

Request for proposal (RFP) for services

Provision of security services for UNOPS RSOC office in Belgrade and European PROGRES office in Nis

RFP No. UNOPS-RSOC-2015-S-016

Date: 7 May 2015

**Request for proposal
Provision of security services for UNOPS RSOC office in Belgrade
and European PROGRES office in Nis
RFP No.UNOPS-RSOC-2015-S-016****Section 1: Proposal data**

RFP number: RFP UNOPS-RSOC-2015-S-016
Project: UNOPS/RSOC/European PROGRES
Procurement official's name: Bozidar Radivojevic
Email: bozidarr@unops.org
Telephone number: +38111 2445-687
Facsimile: +38111 2445-687
Issue date: 7 May 2015

Pre-proposal conference / site visit - not applicable

Date: /
Time:
Mode:
Place:

Requests for clarifications due:

Date:
Time:

UNOPS clarifications to offerors

Responses to requests for clarification shall be communicated to offerors by posting responses on LBHT web site (www.sagradimodom.org) and European PROGRES web site (www.europeanprogres.org) under ITB Case No. UNOPS-RSOC-2015-S-016. Requests for clarification from offerors will not be accepted any later than 4 days before the Deadline for Proposal Submission.

Proposal due

Date: **1 June 2015**
Time: **12:00h, noon, CET (Serbian time zone UTC+01:00)**

Oral presentations – not applicable

Date: /
Mode:
Place:

Planned award date

Date: June 2015

Planned contract start date / delivery date (on or before)

Date: June 2015

**Request for proposal
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and European PROGRES office in Nis
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Section 2 – RFP letter

UNOPS RSOC plans to procure security services for UNOPS RSOC office in Belgrade and European PROGRES office in Nis as defined in accordance with these documents. UNOPS now invites sealed proposals from qualified offerors for providing the requirements as defined in the UNOPS Terms of Reference attached hereto. Proposals must be received by UNOPS at the address specified **not later than 12:00h, noon, CET (Serbian time zone UTC+01:00) on 1 June 2015.**

This RFP is conducted in accordance with the UNOPS Procurement Manual and all other relevant directives and issuances and can be accessed by following the below link. For clarification on specific issues or to learn more details about procurement at UNOPS offerors are encouraged to consult the UNOPS Procurement Manual. In case of contradictions between this RFP and the UNOPS Procurement Manual, the UNOPS Procurement Manual shall prevail.

<http://www.unops.org/SiteCollectionDocuments/Procurement/UNOPS%20procurement%20manual%20EN.pdf>

This UNOPS RFP consists of six sections and a series of annexes that will be completed by offerors and returned with their proposal:

- RFP section 1: Proposal data sheet
- RFP section 2: RFP letter (this document)
- RFP section 3: Instructions to offerors
- RFP section 4: UNOPS terms of reference/statement of work
- RFP section 5: UNOPS General Conditions of Contract (goods/services/small services)

| | |
|---------|---|
| Annex A | Proposal/no proposal confirmation form |
| Annex B | Mandatory requirements/pre-qualification criteria |
| Annex C | Technical proposal submission form |
| Annex D | Financial proposal submission form |
| Annex E | UNGM Vendor registration form |

Interested offerors may obtain further information by contacting this email address:
srpc.procurement@unops.org

Pre-cleared by:

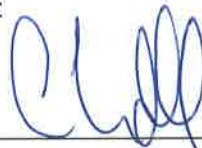
Date: 08/05/2015



Bozidar Radivojevic; Procurement Reviewer

Approved by:

Date:



Graeme Tyndall; UNOPS RSOC Manager

Request for proposal Provision of security services for UNOPS RSOC office in Belgrade and European PROGRES office in Nis RFP No.UNOPS-RSOC-2015-S-016

Section 3: Instructions to offerors

1 Introduction

- 1.1. UNOPS invites qualified firms to submit Technical and Financial Proposals to provide services associated with the UNOPS requirement for security services for UNOPS RSOC office in Belgrade and European PROGRES office in Nis, at UNOPS RSOC office, Sumatovacka 59, 11 000 Belgrade.
- 1.2. A description of the services required is described in RFP section 4 terms of reference.
- 1.3. UNOPS may, at its discretion, cancel the requirement in part or in whole.
- 1.4. Offerors may withdraw the proposal after submission provided that written notice of withdrawal is received by UNOPS prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposal. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.
- 1.5. All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances UNOPS may solicit the offeror's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
- 1.6. Effective with the release of this solicitation, all communications must be directed only to UNOPS Procurement Official, Bozidar Radivojevic by email at srpc.procurement@unops.org. Offerors must not communicate with any other personnel of UNOPS regarding this RFP.

