



Global Expertise. Local Solutions.
Sustainable Democracy.

2011 Crystal Drive
Floor 10
Arlington, VA 22202

Tel: 202.350.6700
Fax: 202.350.6701
www.ifes.org

**INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS
(IFES)**

Request for Proposals for Office Security Services in Pakistan

RFP/17/015

November 2, 2016

TABLE OF CONTENTS

1 INTRODUCTION.....3

1.1 PURPOSE.....3

1.2 COVERAGE & PARTICIPATION.....3

1.3 ZERO TOLERANCE FOR FRAUD.....9

2 GENERAL INFORMATION3

2.1 THE ORGANIZATION3

2.2 SCHEDULE OF EVENTS3

3 PROPOSAL PREPARATION INSTRUCTIONS.....4

3.1 PROSPECTIVE CONTRACTORS’ UNDERSTANDING OF THE SOLICITATION **ERROR! BOOKMARK NOT DEFINED.**

3.2 INFORMATION FROM IFES4

3.3 COMMUNICATION4

3.4 PROPOSAL SUBMISSION5

3.5 CRITERIA FOR SELECTION.....5

3.6 SELECTION AND NOTIFICATION5

4 SCOPE OF WORK.....6

5 FUNCTIONAL REQUIREMENTS7

5.1 TIMELINE.....7

5.2 GEOGRAPHIC CODE7

5.3 LICENSE, CLEARANCE AND APPROVALS7

5.4 PACKING.....**ERROR! BOOKMARK NOT DEFINED.**

5.5 SHIPPING.....**ERROR! BOOKMARK NOT DEFINED.**

5.6 SAMPLES.....**ERROR! BOOKMARK NOT DEFINED.**

6 QUALIFICATIONS & REFERENCES.....7

7 PRICING8

8 ADDITIONAL TERMS & CONDITIONS.....8

8.1 NON-DISCLOSURE AGREEMENT.....8

8.2 NO COLLUSION8

8.3 NO TOLERANCE FOR FRAUD9

8.4 COMPANIES OWNED OR CONTROLLED BY GOVERNMENT.....9

8.5 SUBCONTRACTING9

8.6 COSTS9

8.7 INTELLECTUAL PROPERTY9

8.8 PROSPECTIVE CONTRACTORS’ RESPONSES9

8.9 PARTIAL AWARDING.....9

8.10 NO LIABILITY9

8.11 ENTIRE SOLICITATION9

9 PROSPECTIVE CONTRACTOR CERTIFICATION10

SCHEDULE “A”11

1 INTRODUCTION

1.1 Purpose

The purpose of this Request for Proposals (RFP) is to invite prospective contractors to submit a Response for the provision of security services and materials in Islamabad, Pakistan. The solicitation provides prospective contractors with the relevant operational and performance requirements.

1.2 Coverage & Participation

IFES reserves the right to reject any and all offers, to add, delete or modify any element of the solicitation at any time without prior notification and without any liability or obligation of any kind. This RFP does not obligate IFES to enter into a contract nor does it obligate IFES to pay any costs incurred in the preparation of submission of any Response.

2 GENERAL INFORMATION

2.1 The Organization

IFES is an independent, non-governmental organization providing professional support to electoral democracy. IFES supports citizens' rights to participate in free and fair elections. Our independent expertise strengthens electoral systems and builds local capacity to deliver sustainable solutions.

As the global leader in democracy promotion, we advance good governance and democratic rights by:

- Providing technical assistance to election officials
- Empowering the underrepresented to participate in the political process
- Applying field-based research to improve the electoral cycle

Since 1987, IFES has worked in over 145 countries – from developing democracies, to mature democracies.

2.2 Schedule of Events

The following, tentative schedule will apply to this solicitation. The dates may change in accordance with IFES' needs or unforeseen circumstances. IFES will communicate changes to the schedule.

