

Request for Proposal

ASSIGNMENT TITLE: PROVISION OF SECURITY SERVICES FOR AFRICA CDC HEADQUARTERS IN ADDIS ABABA, ETHIOPIA

Ref. Number: ACDC/ADM/NC/04

The African Centres for Disease Control and Prevention (Africa CDC) has allocated funds for the procurement of security services and now invites sealed offers from eligible bidders for the Provision of Security Services as per attached Terms of Reference. Services providers shall be selected under the **Least Cost Selection criteria**. Bids that are responsive, qualified, technically compliant will be ranked according to price.

Submission Deadline: Technical and Financial proposal must be delivered on or before 22nd July 2026 at 15:00 Hours Local Time. Proposal must be accompanied by:

- History in the security industry and relevant references (work for Embassies or International Organizations would be an asset).
- A plan to ensure successful management of the contract.
- Demonstration of the capability to manage their personnel on the ground.
- An adequate security-training program and proof for the provision of proper security training of staff.
- Ability to replace staff within 24 hrs.
- Registration in accordance with Ethiopian legislation and valid job licenses.
- Valid authorization Certificate from the Ethiopian Federal Police Commission.
- Details of employment benefits provided to their employees and time for rest.
- Add certificates/references of satisfactory performance for similar contracts carried out with other organizations.
- One technical and one financial proposal in soft copy and shall be protected by password

Validity: Proposals should be valid for at 60 Calendar days from the closing date.

Proposal Opening: Proposals will be opened immediately after the closing hours in the presence of bidders or bidders' representatives who wish to attend. Late submission will be rejected and returned unopened to service provider.

Contract Start Date: 01 September 2026 and ends on 31st August 2028. The Service Contract shall be for an initial period of two (2) years from the date of commencement. At the end of the first year, Africa CDC shall undertake a formal performance appraisal of the service provider to assess performance, service quality, compliance with contractual obligations, and overall market competitiveness. Continuation into the second year shall be subject to satisfactory performance assessment by Africa CDC.

Either party shall provide ninety (90) days written notice prior to termination, expiry, or non-renewal of the Contract.

Site visit: Site visit shall be arranged on appointment. Scheduled dates for site visits are as follows:

All Bidders shall be required to attend a site visit arranged by the procuring entity from Monday 22nd June to Friday 26th June 2026, from 2:00 PM – 3:00 PM prior submitting their offer.

Proposal Submission: Services Providers should ensure that the technical and financial proposals are prepared separately and submitted in different envelope.

Deadline for submission of Proposals

The deadline for submission is technical and financial proposal is

- **10 July 2023, at 3:00 PM**

For **Clarification of Bid purposes** only, the Purchaser's address is:

Africa Centres for Diseases Control and Prevention,

Supply Chain Division

Administration Directorate

Lafto Square, Haile Garment,

Africa CDC Office, A1 Tower, 4th floor, Room No. 408

E-mail: Procurement@africacdc.org

Requests for clarification should be received by the Purchaser no later than: **26 June 2026**.

Web page: <https://africacdc.org/bids/>

The language of the Bid is: **English**

All correspondence exchange shall be in English language.

Language for translation of supporting documents and printed literature is **English**

Submission and Opening of Bids

For **Bid submission purposes** only, the Purchaser's address is

Africa Centres for Diseases Control and Prevention,

Supply Chain Division

Administration Directorate

Lafto Square, Haile Garment,

Africa CDC Office, A2 Tower, 4th floor, Room No. 408

The deadline for Bid submission is:

Date: **10th July 2026**

Time: 15:00 hours .

Bidders **shall not** have the option of submitting their Bids electronically.

The Bid opening shall take place at:

Africa Centres for Diseases Control and Prevention,

Supply Chain Division

Administration Directorate

Lafto Square, Haile Garment,

Africa CDC Office, A2 Tower, 4th floor, Room No. 404

SECTION II: Bid Submission Sheet

{Complete this form with all the requested details and submit it as the first page of your bid. Ensure that your bid is authorised in the signature block below. If any documentation is attached, a signature and authorisation on this form will confirm that the terms and conditions of this bidding document prevail over any attachments. If your bid is not authorised, it may be rejected.}

Bid Addressed to (Employer):	
Date of Bid:	
Procurement Number:	
Subject of Procurement:	

We offer to provide the Services detailed in the Terms of Reference/Statement of Requirements, in accordance with the terms and conditions stated in the Invitation for Bids.