2 Cost of proposal

The cost of preparing a proposal, attendance at any pre-proposal conference, meetings or oral presentations shall be borne by the offerors, regardless of the conduct or outcome of the solicitation process. Proposals must offer the services/goods for the total requirement; proposals offering only part of the services/goods will be rejected unless the option of submitting a proposal for any or all lot/s of the requirement has been expressly stated in the terms of reference/statement of work.

3 Eligibility

Offerors must not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UNOPS to provide consulting services for the preparation of the design, terms of references, and other documents to be used for the procurement of the services/goods under this Request for Proposal.

All suppliers are expected to embrace the principles of the United Nations Supplier Code of Conduct, given that it originates from the core values of the Charter of the United Nations. UNOPS also expects all its suppliers to adhere to the principles of the United Nations Global Compact.

Offerors must not be under a declaration of ineligibility for corrupt and fraudulent practices published by UNOPS on its website. Offerors must meet the eligibility criteria as published on the UNOPS website.

4 Clarification of solicitation documents

- a. A prospective offeror requiring any clarification of the solicitation documents may notify UNOPS in writing at UNOPS mailing or e-mail address indicated in the RFP by the specified date and time. UNOPS will respond in writing to any request for clarification of the solicitation documents that it receives by the due date outlined on page 1. Written copies of UNOPS response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective offerors that have received the solicitation documents.

If the RFP has been advertised publicly, the results of any clarification exercise (including an explanation of the query but without identifying the source of inquiry) will be posted on the LBHT web site (www.sagradimodom.org) and European PROGRES website (www.europeanprogres.org)

5 Amendments to solicitation documents

At any time prior to the deadline for submission of proposals, UNOPS may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective offeror, modify the solicitation documents by amendment. All prospective offerors that have received the solicitation documents will be notified in writing of all amendments to the Solicitation documents. For open competitions, all amendments will also be posted on the LBHT web site (www.sagradimodom.org) and European PROGRES website (www.europeanprogres.org) in the tender notice. In order to afford prospective offerors reasonable time in which to take the amendment into account in preparing their proposals, UNOPS may, at its discretion, extend the deadline for the submission of proposal.

6 Language of Proposals

The proposals prepared by the offeror and all correspondence and documents relating to the proposal exchanged by the offeror and UNOPS, shall be written in English. Supporting documents and printed literature furnished by the offeror may be in another language provided they are accompanied by an appropriate translation of all relevant passages in English. In any such case, for interpretation of the proposal, the translation shall prevail. The sole responsibility for translation and the accuracy thereof shall rest with the offeror.

7 Submission of Proposal

- 7.1. Technical and financial proposals should be submitted simultaneously but in separate sealed envelopes with the RFP reference and the clear description of the proposal (technical or financial) by the date and time stipulated in this document. When submission is in hard copy both inner envelopes should indicate the name and address of the offeror. The first inner envelope should contain the offeror's technical proposal with copies duly marked "original" and "copy". The second inner envelope should include the financial proposal duly identified as such. If the envelopes are not sealed and marked as instructed, UNOPS will assume no responsibility for the misplacement or premature opening of the proposals submitted.

- 7.1.1. Technical proposals should be submitted in one (1) original envelope accompanied by the forms prescribed in this RFP, clearly marked as technical proposal with additional two copies and an electronic copy on a CD or a USB stick in MS Word for Windows 2003 or higher format. Technical proposals (both original and copies) must be sealed in a specially marked envelope labelled:

RFP No UNOPS-RSOC-2015-S-016 Provision of security services for UNOPS RSOC office in Belgrade and European PROGRES office in Nis – TECHNICAL PROPOSAL- (name and address of offeror)

Financial proposals should be submitted in one (1) original envelope on the form prescribed herein and an electronic copy on a CD or USB stick in MS Excel for Windows 2003 or higher format. Financial proposals should be sealed separately in a specially marked envelope labelled:

DO NOT OPEN! - RFP No UNOPS-RSOC-2015-S-016 - Provision of security services for UNOPS RSOC office in Belgrade and European PROGRES office in Nis – FINANCIAL PROPOSAL- (name and address of offeror)

7.1.2. All proposals will be addressed as follows for mailing:

Procurement Unit, UNOPS RSOC, Sumatovacka 59, 11 000 Belgrade

7.1.3. Offerors should use recycled paper for all printed and photocopied documents related to the submission of this proposal and fulfilment of this contract and shall, whenever practicable, use both sides of the paper. Offerors are encouraged to use green alternatives to bind their proposals instead of binders.

7.2. Proposals should be received by the date time and means of submission stipulated in this RFP. Offerors are responsible for ensuring that UNOPS receives their proposal by the due date and time. Proposals received by UNOPS after the due date and time may be rejected.

