

REQUEST FOR EXPRESSION OF INTREST

Contract Identification Number: MoF/ADMIN/NCB/0005/2019

Issues Date 6th February 2019

1. BACKGROUND:

The Ministry of Finance (Mof) has set aside funds for it operation during it Financial year 2019. It intended that part of the proceeds of the funds will be used to cover eligible payment under the contract under the provision of Security service. The Ministry of Finance (herein after referred to as the purchaser) seeks. Expression of Interests from professionals or duly registered and licensed firms.

PURPOSE

To provide professional security services for the Treasury Building and Ministerial Building complex at all times within the frame of the contract.

METHODOLOGY

The security Services providing firm is requested to provide a brief description of the methodology for performing assignment.

RESPONSIBILITIES

1.To provide professional security at all times on the complex holding the principals interest paramount without any consideration for future work and strictly avoid conflict with other assignment or their own corporate interest.

2. The Security firm on the complex shall not be hired for any assignment that would be in conflict with their prior or current obligations to the principal or that may place them in a position of not being able to carry out the assignment in the best interest of the principal.

3. Secure all properties on the entire Treasury and Ministerial Building Complex in such a manner that would completely eliminate the action of pilfering.

4. The presence of the security personnel to be felt on the complex at all times, especially along the perimeter fence, at the gates of the fence, at the entrance to all the buildings and on all the floors of both complexes.

5. Responsible for closing and opening of the doors at the entrances in accordance with the time table set out in the off duty policy.
6. Report any malpractice observed on the complex immediately to the Ministry of Finance.
7. Report immediately to the nearest police station any case of theft or damages to the property of the complex. Pursue the matter even if to the court level and always update the Ministry of Finance on the Development of the matter through a written report.
8. The contracted security firm takes full responsibility of any case of theft or damage of properties of the complex if after through investigations and beyond all reasonable doubt. It is discovered that the incident occurred due to negligence on the side of the contracted security firm.
9. The Contracted security firms shall not allow trading of any type (especially petit traders) on the entire complex except the sale of Newspaper and mobile top-up cards on the ground floor.
10. The contracted security firm shall cautiously, without fear or favour. Check and interrogate any suspicious vehicle/drivers/carrier of sealed cartons bulking suitcase/travelling bags etc as the case may be to their satisfaction before allowing the suspicious vehicle/driver/carrier to leave the complex. Any suspicious items being taken out of the complex by letter of the authority from an officer working within the building and should not be below the rank of a Deputy Secretary.
11. The contracted security firm shall not allow the parking of unofficial/private on the complex unless otherwise authorized by the principal.
12. The contracted security firms shall not allowed unauthorized/commercial vehicle especially sealed and tipper trucks, taxi and pada podas access on the complex unless otherwise authorized by any officer working within the complex and should not be below the rank of Deputy Secretary

13. The contracted security firms shall not allow access the complex unauthorized person or group of person on any uprising; strike national/public vengeance unauthorized meeting and the likes.

SCOPE OF WORK

Secure the properties situated within the offices and confines of MoF
screening attendant visitors

Control of the Ministry's entrance and exit points

Maintaining internal security control measures of the Ministry

Ensure proper vehicle parking within the ministry confines

Will undertake the competitive bidding exercise shortly and intends to issues request of proposals to those firm of professionals who will express their interest and provide initial relevant information demonstrating their ability to fulfill the Ministry requirement. The expression of interest should be specifying relevant information about the firms/professionals, profile capacity/capability in addition to the following documents:

- Business registration/Renewal Certificate
- A Valid Nassit Clearance Certificate
- Evidence of previous contracts of similar nature undertake for at least three years
- A valid NRA clearance certificate
- A Valid Municipal or Local Council Business License

The Ministry of Finance reserves the right in selecting the invitee for the competitive bidding base on substantial and proven record of performance in the subject field of activities **and mere submission of an expression of interest would not automatically warrant receipt of request of proposals** .The Ministry reserves the right to reject expression of interests submitted after deadline indicated below.

Firms/Professionals will be shortlisted in accordance with the procedures set out in the public procurement Act 2004 of the Republic of Sierra Leone.

Expression of interests must be delivered directly to the address below not later than **12:00 noon, Tuesday 26th 2019** with the inscription. Expression of Interest for the provision of Security Services.

Please note that this expression of interests is not a request for proposal (RFP) and therefore financial proposals are not required to be submitted with “**Expression of Interest**”