

African Court on Human and Peoples' Rights

Request for Quotations

PROVISION OF SECURITY SERVICES

African Court on Human and Peoples' Rights

P.O Box 6274 Arusha, Tanzania Web site: www.african-court.org; Email registrar@african-court.org

Procurement Number: AFCHPR/PTS/2019/345
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To: All Suppliers

Date: **30/11/2019**

The African Court on Human and Peoples' Rights invites you to submit your quotation for carrying out the services as described herein. Any resulting order shall be subject to the General Conditions of Contract for Purchase Orders (attached) except where modified by this Request for Quotations (RFQ).

SECTION A: REQUEST FOR QUOTATION:

- 1) Description of Services and Location: Provision of Security Services at the African Court President and Registrar's residences in Arusha, Tanzania.
- 2) Currency of Quotation: Tanzanian shilling (The United Nations operational exchange rate for the month of December 2019 will be used to convert the quotation received in foreign currency).
- 3) Services are to commence on 01 March 2020.
- 4) Quotations must be valid for Sixty (60) days.
- 5) Quotations and supporting documents as specified in Section B must be marked with the Procurement Number given above and indicate your acceptance of the terms and conditions.
- 6) Quotations must be received, in sealed envelopes, no later than: **17:00hrs on 30 December 2019 (Arusha, Tanzania local time).**
- 7) Quotations must be returned to:
Email: tender@african-court.org
(The maximum size of attachments is 10 MB. If the size of your attachment exceeds 10 MB, please send it over several emails.)

Or,

Postal address:

**The Registrar,
African Court on Human and Peoples' Rights
P.O. BOX 6274
Arusha, Tanzania**

Or,

Physical address:

The Headquarters of the African Court on Human and Peoples' Rights, situated at TANAPA, Mwalimu Julius Nyerere Conservancy Centre, Phase II, Dodoma Road.

Request for clarification;

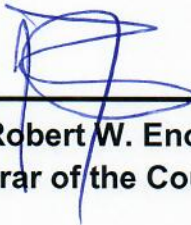
Bidders requesting clarification of the items, technical requirements or conditions stipulated in this RFQ shall communicate in writing with African Court office through the email address: procurement@african-court.org

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- 8) The attached Schedule of Rates and Prices at Section C and Technical Data at Section D detail the services to be performed.
- 9) You are requested to quote by completing Sections B, C and D. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services. The whole cost of performing the services shall be included in the items stated and the cost of any incidental services or materials shall be deemed to be included in the prices quoted.
- 10) Quotations that are responsive, qualified and technically compliant will be ranked according to price. Award of Contract will be made to the lowest priced quotation by the issue of a Purchase Order.
- 11) Payments will be made in accordance with any resulting order within thirty (30) days of receipt of an invoice supported by a certificate of satisfactory completion.



Dr. Robert W. Eno
Registrar of the Court



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Your quotation is to be returned on this Form by completing and returning Sections B, C and D including any other information and certification as stated within this RFQ.

SECTION B: QUOTATION DETAILS

- 1) Currency of Quotation: Tanzanian shilling (The United Nations operational exchange rate for the month of December 2019 will be used to convert the quotation received in foreign currency).
- 2) Services will commence on 01 January 2020.
- 3) Validity period of this Quotation is Sixty (60) days.
- 4) We enclose the following documents as required by the Purchaser:
 - Company Profile detailing the company and its services;
 - Valid registration documents;
 - Latest Tax Clearance Certificate.
- 5) We confirm that our quotation is subject to the African Union General Conditions of Contract for Purchase Orders, and is based on the terms and conditions stated in your Request for Quotations referenced above.
- 6) We confirm that the prices quoted are fixed for the duration of the validity period and will not be subject to revision or variation.

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____
(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Phone number: _____ Email: _____

Registered Address:

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If any additional documentation is attached, a signature and authorisation at Sections B, C and D is still required as confirmation that the terms and conditions of this RFQ prevail over any attachments. If the Quotation is not authorised in Sections B, C and D the quotation may be rejected.

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SECTION C: SCHEDULE OF RATES AND PRICES (TO BE PRICED BY BIDDER)

Item No.	Description of Services (In accordance with Section D)	Unit of Measure	Quantity	Unit Price in Specified Currency	Total Price in Specified Currency
1	Provision of Security Services	Month	01		
TOTAL					

Costs needs to be provided while mentioning the taxes and VAT if any.

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Phone number: _____ Email: _____

SECTION D: TECHNICAL DATA

1. Scope of Work

The African Court on Human and Peoples' Rights [the Court] the foremost human rights Court on the African continent located in Arusha, Tanzania believes in conducting its operational activities in a secure and safe environment that meets the requirements of its employees and guests. In line with that objective, the Court wishes to engage the services of a duly registered and credible private security company on contract basis to provide high standard of security and safety services.

The contents of this document are intended to assist the prospective security service provider to develop a comprehensive proposal package that shall meet the needs and objectives of the Court.

