



## **REQUEST FOR PROPOSAL (RFP) EGPAFCMR004/09/2024: PROVISION OF GUARD SERVICES DOUALA- YAOUNDE- EBOLOWA**

**FIRM DEADLINE/ CLOSING DATE & TIME: 24<sup>th</sup> September, 5 PM CAMEROON TIME**

The Elizabeth Glaser Pediatric AIDS Foundation, a non-profit organization, is the world leader in the fight to eliminate pediatric AIDS. Our mission is to prevent pediatric HIV infection and to eliminate pediatric AIDS through research, advocacy, and prevention and treatment programs. For more information, please visit <http://www.pedaids.org>.

### **1. INSTRUCTIONS, TERMS AND CONDITIONS TO TENDERERS**

1.1. This RFP was prepared by Elizabeth Glaser Pediatric AIDS Foundation (EGPAF) and being issued to selected suppliers on the clear understanding that its contents are strictly confidential and as such may not be given to any third party without a prior express permission of EGPAF.

1.2. The specifications prescribed are not in any way limited to any specific tenderer as they are based on generally achievable requirements.

1.3. EGPAF does not bind itself to accept the lowest tender price and reserves the right to reject all submissions, in whole or in part, enter into negotiations with any party, and/or award multiple contracts.

1.5. Tenders **MUST** be received on or before the **closing date** and **time** and all bids received after the closing date and time will not be considered.

1.6. The quotation **MUST** include the following:

1.6.1. Bid Validity Date.

1.6.2. Unit Price and Total Price including taxes. No submission will be considered for any discovered omissions from the tenderer (s).

1.6.3. Prices to be quoted in **XAF all taxes included**.

1.7. No advance payment shall be affected.

1.8. The successful bidder will be issued with a Contract.

1.9. Any costs associated with the preparation and subsequent submission of a quotation shall remain the sole responsibility of the supplier irrespective of the outcome of the final selection process.

1.10. This RFP is not an offer to enter into agreement with any party, but rather a request to receive quotations from person(s) interested in providing the goods or services outlined in this RFP.

1.11. Any exceptions to the requirements or terms of the RFP must be noted in the quotation.

### **2. Submission of quotations and proposed timeline**

Interested suppliers can submit their **typed** quotations on the company's letterhead

#### **A- Submission conditions**

Each offer, written in French or English in four (04) copies including the original and (03) three copies marked as such, must be submitted in a sealed envelope no later than **Tuesday, September**

**24<sup>th</sup>, 2024 at 5:00 p.m.**, deadline and bear the following mention:

# RFP EGPAFCMR003/09/2024 FOR THE PROVISION OF SECURITY AGENTS.

"To be opened only during the counting session".

## B- Where to submit.

The bids can be deposited either:

- In our offices in Douala located in Bonanjo after the Beau Rivage hotel, former Nigerian consulate
- In our offices in Yaoundé located in Bastos opposite the Bastos post office
- In our offices in Ebolowa located in Nkovo'os, former Nexttel building

By email to the electronic address [cameroontenders@pedaids.org](mailto:cameroontenders@pedaids.org) with mention RFP

## EGPAFCMR003/09/2024 PROVISION OF SECURITY AGENTS

### 3. SPECIFICATIONS

Elizabeth Glaser Pediatric AIDS Foundation (EGPAF) will be requiring Security Guard Services on the following services.

After the initial period of the Contract expires, EGPAF may exercise its option to extend the contract for an additional 2 option periods subject to availability of funding and vendor performance. The anticipated duration of each option period is 1 -year. An extension may also be made on any additional office if the need arises

Table:

#	ITEM and DETAILED SPECIFICATIONS	UNIT	INITIAL TERM	DURATION OF OPTION PERIODS	ESTIMATED # OF OPTION PERIODS
(1)	Guard Services for Yaounde:	<ul style="list-style-type: none"><li>• Day Guard 1x12hours</li><li>• Night Guard 1x12hours</li></ul>	From October 1 <sup>st</sup> , 2024, to September 30 <sup>th</sup> , 2025	1 year	2
(2)	Guard Services for Ebolowa:	<ul style="list-style-type: none"><li>• Day Guard 1x12hours</li><li>• Night Guard 2x12hours</li></ul>	From October 1 <sup>st</sup> , 2024, to September 30 <sup>th</sup> , 2025	1 year	3
3	Guard services for Douala:	<ul style="list-style-type: none"><li>• Day Guard 1x12hours</li><li>• Night Guard 2x12hours</li></ul>	From October 1 <sup>st</sup> , 2024, to September 30 <sup>th</sup> , 2025	1 year	3

### 4. EVALUATION CRITERIA AND SUBMISSION REQUIREMENTS:

All proposals will be evaluated against the criteria below. Each proposal must contain the items listed in the submission requirements column in the order that they appear below. EGPAF will select the contractor that provides the Best Value to the Foundation.