We confirm that we are eligible to participate in this procurement process.

The validity period of our bid is: _____ days/weeks/months from the time and date of the submission deadline.

We confirm that the rates quoted in the financial proposals are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

We understand that you are not bound to accept the lowest or any bid you may receive.

Services will commence within _____ days/weeks/months from date of Contract.

Services will be completed within _____ days/weeks/months from date of Contract.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorised to sign Bid for and on behalf of

Section III: Terms of Reference/Statement of Requirements

TERMS OF REFERENCE SECURITY SERVICES FOR AFRICA CDC HEADQUARTERS IN ADDIS ABABA, ETHIOPIA

1. BACKGROUND

The information in this Terms of Reference (ToR) describes the objectives and requirements that Africa CDC has in seeking an unarmed private security services provider for the provision of general security guard services for Africa CDC office facilities in Addis Ababa, Ethiopia.

2. SECURITY OPERATIONS

The firm shall provide the security personnel for the designated posts and activities described in this document. The security procedures related to Africa CDC personnel, facilities and properties, and other assets are contained in the Post, Supervisory, and Special Orders that are to be provided to the firm and updated by Africa CDC Security staff as required.

PHYSICAL DESCRIPTION OF FACILITIES AND SECURITY CONCERNS:

- The Africa CDC HQs - The compound where the office buildings, Warehouse and Lab building, is fenced by concrete and on top decorating metal and electric intruder detection system fencing restricting access from outside. The compound can be accessed from the main entrance/gate 1 (for pedestrians) and vehicles. Exited from the main exit gate 4(for vehicles) and gate 2 for pedestrians. Large trucks may be screened and access and exit the compound through gate 2 vehicle access gate.
- Security guards from the private security guard service provider will control the perimeter gate's pedestrian and vehicular entrances and exits. Both entrance and exit posts are equipped with a control room with CCTV monitor for the area, an under-vehicle inspection PC monitor, a fence alarm, wired bollard control, and plate number recognition systems. The pedestrian screening room is equipped with a dual-view x-ray baggage scanner, an electronic access control system, and walk through metal detector. The in-house Africa CDC security team is posted at the building entrance and central control room.

3. SECURITY SERVICE PROVIDER RESPONSIBILITIES

The service provider shall provide all the necessary personnel, supplies, equipment, and accessories needed to perform the services required in this contract. The service provider must comply with all applicable requirements established by the Government of Ethiopia. The service provider shall comply with and enforce all orders, policies, and/or procedures issued by the AfCDC. **The service provider shall ensure security guards, shift leaders, and supervisors will not be employed in any other duties except Africa CDC during the contract period.**

The FIRM should provide Africa CDC with the following information:

- History in the security industry and relevant references (work for Embassies or International Organizations would be an asset).
- A plan to ensure successful management of the contract.
- Demonstration of the capability to manage their personnel on the ground.
- An adequate security-training program and proof for the provision of proper security training of staff.
- Ability to replace staff within 24 hrs.
- Registration in accordance with Ethiopian legislation and valid job licenses.
- Valid authorization Certificate from the Ethiopian Federal Police Commission.
- Details of employment benefits provided to their employees and time for rest.

3.1. The Service provider shall furnish the security services, in accordance with industry standards, including but not limited to:

- a. Providing access control to Africa CDC facilities and properties by visual inspection of AfCDC/AU-issued ID cards and other approved identification documents;
- b. Performing body, luggage, handbag, and suitcase searches and inspections using a hand-held metal detector, Walk through metal detector and X-ray baggage scanner;
- c. Providing information and assistance to all Africa CDC visitors, guests, and employees;
- d. Responding to events such as security alerts, probable criminal acts, civil demonstrations, and altercations occurring on Africa CDC property;
- e. Responding to life-threatening situations such as medical alerts, fire alarms, suspected or actual crimes, and other related situations occurring on Africa CDC property.
- f. Providing for checks and/or patrols to monitor security, safety, and perimeter fence systems. While patrolling the perimeter of the compound, the guard should check for breaks in security (e.g., the perimeter, camera, electric fence alarm, lights, gate security equipment, etc.);
- g. Performing vehicle inspections and searches, as directed;
- h. Directing and controlling vehicular and pedestrian traffic, as directed;
- i. Monitoring the CCTV, plate number recognition, under-vehicle scanners, intrusion alarms, and other security or safety equipment owned or controlled by the AfCDC;
- j. Observing gate areas and reporting instances of non-compliance with security procedures to the Africa CDC Security Office;
- k. Detecting and preventing, as authorized under law, persons attempting to gain unlawful entry to Africa CDC premises with the minimum force necessary;
- l. Reporting unsafe or hazardous conditions that require immediate corrective action by the building maintenance, or other personnel;
- m. Preparing and maintaining incident reports for events identified in General, Post, Supervisory, and Special Orders. The firm will submit incident reports within 24 hours following the initial immediate incident report over the telephone to the on-duty Africa CDC Security Officer or a designated Officer;
- n. Maintaining a 24-hour, 7 days-a-week duty log of all security-related activities, violations, or events at the perimeter security;