7.3. The "Certificate of Offeror's Eligibility and Authority to Sign Proposal" contained in this RFP must be executed by a representative of offeror who is duly authorized to execute contracts and bind the offeror. Signature on the certificate represents that the offeror has read this RFP, understands it and agrees to be bound by its terms and conditions. The offeror's proposal with any subsequent modifications and counter-proposals, if applicable, shall become an integral part of any resulting contract.

8 Late proposals

Any proposals received by UNOPS after the deadline for submission of proposals prescribed in this document, may be rejected.

9 Clarification of proposals

To assist in the examination, evaluation and comparison of proposals, UNOPS may, at its discretion, ask the offeror for a clarification of its proposal. The request for clarification and the response shall be in writing and no change in the price or substance of the proposal shall be sought, offered or permitted. UNOPS will review minor informalities, errors, clerical mistakes, apparent errors in price and missing documents in accordance with the UNOPS Procurement Manual 8.9 Discussions with vendors.

10 Proposal currencies

All prices shall be quoted in RSD (Republic of Serbia Dinar).

UNOPS reserves the right not to reject any proposals submitted in another currency than the mandatory bidding currency stated above. UNOPS may accept proposals submitted in another currency than stated above if the offeror confirms during clarification of proposals (8) in writing that it will accept a contract issued in the mandatory proposal currency and that for conversion the official United Nations operational rate of exchange of the day of RFP deadline as stated in the RFP letter shall apply.

Regardless of the currency of proposals received, the contract will always be issued and subsequent payments will be made in the mandatory bidding currency above.

11 Mandatory/pre-qualification criteria

- 11.1. The mandatory requirements/pre-qualification criteria have been designed to assure that, to the degree possible in the initial phase of the RFP procurement process, only those offerors with sufficient experience, the financial strength and stability, the demonstrable technical knowledge, the evident ability to satisfy UNOPS requirements and superior customer references for supplying the services envisioned in this RFP will qualify for further consideration. UNOPS reserves the right to verify any information contained in offeror's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will affect your evaluation.
- 11.2. Offerors will receive a pass/fail rating in the mandatory requirements/pre-qualification criteria section. In order to be considered for Phase I, offerors must meet all the mandatory requirements/pre-qualification criteria described in this RFP.
- 11.3. The UNOPS General Conditions of Contract for services/goods and the UNOPS contract, as part of this RFP, contain mandatory terms and conditions for offerors' review and acceptance. UNOPS will not entertain any proposed changes to the Non-Negotiable Articles. Offerors are expected to confirm in writing their acceptance of these conditions by completing the mandatory requirements/pre-qualification criteria as provided in Annex B. There will be no negotiation of terms and conditions and contract terms at contract award.

12 Evaluation of technical and financial proposal

12.1. Phase I - Technical proposal (number of points)

- 12.1.1. Only offerors meeting the mandatory criteria will advance to the technical evaluation in which a maximum possible 70 points may be determined. An evaluation committee appointed by UNOPS will carry out the technical evaluation applying the evaluation criteria and point's ratings as listed below. In order to advance beyond Phase I of the

detailed evaluation process to Phase II (financial evaluation) a proposal must have achieved a minimum cumulative average score of 49 points.

| | | |
|--|--|------------------|
| | Expertise of Firm /Organization/Consortium submitting Proposal | 40 points |
| | Personnel - Qualifications of the proposed Security Guards | 30 points |
| | TOTAL | 70 points |

12.2. PHASE II - FINANCIAL PROPOSAL - 30 points

12.2.1. Financial proposals will be evaluated following completion of the technical evaluation. The offeror with the lowest evaluated cost will be awarded 30 points. Financial proposals from other offerors will receive pro-rated points based on the relationship of the offeror's prices to that of the lowest evaluated cost.

12.2.1.1. Formula for computing points:

$$\text{Points} = (A/B) \text{ Financial Points}$$

Example: Offeror A's price is the lowest at \$10.00. Offeror A receives 30 points
 Offeror B's price is \$20.00. Offeror B receives $(\$10.00/\$20.00) \times 30$ points = 15 points

13 Preparation of proposal

- 13.1. The offeror is expected to examine all terms and instructions included in the solicitation documents. Failure to provide all requested information will be at offeror's own risk and may result in rejection of offeror's proposal.
- 13.2. The offeror's proposal must be organized to follow the format of this RFP. Each offeror must respond to every stated request or requirement and indicate that offeror understands and confirms acceptance of UNOPS stated requirements. The offeror should identify any substantive assumption made in preparing its proposal. The deferral of a response to a question or issue to the contract negotiation stage is not acceptable. Any item not specifically addressed in the offeror's proposal will be deemed as accepted by the offeror. The terms "offeror" and "contractor" refer to those companies that submit a proposal pursuant to this RFP.
- 13.3. Where the offeror is presented with a requirement or asked to use a specific approach, the offeror must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Failure to provide an answer to an item will be considered an acceptance of the item. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.
- 13.4. The terms of reference/statement of work in this document provides a general overview of the current operation. If the offeror wishes to propose alternatives or equivalents, the offeror must demonstrate that any such proposed change is equivalent or superior to UNOPS established requirements. Acceptance of such changes is at the sole discretion of UNOPS.
- 13.5. Proposals must offer services/goods for the total requirement, unless otherwise permitted in the solicitation document. Proposals offering only part of the services/goods may be rejected unless permitted otherwise in the solicitation document.
- 13.6. Offeror's proposal shall include all of the following labelled annexes:

