# Request for Quote/Proposal (RFQ/RFP)

<table>
<thead>
<tr>
<th>Commodity/Service Required:</th>
<th>Provision of security services to RTI’s Offices in six regions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Procurement:</td>
<td>One off Procurement</td>
</tr>
<tr>
<td>Type of Contract:</td>
<td>Firm fixed price contract for one year with a possibility to</td>
</tr>
<tr>
<td></td>
<td>renew for an additional year subject to satisfactory</td>
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<tr>
<td></td>
<td>performance</td>
</tr>
<tr>
<td>Term of Contract:</td>
<td>1 year with an option to renew based on satisfactory</td>
</tr>
<tr>
<td></td>
<td>performance</td>
</tr>
<tr>
<td>Contract Funding:</td>
<td>USAID Jifunze Uelewe Activity &amp; ACT East</td>
</tr>
<tr>
<td>This Procurement supports:</td>
<td>USAID Jifunze Uelewe Activity &amp; ACT East</td>
</tr>
<tr>
<td>Submit Proposal to:</td>
<td><a href="mailto:procurement@jifunzeuelewe.rti.org">procurement@jifunzeuelewe.rti.org</a></td>
</tr>
<tr>
<td>Date of Issue of RFP:</td>
<td>October 05, 2023</td>
</tr>
<tr>
<td>Date Questions from Supplier Due:</td>
<td>October 10,2023 at 13:00 pm East African Time. All questions</td>
</tr>
<tr>
<td></td>
<td>should be sent via email to <a href="mailto:mheriel@jifunzeuelewe.rti.org">mheriel@jifunzeuelewe.rti.org</a></td>
</tr>
<tr>
<td>Date of sending responses to suppliers:</td>
<td>October 10,2023</td>
</tr>
<tr>
<td>Date Proposal Due:</td>
<td>October 13,2023 13:00 pm East African Time</td>
</tr>
<tr>
<td>Approximate Date Purchase Order Issued to Successful Bidder(s):</td>
<td>o/a October, 2023</td>
</tr>
</tbody>
</table>

## Method of Submittal:

Submit proposal via email through procurement@jifunzeuelewe.rti.org

Password protected bids must be submitted in soft copies using the RTI RFQ format to this email address: procurement@jifunzeuelewe.rti.org. Vendors should submit one separate copy of the technical proposal and one separate copy of the financial proposal. The password must be submitted to this email address sisuja@jifunzeuelewe.rti.org on the same day of bid submission.

The Bidder/Seller agrees to hold the prices in its offer firm for 90 days from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.

## Solicitation Number:

RTI-JU/ATE-Security Services.

## Attachments to RFP:

1. Attachment “A” – Commodity Specifications
2. Attachment “B” – Instructions to Bidders/Sellers
3. All PO Terms and Conditions are listed on our website at:
   - [http://www.rti.org/files/PO_FAR_Clauses.pdf](http://www.rti.org/files/PO_FAR_Clauses.pdf) for commercial items:

RTI International is a trade name of Research Triangle Institute. RTI and the RTI logo are U.S. registered trademarks of Research Triangle Institute.
Supplier’s delivery of products, performance of services, or issuance of invoices in connection with this purchase order establishes Supplier’s agreement to the Terms. The Terms may only be modified in writing signed by both parties.

All bidders/sellers are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.
Attachment A

Commodity Specifications or Statement of Work

Statement of Work

Indicate a description of the activity/service that is expected from the supplier. Provide product specifications or service expectations (both if applicable). Include deliverables, timelines, and any special terms and conditions.

Description of Activity/Service:

RTI International implements the USAID Jifunze Uelewe Activity and Act End East projects which have seven offices, in Dar Es Salaam, Ruvuma, Iringa, Mtwara, Zanzibar, Dodoma and Morogoro (one office in each).

RTI hereby invites companies to submit their proposal to provide security services for a period of one year, with the possibility of renewal for an additional period of one year upon satisfactory performance. Six offices out of seven requires security service (Morogoro is excluded), all six (6) sites are located within Tanzania and the following are descriptions of current locations.

