesses, and civil society to deliver sustainable improvements at scale. We are part of a global network of partners working together to create sustainable solutions to malnutrition. Through alliances, we provide technical, financial and policy support to key participants in the food system. We use specific learning, evidence of impact, and results of projects and programmes to shape and influence the actions of others.

Headquartered in Geneva, Switzerland, GAIN has representative offices in Denmark, The Netherlands, the United Kingdom, and the United States. In addition, we have country offices in Bangladesh, Ethiopia, India, Indonesia, Kenya, Mozambique, Nigeria, Pakistan, and Tanzania. Programmes and projects are carried out in a variety of other countries, particularly in Africa and Asia.

2. BACKGROUND

GAIN seeks quotations from qualified security companies for the management, maintenance, and enhancement of GAIN’s physical security arrangements at its main office premises in Abuja. The contract will be initially for one year with the possibility of extension, subject to satisfactory performance of the contractor.

3. SCOPE OF WORK

The successful company will guarantee highly trained operatives to cover a 24-hour work schedule shifts. The number of shifts is at the discretion of the respondent but must be in full compliance with requirements of Nigerian labour laws.

The scope of work to be contracted will include but is not limited to the following:

a. The company will provide fully literate, physically fit, healthy, responsible, disciplined, competent in all respects, and well-trained professional security personnel to provide continuous security cover for GAIN office.

b. Deployed Guards will be supervised periodically by a patrol unit or supervisor who will make periodic checks/visits.

c. A diary record of attendance at the office will be kept by the guards in charge of the office, who will note in that record all irregularities or incidents discovered by them, as well as their attendance at the office.

d. The security company will provide a written report to GAIN of any such irregularities or incidents within 24 hours, and if required, make the record available for inspection by GAIN or the Police.
e. The security company shall install and use an electronic guard patrol monitoring device on selected areas of the office and ensure patrols are conducted with reports sent in real-time.

f. A breakdown of costs should be provided in the financial proposal clearly and separately indicating key cost elements such as staff pay, administrative charges, WHT, etc.

g. The awarded company must share employment contracts of staff deployed to GAIN to ensure Nigeria Labor laws are followed.

2. Supplies and equipment

The security services contractor will be responsible for providing all necessary security equipment required to carry out the work. This includes but is not limited to access control systems, alarm systems, patrol monitoring devices, communication devices, and other security-related equipment. The contractor will ensure the availability, installation, and proper functioning of these security devices to enhance the overall security measures at the premises. Additionally, there will be a dedicated storage room on-site to securely store and organize the security equipment. By providing comprehensive security equipment, the contractor contributes to establishing a robust security infrastructure and ensuring the safety and protection of the premises.

3 Premises

The premises must be always manned by two guards and a reliever for guards to cover leave periods to ensure comprehensive security coverage.

3.1. Submission of Quotes

The table below provides illustrative dates for the work/deliverables.

<table>
<thead>
<tr>
<th>Issue Date</th>
<th>Submission Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issuance of Request for Quotes</td>
<td>1st September 2023</td>
</tr>
<tr>
<td>Deadline for submission of Quotes</td>
<td>13th September 2023</td>
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3.2. VENDOR REQUIREMENTS

The vendor must be able to provide evidence of prior experience of providing security services to organisations, especially International Non-Governmental Organisations (INGOs). Interested vendors must be registered with the Corporate Affairs Commission (CAC), must have a TIN number and must be able to submit evidence of remittance of all statutory deductions. GAIN will require testimonials from at least two previous clients. Proven track record in rendering satisfactory security services to high-end premises. Financially sound and stable, evidenced by authentic financial statements for the past two years of operation. The personnel must have training and experience in similar environments; and must not have criminal records or pending court cases against them.

II. INSTRUCTIONS FOR RESPONDING
This section addresses the process for responding to this solicitation. Bidders are encouraged to review this prior to completing their responses.

1. CONTACT

Please direct all inquiries and other communications to digelle@gainhealth.org
Cc: tolasun@gainhealth.org

2. SUBMISSION

Interested vendors should send their quotes for this contract as well as specified qualifications and requirements to: (nquotation@gainhealth.org) on or before 13th September 2023 and cc (digelle@gainhealth.org). Please use the subject line ‘Quotes for Security Services’ when responding.

4. DEADLINE

Completed quotation should be submitted to digelle@gainhealth.org at 23:59 on the 13th of September 2023 West Africa Time.

5. CONDITIONS FOR QUOTATION REJECTION

The following quotations will automatically not be considered or accepted.

- Quotations that are received after the RFQ deadline at the specified receiving office.
- Incomplete Quotations.

6. CRITERIA FOR QUOTATION ACCEPTANCE

GAIN will not necessarily accept the lowest cost or any of the Quotations submitted. Accordingly, eligibility requirements, evaluation criteria and mandatory requirements shall govern.

