

**To:**

**Attention:** Sales Department

Date: Friday February 02- 2024

**REQUEST FOR QUOTATION FOR THE SERVICES OF SECURITY GUARDS FOR 24 HOURS**

Centre for Peace and Development Initiatives (CPDI) is an independent, non-partisan and a not-for-profit civil society organization working on issues of peace and development in Pakistan. It is registered Under Section 42 of the Companies Ordinance, 1984 (now substituted by the Companies Act 2017). It was established in September 2003 by a group of concerned citizens who realized that there was a need to approach the issues of peace and development in an integrated manner. CPDI is a first initiative of its kind in Pakistan. It seeks to inform and influence public policies and civil society initiatives through research-based advocacy and capacity building in order to promote citizenship, build peace and achieve inclusive and sustainable development. Areas of special sectoral focus include promoting peace and tolerance, police reforms, right to information, strong local governments, climate change and mitigation, transparency in governance, democratic values, rule of law and accountable governance in the country

We look forward to receiving your proposal at the address specified: CPDI Office - **House 13, Street 788, G.13/4**, Islamabad. Clearly mentioned "" Services of Security Guards"" in envelops not later by 16 February -2024 /before 15:00 hours.

Yours Faithfully,

Procurement Department  
CPDI Pakistan.

Received by.....  
Position title.....  
Date: .....

## **PART 1: General Information**

### **1.1 Response Format**

The offer shall have the subject “**Bid for Service of Security Guards**” written in English and should be send by sealed envelope to our CPDI Office – 16 February 2024 **by/before 13:00 hours**.

### **1.2 Content of the application**

The applicant must include the following **mandatory documents** in order to qualify:

1. Financial offer
2. Address of company’s registered office
3. Company profile
4. National Tax number & certificate.
5. Registration/NOC with MOI
6. License of operation/Valid NOC from ICT/provincial authority’s i.e., ICT administration, KP, Baluchistan, Sindh, GB, and AJK. (Please attach in your offer, if not valid please attach the last year’s NOC received and proof of submission of current year’s NOC)
7. Registered with Security Exchange Commission of Pakistan (attach proof).
8. Answers to our questionnaire
9. References/contact detail of similar services offered either to other Non-Governmental Organizations, UN, Embassies or major corporations

Any other relevant information.

### **1.3 Late Proposals**

Late proposals will not be accepted, and will be returned to the applicant or discarded.

### **1.4 Period of validity**

Suppliers shall be bound by their offers for a period of 1 year (12 months) minimum from the deadline for submission of their offers.

### **1.5 Currency of offers**

Service fees as per annex I must be presented in PKR. If GST is not payable on any service, then the applicant must clearly state it.

### **1.6 Language of offers and procedure**

The offers, all correspondence and documents related to this request exchanged by the applicant and CPDI must be written in English.

### **1.7 Costs of preparing offers**

All costs incurred by the applicant to prepare and submit his offer are not reimbursable. Such costs shall be borne by the applicant.

## **1.8 Selection**

The essential Evaluation Annex-A (25%), Technical Evaluation Annex-B (35%), Financial Evaluation Annex-C (40%)

### **1.9 Selection results notification**

Only selected suppliers will be contacted for a final review of their offers.

### **1.10 Contract award**

CPDI reserves itself the right to award no contracts at all or one or more framework contracts following this request for quotations.

### **1.11 General conditions and ethics**

CPDI reserves the right to refuse an order at any time if the supplier or one of its sub-contractors provided material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates or is found guilty of fraud, active corruption, collusion, coercive practice, bribery, involvement in a criminal organization or illegal activity, or immoral Human Resources practices, such as the use of Child labor or overriding basic social rights and work conditions or the standards defined by the International Labor Organization (ILO), particularly in terms of non-discrimination, freedom of association, payment of the legal national minimum wage, no forced labor, and the respect of working and hygiene conditions. Furthermore, CPDI is committed to limiting its environmental impact to a minimum and expects its suppliers and service providers to adopt a similar policy. CPDI reserves the right to use international supplier screening tools to check the suppliers record with regards to their possible involvement in illegal or unethical practices.

**PART 2: TECHNICAL DOSSIER (Security Services)**

**GENERAL:**

The Supplier must provide sufficient information in the quotation to demonstrate compliance with the requirements set out for the security services and after answering to below questionnaire;

**Annex A: - Essential Evaluation: (Weighting 25%)**

The applicant must include the following **Essential Criteria** in order to qualify.