1. Site A (1 Un armed Guards during daytime and 2 Un armed guard during night)
   Jifunze Uelewe +Act End East Dar Office
   Plot #1131B Msasani Road Masaki
   Dar Es Saalam
   Tanzania
   This site is located in Masaki area next to UNFPA office. It is a G+2 villa. It is estimated that the yard occupies a total area of 1,700 M²
   (For site visit contact Vera John 0754 779 913)

2. Site B (1 Un armed guard during daytime and 2 Un armed guard during night)
   Iringa Jifunze Uelewe Regional Office
   This site is located within the Former Iringa district office building in the Iringa Municipality.
   (For site visit contact Adelaide Mgimba 0689 41 46 94)

3. Site C (1 Un armed guard during daytime and 2 Un armed guard during night)
   Ruvuma Jifunze Uelewe Regional Office
   This site is located within the Ruvuma regional administrative office.
   (For site visit contact Maria Mgani: 0714 552 050)
4. Site D (1 Un armed guard during daytime and 2 Un armed guard during night)
Mtwaru Jifunze Uelewe Regional Office
This site is located at plot # 169 Block K Raha Leo, Mtwaru regional office block.

(For site visit contact Ziada Mpunjo: 0753 192 553)

5. Site E (1 Un armed guard during daytime and 2 Un armed guard during night)
Zanzibar Jifunze Uelewe Regional Office.
This site is located at plot Number 31, Fumba Road, Mombasa Mbuyu Mnene West ‘A’ District, Urban/West Region, Zanzibar

(For site visit contact Ally Ummilkheir: 0655 866680)

6. Site F (1 Un armed guard during daytime and 2 Un armed guard during night)
Dodoma Jifunze Uelewe Sub Office
Located at Plot 70 Block D Mlimwa North
This site is located closer to UN Office and Prime Minister’s office in Dodoma.

(For site visit contact Kitigwa, Fulgence: 0656 666530)

Product or Service Expectations (both if applicable):

RTI would like to procure security services as below.

a) Unarmed guard with number of guards stated on each site.

b) Alarm services (one Panic Button) for each office.

c) One handheld radio for each site/Mobile phone.

Deliverables, Timelines, Special Terms and Conditions:

The security firm will be required to;

a) Provide security services that protect RTI staff, visitors, and assets. A total of three unarmed guards on a shift basis for each site, whereby one guard will be available during daytime and two guards at night every day, including public holidays and weekends in all the sites (Site A-F).

b) In addition to their normal duties, security guards will manage the entry and exit of visitors, including logging those visits and welcoming guests to the office. The gate must be kept closed and locked and the keys must always be in the possession of the guard
while on duty.

c) Security guard must ensure that all visitors’ vehicles that are coming are thoroughly searched and recorded before granting them permission.

d) The security guards must always exercise professionalism by being smart, polite, proactive, vigilant, and providing excellent care to the client and visitors.

e) The guards must ensure that all vehicle removable parts like side mirrors, spare tyres, indicators are intact, and doors are properly closed and locked before owners leave the packing yard.

f) During handover and takeover, the guards must patrol around the premises to make sure that safety and security are in place, before taking over the shift.

g) Guard package should include a mobile patrol that checks on the guards at random intervals throughout the day/night, as part of their overall supervision of the guard force.

h) Guards must have uniforms, boots, and protective clothing from wet weather.

i) Guards must have truncheons (day and night) and torches (night)

**Detailed scope of work**

1. **General Requirements:**
   a) Conduct comprehensive security surveys for the RTI facilities and determine the best means of protection.

   b) Provide security for the office buildings. This will include but not limited to ensuring, visitor registration and access control, making patrols and clock rounds of assigned sites, responding to alarms and assuring locks of gates and doors.

   c) Comply with National legislation relating to minimum wages, statutory working hours and overtime allowances.

   d) Provide proof of Public Liability insurance.

   e) Provide proof of Company registration with applicable National Registration Authority.

   f) Training standards of personnel are to be maintained.

   g) All personnel deployed at the RTI’s facilities must be fully literate in both official languages of the projects.