- | | |
|-------------------------------------|------------------------------------|
| • Issuance of RFP | 2 November 2016 |
| • Technical Questions/Inquiries Due | 4 November 2016 COB Pakistan Time |
| • Answers/Addenda from IFES | 7 November 2016 COB DC Time |
| • RFP Closes | 15 November 2016 COB Pakistan Time |

3 PROPOSAL PREPARATION INSTRUCTIONS

3.1 Prospective Contractors' Understanding of the Solicitation

Prospective contractors are responsible for understanding the solicitation in its entirety and each of its elements, and should make inquiries to IFES as necessary to ensure such understanding. IFES reserves the right to disqualify any prospective contractor that it determines, at its sole discretion, does not understand the solicitation or any of its elements. Such disqualification shall be at no fault, cost, or liability whatsoever to IFES.

3.2 Information from IFES

All information provided by IFES in this solicitation is subject to change at any time. IFES makes no certification as to the accuracy of any item, and is not responsible or liable for any use of or reliance on the information or for any claims asserted therefrom.

3.3 Communication

All communications related to the RFP must be in writing. Verbal communication shall not be effective unless formally confirmed in writing by the procurement official listed in 3.3.1. In no case shall verbal communication govern over written communication.

3.3.1 Point of Contact: The sole point of contact for all communication related to this solicitation is listed below.

Elizabeth Durbin
Sr. Contracts and Grants Manager
Email: edurbin@ifes.org

3.3.2 Notice of Intention: Prospective contractors that are interested in responding to this solicitation are encouraged to notify IFES of their interest in the RFP as soon as possible by completing and submitting the Notice of Intention herewith attached as Schedule A. However, the Notice of Intention is not mandatory and is not a prerequisite to submitting a Response.

3.3.3 Formal Communications shall include, but are not limited to the following:

- Questions concerning this solicitation must be submitted in writing to the point contact identified in 3.3.1.
- Errors and omissions in this solicitation, as well as enhancements. Prospective contractors should notify IFES of any discrepancies, errors, or omissions that may exist within this solicitation. Prospective contractors should recommend to IFES any enhancements to the work described in the solicitation which might be in IFES' best interests.
- Inquiries about technical interpretations must be submitted in writing to the point contact identified in 3.3.1.

3.3.4 Addenda: IFES will make a good-faith effort to provide a written response to the questions or requests for clarifications in the form of written responses or addenda in accordance with the *Schedule of Events in 2.2*.

3.4 Proposal Submission

It is mandatory for prospective contractors to send proposals in electronic copy via e-mail to the individual listed in 3.3.1 on or prior to the closing date and time shown in the *Schedule of Events in 2.2*.

3.5 Criteria for Selection

The evaluation of each Response to this solicitation will be based on the criteria outlined below. The purpose of this solicitation is to identify responsible, prospective contractors that have the interest, capability, and financial strength to supply IFES with the product and/or service identified in the Scope of Work.

Evaluation Criteria:

- | | | |
|------------------------------------|-----|--|
| 1. Technical Services | 25% | <i>Proposal demonstrates Contractor's understanding of IFES requirements and needs and Contractor's ability to provide IFES requirements.</i> |
| 2. Price | 50% | <i>Costs are reasonable and provide good value for money</i> |
| 3. Timeline | 10% | <i>Contractor's ability to start providing services on an expedited schedule.</i> |
| 4. Experience and Past Performance | 15% | <i>Demonstrated and confirmed experience providing security to INGOs like IFES and providing services similar to the services required in this RFP</i> |

Evaluation Criteria Grading:

Highly Exceeds Expectations	5 Points
Slightly Exceeds Expectations	4 Points
Meets Expectations	3 Points
Meets most but not All Expectations	2 Points
Does Not Meet Expectations	1 Point

3.4 Selection and Notification

IFES will evaluate Responses to identify responsible contractors and responsive offers. Finalists will be selected to move into the negotiation phase of this process. Written notification will be sent to finalists via email.

