

REQUEST FOR PROPOSAL FOR SECURITY SERVICES



1. INTRODUCTION

The Social Security Board is soliciting proposals from qualified Security Service Contractors ("the Contractor") for comprehensive security services for their locations at the **Joshua Smith Building/ROMASCO Building**, Road Town, Tortola, BVI and the **Village Rose Centre**, The Valley, Virgin Gorda. The objective is to ensure the safety and security of the buildings, their employees, customers and property.

2. SCOPE OF WORKS

The Contractor will be responsible for providing the following services:

- On-site security coverage.
- Monitoring entry and exit points of the buildings.
- Monitoring access of employees and visitors.
- Incident reporting and response protocols.
- Emergency response coordination.
- Assisting with evacuation procedures during emergencies.
- Ensuring compliance with the security policies and procedures.

3. CONTRACT DURATION

The contract will be for an initial period of three (3) years with the possibility of renewal upon mutual agreement, subject to satisfactory performance.

4. PROPOSAL REQUIREMENTS

Interested security service providers are required to submit the following:

a) Company Profile

- Legal name and years in business.
- Documentation of experience in providing similar services, in size and scope.
- Certifications and accreditations.
- Trade licence.
- Copy of the Register of Directors, where applicable.
- Certificate of Good Standings for SSB, NHI and the Inland Revenue Department.

b) Personnel and Staffing

- Resumes and qualifications of key personnel.
- Number of security guards available for deployment.
- Training and background checks of staff.

c) Operational Plan

- Proposed staffing plan and shift schedules to cover the hours of 7:30am to 6:00pm
- Plan for monitoring and patrolling the building(s).
- Incident and management reporting procedures.

d) References

- Provide at least two (2) references from clients with similar engagements.

e) Cost Proposal

- Provide a detailed breakdown of the costs, including hourly rates for personnel, equipment fees (if any), and any other associated costs.

f) Insurance and Liability

- Insurance coverage for public liability.

5. PROPOSAL EVALUATION CRITERIA

- **Experience and Expertise (20%):** Proven track record in providing security services for similar facilities.
- **Staffing and Training (20%):** Qualification(s) and professionalism of personnel.
- **Operational Plan (20%):** Adequacy of the security plan to meet the requirements.
- **Cost (20%):** Competitiveness of the pricing.
- **References (20%):** Satisfaction of previous clients with similar engagements.

6. SUBMISSION INSTRUCTIONS

Proposals can be submitted for one location or for both locations, and the bids for each location should be listed separately.

Tenderers should submit the bid in original format, placed in a sealed envelope, and marked "**Tender for Security Services**", delivered to the Receptionist at the Social Security Board, **no later than 15th October 2024 at 3:00pm**, addressed to:

**The Director
The Social Security Board
Joshua Smith Building
Wickhams Cay 1
Road Town, Tortola, BVI**

Interested Contractors are required to request further information via e-mail: procurement@vissb.vg. The deadline for site visits and queries: **20th September 2024**.

7. ADDITIONAL INFORMATION

- The Social Security Board reserves the right to accept or reject any and all proposals.
- All costs incurred in the preparation of proposals are the responsibility of the bidder.