7. OTHER CONSIDERATIONS

- In case of errors in calculating overall costs, the unit costs will govern.
- It is the vendor's responsibility to understand the requirements and instructions specified by GAIN. In the event that clarification is necessary, vendors are advised to contact the responsible person at GAIN under Section II (1) prior to making their submission.
- While GAIN has used considerable efforts to ensure an accurate representation in this RFQ, the information contained in this RFQ is supplied solely as a guide. The information is not warranted to be accurate by GAIN. Nothing in this RFQ is intended to relieve applicants from forming their own opinions and conclusions with respect to the matters addressed in this RFQ.
- By responding to this RFQ, the vendor confirms its understanding that failing to comply with any of the RFQ conditions may result in the disqualification of their submission.

8. RIGHTS OF REJECTION

GAIN reserves the right to reject any or all submissions or to cancel or withdraw this RFQ for any reason and at its sole discretion without incurring any cost or liability for costs or damages incurred by any vendor, including, without limitation, any expenses incurred in the preparation of the submission. The vendor acknowledges and agrees that GAIN will not indemnify the
vendor for any costs, expenses, payments, or damages directly or indirectly linked to the preparation of the submission.

9. REFERENCES

GAIN reserves the right, before awarding the contract to require the vendor to submit such evidence of qualifications as it may deem necessary, and will consider evidence concerning the financial, technical, and other qualifications and abilities of the applicant.

10. RELEASE OF INFORMATION

After awarding the contract and upon written request to GAIN, only the following information will be released: Name of the successful applicant.

III. TERMS AND CONDITIONS OF THIS SOLICITATION

1. NOTICE OF NON-BINDING SOLICITATION

GAIN reserves the right to reject any and all bids received in response to this solicitation and is in no way bound to accept any quotations. GAIN additionally reserves the right to negotiate the substance of the successful vendors’ quotations, as well as the option of accepting partial components of a quotation if deemed appropriate.

2. CONFIDENTIALITY

All information provided as part of this solicitation is considered confidential. In the event that any information is inappropriately released, GAIN will seek appropriate remedies as allowed. Quotations, discussions, and all information received in response to this solicitation will be held as strictly confidential.

3. RIGHT TO FINAL NEGOTIATIONS ON THE PROPOSAL

GAIN reserves the right to negotiate on the final costs, and the final scope of work of the quotation. GAIN reserves the right to limit or include third parties at GAIN’s sole and full discretion in such negotiations.

4. EVALUATION CRITERIA

Quotations will be reviewed by the Selection Team using the following criteria. This list is not exhaustive and is provided to enhance the applicants’ ability to respond with substance.

- Understanding of the scope of work:
- Past experience undertaking similar work.
- Cost/price.

GAIN reserves the right to contact the proposer to verify the information provided as part of the Quotation.

5. REVIEW PROCESS

The review process will involve a Review Panel with the vendor selected by GAIN.
6. LIMITATIONS WITH REGARD TO THIRD PARTIES

GAIN does not represent, warrant, or act as agent for any third party because of this solicitation. This solicitation does not authorise any third party to bind or commit GAIN in any way without GAIN’s express written consent.

7. COMMUNICATION

All communication regarding this solicitation shall be directed to appropriate parties at GAIN. Contacting third parties involved in the RFQ, the review panel, or any other party may be considered a conflict of interest and could result in disqualification of the proposal.

8. FINAL ACCEPTANCE

Award of a Quotation does not imply acceptance of its terms and conditions. GAIN reserves the right to negotiate on the final terms and conditions including the costs and the scope of work when negotiating the final contract to be agreed between GAIN and the applicant.

9. VALIDITY PERIOD

The offer of services will remain valid for a period of 30 days after the Quotations closing date. In the event of award, the successful vendor will be expected to enter into a contract subject to GAIN’s terms and conditions.

10. INTELLECTUAL PROPERTY

Subject to the terms of the contract to be concluded between GAIN and the applicant, the ownership of the intellectual property related to the scope of work of the contract, including technical information, know-how, processes, copyrights, models, drawings, source code and specifications developed by the vendor in performance of the contract shall vest entirely with GAIN.

11. SCOPE OF CHANGE

Once the contract is signed, no increase in the liability of GAIN or in the fees to be paid by GAIN for the services resulting from any change, modification or interpretation of the documents will be authorised or paid to the vendor unless such change, modification or interpretation has received the express prior written approval of GAIN.
V. OFFER OF SERVICES

1. Offer submitted by: Prospective vendors are expected to submit their quotations using this format for their cover letter.

__________________________________
__________________________________
__________________________________
(Print or type name and address)

2. I (We) the undersigned hereby offer to provide all necessary expertise, supervision, materials, and other requirements necessary to complete to the satisfaction of the Country Director or authorised representative, the work as described in the RFQ according to the terms and conditions set by GAIN.

3. I (We) agree that the Offer of Services will remain valid for a period of thirty (30) calendar days after the date of its receipt by GAIN.

4. I (We) herewith submit the following:
   (a) Expression of interest including reasons for interest in the task, qualifications, prior experience with undertaking quotes, and unit cost
   (b) This completed ‘Offer of Services’ form.

   OFFERS WHICH DO NOT CONTAIN THE ABOVE-MENTIONED DOCUMENTATION OR DEVIATE FROM THE PRESCRIBED COSTING FORMAT MAY BE CONSIDERED INCOMPLETE AND NON-RESPONSIVE.

Dated this day XXXXXXXX.

_______________________
Signature (vendor)