RFP submission (on or before proposal due date): **1 June 2015, 12:00, noon, CET**

As a minimum, offerors shall complete and return the below listed documents (Annexes to this RFP) as an integral part of their proposal. Offerors may add additional documentation to their proposals as they deem appropriate.

Failure to complete and return the below listed documents as part of the proposal may result in proposal rejection.

| | |
|--------------------|--|
| Part 1 of proposal | Mandatory Requirements/pre-qualification criteria (Annex B hereto) |
| Part 2 of proposal | Technical Proposal Submission Form (Annex C hereto) <ul style="list-style-type: none"> - Reputation of Organization and Staff (Competence / Reliability) - General Organizational Capability which is likely to affect implementation of the services (i.e. loose consortium, holding company or one firm, size of the firm / organization, strength of project management support e.g. project financing capacity and project management controls) - References - Specialized Knowledge - Professional Experience - Work for UN/ international organizations <p>Note: do not include any information on pricing</p> <p>(see detailed evaluation criteria in relation to the proposal in the evaluation table, Annex C)</p> |
| Part of proposal | Financial Proposal Submission Form (Annex D hereto) Sealed in a separate envelope |
| Part of proposal | UNGM Vendor registration form (Annex E hereto) |

If after assessing this opportunity you have made the determination not to submit your proposal we would appreciate if you could return this form indicating your reasons for non-participation.

Pre-submission:

Offerors shall complete and return the Proposal/no proposal confirmation form prior to the submission deadline indicating whether they do or do not intend to proposal.

| | |
|----------------------|---|
| Stand-alone document | Proposal/no proposal confirmation form (Annex A hereto) |
|----------------------|---|

14 Format and signing of proposal

The proposal shall be typed or written in indelible ink and shall be signed by the offeror or a person or persons duly authorized to bind the offeror to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the proposal.

A proposal shall contain no interlineations, erasures, or overwriting except as necessary to correct errors made by the offeror, in which case such corrections shall be initialled by the person or persons signing the proposal.

15 Award

- 15.1. Award will be made to the responsible and responsive offeror with the highest evaluated proposal following negotiation of an acceptable contract. UNOPS reserves the right to conduct negotiations with the vendor regarding the contents of their offer. The award will be in effect only after acceptance by the selected offeror of the terms and conditions and the terms of reference/statement of work. **The contract will reflect the name of the firm whose financials were provided in response to this RFP.**
- 15.2. The selected offeror is expected to commence providing services as of the date and time stipulated in this RFP.

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Section 4: UNOPS Terms of reference

Background

The United Nations Office for Project Services (UNOPS) mission is to serve people in need by expanding the ability of the United Nations, governments and other partners to manage projects, infrastructure, and procurement in a sustainable and efficient manner. UNOPS provides its partners with advisory, implementation and transactional services and its focus is always on developing national capacity.

In Serbia, UNOPS has been active since 2000, while it established the Serbia Project Centre (RSPC) in 2013. We use local contractors, and at the same time set the international standards, engaging our beneficiaries, which in turn contributes to enhancing their skills. UNOPS Serbia has been a reliable partner of the Government of the Republic of Serbia in providing support for demanding socio-economic reforms, and facilitation of European integrations. All UNOPS Serbia projects promote human rights protection, good governance and gender equality.

Overall Responsibility

The security agency provides security services and protection to the personnel and premises of the United Nations Office for Project Services Programme/RSOC office in Sumatovacka 59, 11 000 Belgrade and UNOPS European PROGRES office in Cirila i Metodija 23, 18 000 Nis.

The security agency provides security guards trained to perform security services. In case of emergency and fire, the agency ensures adequate response with its own staff and informs Focal Point who informs the police.

UNOPS is seeking the following number of guards:

| Building | After working hours | Weekends and official UN holidays |
|--------------------------------|---------------------|-----------------------------------|
| UNOPS/RSOC office in Belgrade | 1 per shift | 1 per shift |
| European PROGRES office in Nis | 1 per shift | 1 per shift |

UNOPS reserves the right to increase the services requirements under the same conditions.