2. **Workforce & Assignment**

   All the project sites should have 24 hours a day/ 7 days a week/ 365 days a year security service. The Service Provider has the responsibility of ensuring proper relief, overlap and replacement of security guard officers to give the required service in full, in line with local labor laws.

   a) The security guard shall be required to conduct high visibility at all sites and effective routine patrols.

   b) Supervisory visits of all posts must take place at least two times per shift. Visits
must be recorded in a site Occurrence Book. Personnel shift rotation and methods of rotation (supervisor/self-posting) are to be specified.

3. **Manner of performance of duty and uniform**
   a) Guard personnel will be firm yet courteous, efficient, and tactful at all times while in the performance of their duties. They must be able to read, write and speak English and Swahili, coherently in order to fully understand and comply with all General and Post Guard Orders.
   b) Respond to alarms, suspicious activities, fires, security incidences, or any emergency including evacuation of personnel to a place of safety.
   c) Perform any other duties or functions not specifically outlined or set out herein but which are reasonably identified as falling within the scope and realm of a security officer’s responsibilities.
   d) Guard personnel will, at all times, maintain a neat and clean appearance and, while on duty, be fully dressed in the prescribed guard uniform and equipment provided by the contracted Security Guard Company.
   e) Personnel must meet the following requirements regarding personal behavior and ability.
      i) Write reports to document incidents as required
      ii) Ability to meet and deal tactfully with RTI employees, and the general public.
      iii) Ability to understand, explain, interpret, and apply rules, regulations, directives and procedures.
      iv) Possess self-confidence and an ability to make sound decisions and respond quickly under stressful conditions.
      v) Ability to prepare clear and concise reports
      vi) Ability to learn and adapt to changing situations
      vii) Ability to accept and respond to instructions and direction

4. **Radio Communication/Mobile phone**
   a) Radios issued to the guards or the guard posts, will be used for official business only. The company is to operate a functional and operational control room which provides communication capability between manned posts and the control room.
   b) All supervisors and supervisory vehicles shall be equipped with communications equipment (radios and cellular telephones) to enable supervisors to communicate with both the control room and manned posts.
   c) All manned posts shall be equipped with a panic alarm system.
   d) The company must maintain a rapid response service to respond to alarms from all manned posts all personnel manning response vehicle shall be adequately trained and equipped.
   e) Training standards of personnel are to be always maintained.
   f) Personnel shift rotation and methods of rotation (supervisor/self-posting) are to be stipulated.
   g) Company policy on uniform allocation. This should include provision of corporate style uniforms.
   h) Capacity to meet site manning capability in event of absenteeism or ill health.
   i) Redundancy in communication equipment must be catered for.
   j) Compliance with National legislation relating to minimum wages, statutory working hours
and overtime allowances.

k) The company is to operate a functional and operational control room which provides communication capability between manned posts and the control room.

l) The security officers shall be equipped with suitable and functional security equipment including radios and torches.

5. Safeguarding Official Information, Records and Documents

The guards shall be expected to keep confidential and safeguard any official information, records, and documents, and shall not disclose unauthorized personnel.

6. Removal of RTI Property

The guards will be expected to be observant of all employees or visitors departing RTI facilities to prevent unauthorized removal of any RTI property.

7. Visitors

The security guard will be expected to receive guests in accordance with the RTI visitor procedures.