- o. Ensuring that all reports and other documents, e.g., incident reports and logs, are written clearly in the English language, legibly, and accurately;
- p. Providing security personnel at fixed posts with fully trained and qualified replacement personnel (breakers) to allow for meals, or other situations requiring absences from posts;
- q. Assuring that General, Post, Supervisory, and Special Orders and other documentation are maintained in good condition and kept updated as required;
- r. Collaborating with Africa CDC Security team to ensure proper coordination and coverage.
- s. Ensuring compliance with local labor laws on maximum allowable time in a twenty-four-hour period and maximum allowable days without a break.
- t. Performing other duties as may be specified in this contract.

4. **REQUIRED POSITIONS AND GUARD POSTS WITH HOURS/DAYS OF SERVICE**

The security guard service provider shall provide properly qualified security personnel based on a 24/7 basis for the shifts at the guard posts at Africa CDC offices and Director General residence as it follows:

Africa CDC offices

- 07:00 – 19:00 – 8 security guard, 1 shift leader
- 19:00 – 07:00 – 8 security guard, 1 shift leader
- 8:00 – 15:00 – 1 supervisor
- Day off -10 security guards, 1 shift leader

Director General Residence

- 07:00 – 19:00 – 2 security guard,
- 19:00 – 07:00 – 2 security guard
- Day off -2 security guards,

In case of the absence of a security guard due to any reason, the firm shall pre-identify at least three guards, notify Africa CDC security of the list and assign replacement within one hour.

Note: each individual employee must work no more than the number of hours established by Ethiopian legislation. Each individual employee shall not be employed by any other employer or assigned to another assignment without official written communication and approval from the Africa CDC security manager.

5. **SECURITY SERVICE PROVIDER PERSONNEL GENERAL QUALIFICATIONS**

The Security guard service provider shall ensure that all personnel assigned to this contract have not been convicted of any criminal offense, including by a military tribunal, or found by a national or international authority to have breached criminal or humanitarian law in any jurisdiction. Further, in principle, they must not be subject to any ongoing judicial proceedings, including military, in respect of such offenses or violations and must meet the following minimum standards:

- a. Pass a criminal background record check;
- b. Be able to effectively understand and carry out written rules, orders, and instructions in the English language;
- c. Be able to effectively communicate with Africa CDC employees and guests;

- d. Be able to compose precise, short paragraphs for written reports that are required under this contract;
- e. Possess the physical and psychological stamina for prolonged walking, standing, sitting, and stooping;
- f. Be aware of the fact that guards may have to confront or challenge violent or potentially violent persons;
- g. Be at 25-50 years of age and in apparent good health;
- h. Be able to relate and interact effectively and properly with members of the public;
- i. Be of good reputation and character; and
- j. Be trained prior to deployment to carry out the assigned duties

The security service provider shall have liability insurance not less than 5 million birrs. The service provider shall re-embers any loss of Africa CDC property lost due to its employee's negligence or not fulfilling their responsibility.

6. SECURITY GUARD SERVICE PROVIDER PERSONNEL SPECIFIC RESPONSIBILITIES AND QUALIFICATIONS

SERVICE PROVIDER'S REPRESENTATIVE (not located at the Africa CDC facility) – responsibilities:

- a. Reports to the Africa CDC Security manager;
- b. Manages the duties of the security guards ensuring that all guards conduct their duties competently
- c. Manages the duty roster and schedules ensuring that the required number of personnel reports for duty each shift.
- d. Coordinates the administration of the contract from the service provider's side and serves as the principal contact person for the contract;
- e. Attends performance meetings and contract review meetings with Africa CDC organization's Security and Admin Officer to evaluate the overall performance of the service provider and address any security issues; and/or
- f. Recommends improvements in the performance and conduct of security services at the Africa CDC facility. Maintains accessibility for Africa CDC 24 hours per day, 7 days a week, and 365 days a year to address any issues, situations, or problems that may occur.