Working Hours

- UNOPS office hours are from 08:00 to 17:00 hours on Mondays through Thursdays and from 08:00 to 16:00 hours on Fridays (except UN holidays – 10 days per year). Night shift starts at 17:00h on working days Mondays through Thursdays and at 16:00h on Fridays.

Specific Duties and Responsibilities

- Controls entry and exit of people, check identification cards and admit visitors; keep the record of visitors;
- Verifies that the persons entering the premises are either staff possessing valid UN ID cards, or visitors having an appointment.
- Takes each visitor's personal identification and registers it in the visitors' book.
- Checks the visitors with metal detector, as required.
- Controls admissions of authorized personnel and movement of UNOPS property into and out of the premises, inspect exiting goods and report any irregularities to the receptionist.
- Receives incoming telephone calls after working hours through the office telephone switchboard or other designated phones, and ensure that correct messages are taken and delivered to appropriate staff member.
- Patrols premises and grounds after working hours; monitor electronic surveillance equipment, maintain security of the office premises and goods.
- Ensures that all office machines, air conditioners, lights, etc., are turned off after office working hours.
- Verifies that all doors and windows are locked and main door closed after working hours.
- Ensures that unauthorized vehicles are not parked outside the premises.
- Responds to security emergencies involving the UNOPS staff and property and calls the agency's support without delay.
- Reports to the UNOPS Security Focal Point (SFP) any security incidents, suspicious activities and persons in the vicinity of the office or other security related observations.
- Provides fire prevention and fire fighting services including alarm activating and/or alarming fire brigade.
- Support investigation of damage, accidents and incidents to determine cause, circumstances and participants; prepare reports.
- Perform other duties as required in agreement with the security agency.

Qualification Requirements

For Agency following documentation is needed:

- To be officially licensed in the country for provision of security services and registered as such with the police. Guards must comply with company requirements.

Each Security Guard should have the following qualifications:

- **High school diploma**
- **Appropriate security training**
- **Previous work experience**
- **Knowledge of English language preferred**
- **Computer literacy is an advantage**
- **Written confirmation from the police that person does not have a criminal record**

Other requirements

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;

The Contractor shall take all reasonable measures to ensure that the Contractor's personnel conform to the highest standards of moral and ethical conduct. The UNOPS 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 the UNOPS for withdrawal or replacement of the Contractor's personnel shall not be deemed as termination of the Contract; The UNOPS 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 the Contract.

Duration of contract

Contract will be signed for the period of six months with possibility of extension for another year.

Request for proposal

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In the event of an order, the UNOPS General Conditions of Contract will apply. The conditions are available at: <http://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx> under "Opportunities" > "Suppliers" > "How we procure" > "UNOPS General Conditions for Goods" / "UNOPS General Conditions for Contracts for Professional Services" / "UNOPS Conditions of Services – For contracts of a value less than USD 50,000". If your company is unable to access the document, please send an email request to: srpc.procurement@unops.org UNOPS General Conditions of Contract will be sent to you electronically.

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Section 6: UNOPS Contract form for services

Attached

ANNEX A**Request for proposal****Provision of security services for UNOPS RSOC office in Belgrade and European PROGRES office in Nis****RFP No.UNOPS-RSOC-2015-S-016****Proposal/no proposal confirmation form**

If after assessing this opportunity you have made the determination not to submit your proposal we would appreciate if you could return this form indicating your reasons for non-participation.

Date:

To: UNOPS RSOC
PROCUREMENT UNITFax/email +381(0)112435-703
srpc.procurement@unops.orgFrom: _____

Subject RFP UNOPS-RSOC-2015-S-016

YES, we intend to submit an offer.

NO, we are unable to submit a proposal in response to the above mentioned Request for Proposal due to the reason(s) listed below:

- The requested products are not within our range of services/supply
- We are unable to submit a competitive offer for the requested products at the moment
- The requested products are not available at the moment
- We cannot meet the requested terms of reference
- We cannot offer the requested type of packing
- We can only offer FCA prices
- The information provided for quotation purposes is insufficient
- Your RFP is too complicated
- Insufficient time is allowed to prepare a quotation
- We cannot meet the delivery requirements
- We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.)
- We do not export
- Our production capacity is currently full
- We are closed during the holiday season
- We had to give priority to other clients' requests
- We do not sell directly but through distributors
- We have no after-sales service available
- The person handling the proposals is away from the office
- Other (please provide reasons) _____
- We would like to receive future RFPs for this type of services/goods
- We don't want to receive RFPs for this type of services/goods

If UNOPS has questions to the offeror concerning this NO PROPOSAL, UNOPS should contact Mr./Ms. _____, phone/email _____, who will be able to assist.

ANNEX B

Request for proposal

Provision of security services for UNOPS RSOC office in Belgrade and European PROGRES office in Nis RFP No. UNOPS-RSOC-2015-S-016

Mandatory requirements/pre-qualification criteria

Offerors are requested to complete this form and return it as part of their submission.

