 PROCUREMENT TYPE: SECURITY GUARD SERVICES FOR UNESCO OFFICE PREMISES

Contract Type: Contract for services

Ref. Number.: API/A&F/2021/391

The United Nations Educational, Scientific and Cultural Organization (UNESCO) hereby invite qualified companies / organizations legally registered and eligible to operate in Samoa to submit their offer electronically for the provision of security guard service briefly described as follows:

Provision of Security Guard Service: Provide security guard services to the UNESCO Office located at Matautu-Uta 24/7 – (One day time guard and one night time guard). The tasks to be performed by the security guards shall include:

(a) Prevention of forced entry into the building 24/7.

(b) Removal of unauthorized persons from the building at the request of the authorized UN official.

(c) Protection of UN staff in the building 24/7 from violence.

(d) Protection of UN property from theft and malicious damage in the building 24/7.

(e) Reporting of any suspicious activity to the Agency Security Focal Point (ASFP), UNDSS Office, and/or a UN authorized official as required on a 24/7 basis.

(f) Vehicle access control and search procedures as required to include:

i. Screening and registering incoming/outgoing materials and equipment;

ii. Stopping and inspecting all vehicles at the premises entry, prevention of entry of unauthorized vehicle

iii. Registering visitors, contract workers, cleaning and maintenance staff, etc.;

iv. Screening packages and baggage that is to enter the premises.

APPLICATION PROCESS: Please follow instructions given below:

1. Interested companies / organizations should download the detailed Terms of Reference / Request for Proposals / Request for Quotations from https://www.ungm.org/Public/Notice/158163 or request the full TOR by sending email to proposals.pacific@unesco.org.

2. Submit their Technical and Financial proposal containing information and support documents separately as required in the Request for Proposals by 00:00 pm (Samoa time) on Friday 17 December 2021 by email to proposals.pacific@unesco.org.

3. In the Subject Line of the email, ensure to cite the Ref. Number, Procurement Type and your company / organization name as mentioned here: “API/A&F/2021/_Security Guard Services_company/organization name_Technical Proposal or Financial Proposal”.