SERVICE PROVIDER'S REPRESENTATIVE (not located at the Africa CDC facility) - qualifications:

- a. Minimum education requirement: the equivalent of a bachelor's degree;
- b. Minimum 10 years of police, security, or military experience;
- c. Excellent oral and written communications skills;
- d. Minimum of 5 years of experience in supervisory/managerial positions; and
- e. Minimum of 3 years of experience in dealing/liasing with international and government organizations.

Unarmed Security Guards – responsibilities:

- a. Provide access control to Africa CDC facilities and properties by visual inspection of AfCDC/AU-issued ID cards and other approved identification documents;

- b. Perform body, luggage, handbag, and suitcase searches and inspections using a hand-held metal detector, Walk through metal detector, and X-ray baggage scanner;
- c. Provide information and assistance to all Africa CDC visitors, guests, and employees;
- d. Responding to events such as security alerts, probable criminal acts, civil demonstrations, and altercations occurring on Africa CDC property;
- e. Respond to life-threatening situations such as medical alerts, fire alarms, suspected or actual crimes, and other related situations occurring on Africa CDC property.
- f. Monitor security, safety, and perimeter fence systems. While patrolling the perimeter of the compound, the guard should check for breaks in security (e.g., the perimeter, camera, electric fence alarm, lights, gate security equipment, etc.);
- g. Perform vehicle inspections and searches, as directed;
- h. Direct and control vehicular and pedestrian traffic, as directed;
- i. Monitor the CCTV, plate number recognition, under-vehicle scanners, intrusion alarms, and other security or safety equipment owned or controlled by the AfCDC;
- j. Observe gate areas and report instances of non-compliance with security procedures to the Africa CDC Security Office;
- k. Detect and prevent, as authorized under law, persons attempting to gain unlawful entry to Africa CDC premises with the minimum force necessary;
- l. Report instances of non-compliance with security procedures and unsafe or hazardous conditions to the Security Supervisor / Shift Supervisor;
- m. Provide additional guard coverage during special events;
- n. Perform security escort duties for persons if directed by the security focal point; and/or
- o. Perform other duties as may be specified in the contract.

Unarmed Security Guards – qualifications

- a. Minimum of 3 years of experience in the same field of work with a reputable security organization assigned in an international organization facility or government facility; and
- b. Trained at a minimum to have/show proficiency/knowledge in public relations, self-defence, and minimum force, radio communication, access control, searching techniques, basic firefighting, and security technology operations.

7. AD HOC, EMERGENCY AND OTHER SERVICES REQUIREMENTS

Ad Hoc Requirements: The security guard service provider shall have the capability to provide additional guard coverage during special events and emergencies to protect the Africa CDC facility, employees, property and guests, as requested by the AfCDC, Admin;

8. PRE-EMPLOYMENT SCREENING

The security guard service provider shall investigate the reputation and character of each employee applying to work under this contract. The service provider shall not assign personnel to this contract until the investigation is complete and the results are determined to be favourable. In this context, means that the applicant has no criminal record, there is no indication that the applicant has used illegal drugs or alcohol while working, personal references and former employers recommend the applicant for a position of trust and responsibility, and there are no other obvious disqualifying factors regarding the applicant's reputation and character. The service provider shall maintain the results of the investigation during the life of the contract. Africa CDC security manager or Admin has the right to review

all investigative results and records for personnel assigned or proposed for this contract. The investigation shall include, as a minimum, the following elements:

- a. A check of criminal files, as authorized by local law, at locations where the applicant has lived and worked;
- b. An employment check going back five years; and
- c. A check of at least three personal references.

The service provider must maintain, at a minimum, the following documents in the personnel record of each employee assigned to work at the Africa CDC facility:

- a. Individual performance record;
- b. Work application and supplemental data (copy of national identity card or other positive form of identification);
- c. Background investigation information;
- d. Individual training records;
- e. Photograph.

9. PROFESSIONAL CONDUCT

All Service provider personnel assigned to this contract shall maintain the highest standards of employee competency, conduct, cleanliness and integrity. Assignments shall be performed in accordance with prescribed guard orders to the best of each guard's ability and in accordance with safe workplace practices.