Offerors will receive a pass/fail rating on this section. In order to be considered for Phase I, offerors must meet all the mandatory criteria described below. All questions should be answered on this form or an exact duplicate thereof. UNOPS reserves the right to verify any information contained in offeror's response or to request additional information after the proposal is received. Incomplete or inadequate responses, lack of response or misrepresentation in responding to any questions will affect your evaluation.

| | Mandatory requirements/pre-qualification criteria | Meets (Yes/NO) | Supporting documents/information |
|----|--|---|---|
| 1 | Offer submitted before the deadline. | Yes/No | |
| 2 | Technical and financial offers submitted in separate sealed envelopes | Yes/No | |
| 3 | Proposal submitted in English language | Yes/No | |
| 4 | Proposal submission form is completed correctly and has been properly signed. | Yes/No | |
| 5 | The offer validity is in accordance with the requirements (see Section 3 Introduction). | Yes/No | |
| 6 | Offeror meets the eligibility criteria as described in the "Eligibility" paragraph of Section 3 of this tender. | Yes/No | |
| 7 | Offeror has registered on UNGM at basic level and has requested to be registered in UNGM at Level 2 with UNOPS. | Yes/No | <i>Please make exact reference to where in your proposal this information can be located.</i> |
| 8 | 3 (three) contracts for security services executed successfully during the last 5 years. Reference letters to be provided. | Reference #1: Reference #2: Reference #3: | <i>Please make exact reference to where in your proposal this information can be located.</i> |
| 9 | The Offeror should be in continuous business for minimum 5 (five) years. Document from Business Registers Agency to be provided. Document should not be older than 6 months from the date of the proposal. | Yes/No | <i>Please make exact reference to where in your proposal this information can be located.</i> |
| 10 | The Offeror is officially licensed in the country for provision of security services and registered as such with the police. | Yes/No | <i>Please make exact reference to where in your proposal this information can be located.</i> |
| 11 | Obtains ISO 9001:2008 certification | Yes/No | <i>Please make exact</i> |

| | | | |
|----|---|--------|---|
| | | | <i>reference to where in your proposal this information can be located.</i> |
| 12 | Financial statements and solvency reports for last 3 years to be provided. | Yes/No | <i>Please make exact reference to where in your proposal this information can be located.</i> |
| 13 | Tax administration receipts that the company paid all local and national taxes to be provided. Document should not be older than 6 months from the date of the proposal. | Yes/No | <i>Please make exact reference to where in your proposal this information can be located.</i> |
| 14 | Full acceptance of UNOPS General Conditions (for Professional Services) and UNOPS Contract for Professional Services | Yes/No | <i>Please make exact reference to where in your proposal this information can be located.</i> |
| 15 | CVs of Team Leaders/Supervisors (for Belgrade and Nis office) to be provided demonstrating compliance with company requirements. Bachelor's degree is desirable. Minimum 5 years of relevant working experience. Completed security training/course is desirable. Fire Protection certificate obtained. No criminal record (written confirmation from the police provided). Knowledge of English language is desirable. | Yes/No | <i>Please make exact reference to where in your proposal this information can be located.</i> |
| 16 | CVs of Security Guards to be provided demonstrating compliance with company requirements. Minimum 3 years of relevant working experience. Completed security training/course is desirable. Fire Protection certificate obtained. No criminal record (written confirmation from the police provided). Knowledge of English language is desirable. | Yes/No | <i>Please make exact reference to where in your proposal this information can be located.</i> |

ANNEX C

Request for proposal

Provision of security services for UNOPS RSOC office in Belgrade and European PROGRES office in Nis RFP No. UNOPS-RSOC-2015-S-016

Technical proposal submission form

- a. This Technical Proposal Submission Form must be completed in its entirety.
- b. This Technical Proposal Submission Form consists of this cover page, the Certificate of Offeror's Eligibility and Authority to sign Proposal and the Technical Proposal itself.
- c. The entire Technical Proposal and all required and optional documentation related to the technical competent of the proposal must be placed in an envelope pre-addressed and marked:
RFP No (UNOPS-RSOC-2015-S-016) - (description of requirement) – Technical proposal- (name and address of Offeror)
If submitted by email, the email subject line should read:
RFP No (UNOPS-RSOC-2015-S-016) - (Name of Offeror) - Technical proposal
- d. The Technical Proposal envelope / the Technical Proposal email is herewith submitted in accordance with the instructions given in the request for proposal.
- e. The completed and signed Technical Proposal Submission Form, together with the mandatory requirements / pre-qualification criteria document completed by me (Appendix 1 to this offer), together with any other supporting documentation submitted in accordance with this RFP and/or voluntarily constitutes the offeror's Technical Proposal and fully responds to the request for proposal No (UNOPS-RSOC-2015-S-016)

