

**TENDER 9/2021**

**TERMS OF REFERENCE**

**TENDER FOR THE PROVISION OF SECURITY  
SERVICES AT BAF STATIONS**

**CLOSING DATE AND TIME: 25/11/2021 - 5pm**

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## SECTION A

## COMPANY BACKGROUND

The Biosecurity Authority of Fiji (“BAF”) was established under the Biosecurity Act 2008. It is deemed a Commercial Statutory Authority as per the Public Enterprise Act 2019.

BAF’s mandated responsibilities as per the Biosecurity Act 2008 are:

1. to protect the Fiji Islands against the entry of regulated pests and diseases affecting animals, plants, human beings and the environment;
2. to carry out surveillance and monitoring of pests and diseases in the Fiji Islands and assess the status of regulated pests and diseases;
3. to prevent the establishment and spread of regulated pests and diseases and the release of organisms that might adversely affect animals, plants, human beings and the environment in the Fiji Islands;
4. to eradicate, contain or control the movement of regulated pests and diseases that are already present in the Fiji Islands;
5. to prevent the introduction and spread of regulated pests and diseases not already present in the Fiji Islands;
6. to facilitate the safe importation of animals and plants and their products, and related equipment and technology;
7. to facilitate the export of animals and plants and their products in accordance with the biosecurity requirements of the receiving countries;
8. to facilitate international cooperation to prevent the spread of pests and diseases affecting plants, animals, human beings and the environment.

The Biosecurity Act 2008 is the primary legislation that provides for the regulation and control of the movement of animal and plants into, out of and within Fiji and for the facilitation of Trade.

## SECTION B TENDER INVITATION AND SUBMISSION

1. The purpose of this document is:
  - a) To provide prospective Vendors with sufficient information to understand the business operations of BAF and to respond to the specific tender requirements;
  - b) To ensure that a consistent level of information is obtained from each prospective Vendor; and
  - c) To provide a structured framework for the subsequent evaluation of the proposed solutions.
2. This document is an official Request for Proposal (“RFP”) for the goods or services as specified for BAF. Vendors are required to respond to this RFP demonstrating that their offers are a probable fit to BAF’s overall requirements.
3. Submissions; clearly marked “**Tender No. ...09/2021....: Provision of Security Services at BAF Stations**” must be submitted into the Tender Box situated at BAF HQ Reception Entrance, address as follows:

The Tender Committee  
Biosecurity Authority of  
Fiji Level 3, FNPF Building  
Ellery Street  
Suva

4. For those bidders applying outside of Suva, you may send your sealed envelopes via any Postal Agency, to above mentioned address. The Envelopes are to be clearly marked with the Tender Name and Number.
5. Bidders who will hand deliver their applications, are required to complete tender submission register at the reception where the tender box is located before depositing their proposals into the tender box.
6. All proposals documents must be submitted before or on the closing date and time as indicated in the RFP document. Late, faxed or e-mailed proposals will not be accepted. BAF reserves the right change the closing date and any other dates that may appear in this RFP. Such changes will be communicated as soon as they are made.
7. In the event of any problems with the delivery of the proposals, vendors should please contact the Secretary to Tender Committee on the following number 8919734
8. If the envelopes are not sealed and marked as required, BAF will assume no responsibility for the tender’s misplacement or premature opening.
9. All enquiries relating to the RFT should be submitted in writing to the Chief Executive Officer or emailed: [lvacereivalu@baf.com.fj](mailto:lvacereivalu@baf.com.fj) no later than **25/11/21 - 5pm**

10. Summary of Submissions Deadlines

<u>ITEM</u>	<u>DATE</u>	<u>TIME</u>
<u>Tender Closing and</u> <u>Opening</u>	...../ .... /202...	.....

## SECTION C SCOPE/SPECIFICATIONS OF TENDER

1. BAF is seeking to appoint a reputable experienced and professional security company for the Authority.
2. Provision of Security Services will be at the following BAF Offices:
  - a) **BAF Exports Office, Renown Street, Suva.**
    - i. 1 x Security Guard- 24 Hour Cover – Monday to Sunday.
  - b) **Post Entry Quarantine (PEQ) Office  
Koronivia, Nausori.**
    - i. 1 x Security Guard – 24 Hour Cover – Monday to Sunday.
  - c) **BAF Lautoka Office, Marine Drive, Lautoka.**
    - i. 1 x Security Guard – 24 Hour Cover – Monday to Sunday.

### 3. Responsibility of the Security Company

- a) The security company's core task will be to conduct surveillance; monitoring and other relevant steps to assure that the Biosecurity Authority of Fiji's property and assets are adequately safeguarded.
- b) The Security Company will report on security matters; provide a monthly report on Security Operations and Security Incidents to the Properties Section.
- c) Must provide stable, qualified and fully equipped security staff at all times.
- d) Provide indemnity insurance for its employees.