The service provider shall remove any of its employees from Africa CDC premises or properties upon determination that such employees are found to be unfit for the performance of security duties. Africa CDC reserves the right to direct the removal of any of the service provider employee determined to be in non-compliance with the qualifications and standards set forth in the ToR or for any other reason at Africa CDC sole, exclusive and non-negotiable discretion. A determination of unfitness may be made from incidents involving violations of General, Post, Supervisory and Special Orders and immediately identifiable types of misconduct or delinquency, without limiting the foregoing right of Africa CDC to have any service provider's employee removed for any reason.

The service provider shall administer disciplinary action, up to and including removal, for those employees who commit the following offences, omissions or derelictions of duties. All disciplinary actions will be reported to the Africa CDC and Admin. The following, but not limited to, may be considered as demonstrating unfit performance:

- a. Knowingly and/or willfully violating General, Post, Supervisory or Special Orders;
- b. Failing to demonstrate courtesy and good manners toward Africa CDC employees, visitors, guests or the general public. (Not displaying a respectful and helpful attitude in all endeavors will be cause for removal from a post. Continued complaints shall be cause for removal from the contract.);
- c. Unauthorized use of Africa CDC property, including telephones, communications equipment and security equipment. The service provider shall reimburse the Africa CDC for any loss, abuse or misuse of such property;
- d. Leaving disturbing papers on desks and opening desk drawers or cabinets for any reason other than a real security reason;

- e. Falsifying, unlawfully concealing, removing, mutilating or destroying any official documents or records;
- f. Concealing material facts by willful omission from official documents or records;
- g. Disclosing Africa CDC proprietary information or making any news or press releases regarding Africa CDC personnel or operations;
- h. Disclosing duty assignment(s), particularly manpower, security precautions or procedures, except to persons authorized to have such knowledge or as approved by Africa CDC security manager or Admin;
- i. Sleeping while on duty/Africa CDC premises, failing to devote full time and attention to assigned duties and unreasonably delaying or failing to carry out assigned tasks.
- j. Conducting personal affairs during duty hours and refusing to render assistance or cooperate in upholding the integrity of Africa CDC security arrangements;
- k. Wilfully violating Africa CDC security procedures or policies;
- l. Abandoning post prior to proper relief;
- m. Displaying disorderly or immoral conduct, e.g., using abusive or offensive language, quarrelling, intimidating by words or actions, fighting or otherwise participating in disruptive activities;
- n. Gambling or unlawfully wagering or promoting gambling in Africa CDC compound or surrounding area;
- o. Carrying a firearm, pepper spray or any other weapon on their person, without explicit approval of Africa CDC security manager or Admin, while on Africa CDC property, even though such carriage may be legal in the jurisdiction where assigned;
- p. Knowingly giving false or misleading statements, concealing material facts in connection with reports or records relating to investigative proceedings;
- q. Knowingly making false statement(s) about other contract employees, Africa CDC employees or the general public;
- r. Involvement in any form of discrimination or sexual harassment of other contract employees, Africa CDC employees, visitors or members of the public while on Africa CDC premises;
- s. Failing or delaying (without justifiable cause) to carry out a proper order of a supervisor or other official having authority to give such orders;
- t. Eating, smoking or drinking while on post, or taking breaks in any location except those designated as authorized break areas;
- u. Found in any Africa CDC building, facility other than the gate and inside and outside patrol route.
- v. Using or selling intoxicants, illicit drugs or controlled substances while on duty or consuming alcoholic beverages eight hours prior to entering duty. An employee who has reason to believe that the person reporting as relieved is intoxicated, under the influence of intoxicating drugs or of impaired effectiveness from having used intoxicating drugs, shall decline to be relieved and shall immediately notify the Africa CDC and the service provider. Accepting relief by an individual known or suspected to be under the influence of alcohol or drugs shall require the service provider to suspend and/or remove both employees from the contract;
- w. Vandalizing or intentionally damaging the Africa CDC property through direct action or negligence;
- x. Failure to cooperate with Africa CDC or service provider authorized investigation.
- y. Excessive absenteeism or tardiness; or
- z. Soliciting or collecting monetary contributions at Africa CDC premises.