8. Post Log

Each guard post is provided with a Post Log. Post Logs provide specific instructions relative to the guard service to be provided at the guard post. It is the responsibility of each guard assigned to maintain the Post Log as required.
**KEY QUESTIONS**

**VENDOR INFORMATION FORM- Vendor minimum Eligibility requirements (Failure to submit any of the three in the below list will lead to disqualification).**

*Please write your answers clearly and use additional paper if needed to provide as much detail as possible in your answers to these questions. More details and facts are always better than fewer details. We will attempt to verify the important facts you have listed below using our local personnel in and around the country. Where a question does not apply to your business context Indicate N/A)*

<table>
<thead>
<tr>
<th>Name of contact person</th>
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<tbody>
<tr>
<td>Title or position of contact</td>
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<tr>
<td>Phone Number(s) for contact</td>
<td></td>
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<tr>
<td>E-mail address for contact</td>
<td></td>
</tr>
<tr>
<td>Company name</td>
<td></td>
</tr>
<tr>
<td>Company address</td>
<td>(Include physical location)</td>
</tr>
<tr>
<td>Attach business Documents and indicate numbers</td>
<td>Attach certificate of Incorporation number:</td>
</tr>
<tr>
<td></td>
<td>VAT number:</td>
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<tr>
<td></td>
<td>Tax compliance certificate number:</td>
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<td></td>
<td>TIN certificate number:</td>
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<tr>
<td><strong>Swift Code:</strong></td>
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</tbody>
</table>

**Describe the Core business of your firm**  
(Attach short company profile not more than 5 pages)

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**Proof of Company registration with applicable National Registration Authority**

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**RTI Credit policy is within 30 days upon delivery.**

- Is this payment term acceptable to your organization? If these payment terms are not acceptable with your company, then provide an alternative option for RTI’s consideration.

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**Evidence of sound financial performance**

- Provide evidence, such as audited balance sheets (including notes and income statements), copies of financial statements or other documents to demonstrate financial performance for the past three years (2019/2020, 2020/2021, 2021/2022 or the latest)

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**List the names and current contact information for three (3) references for us to contact about your performance.**
Describe any quality /service accreditations or dealerships that you have e.g. ISO.

Quote Validity—Confirm if price is valid for 90 days.

Unique Entity Identifier (UEI)

Approved by: (Bidder’s representative)

Name___________________________________________

Title_____________________________________________

Date & Signature __________________________________

Note: Bid without the minimum requirements will be disqualified

Pricing format example SITE A: Jifunze Uelewe

<table>
<thead>
<tr>
<th>Sn</th>
<th>Service Description</th>
<th>Quantity</th>
<th>UOM</th>
<th>Unit price-TZS</th>
<th>Total price-TZS</th>
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<tbody>
<tr>
<td>1</td>
<td>Unarmed guard-Dar Es Salaam</td>
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<tr>
<td></td>
<td>Punic button- Dar Es Salaam</td>
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<tr>
<td></td>
<td>Handheld Radio/Mobile phone</td>
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<td></td>
<td></td>
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</tbody>
</table>

Sub Total

VAT (18%)

Total

By signing this attachment, the bidder confirms he has a complete understanding of the specifications and fully intends to deliver items that comply with the above listed specifications.
Attachment “B”
Instructions to Bidders/Sellers

1. **Procurement Narrative Description**: The Buyer (RTI) intends to purchase commodities and/or services identified in Attachment A. The Buyer intends to purchase the quantities (for commodities) and/or services (based on deliverables identified in a Statement of Work). The term of the Ordering Agreement shall be from Award Date to the Delivery date of the Offeror unless extended by mutual agreement of the parties. The Buyer intends to award to a single “approved” supplier based on conformance to the listed specifications, the ability to service this contract, and selling price. We reserve the right to award to more than one bidder. If an Ordering Agreement is established as a result of this RFQ/RFP, supplier understands that quantities indicated in the specifications (Attachment A) are an estimate only and RTI does not guarantee the purchase quantity of any item listed.

2. **Procuring Activity**: This procurement will be made by Research Triangle Institute (RTI International), located at

   Plot #1131B Msasani road, Masaki, Dar Es Salaam, Tanzania
   (insert full address of the office)

   who has a purchase requirement in support of a project funded by

   USAID
   (insert client’s name)

   RTI shall award the initial quantities and/or services and any option quantities (if exercised by RTI) to Seller by a properly executed Purchase Order as set forth within the terms of this properly executed agreement.