2. Services to be provided

a. Security Services. The Court intends to engage the services of a credible Security Services Provider to provide quotations for under listed services:

- 1) 2 x Trained and Equipped Security Guards
- 2) 2 x Radio Alarm Systems
- 3) 1 x Security escort [Team of 3] to Drop-Off and/or Pick-Up Court Staffs/Guests traveling via Kilimanjaro International Airport [KIA].
- 4) 1 x Emergency response to the private residences of Court Staffs on requests

b. Monthly Invoicing. The Court shall, by the 20th day of each calendar month, expect an invoice for security services duly delivered and certified by the Court Security team for the services listed above.

3. Service provider requirements

a. Legal Authority/Basis

The Court, being an international legal entity, finds it most appropriate to ensure it operates within the full ambit of the national laws [Tanzania] and accordingly demands that the service provider shows proof of being a properly constituted and certified company with minimum of 5 years operational experiences.

b. Materiel and Logistics Support

The service provider is expected to possess its own administrative and operational equipment and logistics support that ensures smooth and continuous services delivery around the clock without interruptions. This shall include among others operational vehicles, administrative offices, training facilities, radio communication equipment, uniforms [shirt, trousers, boots, headgear, etc.] and basic safety equipment e.g. flashlights, whistles, etc.

c. Operational Duties and Responsibilities

The expected primary duties and responsibilities of the service provider shall be to ensure the provision, deployment and effective management of reasonably well trained security

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personnel who are committed and ready to undertake responsibilities essential to the protection and safety of personnel and assets of the Court.

d. Each security guard/personnel is also expected to know and understand his/her primary obligations and tasks and accordingly execute them as outlined in paragraph 6 below. In addition, it is expected that the service provider shall train all of its personnel in customer services and they shall be expected to contribute to providing basic customer services in the form of showing directions and assisting clients to know their way around the Court and also vehicle inspections and parking. Each guard is expected to exercise courtesy and respect towards all employees and clients.

e. Contract Duration and Working Hours

The duration of this contract shall be for a period of three (03) years and may be renewed based on good performances of the service provider. Further, the service provider shall be required to provide 24/7 hours of unarmed and uniformed security services throughout the contract period. It is however expected that security personnel shall perform duties of not more than 12 hours duration at any given time.

f. Personnel Administration

1) **Salary and Related Allowances.** The service provider shall be required to ensure that all security personnel are paid their salaries/wages in full and they shall be issued with monthly payslip that shows details of any statutory deductions. It is also expected that security personnel being disengaged from the services of the Court shall be paid in full prior to their departure.

2) **Leave.** The service provider shall ensure that security personnel are managed in accordance with Tanzanian labour/employment legislations and that they shall be entitled to go on annual leave for rest and recuperation.

3) **Personnel and Training.** The service provider shall provide credible and reliable personnel who have been vetted and background checked, with basic education and standard security training and capable of meeting expectations. It is expected that the operational and administrative needs of personnel shall be well-catered for to ensure high standard of performance and service delivery.

4) The service provider shall provide information on how the security personnel / guards shall be supervised, who shall do the supervision, and frequency of supervision.

4. Terms & Conditions

a. All Weather Equipment. The service provider shall ensure that all security guards deployed to The Court are fully equipped and kitted to the required standard and also factor in all-weather clothing.

b. Medical Coverage. The Service provider is to ensure that all personnel are medically and physically fit for duty. Personnel injured while on duty may be treated by the Court's'

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medical staffs; the service provider's personnel must have medical insurance in place to cater for any of the Court's long term post-accident or sickness care.

c. Insurance Cover. The Service provider shall provide the required insurance and licenses which comply with the regulations governing security companies in Tanzania. If the regulations do not fully satisfy the requirements of the Court then the Court shall insist upon agreement with certain standards to fill any identified regulatory shortfalls.

d. Employment of Personnel. The Court and the Service provider mutually agree not directly employ each other's personnel until after 6 months of disengagement from either entity.

e. Change/Transfer of Personnel. Service provider must not change any personnel without giving the Court Security Department at least 7 days' notice, less removal for disciplinary reasons. The Court however, reserves the right to insist upon the instant removal of an individual security guard without the requirement to provide a reason.

5. Intellectual property

The security policies, procedures and plans of the Court exchanged with the service provider in the course of their official duties remains the Intellectual Property of the Court. No unauthorised copies are to be made without prior written permission from the Head of Security.

6. Training standards

Type of training	Subjects
Basic Training provided by Service Provider	1. Legal Authority
	2. Access Control Procedures
	3. Security Patrolling
	4. Search Methods and Procedures
	5. Use of Security Equipment [e.g. Handheld Scanners, under vehicle search mirrors, etc.]
	6. Theft Detection and Prevention
	7. General Conduct on Duty
	8. Weapon Handling
	9. Report Writing & Log Book Maintenance
	10. Firefighting Prevention and Procedures
	11. Practical First Aid Application
	12. Emergency Response Procedures
	13. Convoy Movement/Journey management
	14. Dealing with Employees and Guests

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Court Security Training Orientation	1. Site orientation
	2. Communications with the Client
	3. Reporting systems
	4. Court Rules and Regulations
	5. SOPs

We confirm that we comply with the technical requirements as detailed above.

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Phone number: _____ Email: _____