

## Request for Tenders

Saferworld is an independent non-governmental organisation that works to prevent violent conflict and build safer lives. We work with civil society, governments and international organisations to encourage and support effective policies and practices through advocacy, research and policy development, and through supporting the actions of others.

Saferworld– Sudan in order to achieve its humanitarian goals is requesting service providers to bid for provision of Security Services to cover Saferworld's needs for a period of 1-2 years. Selected bidders will be engaged with SW for the aforementioned period of time.

|                                  |                                                                                                                                                                        |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Bid reference Number</b>      | SW-2023-BID-Sec – 001                                                                                                                                                  |
| <b>Date Bids sent out:</b>       | 02 <sup>nd</sup> April 2, 2023                                                                                                                                         |
| <b>Closing Date:</b>             | 16 <sup>th</sup> April 2023 at 16:00pm                                                                                                                                 |
| <b>Delivery of Bids</b>          | Bid documents should be submitted in a <b>sealed envelope</b> labelled with the reference number to House Number 12 Block 9H, Street 27, Amarat area, Khartoum, Sudan. |
| <b>Items required by (date):</b> | From 01 <sup>st</sup> May 2023 onwards                                                                                                                                 |
| <b>Delivery Address:</b>         | House Number 12 Block 9H, Street 27, Amarat area, Khartoum, Sudan                                                                                                      |
| <b>Payment terms</b>             | 100% on monthly basis!                                                                                                                                                 |

- Proposals from reputable, duly registered companies/providers are welcomed for the **Provision of security services to Saferworld's Khartoum office located at abovementioned address.**  
**Requested Guard force: 2 during day time and 2 at night of which day shift should have female security guard.**

\*\*\* Bidders are welcomed to visit SW office for enquiries from **10am-3:30pm Sunday – Thursday**. Or send their enquires to the following email address: [melkhalifa@saferworld.org.uk](mailto:melkhalifa@saferworld.org.uk).

**Emailed bids are not accepted. Bidders queries and response will be shared with all bidders on Sudan bids website <https://www.sudanbid.com/>**

**Submission of offers:** The bid document should be submitted in a **sealed envelope** labelled with the reference number on each bid envelope and sent to the following address: House Number 12 Block 9H, Street 27, Amarat. Khartoum, Sudan

### Terms and conditions:

Interested companies are invited to submit their proposal which must include;

- The company profile with proven experience in the relevant field
- Copies of company's registration certificate, and tax certificate
- Company's contact details (Address, Telephone, Email)
- Proof of past performance with contact Address
- List of current clients.
- Proof of financial capability- Audited books of Accounts, Financial Reports and or bank statement. The company is able to provide the service on credit basis; especial payment terms should be illustrated on the document.
- The selected company/firm will Provide speedy response to SW requests and queries.
- Price including cost breakdown per security guard!
- Companies are encouraged to illustrate security guards benefits

**Deadline:** The closing date for the submission of the bid document is the **16<sup>th</sup> April 2023**

**Evaluation criteria:** bidders who are registered and passed the administrative criteria's will be evaluated against:

- Security guards' readiness (trained guards, equipment).
- Company reputation and past performance
- Price offered
- Security guards' contractual entitlements.

| <b>Supplier confirmation of offer</b> |  | <b>Supplier signature and stamp</b> |
|---------------------------------------|--|-------------------------------------|
| <b>Company name</b>                   |  |                                     |
| <b>Staff Name</b>                     |  |                                     |
| <b>Staff Title</b>                    |  |                                     |
| <b>Phone Number</b>                   |  |                                     |
| <b>Email address</b>                  |  |                                     |
| <b>Physical Address</b>               |  |                                     |
| <b>Bid validity (Days)</b>            |  |                                     |