

**REQUEST FOR PROPOSALS**

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**ENGAGEMENT OF PRIVATE SECURITY GUARDING  
COMPANY**

**Issued by  
The Global Alliance for Improved Nutrition (GAIN)**

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**February 2026**

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## **I. PROJECT BACKGROUND AND SCOPE OF WORK**

### **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**

The Global Alliance for Improved Nutrition (GAIN) is issuing this Request for Proposal (RFP) and will be the administrative lead organisation for this RFP.

The purpose of this RFP is to engage services of private security guarding company at GAIN Nigeria office, engage vendor duly registered and licensed to operate as a private security company in Nigeria, demonstrate a minimum of 3 - 5 years' experience in corporate security guarding services, provide evidence of trained personnel and supervisory structure, maintain valid insurance coverage and comply with Nigerian labour laws and provide at least three (3) corporate references.

### **3. SCOPE OF WORK AND DELIVERABLES**

The successful applicant shall present trained and uniformed security guards for 24/7 coverage (shift-based), access control, visitor management, and perimeter surveillance, incident reporting and emergency response support, coordination with local law enforcement where necessary and regular supervision and performance monitoring of deployed guards.

#### **3.1. OBJECTIVES**

- Ensure safety and protection of people, property, and assets.
- Maintain uninterrupted 24/7 security guard coverage.
- Strengthen access control, visitor management, and entry screening.
- Enhance surveillance and early detection of security threats.
- Provide efficient incident reporting and emergency response support.
- Facilitate coordination with local law enforcement when required.
- Uphold professional standards through continuous supervision and performance monitoring.

### 3.2. DELIVERABLES

- Deployment of trained, uniformed security guards across all shifts (24/7).
- Proper management of access control points and visitor processing.
- Routine and random patrols of perimeter and critical areas.
- Daily occurrence reports, incident reports, and emergency logs.
- Support for emergency procedures, drills, and escalation protocols.
- Coordination with authorities for major incidents.
- Regular on-site supervision, attendance checks, and performance reports.
- Provision and upkeep of basic security equipment (torch lights, raincoats, clocking devices).
- Full compliance with client security policies, SOPs, and regulatory requirements.

Set out below is the proposed timescale for this contract. It is a guide and whilst the GAIN does not intend to depart from the timetable, it reserves the right to do so at any stage.

RFP issue date - **10th March 2026**

RFP closes - **deadline for submission 17th March 2026**

Contract award - **30th March 2026**

Planned contract signature date - **27th March 2026**

## II. INSTRUCTIONS FOR RESPONDING

This section addresses the process for responding to this solicitation. Applicants are encouraged to review this prior to completing their responses.

### 1. CONTACT

Please direct all inquiries and other communications to the contact below. Responses will not be confidential except in cases where proprietary information is involved.

Send all inquiries and other communications via email to [dani@gainhealth.org](mailto:dani@gainhealth.org) and copy [digelle@gainhealth.org](mailto:digelle@gainhealth.org).

### 2. BUDGET

Applicants are required to provide GAIN with a detailed fee percentage proposal. The final budget amount will have to be approved by the organisation prior to starting the project.

### 3. FORMAT FOR PROPOSAL

The proposal needs to be formatted as follows:

The proposal should include the contents below and not exceed 6 pages, excluding appendixes and CVs of consultant(s): company profile and evidence of registration/licensing, technical proposal outlining service approach and staffing plan, detailed financial proposal (monthly cost per guard, supervisor and total service charge), copies of relevant certifications and references and designated contact person for this proposal.

**Cover page:** Summary with basic information such as names, addresses, company profile and contact information for the institution.

**Capacity Statement:** A brief capacity statement as to why the consultant(s) is well-positioned to conduct this activity. This capacity statement should refer to the areas of expertise and qualifications of the candidate(s). The capacity statement should mention relevant work conducted.

**Budget:** Monthly salary for guards (4) and supervisor (1) should be clearly stated.

In the appendix, the consultant should provide a track record of delivering similar assignments and provide references (contact information) of clients for whom similar work has been executed.

GAIN will not necessarily accept the lowest bidder, or any proposals submitted except when the requirements are fully met.

#### **4. SUBMISSION**

Originals should be submitted as follows:

An electronic copy containing the documents preferably in MS Word along with all the required information including the fee proposal should reach GAIN at the address mentioned below:

Email copy:

[dani@gainhealth.org](mailto:dani@gainhealth.org) or [iankinduro@gainhealth.org](mailto:iankinduro@gainhealth.org) and copy [digelle@gainhealth.org](mailto:digelle@gainhealth.org) use subject: Security Guarding Engagement

#### **5. DEADLINE**

Completed proposals should be submitted to GAIN **before 5PM WAT on 17 March 2026**. Proposals may be postmarked on the due date, provided that an email of the proposal is submitted by the deadline.

#### **6. UNACCEPTABLE**

The following proposals will automatically not be considered or accepted:

- Proposals that are received after the RFP deadline at the specified receiving office.
- Proposals received by fax.
- Incomplete proposals.
- Proposals that are not signed.

#### **7. REVISIONS**

Proposals shall be revised by electronic mail and confirmed before the deadline.