10. UNIFORMS AND ACCESSORIES

All security guard service provider personnel assigned as security guards to Africa CDC buildings shall wear properly fitted and clean uniforms when on duty. The Service provider

shall provide the required work tools, devices, accessories, and ensure the security guards possess a sufficient number (at least two pairs shoes, two full uniform, rain coat,) of uniforms per annum and an umbrella, whistle, baton stick, torch light at no extra cost to result in a professional appearance and seasonal changes. In this respect, the service provider shall ensure that the guards are properly fitted with uniformed outerwear to ensure adequate protection from rain and cold weather.

11. TRAINING

The service provider shall provide initial training and orientation to all security personnel prior to their assignment to Africa CDC facility at no extra cost.

Africa CDC personnel shall be sufficiently trained, both prior to any deployment and on an ongoing basis, to respect relevant national laws of the country, international humanitarian law and human rights law and to establish goals to facilitate uniformity and standardization of training requirements. Training could include general and task and context-specific topics, preparing personnel for performance under a specific contract and in a specific environment, including:

- a. Rules on the use of force including restraints and detainment authorities and limitations;
- b. human rights law as well as applicable host country laws;
- d. Measures against bribery, corruption and other crime;
- f. Religious, gender and cultural issues and respect all populations and ethnicities.

The Service provider shall provide initial and periodic in-service training for security personnel to be agreed upon between the Africa CDC and the service provider. The content and duration of such training shall also be determined between the parties. The service provider will record and document all training. The Africa CDC security manager shall be permitted to review all training records pertaining to this contract. The training period cannot be less than two days a year per employee. The service provider shall include initial and recurring training and familiarization for the subjects listed below for all personnel assigned to this contract. Training should be consistent with the procedures to be used at the specific Africa CDC facility/location.

- a. Access control policies and procedures, e.g., the building pass system, visitor control procedures, escort procedures, employee ingress/egress, after-hours access and vehicle access;
- b. Identity checks – what constitutes valid identity, spotting false identity cards, etc.;
- c. Screening and search techniques – including those for pedestrians, vehicles and packages;
- d. Conduct of perimeter patrols;
- e. Actions to take when approaching a suspicious person(s);
- f. Actions to take when there is a belligerent visitor;
- g. Emergency response and evacuation procedures;
- h. Routine and emergency communications procedures;
- i. Police and fire liaison; Basic first aid instruction; Civil and criminal liability issues;
- j. Use of force and limitations, including citizens' apprehension authorities;
- k. Legal authorities and limitations;
- l. Professional behavior and public relations;
- m. Communication, e.g., verbal, written and telephonic;
- n. Radio protocol, procedures and discipline;
- o. General, Post and Special Orders and other directives;

- p. Handling of bomb threats and building evacuation procedures;
- q. Safeguarding proprietary information;
- r. Found property procedures; Basic report writing;
- s. Observation techniques, to include basic counter-hostile surveillance;
- t. Guard force supervision; Supervision and approval of reports; Incident investigations and reports;
- u. Standards for uniforms, personal dress and bearing;
- v. Post inspection procedures; Employee motivation;
- w. operation of intrusion alarm systems, CCTV, recorders and manual or electronic guard monitoring equipment;
- x. X-ray machine operations and any other security and fire devices and equipment that the guard may be responsible for operating or carrying; and
- y. Operation and use of fire extinguishers and other fire suppression equipment located on Africa CDC facilities.

12. **ORIENTATION MEETING**

The Africa CDC security manager will provide orientation to the service provider on matters unique to Africa CDC offices and operations and necessary for security guard service provider performance. Orientation will be followed by a review of properties, including guard rooms and posts to be covered by the contract. During orientation, Africa CDC security manager will provide the service provider with the following documentation and/or information to facilitate the implementation of the guard contract:

- a. Instructions and directives for operating security equipment, if any, furnished by the Africa CDC under the List of Africa CDC Furnished Property herein;
- b. Instructions pertaining to the location of installed security control equipment and systems, and instructions pertaining to the operation and location of utility cut-off valves, electrical switches, security controls, light switches, generator controls and other equipment, as necessary;
- c. The locations and hours of guard posts as well as the expected duties of assigned security personnel consistent with the ToR;
- d. Specific policies and procedures for responding to emergency alarms, bomb threats, suspected incendiary devices and other potential threats and hazards; and
- e. Locations of any assembly areas used by the Africa CDC for its personnel in the event of an emergency or evacuation situation. The Africa CDC security manager will outline the roles and responsibilities of the security guards in this effort, as appropriate.