- Address of company's registered office
- Company profile
- National Tax number & certificate.
- Registration/NOC with MOI
- License of operation/Valid NOC from ICT/provincial authority's i.e., ICT administration, KP, Baluchistan, Sindh, GB, and AJK. (Please attach in your offer, if not valid please attach the last year's NOC received and proof of submission of current year's NOC)
- Registered with Security Exchange Commission of Pakistan (attach proof).

**Annex B: Technical Evaluation: (Weighting 35%)**

1. For how long is your quotation valid/ offer validity?

12 months:

If no, specify:

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2. Number of years of experience in this field.

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3. Can you please provide list with contact details of at least 3 clients that your company currently works with? (UN, Embassies, INGOs References preferable)

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4. Please share the HR structure of the company including the number of security guards the company has at present.

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5. Does the company assume liability in the event of theft or damage to CPDI's property? Are there conditions?

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6. Are you providing immediate replacement in case of the absence of a guard?

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7. Does the company provide individual dossier along with police verification & health/fitness certificate of each guard?

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8. Does the company provide medical and life insurance to the guards? If yes, please share the limits of medical and life insurance along with proof.

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9. How many monthly paid leaves does the company provide to each guard?

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10. Could you provide your HR policies (salary advance, date of salary payment, protective equipment, vacations, sick leaves, performance appraisal, pay raise, etc.)

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11. How often are the guards checked during the day and night shifts by the supervisors? And how?

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12. Please state the operating hours of the control room.

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13. Can you please state the different types of trainings carried out for guards within your employment? Please share frequency of trainings. Outline the training guidelines and content. (Please mention if training includes firefighting...)

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14. Do the company provide services of quick reaction force and what is the response time? Is it a complimentary service? if not what are the charges?

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15. What is educational background of the guards? Can they read/write English for maintaining registers.

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16. Guard background (i.e., Ex armed forces or civilians)

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17. Does the company provide accommodation and Pick and Drop facility to its guards?

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18. CPDI would be requiring permanent sim cards registered on company's corporate account for each location/base (currently 3 bases in Pakistan). Cell Phone and monthly recharge will be provided by CPDI. Can the company arrange sim cards at the time of contract signing?

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**ANNEX C: FINANCIAL EVALUATION (Weighting 40%)**

**- PRICE MATRIX**

	<b>Questions</b>	<b>Islamabad</b>	<b>KP</b>	<b>Sindh</b>	<b>(Baluchistan)</b>
1	Monthly rate * per <b>unarmed security guard</b> .				
2	Monthly Rate* per security supervisor (must be a JCO retired from armed forces)				
3	Rate* of one extra guard per day shift				

\*Unit rate shall include: VAT, TAX, W.H Tax and other associated cost (if any). CPDI will deduct all applicable taxes before payment imposed by Government, nevertheless service provider provides tax exemption certificate issued by FBR.

**Percentage of Guard’s Salary to Company’s Rate (Part of Technical Evaluation)**

	<b>Standard monthly Rate of the Guard inclusive of all taxes</b>	<b>Net monthly Salary paid to the guard by the company after deductions excluding 4 days leave</b>
<b>Unarmed Security Guard</b>		
<b>Unarmed Security Supervisor</b>		
<b>Percentage</b>		

**ANNEX D: Guards Required by CPDI**

Initially Guard Force would be deployed on following locations:  
 Instead of replacements provided by the company during guards' leaves CPDI would be requiring one permanent reliever at each location. The payment of reliever will be calculated as per the following table:

S.No	CPDI Location	Numbers of Guards at Day Time	Numbers Guards at Night time
1	Islamabad	01	01

**ANNEX E: EQUIPMENT FOR GUARDS**

The suppliers provide the following equipment for guards with no additional costs.

	(Use X to mark)	
	Yes	No
Basic company uniform	<input type="checkbox"/>	<input type="checkbox"/>
Winter clothes	<input type="checkbox"/>	<input type="checkbox"/>
Raincoat	<input type="checkbox"/>	<input type="checkbox"/>
Torch	<input type="checkbox"/>	<input type="checkbox"/>
Phone & Sim Card	<input type="checkbox"/>	<input type="checkbox"/>
Air time	<input type="checkbox"/>	<input type="checkbox"/>
Whistle VHF	<input type="checkbox"/>	<input type="checkbox"/>
radio	<input type="checkbox"/>	<input type="checkbox"/>
Security baton /	<input type="checkbox"/>	<input type="checkbox"/>
Truncheon Umbrella	<input type="checkbox"/>	<input type="checkbox"/>

## **ANNEX F: STANDARD OPERATING PROCEDURES FOR GUARDS**

(These are the general expectations from CPDI for security guards. These SOPs may be reviewed and changed at any time.)

