



## REQUEST FOR PROPOSALS

RFP No.	RFP-EAGC-2024-004
Issue date	Friday, October 18 <sup>th</sup> 2024
Title	Request for Proposals for Security Services
Email address for submission of questions	<a href="mailto:procurement@eagc.org">procurement@eagc.org</a> / <a href="mailto:admin@eagc.org">admin@eagc.org</a> The email address in the synopsis is the sole point of contact at EAGC for any questions.
Email address for submission of proposals	<a href="mailto:procurement@eagc.org">procurement@eagc.org</a> / <a href="mailto:admin@eagc.org">admin@eagc.org</a>
Deadline for Receipt of Proposals	Friday, November 8 <sup>th</sup> , 2024, at 1700hrs East African Time
Anticipated Award Type	Fixed Price Purchase Order. EAGC anticipates awarding an LPO/Contract to the successful bidder for the provision of specific services or deliverables and is not adjusted if the actual costs are higher or lower than the fixed price amount. Offerors are expected to include all costs, direct and indirect, in their total proposed price.
Basis for Award	An award will be made based on the experience of the firm in offering similar services. The award will be issued to the responsible and reasonable offeror who provides the best value to EAGC using a combination of technical and cost/price factors.



## 1. INTRODUCTION

The Eastern Africa Grain Council (EAGC) is a regional private membership organization for grain value chain stakeholders in Eastern and Southern Africa spanning across 10 countries namely Kenya, Uganda, Tanzania, Malawi, Rwanda, Burundi, Zambia, Ethiopia, South Sudan, and the Democratic Republic of Congo.

The Grain Council's mandate is to promote, support, and facilitate efficient, structured, inclusive, and profitable grain in the region with a vision of "Being the Leading Voice of the Grain Sector in Africa". The Grain Council's current strategic plan is themed "Trade, More Trade and Better Grain Trade" and is aimed at promoting the achievement of increased volume, value, and variety of grain trade in an enabling environment where there is a reduced barrier to trade and transactional costs for increased returns on investments to the grain value chain stakeholders for the grain sector to develop and thrive.

## 2. OBJECTIVES

EAGC is seeking proposals from qualified and experienced security service providers for the provision of **comprehensive security solutions** at its premises located in Lavington, Mbaazi Avenue, off Kingara Road. The required services include **manned guarding, alarm response, and the installation of advanced security systems** such as **CCTV surveillance and an electric fence**, as per the specifications outlined below. Interested providers are invited to submit their proposals, demonstrating their capacity and expertise in delivering these services.

### **Key Result Expected:**

The **premises must be secure** at all times, with **high standards of performance** in terms of guarding, monitoring, access control, and intrusion prevention. The service provider is responsible for proposing appropriate and effective technologies and services to achieve this.

## 3. SPECIFIC TASKS

The security firm will be required to share a detailed proposal-

### **i) Manned guarding & alarm response**

- **24/7 manned guarding and alarm response** for both day and night shifts, ensuring comprehensive protection of the premises.
- Uniformed guards equipped with communication devices and other necessary security tools.
- Immediate response to triggered alarms within the shortest possible time.

<b>LOCATION</b>	<b>SERVICE</b>	<b>QUANTITY</b>
Lavington	Day Guard	1
Lavington	Night Guard	2
Lavington	Alarm response service	

## ii) Security Technology and Systems

Bidders are invited to propose suitable **security technologies and solutions** based on an **on-site assessment** of the EAGC premises. Solutions may include but are not limited to:

- **Laser surveillance systems** for perimeter monitoring.
- **Internal and external alarm systems** with remote access capabilities.
- **CCTV systems** for comprehensive coverage of the premises, with real-time monitoring and remote accessibility.
- **Access control systems**, including electronic gates, biometric entry, or other innovative access control technologies.
- **Electric fencing** or alternative perimeter security technologies to ensure the external boundaries are secured.

*Note:* Bidders are required to visit the premises to conduct a physical assessment and submit their technical and financial proposals based on the specific security needs of the site. The EAGC offices are located in Lavington, Mbaazi Avenue. Contact the EAGC procurement team to schedule site visits.

## 4. PROPOSAL REQUIREMENTS

Interested service providers must submit a detailed proposal that includes the following:

- **Company Profile:** Overview of the company, including qualifications, experience in similar projects, and relevant licenses and certifications.
- **Methodology and Approach:** Detailed explanation of how the firm intends to deliver the services described, including the number of personnel, equipment to be used, and service schedules.
- **Detailed Pricing:** A breakdown of costs, including:
  - Monthly cost of manned guarding services
  - Installation costs for any proposed security technology (e.g., CCTV, access control, electric fence)
  - Alarm response services fee
  - Maintenance fees for installed systems
- **Work Plan:** A proposed timeline for the installation of the CCTV and electric fence, including expected completion dates.
- **References:** At least two references from past clients where similar services were provided.
- **Insurance Coverage:** Proof of relevant insurance coverage for security personnel and installed equipment.

## 5. QUALIFICATIONS AND COMPETENCES

The security service provider must meet the following qualifications and competencies:

### i. **Licensing and Registration**

- The firm must be duly registered and licensed to provide security services in Kenya, with all relevant certifications and permits.

### ii. **Experience**

- A minimum of five (5) years of experience providing manned guarding, alarm response, and electronic security systems (such as CCTV and electric fencing).

- Demonstrated experience with at least three (3) similar projects in providing integrated security solutions for corporate or institutional clients.
- iii. **Security Personnel Training**
  - All guards must have undergone formal training in security management, crisis response, and customer service. Certification in first aid and firefighting is a plus.
  - Personnel should possess knowledge of using security technology such as alarm systems, and communication devices.
- iv. **Technical Expertise**
  - Expertise in the installation, maintenance, and troubleshooting of CCTV systems, electric fences, and other security technologies.
  - The firm must demonstrate proficiency in integrating and managing electronic and physical security solutions.
- v. **Insurance**
  - The firm must hold comprehensive insurance coverage, including coverage for any equipment installed at the premises.
- vi. **Reputation and References**
  - The security firm should have a positive reputation in the industry, supported by client testimonials and references.
  - At least two references from clients for whom the firm has provided similar services must be included, with contact information.

## **6. SITE VISIT**

To provide an accurate proposal, bidders are invited to visit the EAGC premises to assess the security needs and develop tailored solutions. Site visits can be arranged by contacting the procurement team at [procurement@eagc.org](mailto:procurement@eagc.org) / [admin@eagc.org](mailto:admin@eagc.org).