13. **POST ORIENTATION MEETING**

Within five working days following the above orientation, the parties will meet to exchange information and documents, arrange for the transfer of equipment, establish the schedule for the assumption of security duties and clarify any outstanding issues. The service provider shall provide Africa CDC with proof of insurance at this time.

14. **LIST OF SECURITY GUARD SERVICE PROVIDER FURNISHED PROPERTY**

The following list of service provider furnished security equipment and supplies are considered minimum requirements:

- a. flashlights, batteries, whistles, batons and other miscellaneous security items as required;

15. LIST OF Africa CDC FURNISHED PROPERTY (NONEXHAUSTIVE)

Africa CDC shall provide the following equipment or materials:

- a. Copies of relevant security procedures; and
- b. For security guard positions located at the main entrance to the Africa CDC facility:
 - Closed circuit television system (CCTV) monitors
 - intrusion alarm monitors
 - X-ray baggage scanner, walk through metal detector, plate number recognition, bollard, under vehicle scanner, drop arm barrier.
 - Furniture for the guards' post – table, chairs as required
 - Fire extinguishers

16. ADJUSTMENT OF POST/POSITIONS

Africa CDC reserves the right to require adjustments to the number of posts/positions in accordance with its security requirements. In such a case, any modifications needed to the Guard Schedule and any adjustments that affect the Price Schedule will require a contract modification.

17. BILLING AND PAYMENT TERMS

The service provider shall submit monthly invoices no earlier than the 1st day of each month and no later than the 5th day of each month for the services rendered in the preceding month. Africa CDC processes payments within 30 days of receipt of a correct invoice and approval by the security manager.

Africa CDC reserves the right to adjust payments pro rata if the service is not rendered in accordance with the conditions of the contract or any other annexes (e.g., the Guard Schedule). Furthermore, Africa CDC shall not pay any duplicate time spent by the Service provider on any assignment as a result of its staff changes or inefficiencies.

18. QUALITY ASSURANCE PROGRAM

Each service provider employee shall "sign-in" on the post log when reporting for duty and "sign-out" when leaving at the end of the work shift.

The service provider shall obtain and maintain all licenses and permits that may be required by any jurisdictions where it is required to operate under this contract, and it shall meet all applicable laws, rules and regulations.

All substitute security personnel assigned to Africa CDC premises shall be at least equal in qualifications and training to regularly assigned personnel, as specified in this ToR. The service provider shall not assign personnel who have not completed a favorable background investigation.

This contract is a key element of Africa CDC Security Risk Management process and demands that the service provider comply fully with the contract terms and conditions. The

service provider may only bill for hours worked. For an unmanned post, the service provider is prohibited from billing for such services.

19. EVALUATION CRITERIA

Evaluation Criteria	Max Score
Firm's Experience	25
No. of years: At least 5 years' experience	10
Experience with similar organisations- Proof of 3 successfully carried out security contract of 10 or more security guards in each contract, (Please enclose satisfactory completion certificate of three contracts issued by continental, international, or Government bodies). Provide references	15
Main Criteria: Adequacy of the proposed work plan and Methodology in responding to the Terms of Reference	37
Sub criteria	5
Recruitment and selection process of staff	
Training and development procedure	5
Supervision and Management procedures	9
Explanation on how the Company intends to handle the management of services within the office stated in the scope of this work .eg, number of guards and shifts arrangement and others.	13
Innovation and creativity in the proposal	5
List of proposed equipment to be used in the provision of the services	10
Qualifications and Experience of personnel	28
SUPERVISORS & GUARDS	
TOTAL	100

The Pass mark for the technical evaluation will be 70 points.

FINANCIAL PROPOSAL/OFFER

The Contractor shall submit a detailed financial proposal in a separate envelope as a lump sum, with detailed workings of how the lump sum is calculated.

The Proposal shall indicate the cost per location. The cost per person shall include all associated costs; salary, communication, transportation, insurance, equipment and other related costs. Please use the format below that clearly indicates both monthly and annual costs against the personnel.

a. Africa CDC Headquarters

1	Persons	Total number	The monthly payment for one person in Birr	Monthly payment in birr
2	Security guard	26		

3	Shift leader	3		
4	Supervisor	1		
Total monthly salary in birr				
The total annual payment in birr				

b. General Director's Residence

	Persons	Total number	The monthly payment for one person in Birr	Monthly payment in birr
1	Security guard	6		
Total monthly salary in birr				
The total annual salary in birr				

The proposal should indicate the price per month and per year using the above tables.