3. **Proposal Requirements**: All Sellers will submit a quote/proposal which contains offers for all items and options included in this RFQ/RFP. All information presented in the Sellers quote/proposal will be considered during RTI’s evaluation. Failure to submit the information required in this RFQ/RFP may result in Seller’s offer being deemed non-responsive. Sellers are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach RTI’s office designated in the RFQ/RFP by the time and date specified in the RFQ/RFP. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the RFQ/RFP after the exact time specified for receipt of offers is “late” and may not be considered at the discretion of the RTI Procurement Officer. The Seller’s proposal shall
include the following:

(a) The solicitation number:
(b) The date and time submitted:
(c) The name, address, and telephone number of the seller (bidder) and authorized signature of same:
(d) Validity period of Quote:
(e) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary.
(f) If RTI informs Seller that the Commodity is intended for export and the Commodity is not classified for export under Export Classification Control Number (ECCN) “EAR99” of the U.S. Department of Commerce Export Administration Regulations (EAR), then Seller must provide RTI the correct ECCN and the name of Seller’s representative responsible for Trade Compliance who can confirm the export classification.
(g) Lead Time Availability of the Commodity/Service.
(h) Terms of warranty describing what and how the warranties will be serviced.
(i) Special pricing instructions: Price and any discount terms or special requirements or terms (special note: pricing must include guaranteed firm fixed prices for items requested).
(j) Payment address or instructions (if different from mailing address)
(k) Acknowledgment of solicitation amendments (if any)
(l) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including points of contact with telephone numbers, and other relevant information)

(m) Special Note: The Seller, by his response to this RFQ/RFP and accompanying signatures, confirms that the terms and conditions associated with this RFQ/RFP document have been agreed to and all of its attachments have been carefully read and understood and all related questions answered.

4. Forms: Sellers (potential bidders or suppliers) must record their pricing utilizing the format found on Attachment “A”. Sellers must sign the single hardcopy submitted and send to address listed on the cover page of this RFQ/RFP.

5. Questions Concerning the Procurement. All questions in regards to this RFQ/RFP to be directed to

Mashauri Heriel
(insert name of procurement officer)
at this email address:
Mheriel@jilunzeuelewe.rti.org

(insert email address of the procurement officer).

The cut-off date for questions is (insert date).

October 10, 2023 at 13:00 pm East Africa Time

6. **Notifications and Deliveries:** Time is of the essence for this procurement. Seller shall deliver the items or services no later than the dates set forth in the contract that will be agreed by both parties as a result of this RFQ/RFP. The Seller shall immediately contact the Buyer’s Procurement Officer if the specifications, availability, or the delivery schedule(s) changes. Exceptional delays will result in financial penalties being imposed on Seller.

7. **Documentation:** The following documents will be required for payment for each item:
   (a) A detailed invoice listing Purchase Order Number, Bank information with wiring instructions (when applicable)
   (b) Packing List
   (c) All relevant product/service documentation (manuals, warranty doc, certificate of analysis, etc.)

8. **Payment Terms:** Refer to RTI purchase order terms and conditions found in https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf, http://www.rti.org/files/PO_FAR_Clauses.pdf, or http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf. Payment can be made via wire transfer or other acceptable form. Sellers may propose alternative payment terms and they will be considered in the evaluation process.

9. **Alternative Proposals:** Sellers are permitted to offer “alternatives” should they not be able to meet the listed requirements. Any alternative proposals shall still satisfy the minimum requirements set forth in Attachment A Specifications.

10. **Inspection Process:** Each item shall be inspected prior to final acceptance of the item. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment.

11. **Evaluation and Award Process:** The RTI Procurement Officer will award an agreement contract resulting from this solicitation to the responsible Seller (bidder) whose offer conforms to the RFQ/RFP will be most advantageous to RTI, price and other factors considered. The award will be made to the Seller representing the best value to the project and to RTI. For the purpose of this RFQ/RFP, price, delivery, technical and past performance are of equal importance for the purposes of evaluating, and selecting the “best value” awardee. RTI intends to evaluate offers and award an Agreement without discussions with Sellers. Therefore, the Seller’s initial offer should contain the Seller’s best terms from a price and technical standpoint.

