

REQUEST FOR PROPOSAL(RFP)
Ref: RFP/SPN/2025/002
RFP Submission Form for the provision of
Security Guard Service
Timescale

Event	Date and Time
RFP Issue Date	16 th February 2025
Request for clarification of the RFP document content:	25 th February 2025
Closing date for submission of RFP Documents:	3 rd March 2025
Bid Opening:	4 th March 2025

1. Introduction

Sunaulo Parivar Nepal (SPN) is a well-established NGO delivering Family Planning and Sexual Reproductive Health services through-out Nepal via different service delivery channels with a mission of ensuring every individual's fundamental right to have children by choice, not chance.

2. Objective

To ensure the safety of Sunaulo Parivar Nepal's property and staff while performing official duties on the office premises, we request quotations from qualified security service providers to deliver reliable, professional, and effective security guard services. This will ensure the protection of people, property, and assets, addressing specific security needs such as site coverage, patrols, emergency response, and access control.

3. Language

All bids should be submitted in English

The contract and all future correspondence will be in English.

4. Contract terms

The Framework Agreement/Contract (FA) will be valid for a period of 2 years from the date of signature.

The contract will be a supply agreement/fixed term for the period stated above.

5. The Goods/Services required

5.1. Please refer to the Appendix 5 Price Schedule_ Quotation

5.2. Terms of Reference

5.2.1. Personnel Deployment:

- Provide qualified and trained security guards for 24/7 coverage of the office premises.
- Ensure guards are stationed at entry/exit points, and perform regular patrols around the premises.

5.2.2. Access Control:

- Monitor and control access to the office building by screening visitors, staff, and vehicles.
- Maintain visitor logs and issue access passes where necessary.

5.2.3. Emergency Response:

- Respond promptly to any emergency situations, including fire alarms, medical emergencies, or security breaches.
- Ensure the safety of personnel during emergencies and assist in evacuation procedures.

5.2.4. Surveillance:

- Conduct routine checks of the building's exterior and interior to identify any security vulnerabilities.

5.2.5. Patrol and Inspection:

- Conduct foot patrols at designated intervals, ensuring that all areas, including parking lots and perimeter fences, are secure.
- Inspect the premises for potential security threats or safety hazards.

5.2.6. Reporting and Documentation:

- Maintain a log of guards' activities and any unusual events that occur on-site.

5.2.7. Training and Certification:

- Ensure that all security guards have the necessary training, certifications, and skills to perform their duties effectively.
- Provide refresher training as needed to keep the security team up to date with best practices.

5.2.8. Uniforms and Equipment:

- Provide uniforms, communication devices, and any other equipment necessary for the guards to perform their duties effectively and professionally.

6. Payment terms and Invoicing details

- 6.1. A separate invoice shall be prepared for each month.
- 6.2. In case of any credit note issuance, it must be provided within a week for its adjustment.
- 6.3. Credit facility of 1 month will be provided.

7. Bid evaluation criteria

SPN will seek to award the proposal to the most economically advantageous bid received. The criteria that will be assessed are:

7.1. Essential Criteria:

Bidders must meet the following criteria:

- Bidder’s registration in Nepal, submit copies of company registration, tax clearance, and all required documents listed on Checklist below
- Bidders must have at least 2 years’ experience in offering the goods or services in the category.
- Bidder can prove financial stability by providing tax clearance and audit report of last fiscal year.
- Bidder’s must confirm and sign all the bidding documents along with attached code of conduct

7.2. Weighting Criteria

Only bidders who submit administrative documentations allowing to check administrative requirements as stated above (also please refer to checklist) will be evaluated. Bids from bidders who do not fulfil those criteria will not be evaluated.

Proposals will be assessed against the below criteria:

	Proposal Evaluation Criteria	Weight (Total 100%)
	The potential capability to have quality services, capacity and coverage to be provided to SPN will be considered based on the following:	
1	Relevant experience of the agency (Customer service)	20
2	Cost/Price	80

SPN’s appointed RFP review committee will assess all criteria based on the information submitted in the RFP documents. The contract will be awarded to the Bidder scoring the highest combined scores.

Customer Service will be assessed from SPN’s previous experience or from the feedback gathered from the referees.