### 4. Duties of Security Guards

- a) **To be clearly visible** - the Security Guard must make himself or herself visible by patrolling the public areas, in and around BAF premises, car park and other public areas, for security and fire prevention purposes.
- b) **To be vigilant - the security** guard must watch out for any strange thing that may mean harm. For this reason, he must have very keen senses of sight, hearing, and smelling. For example; He should be able to smell when a cable is burning or when a chemical is leaking from its container.
- c) **To respond quickly and correctly during crisis** - not only does a security guard sense crisis; he acts fast to control the situation. So, a security guard must always be at alert to avoid being caught unawares. How a security guard responds to crisis varies depending on the threat. A security guard must know how best to respond to various dangerous

situations.

- d) Check parking lots and remove vehicles illegally parked.
- e) Check buildings during evenings, midnights, weekends and holidays for security and fire prevention purposes
- f) Direct auto traffic, if and when required.
- g) Provide a courteous information service to the public, as required.
- h) Control pedestrian and vehicular traffic at entrances during Emergency procedures.
- i) All (BAF owned or Otherwise) vehicle registration numbers must be logged entering and leaving the premises, as well as the time of entry and exit.
- j) After normal working hours & weekends, guards must log names of all people entering the Complex (BAF personnel or Non-BAF Personnel) and vehicle registration number (where applicable).
- k) Maintain order to the general public.
- l) Lock and unlock gates when required.
- m) Assists BAF staff with violent and unruly customers

## 5. Penalty Clauses

- a) Security Company must ensure that all the guards are properly monitored and supervised to ensure that they fully comply with the Terms and Conditions Stipulated in the Scope of Works.**
- b) Any evidence of negligence, lateness and or non-adherence will result in Monetary Deduction of Monthly Bills. (Whichever is higher the incident or 3 hours).**

## 6. Scheduled Meetings

- a) Successful Bidder will attend monthly meetings with BAF to address any security concerns or questions.
- b) Emergency meetings can also be called by BAF when deemed necessary in the light of security breaches in security contract.

## 7. Communication Systems

- a) The Bidder must institute a system whereby security personnel with supervisor and/or BAF's main Office during shifts.
- b) Bidder must provide mobile cellular to security personnel during all shifts for emergency situations where guard may need to call BAF/security/emergency forces(Fire/Police/Ambulance).

**Do Note that:**

- a) BAF reserves the right to reject the deployment of a security guard personnel assigned to any BAF premises/property.
- b) Bidder should outline in detail any and all training personnel undergoes prior to being assigned to BAF.
- c) QR Coding to be installed within the premises for night shift guardsto have it tapped and check every hour.

*Any changes to the above listed provisions will be communicated by BAF prior to implementation.*

**8. OTHER CONDITIONS**

The following general conditions apply:

- a) BAF may not necessarily accept the lowest cost bidder, but will strive to select the bestand most responsive bidder.
- b) BAF may cancel this TOR or amend its contents at any time prior or after to the acceptance of the submission.
- c) If no proposal is acceptable, then BAF may either re-issue the terms of reference or negotiate with one or more vendors for a satisfactory offer.
- d) All bidders must ensure that their costing submissions are inclusive of Normal Rates, ~~Weekend~~ and Public Holiday Rates.
- e) The award of a submission shall not be deemed final unless and until a contract issuccessfully negotiated and approved by BAF.
- f) Bidders and their personnel must not place themselves in a position that may create a conflict of interest concerning this RFT.
- g) Any potential or actual conflict of interest that may arise in the performance of their obligations under the RFT must be fully disclosed. Identification of a potential or actual conflict of interest does not necessarily preclude a Bidder's submission from consideration. However, BAF will carefully consider the circumstances surrounding the conflict of interest to determine whether it will compromise the status of the outcome of this RFT, and if so, will promptly notify the Bidder.



**SECTION D TENDER EVALUATION CRITERIA**

The following documents are compulsory and not part of the scaling system:

- Valid Business Company Registration Certificate
- Tax Compliance Certificate
- FNPF Compliance Certificate
- Insurance if required by the TOR or Advert.
- Valid Mandatory Security License
- Security Guards must be Fully Vaccinated

The following table highlights the evaluation criteria:

	<b>DESCRIPTION</b>
1.	<b>Administration (10 Marks)</b>
	<ul style="list-style-type: none"> <li>- Background/History of the company</li> <li>- Reference Letters (at least 3)</li> <li>- List of major clients of the company</li> </ul>
2.	<b>Technical (50 Marks)</b>
	<p>Ability to provide services as outlined in TOR</p> <p>Strategies to Address:</p> <ul style="list-style-type: none"> <li>- Guard Monitoring System (including QR Patrol, Vehicle Patrol &amp; Back Up Units)</li> <li>- Means of Communication (VHF/HF Radio &amp; Radio Control)</li> <li>- Tools &amp; Equipment's that will be used by the Guards</li> <li>- Quality Assurance System in place for its Operations or training for officers.</li> </ul>
3.	<b>Cost (40 Marks)</b>
	<ul style="list-style-type: none"> <li>- to provide with hourly rate for ease of calculation</li> <li>- Provide hourly rate for normal/ weekends and public holidays</li> <li>- Other cost, if any</li> <li>- Price Validity</li> <li>- Value for Money</li> </ul>

.....END.....