The evaluation factors will be comprised of the following criteria:
   (a) **PRICE.** Lowest evaluated ceiling price (inclusive of option quantities).
   (b) **DELIVERY.** Seller provides the most advantageous delivery schedule.
(c) **TECHNICAL.** Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A.

(d) **PAST PERFORMANCE.** Seller can demonstrate his/her capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner.

(e) **OTHER EVALUATION CRITERIA.**

Vendor willing to provide services in all the seven sites is highly preferred

The Proposals will be evaluated in 3 Stages:

**Stage 1: Mandatory Eligibility Requirements**

At this stage the bids will be subjected to a preliminary examination to verify the overall completeness and responsiveness of the bids as received. Any bids that will be found to be incomplete, invalid, or substantially unresponsive will be eliminated at this stage.

To qualify for stage 2 evaluation, a vendor must submit the Mandatory Eligibility Requirements listed below,

1. Copy of valid business license.
2. Copy of TIN Certificate
3. Copy of tax clearance certificate.
4. Complete RTI's Vendor Information.
5. Unique Entity Identifier (UEI) ID *(Quick Start Guide for Getting a Unique Entity ID provided at the end of this RFP)*

*Proposals not meeting these requirements will be automatically disqualified.*

**Stage 2: Technical Evaluation (60 points)**

The total technical points assigned to each proposal will be determined by adding and weighting the scores assigned by the evaluation committee to the technical features of the proposal in accordance with the criteria below:

**A. INSTALLATION DURATION (15 POINTS).** Seller provides the most realistic and advantageous installation schedule. Vendor should append installation and service startup work plan along with the quote.

**Note:** Vendor failing to complete installation and service startup as per the submitted work plan will be penalized by 5% of the overall award value of the contract, the penalized amount will be deducted from the first invoices.

**B. PAST PERFORMANCE (15 POINTS)** Vendor should provide three recommendation letters to attest past performance in the last 3 years and which have been successfully or substantially completed. *(15 POINTS @ letter 5 Points)*

**C. TECHNICAL PROPOSAL (30 POINTS)**
Responsive offers will be the subject of a technical analysis and will be assigned a technical score according to the following criteria.

**TECHNICAL PROPOSAL (30 Points)**

<table>
<thead>
<tr>
<th>Description</th>
<th>Maximum Points</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Methodology for implementation of services and management of the contract</td>
<td>30 Points</td>
<td></td>
</tr>
<tr>
<td>Guard Supervision System</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Patrol Arrangements</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Guard Salary Structure</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Guard employment Contract</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Provision of relief personnel and turnaround time (include Policy documents)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Experience of the company in similar assignment including working with International Organizations (at least 3 years) List of current and previous assignments indicating name of client, period, and duration of the contract, contact person and telephone no. (at least 3 clients)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Insurance certificate for professional liability of the bidder</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Guard Training Programs (Relevant to the job)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Minimum Qualifications and level of competency of the guards and each key staff.</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Availability of all services Guard, Alarm, and handheld radio</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Equipment and tools: Indicate the list of equipment to be made available for this contract: Motor Vehicles, Alarms, Cycles, Radios, Scanners, etc(provide a list)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Willingness to provide services in all the 7 regions</td>
<td>7</td>
<td></td>
</tr>
</tbody>
</table>

An offer will be declared technically qualified and will be considered for the financial analysis if it obtains a minimum score of \( \geq 45 \) points of the technical evaluations.

**Stage 3: Financial Evaluation--Price (40 points)**
The lowest priced bid that meets the minimum technical specifications on the RFQ will score maximum points at this stage.

**FINAL RANKING**
The bidder or bidders with the highest combined technical and financial score will be ranked first and eligible for award of the contract.