7.3. Period of validity of proposal

Proposals shall remain valid for 90 days after the date of proposal submission. A proposal valid for a shorter period shall be rejected because it is non-responsive.

8. Requests for clarification

Please e-mail any requests for clarification to: procurement.spn@mariestopes.org.np

Please quote the bidding group reference in the subject of the email and reference the relevant section of the RFP documents which the query relates to. SPN will respond to all enquiries as soon as possible.

Please note that requests for clarification will not be accepted after date mentioned in the [Timescale](#).

Please tick ✓ in following whether "Yes, No or Not Applicable"					
S. No.	Documents Required	YES	NO	NOT APPLICABLE	Remarks if any
	Technical				
1	Application Letter				Compulsory
2	Signed and Stamped RFP Submission Form /Term of Reference (<i>Appendix 1</i>)				Compulsory
3	Operating license				If relevant
4	Experience letter with Client List				If relevant
5	Catalogues/Brochures/Leaflets				If relevant
6	Other Supporting Documents				If relevant
	Financial				
7	Copy of Company Registration				Compulsory
8	Pan/Vat Registration with renewal documents				Compulsory
9	Latest Tax Clearance Certificate (2080.81)				Compulsory
10	Latest Audit Report (2080.81)				Compulsory
11	Price Schedule/Quotation (<i>Appendix 5</i>)				Compulsory
12	Other Certificates if any				
	Other				
13	Signed Code of Conduct (<i>Appendix 2</i>)				Compulsory
14	Supplier Questionnaire (<i>Appendix 3</i>)				Compulsory
15	Bidders Representation Form (<i>Appendix 4</i>)				Compulsory

9. Preparing the RFP Documents

Please ensure that all bids are completed in full. Incomplete bids will be rejected. A list of the items that need to be submitted with your bid are included below:

10. Submission of the bid

The Bidder shall submit their proposal in **one sealed envelope as detailed below:**

(a) Addressed to:

*Procurement Department
Sunaulo Parivar Nepal
Baluwatar (opp. Chinese Embassy) Nepal
Reference marked with RFP/SPN/2025/02 (Securities Guard Service)*

The envelopes shall indicate the **Name and Address of the Bidder**

Soft copy of signed and stamped Annex 1, 2, 3, 4 and 5 shall be required to be submitted in pendrive along with hardcopy in *SEALED ENVELOPE* by *3rd March 2025 5.00 pm.*

- In submitting a bid, it will be implied that the bidder accepts all the provisions of this RFP including all terms and conditions stated.
- SPN reserves the right to issue the response to any clarification request made by the bidder to all bidding Organizations.
- The information contained in these RFP documents and in any related written or oral communication is believed to be correct at the time of issue but SPN will not accept any liability for its accuracy, adequacy or completeness and no warranty is given as such.
- By issuing these RFP documents, SPN is not bound in any way to enter into any contractual or other arrangement with you or any other party.
- It is intended that the procurement will take place in accordance with the provisions of these RFP documents but SPN reserves the right to terminate, amend or vary the procurement process by notice to all bidding organizations in writing. SPN will accept no liability for any losses caused to bidders as a result of this.
- Bidders will not be entitled to claim from SPN any cost or expenses that they may incur in preparing their response irrespective of whether or not their proposal is successful.
- All information supplied to bidders by SPN, either in writing or orally, must be treated in confidence and not disclosed to any third party (save to bidder’s professional advisers) unless the information is already in the public domain.
- There must be no publicity by bidders regarding the Project or the future award of any Contract unless SPN has given expressed written consent to the communication.
- Any attempt by bidders or their appointed advisers to inappropriately influence the Contract award process in any way will result in their bid being disqualified.
- Any direct or indirect canvassing by a bidder or his appointed advisers in relation to this procurement or any attempt to obtain information from any SPN employees or agents may result in disqualification.
- SPN reserves the right to disqualify a bidder if he does not submit his bid in a manner consistent with the provisions set out in Instructions to Bidders.
- It is the bidder’s responsibility to ensure that any sub-contractor and adviser abides by these Conditions of RFP.

11. List of Appendixes

Appendix	Appendix Reference Number
RFP Submission Form	Appendix 1
Code of Conduct	Appendix 2
Supplier Questionnaire	Appendix 3
Bidder Representation Form	Appendix 4
Price Schedule/Quotation	Appendix 5