

PROVISION OF OFFICE SECURITY SERVICES  
SUBMISSION DEADLINE 27-MAY-2019 1100HRS PST

Ref: SH/RFP/19/162

05<sup>th</sup> May 2019

Society for Human Rights and Prisoners' Aid (SHARP-Pakistan)  
House No. 2, Postal Colony, CMT Road  
Golra Morr, Islamabad  
Office Phone: +92-51-2315171-2, 051- 2315132

Dear Sir / Madam,

**Subject: REQUEST FOR PROPOSALS FOR SECURITY SERVICES**

You are requested to submit a proposal for security services as detailed in Terms of Reference. Your proposal could form the basis for a contract between your company and SHARP - Pakistan.

To enable you to submit a proposal, please find enclosed.

- a) **Annex-I:** Terms Of Reference (TOR) containing a description of required services.
- b) **Annex-II:** Conditions for service contracts.
- c) **Annex-III:** Price Proposal Form
- d) **Annex-IV:** Vendor registration form, which you are requested to fill in and return with your proposal.
- e) **Annex-V:** Details of Technical Evaluation
- f) **Annex-VI:** GENERAL Terms and conditions

This letter is not to be construed in any way as an offer to contract with your company.

Manner of Submission:

Your proposal should be prepared in English.  
Your proposal shall comprise the following documents:

- a) Technical component, and
- b) Price component.

Your proposal, in original shall be sealed in an outer and two inner envelopes as detailed below:

The outer envelope shall be addressed as follows:

Both the inside envelopes shall indicate your firms name and address. The first inner envelope shall be marked "**Technical Proposal**" and contain the technical component of your proposal. The second inner envelope shall be marked "**Price Proposal**" and include your price component.

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Proposals must be received by SHARP at the above address **on or before 26<sup>th</sup> May 2019**. Any proposal received after this date or sent to another address may be rejected. SHARP may, at its discretion, extend the deadline for the submission of proposals, all notifying all prospective contractors in writing. The extension of the deadline may accompany a modification of the RFP documents prepared by SHARP - Pakistan at its own initiative or in response to a clarification requested by a prospective contractor. You are requested to hold your proposal valid for 90 days from the deadline of the submission. SHARP will make its best effort to select a company within this period.

Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

Any requests for clarification should be referred to Mr. Jahanzeb Aftab, at [jahanzeb@sharp-pakistan.org](mailto:jahanzeb@sharp-pakistan.org) by or before 10-May-19. SHARP may, at its discretion, copy any reply to a particular question to all other invited firms/institutions by 12-May-19.

We would appreciate your informing us by email as to:

- a. Your receipt of this request for proposal.
- b. Whether or not you will be submitting a proposal.

**Content of Technical Component:**

The technical component of your proposal should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

**Description of the Firm and Firm's qualifications:**

- i. Registration of Firm with the Government, Tax Authorities and Relevant Regulatory Authority (NOC from Ministry of Interior to Operate) (Mandatory)
- ii. **EARNEST MONEY:** Your offer must be accompanied by an earnest money amounting to **PKR 100,000 (Rupees one hundred thousand only)** in the form of Demand Draft/Pay Order in favor of SHARP (Society for Human Rights and Prisoners' Aid). **Earnest Money must be attached with the technical part of bid.** Demand Drafts from unsuccessful bidders will be returned to the respective suppliers as soon as possible whereas the earnest money from the successful suppliers will be retained until completion of delivery/deployment of guards.
- iii. **Experience of institute/firm**
  - a. Number of years in Business
  - b. Number of Government clients
  - c. Number of NGO clients
  - d. Number of INGO or UN clients
- iv. **Capacity of the Firm**
  - a. Number of full time employees
  - b. Description of management of firm
  - c. Number of armed and un-armed guards on payroll



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- d. Training facilities and training courses for security personnel
  - e. Details of backup security arrangements
  - f. Recruitment policy for security personnel
- v. **Financial Soundness of the firm**
- a. Annual Turnover will be assessed (audit reports or bank statement for last one year should be submitted)

**Documentary proof of the above mentioned requirement must be provided by bidders in their Technical Proposal, which will be used for evaluation. Financial proposals of only technically qualified bidders would be opened.**

**Price Component:**

Your separate price component must contain an overall quotation in PKR. In addition, the price component must cover all the services to be provided mentioned in Annex IV (Price Proposal Form).  
Note: SHARP payments terms are within 30 days after receipt of documents in order.

**Technical Evaluation of the Proposals**

A point system will be used in evaluating the proposals, both technically and commercially. Technical component will be assigned with 70% weight-age, while Financial Component will be assigned with 30% weight-age. Financial proposals of only Technically Qualified bidders would be opened. To be declared technically qualified bidder should obtained at least 60% scores.