| Offeror Eligibility Confirmation and Information | Offeror's Response |
|--|------------------------------------|
| 1. What year was your firm/organization established? | |
| 2. In what province/state/country is your firm/organization established? | |
| 3. Has your firm/organization ever filed or petitioned for bankruptcy? (If YES, explain in detail the reasons why, filing date, and current status.) | Yes _____; No _____ |
| 4. Have you ever been terminated for non-performance on a contract? If YES, describe in detail. | Yes _____; No _____ |
| 5. Have you ever been suspended or debarred by any government, a UN agency or other international organization? If YES, provide details, including date of reinstatement, if applicable. | |
| 6. It is UNOPS policy to require that offerors and their sub-contractors observe the highest standard of ethics during the selection and execution of contracts. In this context, any action taken by a offeror or a sub-contractor to influence the selection process or contract execution for undue advantage is improper. In pursuance of this policy, UNOPS: (a) defines, for the purposes of this provision, the terms set forth below as follows: (i) "corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, | Confirm Yes _____; No _____ |

| Offeror Eligibility Confirmation and Information | Offeror's Response |
|--|---|
| <p>of anything of value to influence improperly the actions of another party;</p> <p>(ii) "fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;</p> <p>(iii) "collusive practices" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;</p> <p>(iv) "coercive practices" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;</p> <p>(v) "obstructive practice" is</p> <p>(aa) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or</p> <p>(bb) acts intended to materially impede the exercise of UNOPS' inspection and audit rights.</p> <p>Confirm that the offeror and its sub-contractors have not engaged in any corrupt, fraudulent, collusive, coercive or obstructive practices in competing for this solicitation.</p> | |
| <p>7. Officials not to benefit: Confirm that no official of UNOPS has received or will be offered by the offeror or its sub-contractors, any direct or indirect benefit arising from this solicitation or any resulting contracts.</p> | <p>Confirm</p> <p>Yes _____; No _____</p> |
| <p>8. Confirm that the offeror is not engaged in any activity that would put it, if selected for this assignment, in a conflict of interest with UNOPS.</p> | <p>Confirm</p> <p>Yes _____; No _____</p> |
| <p>9. Confirm that the offeror and your sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and / or other documents used as a part of this solicitation.</p> | <p>Confirm</p> <p>Yes _____; No _____</p> |
| <p>10. UNOPS policy restricts companies from bidding on or receiving UNOPS contracts if a UNOPS staff member or their immediate family are an owner, officer, partner or board member or in which the staff member or their immediate family has a financial interest. Confirm that no UNOPS staff member or their immediate family are an owner, officer, partner or board member or have a financial interest in either the offeror or its sub-contractors.</p> | <p>Confirm</p> <p>Yes _____; No _____</p> |

I, _____, certify that I am _____ of _____; that by signing this Proposal for and on behalf of _____ I am certifying that all information contained herein is accurate and truthful and that the signing of this Proposal is within the scope of my powers.

I, by signing this Proposal, commit my Offer to be bound by this Technical Proposal for carrying out the range of services as specified in the solicitation package.

(Signature) (Seal)

(Printed Name and Title)

(Date)

Provide the name and contact information for the primary contact from your company for this solicitation:

Name:

Title:

Address:

Telephone Number

Fax Number:

Email Address:

Technical proposal submission form

The offeror's proposal must be organized to follow the format of this RFP. Each offeror must respond to every stated request or requirement and indicate that offeror confirms acceptance of and understands UNOPS stated requirements. The offeror should identify any substantive assumption made in preparing its proposal. The deferral of a response to a question or issue to the contract negotiation stage is not acceptable. Any item not specifically addressed in the offeror's proposal will be deemed as accepted by the offeror. The terms "offeror" and "contractor" refer to those companies that submit a proposal pursuant to this RFP.

Where the offeror is presented with a requirement or asked to use a specific approach, the offeror must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Failure to provide an answer to an item will be considered an acceptance of the item. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive. Where a statement of non-compliance is provided, the offeror must indicate its reasons and explain its proposed alternative, if applicable, and the advantages and disadvantages to UNOPS of such proposal.

