

## **PEACE CORPS**

### **Overseas Request for Quotation (RFQ) for Supplies/Services/Equipment**

RFQ Number: 004

Date: August 15, 2023

Peace Corps Ghana has a need for the operation and management of guard services at our offices in Kumasi, Tamale and Dodowa in order to prevent unauthorized access, protect life, maintain order, deter criminal attacks against employees, dependents and property and terrorist acts against all U.S. assets, and prevent damage to the Peace Corps property.

The Contractor's employees shall be on-site only for contractual duties and not for any other business or purposes.

Peace Corps is soliciting fixed-price quotations from the vendor community for the supplies and/or services detailed below in the Statement of Work/Description of Services.

If you are interested in submitting a quotation, please do so by sending your completed and signed Attachment 1—Vendor Quotation Form by mail or e-mail to:

Name: Rexford Asamoah (Contracting Officer)

Address: U. S. Peace Corps

P.O. Box 5796

Accra, Ghana

E-mail: [GH-jobs@peacecorps.gov](mailto:GH-jobs@peacecorps.gov)

Quotations are due no later than 17:00 GMT on August 25, 2023. Late quotations will not be accepted.

Written questions about this Request for Quotation (RFQ) may be sent in the same fashion to the individual noted above in advance of the RFQ due date. The written question(s) may be sent directly to [rasamoah@peacecorps.gov](mailto:rasamoah@peacecorps.gov). No phone calls please.

Peace Corps will evaluate all quotations received by the deadline based on the minimum requirements and/or evaluation factor(s) shown below. Contingent on the availability of funds and continued need for the supplies and/or services, at the end of the evaluation process, Peace Corps intends to award a firm-fixed-price contract for the purchase of the required supplies and/or services to the selected vendor.

#### **A. Statement of Work/Description of Requirements**

- a) The contractor shall provide 12 security guards to be stationed at the various locations referenced below in the proportion of 4 in Kumasi, 4 in Tamale and 4 in Dodowa.
- b) Security services shall be performed on 7 days per week 24-hour basis. Security Guards shall have the following shifts:

Shift 1: Two (2) Guards from 08:00 AM to 08:00 PM at each of the offices (Tamale, Kumasi and Dodowa offices)

Shift 2: – Two (2) Guards from 08:00 PM to 08:00 AM at each of the offices (Tamale, Kumasi and Dodowa offices)

Contractor shall also provide security service to manage a rotation to providing relief for the guards off days.

- c) It is expected that at least one of the security guards in the day shift speak English and also serve as a receptionist thus being able to register visitors.

- d) Contractor shall obtain a police background check for all guards working under this contract. Guards should have a clean criminal record.
- e) The guards shall be properly trained and licensed, in accordance with local law and the America Embassy standard operating procedures to perform security services.
- f) The guards shall be decently and cleanly uniformed and wear appropriate identification badges and all needed security items.
- g) The names, curriculum vitae and criminal record of the guards shall be given to PEACE CORPS for verification and access purposes in advance of assignment to perform services under this Contract.
- h) The Contractor shall be fully responsible for all work and services performed by its security guards, and shall for this purpose employ qualified, competent and well-trained guards to perform the services under the Contract.
- i) The Contractor shall take all reasonable measures to ensure that the Contractor's personnel conform to the highest standards of moral and ethical conduct. PEACE CORPS may, at any time, request in writing the withdrawal or replacement of any personnel of the Contractor assigned to perform work or services under this Contract. The Contractor shall, at its own cost and expense, withdraw or replace such personnel forthwith. A request by PEACE CORPS for withdrawal or replacement of the Contractor's personnel shall not be deemed a termination of this Contract. Moreover, the contractor shall not replace any of the assigned guards at PEACE CORPS offices without its approval.
- j) PEACE CORPS shall not be liable for any action, omission, negligence or misconduct of the Contractor's employees, agents, servants, or subcontractors nor for any insurance coverage which may be necessary or desirable for the purpose of this Contract, nor for any costs, expenses or claims associated with any illness, injury, death or disability of the Contractor's employees, agents, servants, or subcontractors performing work or services in connection with this Contract.
- k) The contractor shall have all the tools that facilitate their work and contribute to the achievement of this Statement of Work (e.g. communication means, radio devices if required). Also, the contractor should have their own cars to perform the periodic patrol during the duty and around the clock or as per PEACE CORPS's request.