#### **8. ACCEPTANCE**

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

#### **9. COMPLETION**

- Proposals must be submitted on official letterhead of the lead organisation or firm and must be signed by a principal or authorising signatory of the lead firm or organisation.
- In case of errors in calculating overall costs, the unit costs will govern.
- It is the applicant's responsibility to understand the requirements and instructions specified by GAIN. If clarification is necessary, applicants are advised to contact the responsible person at GAIN under section II. point 1., prior to making their submission.

- While GAIN has used considerable efforts to ensure an accurate representation in this Request for Proposal (RFP), the information contained in this RFP is supplied solely as a guideline. The information is not warranted to be accurate by GAIN. Nothing in this RFP is intended to relieve applicants from forming their own opinions and conclusions with respect to the matters addressed in this RFP.
- By responding to this RFP, the applicant confirms its understanding that failing to comply with any of the RFP conditions may result in the disqualification of their submission.

## **10. RIGHTS OF REJECTION**

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

## **11. REFERENCES**

GAIN reserves the right, before awarding the Proposal, to require the applicant 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.

## **12. RELEASE OF INFORMATION**

After awarding the Proposal and upon written request to GAIN, only the following information will be released:

- Name of the successful applicant.
- The applicant's own individual ranking.

# **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 proposal. GAIN additionally reserves the right to negotiate the substance of the successful applicants' proposals, as well as the option of accepting partial components of a proposal if deemed appropriate.

## **2. CONFIDENTIALITY**

All information provided as part of this solicitation is considered confidential. If any information is inappropriately released, GAIN will seek appropriate remedies as allowed. Proposals, 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 proposal. GAIN reserves the right to limit or include third parties at GAIN's sole and full discretion in such negotiations.

#### **4. EVALUATION CRITERIA**

Proposals will be evaluated based on the criteria below. These elements ensure a high-quality security service capable of protecting **GAIN Nigeria staff, facilities, and assets**.

##### **Understanding of the Scope of Work**

Proposals must clearly demonstrate:

- An understanding of GAIN Nigeria's security needs, including staff protection, facility safeguarding, and asset security.
- Awareness of potential risks and operational requirements associated with the environment.

##### **Technical and Operational Capability**

Applicants must show:

- A well-defined security strategy including guard deployment, patrol systems, access control, incident response, and reporting.
- Evidence of previous experience providing professional security guarding services of similar scope and complexity.
- Knowledge of applicable Nigerian security regulations and industry standards.

##### **Methodological Approach**

Proposals should outline:

- The approach for delivering effective security services.
- Risk mitigation strategies, emergency response plans, and supervision mechanisms.
- Methods for ensuring service quality and operational continuity.

##### **Work Plan and Timeline**

Applicants must provide:

- A feasible work plan detailing scheduling, guard shifts, supervision structure, and coordination processes.
- A realistic timeline for guard onboarding, training, deployment, and full operational readiness.

##### **Budget and Cost-Effectiveness**

Proposals should include:

- A clear, itemized budget covering personnel, uniforms, equipment, and administrative costs.
- Demonstrated cost-effectiveness without compromising quality or compliance.
- Identification of potential challenges (e.g., absenteeism, emergencies) and practical solutions.

##### **Management and Personnel Structure**

Applicants must present:

- A clear management structure showing supervisors and supporting staff.
- Qualifications and experience of guards and supervisory staff.
- Clearly defined roles and responsibilities.
- A designated single point of contact for GAIN Nigeria.

##### **Completed Offer of Services**

This includes:

- Organizational profile and legal compliance documents.
- Security licenses, certifications, and insurance coverage.
- Any additional documents required by the RFP.

**GAIN reserves the right to contact the individuals and contractor(s) to verify the information provided as part of the Proposal.**

## **5. REVIEW PROCESS**

The review process will involve a Review Panel with participants selected by GAIN.

## **6. LIMITATIONS WITH REGARD TO THIRD PARTIES**

GAIN does not represent, warrant, or act as agent for any third party as a result 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 RFP, 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 Proposal 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 60 days after the Proposal closing date. In the event of award, the successful applicant 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 applicant 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 applicant unless such change, modification or interpretation has received the express prior written approval of GAIN.

#### IV. OFFER OF SERVICES

1. Offer submitted by:

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(Print or type business, corporate name and address)

2. I (We) the undersigned hereby offer to GAIN, to furnish all necessary expertise, supervision, materials, and other things necessary to complete to the entire satisfaction of the Executive Director or authorised representative, the work as described in the Request for Proposal according to the terms and conditions of GAIN for the following prices:
3. Click or tap here to enter text.
4. Click or tap here to enter text.
5. Click or tap here to enter text.
6. Click or tap here to enter text.
7. I (We) agree that the Offer of Services will remain valid for a period of sixty days (60) calendar days after the date of its receipt by GAIN.
8. I (We) herewith submit the following:
  - (a) A Proposal to undertake the work, in accordance with GAIN's requirements specified.
  - (b) A duly completed offer of services, subject to the terms herein.

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

Date this day of Click or tap here to enter text. in Click or tap here to enter text.

\_\_\_\_\_ Click or tap here to enter text.

Signature (applicant)

\_\_\_\_\_ Click or tap here to enter text.

Signature (applicant)