4 SCOPE OF WORK

IFES Pakistan will require services of security guard services to fulfill basic security requirements for the office for the period November 2016 to March 2017. In addition, certain security measures may need to be provided such as biometric access panels, smoke alarms, panic buttons, etc. Potential contractors should indicate their ability to provide such equipment and provide unit costs for these items.

Labor, Guard Supervision

The contractor must have a security supervisor or a dedicated person to liaise with IFES, on as and when required basis and to use IFES Standard Operating Procedures for the Guards in compliance with IFES requirements to establish:

- Weapon handling guidelines;
- Use of Force guidelines;
- Rules of Engagement;
- Perimeter patrol routine;
- Surveillance and counter surveillance guidelines;
- Actions-On drills for incident types;
- Incident or activity reporting guidelines;
- Dress, etiquette, deportment and hygiene guidelines;
- Guard rotations and shift coverage;
- Training needs and frequencies;
- Maintain close liaison with the IFES Management;
- Be fully conversant with Assignment Instructions (AIs);
- Ensure that all security guards are fully conversant with AIs;
- Liaise with local Police and other security forces for information exchange;
- Undertake spot checks of the guards at varying hours independently;
- Arrange additional guarding resources when required;
- Ensure that all security guards are appropriately trained prior to undertaking site duties;
- Evaluate and report on security guards knowledge of AIs and security systems;
- Amend the Guard Force SOP's as required; and
- Amend the Assignment Instructions as required.

IFES requirement of security guard services & details:

Number of Guards & Shifts required per day		Details of guards duty schedule and requirements		
Guards	Shifts	Main Entrance of Plaza (Frontal side) 7 days a week (Monday - Sunday)	Main Entrance of IFES Office (5 or 6 days a week) (Monday to Saturday)	Entry/exit point (back side) and parking lot 7 days a week (Monday - Sunday)
1	3	Day (0700 - 1500 hrs)	Day (0700 - 1500 hrs)	Day (0700 - 1500 hrs)
1	2	Evening (1500 - 2300 hrs)	Evening (1500 - 2300 hrs)	Evening (1500 - 2300 hrs)
1	3	Night (2300 - 0700 hrs)	Night shift not required	Night (2300 - 0700 hrs)

Monday to Saturday: In total 08 guards will be required in three shifts

On Sunday: In total 06 guards will be required only

5 FUNCTIONAL REQUIREMENTS

5.1 Timeline

Prospective contractors must submit a timeline in the Response showing the time required to implement the services to be provided. IFES requires the services to be provided within days of signing a contract for services.

5.2 License, Clearance and Approvals

The prospective contractor will include in the timeline any time needed to obtain any licenses, clearances, and/or approvals required under local legal requirements to provide the services described in the Scope of Work.

6 QUALIFICATIONS & REFERENCES

Prospective contractors must provide the following information for their Response to be considered:

1. A brief outline of the company and services offered, including:
 - Full legal name and address of the company

- Corporate and tax Registration Documents
 - Year business was started or established
 - Full name of the legal representative (president or managing director) of the company
 - Name of any individuals or entities that own 50% or more of the company
 - U.S. companies must indicate if they are a registered Small Business (Woman owned, veteran-owned, Minority-owned, Disabled, Service Disabled Veteran-owned)
2. Evidence of successful completion of a project of a similar size and complexity.
 3. References: Contact information for no less than three references from projects similar in size, application, and scope and a brief description of their implementation (including location and year). IFES reserves the right to request and check additional references.
 4. Prospective contractor must be legally registered under the laws of the country in which they are organized and possess all licenses, permits and government approvals necessary for performance of the Scope of Work.
 5. A certification signed by an officer or authorized representative that the prospective contractor has sufficient financial, technical and managerial resources and facilities to complete the Scope of Work.

7 PRICING

Prospective contractors must complete the following cost breakdown for the implementation of their solution for IFES' project as described in this solicitation. Prospective contractors must agree to keep these prices valid for a minimum of 90 calendar days.

Pricing must be in Pakistani Rupees. A price per guard per shift is required and in the case of discrepancies between unit prices and the total price, the unit price will be taken as reference basis in the evaluation.

8 ADDITIONAL TERMS & CONDITIONS

8.1 Non-Disclosure Agreement

IFES reserves the right to require the prospective contractor to enter into a non-disclosure agreement.

8.2 No Collusion

Collusion is strictly prohibited. Collusion is defined as an agreement or compact, written or oral, between two or more parties with the goal of limiting fair and open competition by deceiving, misleading, or defrauding a third party.

8.3 Zero Tolerance for Fraud

IFES has zero tolerance for fraud. Fraud is any act or omission that intentionally misleads, or attempts to mislead, to obtain a benefit or to avoid an obligation. If you have concerns about potential fraud in any way related to IFES projects, contracts, or activities, please contact IFES' Compliance Hotline at compliance@ifes.org.

8.4 Companies Owned or Controlled by Government

The prospective contractor must disclose in writing with its Response if a government, its agents, or agencies, have an ownership or managerial interest in the company. Failure to disclose a government ownership or managerial interest in the company will result in the prospective contractor's offer being removed from consideration.

8.5 Subcontracting

No subcontracting is allowed under this solicitation unless specifically approved in writing.

8.6 Costs

The solicitation does not obligate IFES to pay for any costs, of any kind whatsoever, which may be incurred by a prospective contractor or third parties, in connection with the Response.

8.7 Intellectual Property

Prospective contractors may not use any intellectual property of IFES including, but not limited to, all logos, trademarks, or trade names of IFES, at any time without the prior written approval of IFES.

8.8 Prospective Contractors' Responses

All accepted Responses shall become the property of IFES and will not be returned.

8.9 Partial Awarding

IFES reserves the right to accept all or part of the Response when awarding a contract.

8.10 No Liability

IFES reserve the right to accept or reject any Response or to stop the procurement process at any time, without assigning any reason or liability. IFES shall not be liable to any prospective contractor, person, or entity for any losses, expenses, costs, claims, or damages of any kind.

8.11 Entire Solicitation

This solicitation, any addenda to it, and any attached schedules, constitute the entire solicitation.

9 Prospective Contractor Certification

This certification attests to the prospective contractor’s awareness and agreement to the content of this solicitation and all accompanying schedules and provisions contained herein.

The prospective contractor must ensure that the following certificate is duly completed and correctly executed by an authorized officer.

This Response is submitted in response to RFP/17/015 issued by IFES. The undersigned is a duly authorized officer, hereby certifies that:

_____ (Prospective Contractor’s Legal Name)

agrees to be bound by the content of this Response and agrees to comply with the terms, conditions, and provisions of the referenced solicitation and any addenda thereto in the event of an award. The Response shall remain in effect for a period of 90 calendar days.

The undersigned further certify that the prospective contractor and its principals (check one):

IS

IS NOT

currently debarred, suspended, or proposed for debarment by any U.S. Federal entity. The undersigned agree to notify IFES of any change in this status, should one occur, until such time as an award has been made under this procurement action.

Person[s] authorized to negotiate on behalf of the prospective contractor for purposes of this solicitation are:

Name: _____ Title: _____

Signature: _____ Date: _____

Name: _____ Title: _____

Signature: _____ Date: _____

Signature of Authorized Officer:

Name: _____ Title: _____

Signature: _____ Date: _____

SCHEDULE "A"
NOTICE OF INTENTION

RFP/17/015

From:

Name: *[INSERT COMPANY'S LEGAL NAME]*
Contact: *[INSERT NAME OF AUTHORIZED REPRESENTATIVE]*
Phone: *[INSERT TELEPHONE NO.]*
Fax: *[INSERT FAX NO.]*
Email: *[INSERT E-MAIL]*

Please state your intention with regard to this Request for Proposals by selecting one of the following:

- Intends to respond to the IFES solicitation
- Does not intend to respond to the IFES solicitation

TO:

International Foundation for Electoral Systems
Attention: Elizabeth Durbin
Title: Sr. Contracts and Grants Management
E-mail: edurbin@ifes.org