



Request for Proposal (RFP)

FOR UNARMED STATIC GUARDS 24/7 SERVICES

RFP No: [RFP23122001]

Norwegian People's Aid (NPA) Lebanon is an International Non-Governmental Organization that has been working in Lebanon since 1982. The country management office is located in Beirut, with two main programmes:

- Development Humanitarian Cooperation programme;
- Mine Action and Disarmament Programme located in South Lebanon.

NPA invites proposals from interested and eligible Service Providers for the provision of SECURITY SERVICES.

I. GENERAL INFORMATION

- Purpose.** This request for proposal (RFP) is to contract for unarmed security services
- Who may respond.** Service Providers which are licensed to operate in Lebanon and which maintain an office in Lebanon.
- English language is required.

II. INSTRUCTIONS

- Closing submission date: **COB 02 March 2022**
- Bids must be submitted in the English language via email to Lebanontenders@npaid.org in the NPA format provided and must be signed and stamped.
- Inquiries concerning this RFP should be mailed to: zeibr174@npaid.org or by phone +961 81666142
- Notifications of award. It is expected that selection of the successful Service Provider will be made within four (4) weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful Service Provider, all those submitting proposals in response to this Request for Proposal will be informed, in writing, of the name of the successful Service Provider.

III. SCOPE OF SERVICE

The scope of work of the SERVICE PROVIDER includes but is not limited to the following:

- The SERVICE PROVIDER will provide NPA with a Static Security Team safeguarding the NPA premises including but not limited to; access control, patrol of the premises and control movement of vehicles within the premises of the project as per the table below:

Service Description	Location
One unarmed static guard 24/7 with minimum three shifts.	NPA Office in Tyr: Al-housh Area, Africa Street (near Basma Gas Station)



Norwegian People's Aid

Lebanon

- The shifts shall be arranged in succession to ensure that the security shall be provided 24 hours a day. **Each shift will be comprised of 1 Static Guard and be of no more than 8 hours duration, with a total of 3 shifts performed per 24-hour period.**
- The SERVICE PROVIDER shall deploy the security within the worksite as per an agreed Security Plan.
- The SERVICE PROVIDER shall make all reasonable efforts to maintain necessary liaison with the local officials, public (including neighbors), statutory bodies, Police/Army and any other administration offices to ensure smooth working inside/outside the worksite.

IV. PROPOSAL EVALUATION

- Proposed approach to scope of work.
- Level of experience
- Response from references
- Price
- Interviews, if conducted.

V. CONTRACT PERIOD AND MOBILISATION

The Contract will be for a period of 12 months, on mutual agreement the contract period can be extended.

VI. PAYMENT TERMS

SERVICE PROVIDER shall issue monthly invoice and monthly timesheet at the end of the calendar month. Payment shall be made within 14 days of invoice submission date by cheque or bank transfer in favor of the Service Provider

All bidders are kindly requested to fill the table below Company name	Location- full address	Registration number	Field of expertise	Previous experience with NGOs / INGOs (please list the names)

Charges per month / USD.....

Name

Signature

Stamp