| Section | | Offerors response |
|---------|---|-------------------|
| 1. | Expertise of Firm/Organization/Consortium submitting Proposal (maximum 40 points) | |
| Q1.1. | Experience of the organisation, general organizational capability and reputation of the firm (description of the firm and background material to be provided): <ul style="list-style-type: none"> • Company with at least 5 years of experience in provision of security services since registration date - 6 points • Company officially licensed in the country for provision of security services and registered as such with the police - 6 points • Company with 5 to 7 years of experience in provision of security services since registration date – 1 additional point • More than 7 years of experience in provision of security services since registration date will carry 2 additional points. (maximum 15 points) | |
| Q1.2. | Provide details of previous experience in providing similar services, and demonstrate how you provided satisfactory performance <ul style="list-style-type: none"> • Minimum 3 reference letters for provision of security services in the period of last 5 years - 12 points • From 3 to 5 reference letters for provision of security services in the period of last 5 years will carry 1 additional point • More than 5 reference letters for provision of security services in the period of last 5 years will carry 2 additional points (maximum 15 points) | |
| Q1.3. | Previous experience in provision of security services to UN/international organizations <ul style="list-style-type: none"> • Experience in providing security services to UN organizations globally – 2 points • Experience in providing security services to UN organizations in Republic of Serbia – 3 points • Experience in providing security services to international organizations/embassies globally - 2 points • Experience in providing security services to international organizations/embassies in Republic of Serbia - 3 points (maximum 10 points) | |

| Section | | Offerors response |
|---------|---|-------------------|
| 2. | Personnel (maximum 30 points) | |
| Q2.1. | Team Leader/Supervisor The proposed Team Leader/Supervisor has High School Diploma. <ul style="list-style-type: none"> - Minimum 5 years of relevant working experience – 5 points - From 5 to 7 years of relevant working experience – 3 additional point - More than 7 years of relevant working experience – 3 additional points - Fire Protection certificate obtained – 3 additional points - 5 years of working experience or more within the company submitting the proposal – 1 additional point (maximum 15 points) | |
| Q2.2. | Security Guards The proposed Security Guards have High School Diploma. <ul style="list-style-type: none"> - Minimum 3 years of relevant working experience – 5 points - From 3 to 5 years of relevant working experience – 3 additional point - More than 5 years of relevant working experience – 3 additional points - Fire Protection certificate obtained – 3 additional points - 3 years of working experience or more within the company submitting the proposal – 1 additional point (maximum 15 points) | |

ANNEX D**Request for proposal****Provision of security services for UNOPS RSOC office in Belgrade and European PROGRES office in Nis****RFP No.UNOPS-RSOC-2015-S-016****Financial proposal submission form**

- a. This Financial Proposal Submission Form must be completed in its entirety.
- b. Financial proposals must be submitted in: RSD (Republic of Serbia Dinar)
- c. The entire Price Proposal must be placed in a separate envelope pre-addressed and marked:

Do not open! - RFP No UNOPS-RSOC-2015-S-016 - Provision of security services for UNOPS RSOC office in Belgrade and European Progres office in Nis – Financial proposal- name and address of offeror.

- d. The completed Financial Proposal Submission Form constitutes Offeror's Financial Proposal and fully responds to Request for Proposal No. UNOPS-RSOC-2015-S-016 I commit my Offer to be bound by this Financial Proposal for carrying out the range of services as specified in the solicitation package.

In compliance with this RFP the undersigned, propose to furnish all labour, materials and equipment in order to provide goods and services as stipulated in the RFP. This shall be done at the price set in this Schedule and in accordance with the Contract terms in this RFP.

| | |
|-------------------|-----------|
| _____ | _____ |
| (Signature) | (Name) |
| _____ | |
| (Name of offeror) | |
| _____ | _____ |
| (Date) | (Address) |
| _____ | _____ |
| (Telephone No.) | (Fax No.) |
| _____ | |
| (Email address) | |

Financial proposal submission form

Currency: Republic of Serbia Dinar (RSD)

| Description | Hourly fee |
|--|------------|
| Security services described in the ToR | |

| Other Costs (description – if any) | Cost (lump-sum) |
|------------------------------------|-----------------|
| | |
| | |
| | |
| SUB TOTAL: | |

| | |
|---------------------|--|
| GRAND TOTAL: | |
|---------------------|--|

ANNEX E

Request for proposal

Provision of security services for UNOPS RSOC office in Belgrade and European PROGRES office in Nis RFP No.UNOPS-RSOC-2015-S-016

UNGM vendor registration form

As part of the proposal, it is desired that the offeror goes to the United Nations Global Marketplace (UNGM) registration website: <https://www.ungm.org/Registration/RegisterSupplier.aspx> and fills out the registration. If the offeror is already registered with UNGM, please provide your UNGM registration number (_____). Please ensure that your firm's information on UNGM is current.

Offerors need to familiarise themselves with the United Nations Supplier Code of Conduct. UNOPS encourages all suppliers to subscribe to the United Nations Global Compact.

The offeror may still proposal even if not registered with the UNGM. However, if the offeror is selected for contract award, the offeror must register on the UNGM prior to contract signature.



UNOPS Headquarters
Marmorvej 51
P.O. Box 2695
2100 Copenhagen
Denmark

Tel: +45 45 33 75 00
Fax: +45 45 33 75 01

BK

