



# REQUEST FOR TENDERS

File: ADM 1/1/4  
Date: 15 April, 2020  
To: Interested suppliers  
From: Lawrence Warner, Property Services Officer

**Subject: Request for tenders: Security services for SPREP compound**

## 1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organisation charged with promoting cooperation among Pacific islands countries and territories to protect and improve their environment and ensure sustainable development.
- 1.2. For more information, see: [www.sprep.org](http://www.sprep.org).

## 2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from licensed Security Services Contractors who can offer their services to provide security services for SPREP compound situated at vailima
- 2.2. The successful applicant will need to provide;
  - I. One security guard 24 hours, seven days a week including weekends & public holidays
  - II. One security guard 12 hours, seven days a week (6.00pm – 6.00am) including weekends & public holidays.
  - III. Extra security guards for SPREP functions upon request
- 2.3. **Duty Requirements:**
  - I. Record the times of staff vehicles, including visitors & authorized guests who entre/exit the compound
  - II. Routine checks of the compound during night shifts to ensure all doors/windows are locked
  - III. Record and report to relevant SPREP staff any unusual incidents that may occur within the compound
  - IV. Ensure the safety of SPREP staff and guests at all times
  - V. Ensure the safeguarding of all SPREP properties at all times

## 3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions: list any conditions,
  - I. Have a current valid business license
  - II. Have relevant work experience



#### 4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested supplier satisfies the conditions stated above and is capable of meeting the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria. Describe any additional minimum content and format requirements.
- 4.2. Tender documentation should outline the interested supplier's complete proposal: methods, personnel (and their skill sets/curricula vitae), timeframes and costs.
  - I. Cost breakdown of work
  - II. Contacts of three (3) referees
  - III. History/proven ability to carry out the work
- 4.3 Tenderers/Bidders must insist on an acknowledgement of receipt of tenders/proposals/bids.

#### 5. Tender Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to Maraea Pogi on [maraeap@sprep.org](mailto:maraeap@sprep.org) and copy [lawrencew@sprep.org](mailto:lawrencew@sprep.org) before 27 April 2020. A summary of all questions received with an associated response will be posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 29 April 2020.

#### 6. Evaluation criteria

- 6.1. SPREP will select a preferred supplier on the basis of SPREP's evaluation of the extent to which the documentation demonstrates that the tenderer offers the best value for money, and that the tenderer satisfies the following criteria.
  - i. Demonstrate excellent knowledge of health and safety regulations, security procedures and protocol. (20%)
  - ii. Demonstrate sufficient vehicles, personal protection equipment and communication devices to ensure all duties are carried out effectively. (20%)
  - iii. Demonstrated experience in Security Services, proven ability to carry out work as specified in the requirements. (25%)
  - iv. Display cultural, gender, nationality and age sensitivity and adaptability. (10%)
  - v. Cost breakdown of work (25%)

#### 7. Deadline

- 7.1. **The due date for submission of the tender is: 13 May 2020, midnight (Apia, Samoa local time).**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3 Please send all tenders clearly marked 'TENDER: Security Services for SPREP Compound' to one of the following methods:

Mail: SPREP  
Attention: Procurement Officer  
PO Box 240  
Apia, SAMOA  
Email: [tenders@sprep.org](mailto:tenders@sprep.org) (MOST PREFERRED OPTION)  
Fax: 685 20231



**SPREP**  
Secretariat of the Pacific Regional  
Environment Programme



10th Pacific Islands Conference

**NATURE CONSERVATION  
AND PROTECTED AREAS**

*Nature Conservation Action for a Resilient Pacific*

Person: Submit by hand in the tenders box at SPREP reception,  
Vailima, Samoa.

SPREP reserves the right to reject any or all tenders and the lowest or any tender will not necessarily be accepted.

**For any complaints regarding the Secretariat's tenders please refer to the  
Complaints section on the SPREP website**

<http://www.sprep.org/accountability/complaints>