N°	A. Administrative Evaluation. NB: Only original documents and certified copies are expected.	YES	NO
A1	A signed copy of this Request for proposal signed at all the page		
A2	Attestation of solvability issued by the bank of the bidder ( <b>Eliminatory</b> )		
A3	A certified copy of the legal attestation or authorization to practice as security services in Cameroon ( <b>Eliminatory</b> )		
A4	A copy of the legalized taxpayer card (carte de contribuable)		
A5	A copy of a valid tax compliance certificate: Attestation de conformité fiscale en cours de validité ( <b>Eliminatory</b> )		
A6	A copy of the certificate of matriculation or Registre du commerce aligning with the purpose of this request for proposal;		
A7	A copy of the bank attestation;		
A8	Certified copy of the localization plan and the attestation of localization		
<b>The bidder who has not provided the eliminatory documents will not be considered for the rest of the process</b>			

<b>B Technical Evaluation</b>			
	Criteria	Elements of Submission	
B1	Presentation of the structure	General presentation of the company, creation, services provided, detailed organization chart, purposes and various affiliations ( <b>If Yes = 15pts, If No = 0</b> )	
B2	Profile of the proposed agents	Detailed CVs of the personnel who will be assigned to the different sites with a minimum of 3 years of experience in working with the structures and organizations ( <b>If Yes = 15pts, If No = 0pt</b> )	
B3		Provide a sample of certificate or training guide received by the agents before they are posted. ( <b>If Yes = 10 points, If No = 0 points</b> )	
B4	REGISTRATION TO THE NISF	The original of the certificate from the National Social Security Fund (NSIF) proving that the bidder is up to date with its contributions until the last due date on the date of submission of bids ( <b>If Yes = 10 pts; If No = 0 pts</b> )	
B5	work methodology	Provide a detailed description of the working methodology for security deployment of agents daily, supervision of the agents as well as a description of intervention in case of emergency ( <b>If Yes = 20pts, If No = 0pt</b> )	
B6	Past performances	Provide at least three (03) contracts, first and last page, made with organizations in which the same services have already been provided as well as proof of services performed (if possible, Certificate of satisfaction, professional references with telephone and electronic contact details. References from NGOs/Embassies will be preferred. ( <b>If 3 = 30 pts, If 2 = 15 pts, less than 2 = 0 pts</b> )	
	<b>Total</b>		<b>100pts</b>
<b>NB: A technical score lower than 80pts/100 will be ineligible for the financial offer.</b>			

<b>C Financial Offer: Prices should be all taxes included</b>	
1	<b>Provide a fixed price per agent all taxes included as per your taxation regime for a minimum net salary of XAF 75.000 to be paid per agent.</b>
The company with the lowest and reasonable offer will be designated 'Best-value'	

The financial score will be calculated as follows:

**A- FINANCIAL SCORE** = (lowest bid / Challenger amount) X 100

The lowest-bidding company in this case has a financial score of 100

**B- FINAL SCORE** (Best Value)

**FINAL SCORE:** (Technical score) x 70% + (Financial score) x 30%

**The bidder receiving the highest score will be considered the Best Value and will be awarded the contract.**

**Failure to provide any of the above specifications and requirements may be considered non-responsive and disqualify the applicant from final selection.**

#### **ETHICAL BEHAVIOUR**

*As a core value to help achieve our mission, the Foundation embraces a culture of honesty, integrity, and ethical business practices and expects its business partners to do the same. Specifically, our procurement processes are fair and open and allow all vendors/consultants equal opportunity to win our business. We will not tolerate fraud or corruption, including forging program outputs, kickbacks, bribes, undisclosed familial or close personal relationships between vendors and Foundation employees, or other unethical practices. If you experience or suspect unethical behavior by a Foundation employee, please contact our Fraud Investigations team at [fraud@pedaids.org](mailto:fraud@pedaids.org) or the Foundation's Ethics Hotline at [www.reportlineweb.com/PedAids/](http://www.reportlineweb.com/PedAids/). Any vendor/consultant who attempts to engage, or engages, in corrupt practices with the Foundation will have their proposal disqualified and will not be solicited for future work.*