### **Detailed job description of guards:**

Guards will be under the daily operational control of the PEACE CORPS Safety and Security Manager or any other person(s) as may be assigned by the Peace Corps Safety and Security Manager.

- a) The security service shall include control of entries and exits, body search where applicable and ID card check/verification of the incoming people other than the staff working at the building and securing peace of the inhabitants at the building and overall security of the building with its entire premises.

Description of the premises and responsibilities of the security guards is as follows:

**Main Entrance Door:** This is the entrance where people enter and exit and visitors are searched and ID cards checked.

**Reception Duty:** Assisting visitors upon their arrival at the building in an effective, kind and professional manner and registering their names and directing them to the relevant departments. Knowledge of English language is essential.

- b) Security Guards shall perform their duties in the front of the building, at the parking area and around the building.
- c) Any and all visitors coming to the building and wishing to pay a visit shall, irrespective of their identity, be visually searched thoroughly without letting him/her notice it, as if he/she were a suspect.
- d) Security Guards shall immediately get acquainted with the staff working at the building and other people shall be regarded as customers and visitors.
- e) Security Guards shall check with the list of names of the staff and their car plate numbers so that they can control the entries to the building and those to the parking lot accordingly.

- f) Security Guards shall not be overly familiar, and act in an informal way with the staff, customers and visitors for any reason whatsoever.
- g) Entries and exits by the staff and visitors shall be recorded in the register by time.
- h) Daily newspapers, daily deliveries, and other correspondences brought to the building should be first checked, received at the reception and shall then be distributed by the PEACE CORPS responsible person.
- i) Security Guards shall in no case allow entry into the building of such persons as salesmen, beggars, peddlers, etc.
- j) In case of emergency (fire, theft, sabotage, attack, bombing alert, flood, etc.), security Guards shall first attend the case, ensure maintenance of proof and evidence of crime, and shall immediately notify the Fire Service, Police Service, Contracting Officer and the Security Focal Point of the Building of the incident.
- k) The Guards shall always establish coordination with, and receive work-related instructions, if any, from the Security Focal Point of the Building and shall accommodate the instructions so given and shall inform them back of any issues that may go beyond their power.
- l) Security Guards shall not allow any unauthorized parking in front of the PEACE CORPS building.
- m) Security Guards shall assure that all the security and fire-alarm equipment works properly and in case of any detection of malfunctioning should inform the Security Focal person.
- n) It is expected the possibility for quick support to PEACE CORPS building from the security company central office on an emergency need basis.
- o) In the event of an emergency, the Contractor shall contact the Security Focal Point.
- p) Security Guards shall support the Security Focal Point with a variety of other functions pertaining to the implementation of Security Plan and Security directives of PEACE CORPS.
- q) Security guards shall be adequately trained in first aid to a required level to ensure that they can respond to a medical emergency.

The security company HQ shall perform security patrols to cover outside and inside the building on the day and on the night, check for any irregularities and take reasonable action.

#### **Qualifications:**

All personnel must undergo due diligence before being assigned to this security service.

##### **I. Contractor Qualifications:**

The contractor (service provider) should provide a proof of the following:

- Must have at least 5 years of experience in security.
- Must provide list of 5 top client previously/currently served
- Must demonstrate the availability of acceptable security training program and that the personnel offered will have received the proper security training.
- Must be able to provide relievers (backups) at short notice.
- Must ensure that security personnel are given sufficient rest days.
- At least 1 day guard must be able to speak/read/write in English.
- Must be properly registered in accordance with the Ghanaian laws and legislation.

##### **II. Security Guards Qualifications:**

The security guards should possess the following qualifications:

- Senior high school education or equivalent education and training with at least 3 years of full experience in such field of work.
- Must not have Medical/drug history
- Must not have a criminal background.
- Should have military or police background.
- Must be fully knowledgeable and experienced on the procedures of using equipment for the purpose of security such as; X-Rays Machines, metal detectors... etc.

Item	Description	Qty
001	Security guards to be stationed at Tamale office	4
002	Security guards to be stationed at Kumasi office	4
003	Security guards to be stationed at Dodowa office	4
...		

The contract will be awarded for one year with options for renewal based on performance.