12. **Award Notice.** A written notice of award or acceptance of an offer, mailed or otherwise
furnished to the successful supplier within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.

13. **Validity of Offer.** This RFP in no way obligates RTI to make an award, nor does it commit RTI to pay any costs incurred by the Seller in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for 90 days after submission.

14. **Representations and Certifications.** Winning suppliers under a US Federal Contract are required to complete and sign as part of your offer RTI Representations and Certifications for values over $10,000.

15. **Anti-Kickback Act of 1986.** Anti-Kickback Act of 1986 as referenced in FAR 52.203-7 is hereby incorporated into this Request for Proposal as a condition of acceptance. If you have reasonable grounds to believe that a violation, as described in Paragraph (b) of FAR 52.203-7 may have occurred, you should report this suspected violation to the RTI’s Ethics Hotline at 1-877-212-7220 or by sending an e-mail to ethics@rti.org. You may report a suspected violation anonymously.

16. **The John S. McCain National Defense Authorization Act for fiscal year 2019 - section 889.** RTI cannot use any equipment or services from specific companies, or their subsidiaries and affiliates, including Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, and Dahua Technology Company (“Covered Technology”). In response to this request for proposal, please do not provide a quote which includes any Covered Technology. Any quote which includes Covered Technology will be deemed non-responsive. Additionally, if the United States Government is the source of funds for this RFP, the resulting Supplier shall not provide any equipment, system, or service that uses Covered Technology as a substantial or essential component.

**Acceptance:**

Seller agrees, as evidenced by signature below, that the seller’s completed and signed solicitation, seller’s proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein.

By: *(Seller Company Name)*

Signature: ________________________________

Title: ________________________________

Date: ________________________________
Quick Start Guide for Getting a Unique Entity ID

SAM.gov is the official free, government-operated website for the management of government awards. There is NO charge to register or maintain your entity information in SAM.gov.

You can get a Unique Entity ID for your organization without having to complete a full entity registration. If you only conduct certain types of transactions, such as reporting as a sub-awardee, you may not need to complete an entity registration. Your entity may only need a Unique Entity ID.

If your entity is registered in SAM.gov, you already have a Unique Entity ID

If you have an active or inactive registration in SAM.gov today, you’ve already been assigned a Unique Entity ID. It’s viewable on your entity registration record in SAM.gov. Learn how to view your Unique Entity ID (SAM) here.

If your entity is not registered in SAM.gov and you only want a Unique Entity ID

If you want to only get a Unique Entity ID and do not want to complete a full entity registration in SAM.gov, follow the steps below.

1. Go to SAM.gov and select “Sign In” from the upper right corner of the page. If you do not have a SAM.gov account, you will need to create one. SAM.gov uses Login.gov for authentication. More help with using Login.gov can be accessed here. Once you create your user credentials, you will return to SAM.gov to complete your profile.
2. After you sign in, the system will navigate you to your Workspace. On the “Entity Management” widget, select the “Get Started” button.

3. Select the “Get Unique Entity ID” button on the next page.
4. On the next page, enter information about your entity. All fields are required, unless marked as optional.
5. On the next page, your entity name and address will be validated by SAM.gov. The next page will show an entity matched in SAM.gov. If your entity information is correct, select “Next.”

a. If the match shown is not your entity or you are unable to find a match, you can create a help ticket with the Federal Service Desk from the page. Select the “Create Incident” button to contact the Federal Service Desk (FSD.gov) for assistance.
6. You may be required to enter your entity’s date and state of incorporation to complete validation.
7. On the next page, you will choose whether to allow your entity record to be publicly displayed in SAM.gov. Note that if you deselect this box and restrict the public display of your entity, only you and federal government users will be able to view your entity. Then, you must certify under penalty of law that you are authorized to conduct transactions for the entity. Then, select “Receive Unique Entity ID.”
8. On the last page, your Unique Entity ID will be displayed and you can begin to use it for your entity. Select “Done” to go back to your Workspace.