

Solicitation - Request for Quotation RFQ# REQ-641-24-000011
USAID/Ghana/Tamale Sub-Office

Dear Prospective Quoter:

Request for Quotation (RFQ): USAID/Ghana Tamale Sub-Office Local Guards Security Services

The United States Government, represented by the U.S Agency for International Development (USAID), through the West Africa Mission in Accra, Ghana, is seeking a qualified individual or company to submit quotation as per the below detailed Statement of Work (SOW) to provide professional Local Guard Security Services to the USAID Ghana's Tamale Sub-Office. The facility is located in the NORRIP building, Bolga Road, Tamale and occupies an approximated area of 380 square meters.

You are hereby invited to submit a quotation.

Basis for Award:

USAID/Ghana anticipates awarding a firm fixed price purchase order with a period of performance of effective August 1, 2024 through July 31, 2025 from the date of award as a result of this solicitation (RFQ).

The Mission intends to award a purchase order to the responsible contractor (based on required registrations, compliance, past performance, price, and technical related factors) submitting an acceptable quotation at the lowest price technically acceptable (LPTA). The Mission may award a purchase order depending on the results of the solicitation and may award a contract without holding discussions with the Offeror should the quotation conform to the specifications outlined in this RFQ. The Government, however, reserves the right to conduct discussions, if later determined by the Contracting Officer to do so.

Mode & Date of Submission:

To help you submit a complete and accurate quote, Questions regarding this opportunity must be submitted by April 5, 2024, at 10:00 GMT to dbrady@usaid.gov; egariba@usaid.gov; gamarkah@usaid.gov; aenyam@usaid.gov; mquarcoo@usaid.gov. Quotations consisting of the Technical Proposal and Price proposals must be submitted electronically by **April 10, 2024, at 16:00hrs GMT** using the above email addresses.

Please read the RFQ carefully, and if you are interested, submit your quotation in Ghana Cedis electronically (email) including the completed Vendor Request Form as attached.

Quotations received after the deadline will not be considered.

All contractors must be registered in the System for Award Management (SAM) (<https://www.sam.gov>) and have obtained a UEI number to conduct business with the U.S. Government.

Please Note - This is a request for a quotation and does not constitute an award. The US Government is under no obligation to make an award out of this solicitation (RFQ) and will not be liable for any other cost incurred in preparing of quotation to this solicitation.

Sincerely,

Donald Brady
Regional Executive Officer (REXO)

Solicitation (RFQ# REQ-624-24-000023)
Statement of Work (SOW)

LOCAL GUARD SERVICE FOR USAID/GHANA SATELLITE OFFICE IN TAMALE

SECTION I: PURPOSE

The United States Agency for International Development, USAID, located at #24 Fourth Circular Road, Cantonments, Accra intends to award one year base contract with four options to exercise and to expend the term and conditions of the contract based on performance and US Government Funds availability with an eligible and locally established contractor to provide local guard security services for the USAID/Ghana Office in Tamale, Ghana. The facility is in the NORRIP building Officers, Bolga Road, Tamale and occupies an approximate area of 380 square meters.

Prospective vendors are required to submit their Technical and Price Proposals and other required documents as specified in Section IV, in response to this solicitation (RFQ).

SECTION II: SCOPE AND DELIVERABLES

The objective of the contract if awarded, is to provide 24 hours a day, 7 days a week local guard services in accordance with the standard operating procedures or as recommended by the US Embassy Regional Security Office. The prospective security firm will ensure and operate three (3) shifts of up to two (2) Guards per shift including morning, afternoon, and night shift to carry out this duty at a firm-fixed price if awarded.

A) General Guard Duties and Requirements:

The Local Guard Security Services Contractor shall provide and supervise Guards to provide required services for all shifts or as requested by the USAID. The Guards duties shall include:

- i. Protect the safety of all persons, equipment, property, including visitors and staff.
- ii. Prevent theft, damages, or loss of any properties. Contractor will be liable for any omissions or negligence resulting in theft or damage or loss of any properties in or on the facility.
- iii. Prohibit entry into the facility by anyone other than persons carrying valid US Embassy approved identification or as otherwise instructed or authorized by USAID personnel. All visitors must be accompanied or escorted in by a USAID personnel.
- iv. Report and document any unusual incidents or hazardous conditions.
- v. Maintain a daily log for each shift in accordance with standard operating procedures, (e.g. sign in and sign out requirements for visitors).
- vi. Complete regular rounds of assigned facilities to ensure that all access doors are secured.
- vii. Maintain log of all security violations and report occurrences to USAID as quickly as possible.
- viii. Where present.
 - a) Be familiar with and implement regular performance of emergency fire alarm system procedures including usage and familiarity with fire extinguishers, fire alarm monitoring panel systems, and other life/safety systems.

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- b) Be familiar with and implement emergency intrusion alarm procedures. including the use of closed-circuit television monitors, voice in Telcom systems, and alarm annunciator panels and other equipment required for monitoring and controlling of building access, such as;
 - If keys are lost or stolen, Guards shall notify USAID immediately so that appropriate action can be taken to safeguard the premises.
 - Guards shall, always, be polite, courteous, respectful, and responsive to any persons authorized to be in the facility.
 - Guards shall not be engaged in or conduct any personal business or business outside those described in this Contract at any time while assigned to perform Services except for authorized breaks.

SECTION III: PERIOD OF PERFORMANCE

The period of performance will be one (1) base year plus three option years as follows:

- Base year** (August 1, 2024 through July 31, 2025)
- Option Year 1 (August 1, 2025 through July 31, 2026)
- Option Year 2 (August 1, 2026 through July 31, 2027)
- Option Year 3 (August 1, 2027 through July 31, 2028)
- Option Year 4 (August 1, 2028 through July 31, 2029)

SECTION IV: EVALUATION CRITERIA

The contract will be awarded based on a lowest-cost technically acceptable basis. The technical proposal will be evaluated for technical acceptability against the evaluation criteria listed below:

A) Past Performance:

A qualified Contractor who has performed continuous jobs of similar in nature within the last past five (5) years in a similar international organization. Past performance information shall be provided as shown below:

#	Client/Company Name	Brief description of work performed.	Period of performance of work/services	Name, email, and Phone Numbers of Contact Persons
1				
2				
3				

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B) Valid Company Registration Document:

The contractor must have documentation as listed below:

- a) Submit a Valid Company Registration Certificates
- b) Submit Vendor Information to include a UEI number, NCAGE and active in SAM registration.
- c) Required Security Certifications

SECTION V: COST PROPOSAL

All offerors are required to provide Price Proposals separately in response to this solicitation. Price proposals will be evaluated for price reasonableness and realism by the contracting officer. The basis of the award shall be Lowest price technically acceptable. The US Government reserves the right to determine technical acceptability.

SECTION VI: PAYMENT SCHEDULE AND INVOICE SUBMISSION (FIXED-PRICE

- a) General. The Government shall pay the Contractor monthly as full compensation for all work required, performed, and accepted under the contract within that particular month as part of the firm fixed price that will be stated in the final contract award.
- b) There will be no upfront payment for this solicitation.
- c) Invoice Submission. The contractor will be required to submit invoices after providing required, performed, and accepted service under the terms and conditions of the contract, **if award**. Payment will be made within 30 days of USAID receiving the monthly proper invoice. All invoices shall be emailed to accrapayments@usaid.gov

_____End Of Solicitation _____