### **General duties expected by CPDI:**

- Monitor the CPDI premises and prevent intrusion from unauthorized people;
- Raise the alarm in case of an authorized intrusion on CPDI premises, a fire or an accident;
- Report any incident that took place at night, even taking place outside the premises if close by;
- Be courteous at office premises with staff and visitors. Never threaten a staff or visitor;
- Register car entries and exits from offices and guest houses;
- Diligently open the gate at any hour of the day or night for staff or residents of the guest houses;
- Avoid making loud noises at night that would wake up neighbors of CPDI premises or residents of the guest houses;
- Always be clean, dressed in uniform, and presentable when on CPDI premises;

### **Working hours**

1. CPDI standard working hours are Monday to Friday 8:30am to 5:00pm with a Half hour lunch break at 1pm;
2. Some staff may work on week-ends and public holidays. For the capital, no visitor is authorized on the premises after working hours or during the week-end except through appointment, in which case the guard shall be notified verbally of this appointment;

### **Registration of staff and visitors**

1. CPDI staff carrying CPDI's ID cards do not need registration when entering the premises;
2. All visitors must be registered in a visitor book and shown to reception (when such a reception exists). At this time the guard also issues to the visitor a visitor ID pass that is given against an ID card (driving permit, passport...), and later given back to the visitor against the CPDI visitor pass;

### **Vehicles**

1. CPDI vehicles, entering and/or exiting the compound must be registered in a register book given to this effect.
2. CPDI vehicles are not allowed to leave the compound unless the driver (and passengers if any) are wearing their safety belts;
3. Day and night, drivers of CPDI cars leaving the office or guest house should be checked as genuine staff members (informally) before opening the gate;

### **Offices and guest house**

1. Security guards are not allowed to keep any keys of the premises;
2. Security guards may not enter inside the CPDI office/guest house unless requested by a staff member, a resident of the guest house, bring a message to reception from the gate or show a visitor the reception area;

### **Security lights**

1. Security guards are expected to turn on the security lights (if any) at night and turn them off during the day as part of their duties;

### **Generators, equipment and telephone lines**

1. Security guards are not allowed to turn on or off a generator unless requested specifically by an CPDI staff.
2. Guards are not allowed to use any equipment (photocopiers, printers, laptops, motorcycles...) belonging to CPDI unless express permission is given by authorized CPDI staff members
3. Telephone lines or mobile phones belonging to CPDI may not be used, except in case of emergency: accident, fire, intrusion...

### **Fire**

1. In case of a declared fire, security guards are expected to raise the alarm and use our fire extinguisher to try and put out the fire;

### **Toilets and latrines**

1. CPDI will indicate on each premise the toilets available to them. Guards should not use any other facility than the one provided;

### **Other**

1. Guards are cautioned about accepting any food or drinks from strangers. Some may contain substances to induce sleep.
2. In CPDI the guards will be under the line management of security department.

## Principles of the procurement procedures

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CPDI has transparent procedures to award markets. Essential principles are

- *Transparency* in the procurement process
- *Proportionality* between the procedures followed for awarding contracts and the value of the markets
- *Equal treatment* of potential

suppliers' Usual criteria to select a supplier are:

- Authorization to perform the market
- Financial and economic capacities
- Technical expertise and Professional

capacities Usual criteria to award markets are:

- Automatic award (the cheapest offer complying with all requirements)
- Best value for money (price/quality ratio)

Furthermore, CPDI is committed to limiting its environmental impact to a minimum and expects its suppliers and service providers to adopt a similar policy.

### **I. Misbehavior, ineligibility and exclusion**

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CPDI considers the following misbehavior (in accordance with its policies) as a valid ground for a systematic exclusion of an awarding market procedure and for the termination of all working relationship and contracts with suppliers or one of its sub-contractors, affiliates or subsidiaries.

- **Fraud** defined as any intentional act or omission relating to:
    - The use or presentation of false, incorrect or incomplete statements or documents, which has as its effect the misappropriation or wrongful retention of CPDI or institutional donors' funds
    - Non-disclosure of information, with the same effect
    - The misapplication of such funds for purposes other than those for which they were originally granted
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- **Active corruption:** to deliberately promise or give an advantage to an official for him/her to act or refrain from acting in accordance with his duty in a way which damages or is likely to damage CPDI or institutional donors' financial interests.
- **Collusion:** the co-ordination of firm's competitive behavior, with the likely result that price rise, output is restricted and the profits of the colluding companies are higher than they would otherwise be. Collusive behavior does not always rely on the existence of explicit agreements between firms, but can also be tacit.
- **Coercive practice:** harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract.
- **Bribery:** to offer CPDI employees monetary or in-kind gifts in order to gain additional markets or to continue a contract.
- **Involvement in a criminal organization** or any other **illegal activity** as established by a judgement, by the US Government, the EU, the UN or any other donor funding CPDI.
- **Unethical HR Practices:** exploitation of child labor and the non-respect of basic social rights and working conditions of employees or subcontractors.
- **Sexual exploitation or abuse:** any form of sexual, psychological or verbal abuse, or physical harassment including the following practices: sexual harassment, sexual abuse, and sexual relations with children, sexual assault, sexual exploitation or any other contributions to the "sex market."