**B. Place of Performance**

- IIA Vittim Estates, Tamale (Tamale Sub-office)
- 7B, Anwomaso, Kumasi (Kumasi Sub-office)
- A/123 Nanoman, Dodowa Rd, Dodowa

**C. Contract Terms and Conditions**

As an Agency of the United States Government, Peace Corps has an approved contract template that it intends to use for the award. Peace Corps reserves the right to deny making a contract award to a vendor should they refuse to sign the Peace Corps approved contract template.

**D. Minimum Criteria:**

A quotation will not be considered further if it does not meet the following minimum criteria:

- Submit the completed and signed Attachment 1—Vendor Quotation Form
- Must have at least 5 years of experience in security
- Must be properly registered in accordance with the Ghanaian laws and legislation
- Provide information in response to Section E (Evaluation Factors) factors listed below

**E. Evaluation Factors:**

Quotations that meet the minimum criteria listed above may be further evaluated based on the following factors:

- Technical
- Payment terms
- Past Performance/Reference check

**Note:** Respondent to this RFQ shall structure the technical part of its Proposal as follows:

❖ **Management Structure**

This Section should provide corporate orientation to include company's profile (year and country of incorporation – copy of certificate of incorporation), a brief description of present activities focusing on

services related to the Proposal as well as an outline of recent experience on similar projects, including experience in the country.

Offeror to provide supporting information as to firm's reliability and managerial capacity to perform the services.

❖ **Resource Plan**

This Section should fully explain the Offeror's resources in terms of personnel and facilities necessary for the performance of the requirements, and any plans for their expansion. It should describe Offeror's current capabilities/facilities and any plans for their expansion.

❖ **Proposed Approach, Methodology, Timing and Outputs**

This section should demonstrate the Offeror's responsiveness to the statement of work and include detailed description of the manner in which the firm/institution would respond to the statement of work, addressing the requirements, as specified, point by point. For assessment of your understanding of the requirements please include any assumptions as well as comments on the data, support services and facilities to be provided by the beneficiary as indicated in the Statement of Work, or as you may otherwise believe to be necessary.

Award may be made with or without negotiations between the Peace Corps and the selected vendor. Award may be made to a vendor that provided the lowest priced technically acceptable quotation, or to a vendor other than the one that provided the lowest priced quotation, should that vendor be determined to have provided the best value quotation to the Peace Corps taking technical and cost factors into account. Peace Corps reserves the right to award to one vendor, or to split the requirement among vendors.

All vendors that submit quotations in response to this RFQ will be notified of the results.

[End of RFQ]

**ATTACHMENT 1 – VENDOR QUOTATION FORM**

RFQ Number: 001

Vendor:

Authorized Representative:

Name:

Position/Title:

Phone Number:

E-mail Address:

Quoted Prices (Inclusive of Administrative and/or Overhead Costs):

**Base Year**

<b>Item</b>	<b>Description</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>
001	Security guards to be stationed at Tamale office	4		
002	Security guards to be stationed at Kumasi office	4		
003	Security guards to be stationed at Dodowa office	4		
...				
<b>Total</b>				

**Option 1**

<b>Item</b>	<b>Description</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>
001	Security guards to be stationed at Tamale office	4		
002	Security guards to be stationed at Kumasi office	4		
003	Security guards to be stationed at Dodowa office	4		
...				
<b>Total</b>				

**Option 2**

<b>Item</b>	<b>Description</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>
001	Security guards to be stationed at Tamale office	4		
002	Security guards to be stationed at Kumasi office	4		
003	Security guards to be stationed at Dodowa office	4		
...				
<b>Total</b>				

**Option 3**

<b>Item</b>	<b>Description</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>
001	Security guards to be stationed at Tamale office	4		
002	Security guards to be stationed at Kumasi office	4		
003	Security guards to be stationed at Dodowa office	4		
...				
<b>Total</b>				

**Option 4**

<b>Item</b>	<b>Description</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>
001	Security guards to be stationed at Tamale office	4		
002	Security guards to be stationed at Kumasi office	4		
003	Security guards to be stationed at Dodowa office	4		
...				
<b>Total</b>				

Items/Services Included in Total Quoted Price Above but Not Indicated in Chart:

Quoted Work or Delivery Schedule (If Any):

Quoted Payment Terms:

Quoted Warranty Terms (If Any):

Quoted Additional Terms and/or Conditions:

**SUPPLIER AUTHORIZED REPRESENTATIVE**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_