

PEACE CORPS NEPAL
Overseas Request for Proposals (RFP) for Services

Date: August 31, 2012

Peace Corps intends to offer a firm-fixed price contract for **Security and Guard Services for Peace Corps Nepal Office located in Maharajgunj, Kathmandu, Nepal and 3 residences within 6km.**

Interested vendors should submit a proposal/quote for the services as described in this RFP. Quotes are due by the address below by **4:00 p.m. on September 10, 2012.**

**Deliver to: Peace Corps Nepal
Phora Durbar
Kanthipath, Kathmandu**

Any questions regarding the RFP may be addressed to the same person. No phone inquiries will be accepted. Offers received after the closing date will not be accepted.

Name: **Binaya Shrestha, Peace Corps Nepal**
Email: **bshrestha@peacecorps.gov**
Telephone: **977 98020 03112**

A. Price/Period of Performance:

September 28, 2012 - September 27, 2013 with up to 4 option years of extension.

SERVICES

Item	Description	Qty	Unit Price	Total Price
001	24 hours per day/7days per week Guard Service for Peace Corps Nepal Office. Services are required to protect Peace Corps Nepal staff, volunteers, trainees, guests, facilities, and equipment from damage and loss due to violent attack or theft. Guards are also expected to carry out specific actions in the event of an emergency. Guards must treat all Peace Corps staff, volunteers, trainees, and visitors with respect and courtesy. Guards are required to have spoken English proficiency.	24 hours per day/7days 2 Guards during workday (M-F) and 1 guard for nights, weekends and holidays		
002	Mobile Patrol services for three Peace Corps Nepal Staff Residences. Services are required to assure residences are secure and to protect staff and property from damage and loss due to violent attack or theft.	Minimum two visits per 24 hour period to each residence.		
Total				

Supplier Unit Proposals/Quotes shall be a Firm Fixed-Price, and inclusive of any administrative or overhead costs.

B. Statement of Work/Specifications

The Statement of Work and Guards Orders to be discussed with finalists.

C. Location of Work

Peace Corps Nepal office located in Maharjunj, Kathmandu, Nepal and 3 residences within 6 km.

D. Delivery Schedule

Delivery Date(s):

Item	Description	Date	Payment
001	24 hours per day/7days per week Guard Service.		
002	Mobile Patrol Services for three Residences		

Note: *Peace Corps Nepal prefers quarterly electronic bank transfers upon submission of invoices for services provided.*

Delivery Location:

POC Name: Binaya Shrestha, General Service Manager
Mailing Address: Post Box 15150, Kathmandu, Nepal
Phone Number: 98020 03112

E. Acceptance Criteria

- Price
- Experience of working with international organizations
- Company's guard service overall capacity
- At least 5 years of office guards service experience
- References for checking

F. Contract Terms and Conditions:

Contract template will be provided upon request. Please send email to mtamang@peacecorps.gov

G. Peace Corps Payment Schedule and Terms

Supplier will receive payment in approximately 30 days after acceptance and receipt of valid/accurate invoice (preferably on quarterly bases). Negotiable.

H. Evaluation Factors:

Award will be made after consideration of the following factors as marked below:

- Price
- Delivery Timeframe
- Payment Terms
- Warranties
- Past Performance/Reference Checks
- Company's capacity and past experience

Award may be made to other than the low priced quote. The award will be made to the total quote that offers the best value in accordance with the above evaluation factors.

I. Instructions to Vendors:

- a. Please read RFP in its entirety including factors that will be considered in making award.
- b. Return completed RFP by due date as follows:
 - 1) Fill in prices in Section A (or detailed proposal with price schedule).
 - 2) Provide a detailed PROPOSAL and RESOURCE PLAN including the following information:
 - i. Total number of Permanent Guard Force on site
 - ii. Guard Qualifications
 - 1. Must have intermediate English Language Skills
 - 2. Must be able to receive and keep US Embassy Security Background Clearance
 - 3. Other (please describe)
 - iii. Management Control/Structure
 - iv. Guard Training Plan
 - v. Other relevant information
 - 3) Sign and return RFP by required due date.
 - 4) Provide at least three professional references from clients.

J. Other Terms/Items Offered at No Additional Cost:

Please describe (if applicable).

AUTHORIZED REPRESENTATIVE

Name: _____ Position/Title: _____

Signature: _____ Date: _____

Phone: _____ Email: _____