

REQUEST FOR PROPOSAL FOR SECURITY SERVICES

PRF N°: NG-0276-2023-CBM

Christoffel Blinden Mission (CBM) is an international Christian development organization that works to improve the lives of persons with disabilities in the poorest parts of the world, and to prevent avoidable disability. Over the years, CBM International has been supporting the Nigerian government through various implementing partners in interventions, such as eye health, mental health, obstetric fistula and disability-inclusive development.

In line with achieving the major objective for this mission, CBM International is soliciting competitive, sealed bids from reputable companies to establish a contract for **Security Services**.

1. Purpose of this Request for Proposal;

The purpose of this Request for Proposal is to seek the suitable security firm.

Scope of service;

Six security guards for security services for Christian Blind Mission (CBM) International.

1. Bid requirements for qualification.

The offer submitted by the bidder must imperatively comprise the following documents, enclosed in a sealed envelope:

- Company profile with minimum of five years' experience.
- Must provide valid company registration certificates and Tax clearance certificates.
- Have a membership in relevant national or international association;
- Technical capacity, resources available for the assignment.
- Bank Guarantee/Company audit report is required to confirm credit worthiness and financial capability.
- Provide verifiable evidence of similar services to a comparable international organization.
- Include a detailed financial offer/Quote.
- The financial offer/quote should be **inclusive** of 10% withholding Tax (WHT) which CBM International is obligated to remit and **exclusive** of Value Added Tax (VAT).

The bidders are free to send additional documentations/pictures if they are relevant to the context of the Request for Proposal.

2. Submission:

The hard copy bid documents should be submitted in a sealed envelope and labeled as "**Security Services CBM International**"

Address: Christoffel Blinden Mission (CBM) International
No.13 Okemesi Crescent, off Twon Brass Street, Garki 2,
Abuja-FCT, Nigeria.

Or via email to: procurement.nigeria@cbm.org

Deadline for Submission of Bid is: **Monday, 3rd July, 2023 at 05:00pm**

4. Language for the bids:

The language for the bids shall be **English** only.

5. Notification of the results:

Only the successful bidder will be notified, and if you do not receive email communication within three weeks after the expiring of the deadline for submission, consider your bid unsuccessful.

6. Qualification criteria

The Service provider will be selected according to their responsiveness, profile, reliability, financial quote, past experience in supplying the same type of vehicle, prompt delivery timeline, background, payment terms, quality of services.

The completeness of the submission in compliance to the requirements of the Request for Proposal will be considered.

7. CBM International PROHIBITED CONDUCT – CORRUPTION AND

BRIBERY: CBM expects all its employees, and the Service provider and all its employees, to adhere to the highest standards of accountability, which requires honest and ethical conduct. CBM prohibits and takes a zero tolerance stance towards all forms of corruption, which includes fraud, theft, embezzlement, unapproved conflicts of interest, false claims, and bribery. In addition to its prohibition of all forms of corruption, CBM prohibits and takes a zero tolerance stance towards its employees or Service Provider: (1) accepting or requesting any form of bribe from any person or organization; (2) giving, offering, promising, authorizing or assisting any form of bribe to any representative of any organization, including any government employee or candidate for public office, unless such bribe is (1) a facilitating or expediting payment the purpose of which is to expedite or to secure the performance of a routine and lawful action AND (2) such payment is made under duress, in circumstances where a reasonable person would believe that they have no alternative other than to provide the payment in order to protect life or liberty. Bribe means (1) anything of any value (2) provided to a person or anyone associated with that person (3) with the purpose of inducing the person to do or omit to do (4) any act in violation of his or her lawful duty, to obtain any improper advantage, or

to induce a person who is in a position of trust or loyalty to an organization to use his or her influence to improperly affect or influence any act or decision of that organization. The Service Provider agrees to abide by the prohibition on corruption and bribery and CBM expects the Service Provider to ensure that its employees, representatives, vendors, contractors (if any) also adhere to this prohibition. The Service Provider agrees to immediately report to CBM any credible evidence of corruption and/or Bribes that: (1) involve funds or resources provided to Service Provider under this Contract or that are in any other way related to this Agreement; or (2) that involve CBM' Employees. CBM is authorized to report such evidence to law enforcement and/or to CBM' donors. The Service Provider understands and agrees that a violation of the prohibition on corruption and bribery may, in addition to any other remedies available under this agreement or at law, result in immediate termination of this Contract by CBM, and may also result in Service Provider being determined ineligible to work with CBM in the future

8. Disclaimer:

This is only a Call for Proposal, CBM International reserves the right to either amend or cancel it at any time with or without notice. In such cases, CBM International shall accept no liability whatsoever. The prospective bidder is wholly responsible for any and all costs related to the preparation and submission of their Proposals.

Any failure upon these engagements will involve the rejection of the Proposal formulated or, in case, the cancellation of the committed contracts.

9. Enquiry

Enquiries or additional information may be physically made at Christoffel Blinden Mission (CBM) International office at No.13 Okemesi Crescent, off Twon Brass Street, Garki 2, Abuja-FCT, Nigeria.

- a. By email exclusively to: procurement.nigeria@cbm.org with the subject stating the reference number.
- b. By Phone through the following numbers: +234 9010332661