Award will be made to highest scoring firm, calculated as follows:-

Total Score= 70% of Technical Score + 30 % of Financial Scores or  
The technical component will be evaluated using the following criteria:

**MANDATORY REQUIREMENT:**

1. **Registration of Firm** with the Government, Tax Authorities and Relevant Regulatory Authority (NOC from Ministry of Interior to Operate)
2. **Submission of the bid security of PKR 100,000/- in the shape of Demand Draft/Pay order in favor of SHARP**

**vi. Experience of the Firm(40 Marks)**

- a. Number of years in Business (Max 5 marks)  
(Up to 03 years, 0 marks, 3 to 5 years=2 marks, 5 years and above=5 marks)
- b. Number of Govt. clients ( Max 10 marks)  
(up to 3 clients=5 marks, 4 to 7 clients=8 marks, 8 and above=10 marks)
- c. Number of NGO clients ( Max 10 marks)  
(up to 3 clients=5 marks, 4 to 7 clients=8 marks, 8 and above=10 marks)

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- d. Number of INGO clients (Max 10 marks)  
(up to 3 clients=5 marks, 4 to 7 clients=8 marks, 8 and above=10 marks)
- e. Number of UN clients (Max 05 Marks)  
(up to 2 clients=3 marks, 3 and above=05 marks)

**vii. Capacity of the Firm (30 marks)**

- a. Number of full time employees including management (Max. 06 Marks)  
(up to 50 employees =2 marks, From 70 to 100=06 marks)
- b. Number of armed and un armed guards on payroll(Max 06 Marks)  
(500-1000= 02 marks, 1000-1500 = 04 marks, 1500 and Above = 06 marks)
- c. Training facilities and training courses for security personnel (Max 06 Marks)  
(02-05 trainings = 02 marks, 05-07 trainings = 04 marks, 07 and Above = 06 marks)
- d. Details of backup security arrangements(Max 06 Marks)  
(Response time two hours &above = 02 marks, Response time within two hours = 04marks, Response time within one hour = 06 marks)
- e. Recruitment policy for security personnel (Max 06 Marks)  
(Army Person = 02 marks, Army Person + Past Experience = 04 marks, Army Person + Past Experience + Verification from Local P/Station = 06 marks)

**viii. Financial Soundness of the firm (30 marks)**

- a. Annual Turnover will be assessed (audit reports or bank statement for last one year should be submitted) (Annual Turnover of up to PKR 05 million=05 marks, from more than PKR 05 million to 10 million = 10 marks, Above PKR 10 million to PKR 25 million= 20 marks, above PKR 25 million= 30 marks )

The price proposal will be taken into account in the following manner:

The maximum number of points will be allotted to the lowest acceptable price proposal that is opened and compared among those invited firms/institutions. All other price proposals will receive points in inverse proportion to the lowest price; e.g.,(Lowest Price) / (Quoted Price) \* 100= points for other vendor's Price Component.

We look forward to receiving your proposal and thank you for your interest

Yours faithfully,



Syed Liaqat Banori  
CEO  
SHARP - Pakistan



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**TERMS OF REFERENCE (TOR)**

**Presentation of SHARP:**

Society for Human Rights and Prisoners Aid (SHARP), is a Non-Profitable, Non-Political and Non-Governmental Organization (NGO) registered with the Voluntary Social Welfare Agencies, Islamabad Capital Territory under Registration and Control Ordinance 1961 (XLVI of 1961). It got Registration No. VSWA/ICT/300 on 11th March 1999.

Society for Human Rights and Prisoners' Aid (SHARP) is striving for a human rights friendly Pakistan since 1999 by working for the well being of vulnerable segments of the society through various means, by its advocacy, community services, capacity building, emergency response and etc. SHARP has had experience of working with various population groups (refugees, IDPs, women, juvenile delinquents, street children, prisoners and etc.) in different thematic areas including Protection, Child Protection, Emergency Response, Advocacy, Education, Infrastructure development, health, and other rights based approaches throughout the country.

All the initiatives carried out by SHARP focus on ensuring equal opportunities for the deprived segments of the society through improved access to justice. SHARP concentrates on building capacities, ensuring promotion of human rights and access to justice by developing linkages and narrowing the gap between the deprived sections of the society and government institutions like law enforcement agencies, police, judiciary, government machinery and the national and international humanitarian community that are responsible for providing justice and ensuring rights of the poor and needy segments of the society.

**Geographical coverage:**

SHARP advocates the rights of the deserving and distressed individuals and communities all across Pakistan. The ongoing interventions in the thematic areas of protection, child protection, livelihoods and education are being carried out in Islamabad capital territory, Punjab, Khyber Pakhtun Khwa (KPK), Sindh and Azad Kashmir, which are managed through the field offices in the aforementioned locations. The head office of SHARP is based in Islamabad.

**Population of concern:**

SHARP is an ardent advocate of diversity and therefore, believes in mainstreaming age, gender and diversity (AGD) in all of its interventions. The areas of expertise held by SHARP are in the thematic areas of protection, child protection, women empowerment, livelihoods, education and emergency response. And SHARP indiscriminately responds to the needs of affected population.

**Organizational response strategy:**

SHARP recognizes the current Human Rights state in Pakistan and keeping in view the current rights

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