CPDI reserves the right to use international supplier' screening tools to check the suppliers record with regards to their possible involvement in illegal or unethical practices.

**CPDI will exclude from a procurement procedure any candidate or tenderer falling into one of the following cases:**

- To be **bankrupt** or to be wound up, to have affairs administered by the courts, to have entered into an arrangement with creditors, to have suspended business activities, to be the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations
- To have been **convicted of an offence** concerning professional conduct by a judgement
- To have been **guilty of grave professional misconduct** proven by any means that CPDI can justify
- To have not fulfilled obligations relating to the payment of **social security contributions** or the **payment of taxes** in accordance with the legal provisions of the country in which they are established or with those of the country where CPDI mission is operating or those of the country where the contract is to be performed
- They have been the **subject of a judgement** for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the Communities' financial interests
- To have been declared to be in **serious breach of contract** for failure to comply with their contractual obligations in another previous procurement procedure

**CPDI will not award contracts to candidates or tenderers who, during the procurement procedure:**

- Are subject to a conflict of interest
- Are guilty of misrepresentation in supplying the information required by CPDI as a condition of participation in the contract procedure or fail to supply this information

## **II. Administrative and financial sanctions**

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In the event a supplier, candidate or tenderer is engaged in corrupt, fraudulent, collusive or coercive practices CPDI will impose:

- **Administrative sanctions:**

Administrative sanctions are the official notification of the misconduct to the relevant civil or commercial authorities and the immediate termination of all existing working relationships.

- **Financial sanctions:**

CPDI will request the reimbursement of the cost linked directly and directly to the conduct of a new tendering process or market award. If any, the tender or performance guarantee will be kept by CPDI.

## **III. Information of and access for the Donors**

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CPDI will inform immediately the Institutional Donors and will provide all the relevant information in the event a supplier, candidate or tenderer is engaged in corrupt, fraudulent, collusive or coercive practices.

Furthermore, the contractors agree to guarantee a right of access to their financial and accounting documents to the representatives of CPDI's institutional donors for the purposes of checks and audits.

## **IV. Documents to be a supplier**

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Hereafter is the minimal documentation a contractor working with CPDI will have to provide:

- Personnel national ID document of the supplier/company representative
- Status and registration of the company
- Mission order or power of attorney authorizing the representative to contact

**Important note:** Additional documentation may be required for a particular market.

In addition, the contractor must have the capacity to issue invoices, receipts and waybills (or delivery notes), to provide a tax clearance certificate and certify documents with an official stamp.

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**TO BE FILLED OUT BY SUPPLIERS:**

I, undersigned .....*representative name*..... representative of *...company name*.....certified that I have read and understood these regulations.

On behalf of the company, I act for, I accept the terms of CPDI Good BusinessRegulations and I commit to achieve the best performances in the event

..... *compan*  
*y*  
*name*..... is awarded a market.

By signing, I certify that .....*company name*..... has not provided, and will take all reasonable steps to ensure that it does not and will not knowingly provide material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in fraud, active corruption, collusion, coercive practice, bribery, involvement in a criminal organization or illegal activity, or Unethical HR Practices **(in accordance with CPDI policies available on the organization’s website)** such as the use of Child labor or overriding basic social rights and work conditions or the standards defined by the International Labor Organization (ILO), particularly in terms of non-discrimination, freedom of association, payment of the legal national minimum wage, no forced labor, and the respect of working and hygiene conditions; or Sexual exploitation or abuse : such as any form of sexual, psychological or verbal abuse, or physical harassment including the following practices: sexual harassment, sexual abuse, sexual relations with children, sexual assault, sexual exploitation or any other contributions to the “sex market”.

Last, I hereby certify that ..... *company name*..... is not involved in any pending lawsuit, claim or action in the Company’s name, or on behalf of any other person or entity, against the Company, regarding fraud, corruption, bribery or any illegal activity, and has not been convicted guilty of such practices at any time.

All the supplier’s responsibilities mention in this document extend to any supplier affiliates and subsidiaries.

Name:

Date:

Position:

Stamp: