

REQUEST FOR QUOTATION
PROCUREMENT OF SECURITY SERVICES FOR THE OFFICE IN BURKINA FASO
RFQ NO.001/SER/BF/2024

Date: **January 11, 2024**

Dear Sir / Madam,

You are kindly requested to submit your quotation for the service of guarding and security described in Annex B.

We also request that your Quotation is submitted using the format specifically detailed in Annex C.

Quotations submitted by email must be limited to a maximum of **10MB, virus-free** and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

Quotation shall be evaluated based on lowest priced Quotation meeting requirements as per the criteria set in Annex A, point q.

In the event of a discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity), the unit price shall prevail and the total price shall be corrected by IDLO. If the Bidder does not accept the final price based on IDLO's correction of errors, its Quotation will be rejected.

The Bidders shall not vary their prices for any reason after the deadline of the tender and while the Quotation is still valid. At the time of award of Contract, IDLO reserves the right to vary (increase or decrease) the quantity of the services by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

IDLO is not bound to accept any Quotation, nor award a Contract, nor be responsible for any costs associated with a Bidder's preparation and submission of a Quotation, regardless of the outcome or the manner of conducting the selection process.

IDLO encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to IDLO if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

By submitting a Quotation in response to this information, Bidders are confirming acceptance of IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice.

This Request for Quotation (RFQ) is comprised of:

| | |
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| Instruction to Bidders | Appendix A |
| Technical Specifications | Appendix B |
| Supplier's Quotation | Annex C |
| IDLO General Terms and Conditions for the Procurement of Goods or Services and IDLO Supplier Code of Conduct | Annex D |

For any questions/clarifications related to this RFQ please contact IDLO on tenders@ldo.int and mention **Clarifications RFQ NO. 001/SER/BF/2024** in the subject section of your email no later than 48 hours prior to the deadline for submission.

Deadline for Submission of Quotation:
On or before **Date: January 18, 2024**
Time: 15:00 hours Rome, Italy local time.

Thank you and we look forward to receiving your Quotation.

Sincerely yours,
International Development Law Organization | IDLO
OUAGADOUGOU, BURKINA FASO

Appendix A
Instructions to Bidders

| | |
|---|---|
| a. Description of requested Services | See Appendix B |
| b. Deadline for Quotation | The Quote shall be addressed to IDLO on or before Date: January 18, 2024 Time: 15:00 hours Rome, Italy local time. |
| c. General Terms and Conditions | Any bid submission will imply the unconditional acceptance of IDLO General Terms and Conditions for the Procurement of Services and adherence to the Supplier Code of Conduct. |
| d. Payment Terms | IDLO will conduct the payment within 30 days after satisfactory receipt of all goods and upon submission of the invoice by the Supplier. |
| e. Conditions for Release of Payment | IDLO Acceptance of Services Form based on full compliance with RFQ requirements |
| f. Validity of Quotation starting from the Deadline of the Tender | 90 days In exceptional circumstances, IDLO may request the Bidder to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Bidder shall then confirm the extension in writing, without any modification whatsoever on the Quotation. |
| g. Quotations Submission | All quotations shall be submitted through the following e-mail address: Tenders@idlo.int |
| h. Partial Quotations | <input checked="" type="checkbox"/> Not permitted |
| i. Place of Delivery | Quartier Zogona, Arrondissement 5, secteur 22, Ouagadougou, porte 353 |
| j. Delivery Terms | Service will be delivered within 05 days after receipt of PO or contract from IDLO to IDLO OFFICE IN BURKINA FASO : Quartier Zogona, Arrondissement 5, secteur 22, Ouagadougou, porte 353 |
| k. Customs clearance, if needed, shall be done by: | <input checked="" type="checkbox"/> N/A |
| l. Currency of Quotation | XOF CFA <i>Note: (Local Suppliers must comply with any applicable laws regarding doing business in other currencies)</i> |

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| m. Preliminary Documents to be Submitted | <input checked="" type="checkbox"/> Annex C duly signed and stamped, and in accordance with the list of requirements in Annex B; <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Staff qualifications and training curriculum for agents <input checked="" type="checkbox"/> List of personnel and their level of training (guards and superviso <input checked="" type="checkbox"/> Legalized copy of license to practice, <input checked="" type="checkbox"/> List of technical equipment (rolling stock, communications and security equipment, duty room, etc....) <input checked="" type="checkbox"/> List of customers (at least 03 references) <input checked="" type="checkbox"/> Others Liability Insurance |
| n. Special Packing Requirement or Temperature Control | <input checked="" type="checkbox"/> N/A |
| o. After-sales services required, if applicable | <input checked="" type="checkbox"/> N/A |
| p. Evaluation of Quote | <p>Evaluation will be done according to the following order of priorities:</p> <ol style="list-style-type: none"> 1. Full submission of Preliminary Documents (as per Annex A, point n.) 2. Experience in the field 3. Material resources (equipment), Liability insurance 4. Delivery Date 5. Price |
| q. Contract Award | <p>Contract Award shall be granted according to:</p> <ol style="list-style-type: none"> a) Full submission of Price Schedule (Annex C) signed and stamped; b) Lowest priced, most technically acceptable/compliant offer; |
| r. Contract Signature | <p>Within five (5) calendar days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to IDLO. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, IDLO may award the Contract to the Second Ranked Bidder or call for new Bids.</p> |
| s. Liquidated Damages | <p><input checked="" type="checkbox"/> Yes - For late delivery of <u>Services</u>, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 18 of the General Terms and Conditions.</p> <p>If the Contractor fails to perform the requested Services within the specified time period and as stipulated in the terms and conditions of the Contract, IDLO may, without formal notice and without prejudice to its other remedies under the Contract, be entitled to liquidated damages for every day delay in the provision and completion of the Services.</p> |

**ANNEX B
TECHNICAL SPECIFICATIONS**

Specifications for Services

| Lots | Item Name | Specification | Unit measure | Quantity |
|-------|--|---|--------------|----------|
| Lot 1 | Human capacity and required Equipments | <p>The security company must provide 04 agents plus a an available supervisor for IDLO's contact, who can be reached at any time, 24 hours a day.</p> <p>The service provider must :</p> <p>2 agents for the day shift and 2 agents for the night shift</p> <ul style="list-style-type: none"> - Ensure the safety of staff and members, and control visits to and from the sites concerned; - Control access for staff, visitors, contractors and vehicles at IDLO site parking areas; - Provide reception services at IDLO member, visitor and contractor entrances; - Operate the video surveillance system installed on the institution's premises (if any); - Intervene when alarms are triggered, and provide first response in the event of fire or flooding, in liaison with the relevant local and civil protection services; - Carry out internal and external surveillance rounds, day and night; - Assist all personnel in need of security; - Apply site-specific instructions in accordance with those issued by the IDLO Security Officer; - Keep up-to-date records of activities and incidents; - Apply the procedures in force in the event of an incident. | Month | 6 |

| | | | | |
|--------------|--|---|------------|-----------|
| | | <p>The supervisory team should include:</p> <ul style="list-style-type: none"> - Supervisors with proven professional experience in the supervision of guarding and security services. They must be able to produce reports and communicate effectively with all stakeholders. - Alert, physically vigilant agents, able to communicate effectively with members, staff and third parties. - The security materials and equipment proposed must meet the specific standards and codes in force in the security and guarding field; - Security materials and equipment must include, but not be limited to: <ul style="list-style-type: none"> o Uniforms o Boots o Flashlights o Batons o Metal detectors o Whistles o Raincoats o Handcuffs o Any other neutralization equipment o Panic alarm button (if applicable) | | |
| Lot 2 | Human capacity and required Equipments | Same as above | Day | 15 |

**ANNEX C
SUPPLIER'S QUOTATION**

(This Form must be submitted using the Supplier's Official Letterhead/Stationery in the format specified below)

We, the undersigned, hereby accept the IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice. We hereby offer to supply the items listed below in conformity with the specification and requirements of IDLO as per **RFQ NO. 001/SER/BF/2024**

| | |
|-----------------------------|--|
| Company Name | |
| Company Full Address | |
| Date | |
| Signature | |
| Stamp | |
| Contact Person | |
| Telephone number | |
| Email address | |

Table 1: Offer to Supply Goods / Services Compliant with Technical Specifications and Requirements

| Lot | Item Name | Description | Unit of Measure | Quantity | Compliance with Technical Specifications in Annex B | Unit rate in XOF CFA | Total amount in XOF CFA |
|---|---|------------------|-----------------|----------|--|----------------------|-------------------------|
| 1. | Human capacity and required equipments as stated in Annex B | Security Service | Month | 06 | <input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach) | | |
| 2. | Human capacity and required equipments as stated in Annex B | Security Service | Day | 15 | <input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach) | | |
| Total Cost of Services | | | | | | | |
| Other Charges (please specify) | | | | | | | |
| Taxes/ VAT (___ %) (if applicable) | | | | | | | |
| Grand Total | | | | | | | |

Table 2: Offer for After-Sale Services and Other Conditions

| Other Information | Responses | | |
|--|----------------------------|-----------------------------|---|
| | <i>Yes, we will comply</i> | <i>No, we cannot comply</i> | <i>If you cannot comply, pls. indicate counter proposal</i> |
| Delivery Lead Time: able to start service at the signing of the contract | | | |
| Professional requirements | | | |
| a) Professional and experienced supervisor available | | | |
| b) Operate the video surveillance system installed on the institution's premises | | | |

| | | | |
|--|--|--|-----------------------|
| c) Keep up-to-date records of activities and incidents | | | |
| d) Ensure the safety of staff and members, and control visits to and from the premises and their immediate surroundings | | | |
| e) Carry out internal and external surveillance rounds, day and night; | | | |
| f) Control access for staff, visitors, contractors and vehicles to parking areas on IDLO sites; | | | |
| g) Apply current procedures in the event of an incident. | | | |
| h) Be discreet, vigilant and attentive. | | | |
| Other requirements <i>[pls. specify]</i> | | | |
| Name, position and signature of the Bidder <hr/> <i>Duly authorised to sign this Bid</i> Date: | | | Bidder's Stamp |

ANNEX D
IDLO GENERAL TERMS AND CONDITIONS FOR THE PROCUREMENT OF GOODS OR SERVICES
AND
IDLO SUPPLIER CODE OF CONDUCT

Any quote submission will imply the unconditional acceptance of IDLO General Terms and Conditions for Goods and Services and adherence to the Supplier Code of Conduct.

The documents are available on IDLO Procurement Website:

https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_goods_august_2020.pdf

https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_services_feb_2022.pdf

<https://www.idlo.int/sites/default/files/documents/idlo-supplier-code-of-conduct.pdf>