



REQUEST FOR PROPOSAL (RFP)

SECURITY SERVICES

Established in 1985, the Eastern and Southern African Trade and Development Bank (TDB or The Bank) is an African development finance institution, with investment grade ratings and assets of over USD 8.4bn. TDB serves 25 member states in its region, with the mandate to finance and foster trade, regional economic integration and sustainable development, through trade finance and project and infrastructure finance.

The Southern Africa Regional Office of the TDB, located at 70 Old Enterprise Road, Newlands, Harare wishes to outsource security guarding services. The Bank also wishes to extend the services (under a separate agreement), to maintenance of alarm system (including provision of rapid response services); maintenance of CCTV system; electric gate and electric fence. Accordingly, the Bank is looking for experienced security firms with requisite experience and capability to provide these services.

SCOPE OF WORK - SECURITY SERVICES

- Experienced unarmed security guards to provide 24-hour guard services at 70 Old Enterprise Road, Newlands, Harare.
- Vendor shall provide and supervise security guards who have passed pre-employment drug screening and background checks; and who have the mental and physical qualifications, experience to successfully perform their duties.
- Security guards shall be properly dressed in uniform and equipped with right tools to effectively execute duties.
- The security guards' main duties shall be to ensure the safety of TDB staff, visitors and assets.
- Vendor shall provide maintenance of Alarm System at 70 Old Enterprise Road, Newlands, Harare

- Vendor shall provide Rapid Response Services at 70 Old Enterprise Road, Newlands, Harare
- Vendor shall provide maintenance of CCTV at 70 Old Enterprise Road, Newlands, Harare
- Vendor shall provide maintenance of Security Fence and Electronic Gate at 70 Old Enterprise Road, Newlands, Harare

GENERAL STATUTORY REQUIREMENTS/ CAPACITY

- ✓ Understanding and approach of the Bank and assignment
- ✓ Minimum 10 years' experience providing security guarding services of which 5 years' experience providing security guarding services to similar clients as TDB
- ✓ References from at least 3 clients as explained above
- ✓ List of, including qualifications/CVs/Letters of Employment for proposed security guards, supervisors, account managers who will be assigned to the contract
- ✓ List of relevant training already undertaken and proposed training for the security guards
- ✓ Evidence of adequate staffing to ensure quality guards are available when replacement is necessary
- ✓ Evidence of capacity to respond in emergency situations, with response timelines
- ✓ Evidence of due registration with relevant Licensing and registration bodies (Not limited to valid certificates of incorporation, valid business licenses etc.)
- ✓ Evidence of due registration with relevant statutory bodies and letters of authority from relevant bodies. Company Physical locations, Branches Legal Domicile etc.
- ✓ List of Directors with contacts of at least 3 directors.
- ✓ Evidence of adequate risk covers and policies.
- ✓ Cost Proposal
- ✓ Any other information the firm may wish to make available relevant to the service

Evaluation Criteria

The evaluation of proposals will be performed by the Security Services Committee. An award will be made to the most appropriate bidder that offers the Bank the greatest value based on an analysis involving a number of criteria including but not limited to:

Evaluation Criteria	Score
Demonstration of an excellent understanding of TDB and its security requirements	15
Relevant Experience, i.e. Minimum 10years operating as a registered security services company in Zimbabwe. At least 5years providing security services to similar clients	20
Qualifications, experience of personnel, including training undertaken and planned for guards, supervisors who will be assigned to TDB premises	15
Evidence of capacity to respond in emergency situations, including: i) availability of trained and equipped relief security guards ii) Example of emergency situations and response times	15
Evidence of adequate risk covers and policies	5
Technical Proposal Score	70
Financial Proposal Score Financial scoring points will be based on the value for money that will be based on proposed premium, and sum insured amounts covered under each insurable asset class or event covered.	30
TOTAL	100

Bidders are encouraged to visit the site during official working hours **8.00 am – 4.30 pm** within the bidding period for survey if applicable. Site visits shall be on appointment basis and all requests for site visits should be sent to **saro@tdbgroup.org**.

Bidders are requested to submit their technical and financial proposals on or before **5pm on Wednesday April 17, 2024** via email to **saro@tdbgroup.org**.

Disclaimers:

TDB reserves the right to independently verify bidding firms.

TDB is not obliged to give reason for not selecting any firm.

The Bank reserves the right to discontinue this process without reference to any entity.