

## Invitation for Bids

### ***FOURAH BAY COLLEGE UNIVERSITY OF SIERRA LEONE]***

#### **PROCUREMENT OF SECURITY SERVICES FOR FOURAH BAY COLLEGE CAMPUS**

**Procurement Number: FBC/USL/NCB/2024/0001**

**Date of First Issue: 1<sup>ST</sup> OCTOBER 2024**

**The Fourah Bay College has allocated funds for the procurement of Security services and now invites sealed bids from eligible bidders for the Provision of Security Services for a period of One (1) year**

**The service provider shall submit bids for the provision of security services for the protection of lives and properties of Fourah Bay College**

**and now invites sealed bids from eligible bidders for the above name Services.**

**Bidding is open to all Service Provider who can demonstrate**

#### **1.GENERAL REQUIREMENT**

Security services shall be performed on 7days a week and on a 24-hour basis at the FBC location

Security Officer s shall be deployed on a 2 shift bases from 0600 hrs. to 1800 hrs. and from 1800 hrs. to 0600 hrs.

The Officers shall be properly trained and licensed, in accordance with the local laws, to perform security services

The officers shall be uniformed and be provided with full security kits

It is expected that the security officers of the day shift speak English with the ability to serve as a receptionist

#### **2.JOB DESCRIPTION**

The services required shall include but not limited to the following:

- Control of entries and exits to FBC Premises.
- Body search and ID card check/verification of the incoming people other than the staff and or students of the location they are deployed.
- Securing peace of the inhabitants at the location and overall security of the entire premises.
- Security Officers shall perform their duties within the boundaries of the designated location as shall be notified by management.

- Visitors shall, irrespective of their identity be searched thoroughly without letting them feel as being a suspect.
- Security officers shall be acquainted with all official vehicles of FBC, IPAM, COMAHS and the University Secretariat and offer them parking space.
- Security officers shall not be overly familiar, and act in an informal way with staff, customers and visitors.
- Entries and exits after normal working hours by staff shall be recorded in the ledger immediately the latter enters the compound and the office is informed the following day.
- Daily newspapers and other correspondences brought to the location should be checked, received at the reception and shall then be distributed.
- Security officers shall in no case allow entry into the premises of such persons as salesmen, beggars, peddlers, etc.
- In case of emergency, they should have a direct line to the Deputy Vice Chancellor (DVC) to initiate emergency response with the Freetown Fire Force and Mountain District Police to notify the administration.
- The officers shall always establish coordination with, and receive work-related instructions, if any, from the Admin & Human Resource Unit of FBC and shall accommodate the instructions given and shall inform Admin & Human Resource Unit of FBC of any issues that may go beyond their power.
- Security officers shall not allow any unauthorized parking within the premises of the College buildings.
- In the event of an emergency, the Contractor shall contact the Human Resource Office or the Registry.
- The daily operations of the Personnel on the ground shall be supervised by the Chief Security Officer of the College.

### **3. DUTIES OF THE RECEPTIONIST**

- Ensure that proper entries are done in the daily ledger
- Effectively assist visitors to access contact persons, offices or points in the location
- Control the movement of keys through proper entries of deposit and withdrawals
- Must be knowledgeable enough in English, and should be able to communicate in English.

### **4. WATCH AND CONTROL DUTY**

This function involves surveillance and patrols within the environs to prevent crime, traffic obstruction, illegal parking, and placement of foreign objects in busy areas of the location. Locations within the premises have valuable assets like: Vehicles, computers, learning materials, personal belongings etc.

## **5 . PERSONNEL:**

- a) The Contractor shall be fully responsible for the work and services performed by its security guards, and shall for this purpose employ qualified, competent and well-trained and disciplined guards to perform the services under the Contract.
- b) The Contractor shall take all reasonable measures to ensure that the Contractor's personnel conform to the highest standards of moral and ethical conduct.
- c) The Institution may, at any time, request in writing the withdrawal or replacement of any personnel of the Contractor assigned to perform work or services under this Contract. The Contractor shall, at its own cost and expense, withdraw or replace such personnel forthwith.
- d) FBC shall not be liable for any action, omission, negligence or misconduct of the Contractor's employees, agents, servants, or subcontractors performing work or services in connection with this Contract.

## **6 .DESCRIPTIONS OF PREMISES:**

There is a big portion of landmass with multiple locations that shall be manned by the contractor. They are as follows:

### **FBC Main Campus**

Situated at the first plateau of Mount Aureole Freetown. The location has: multiple buildings including some under construction and renovation; security posts; Generator houses with Generator plants, Carpentry workshops. The premises are not fenced.

### **FBC Lower Faculty**

The Lower Faculty area of Fourah Bay College is the first official point of entry to the College, coming from the City Centre of Freetown. It is a mixture of academic infrastructure and residential housing unit for some staff members of the institution.

### **FBC Kortright**

Situated at the second plateau of the Mount Aureole Campus housing senior staff of the College. Kortright is home to the Official Residence of the Deputy Vice Chancellor and Principal, Fourah Bay College. Another location before Kortright is the Upper Faculty Flats, which is also home to the Fourah Bay College Primary School.

### **FBC Tree Planting**

Tree planting is an emerging academic complex of Fourah College, University of Sierra Leone. The Tree planting environment of FBC is home to the College's prestigious "School of Architecture and Engineering". It's located in a very populated neighborhood and there are other staff quarters and students Hostels in that same shred of land.

**IN YOUR QUOTATION PLEASE REFLECT:**

- Your agreement with the above set conditions;
- Price in Leones per month for the services of your company;
- Information on your company

**Interested bidders may obtain further information and inspect the bidding document at the address below between 10:00am-4:00pm, Monday to Friday at the address below:**

**Bidding documents may be purchased upon payment of a non-refundable fee of Le1,000(One Thousand Leones)(New Leones) at the Sierra Leone Commercial Bank with Account Name: National Public Procurement Authority (NPPA)and Account No.0111003981 and BBAN:003001113532100143, Union Trust Bank Account No: 210113253-01 BBAN:00-4001113253120144 and the Rokel Commercial Bank with Account No: 02-011012428 BBAN:002001002101242863 and upon completion of payment, submit the payment slip to the Procurement office at Fourah Bay College.**

**Bids must be delivered to the address below on or before 29<sup>th</sup> October 2024 at 11:00am at the Fourah Bay College Procurement Unit.**

**All bids must be accompanied by:**

- A valid Business registration certificate
- Bid Security of 10,000(Ten Thousand Leones) New Leones from a reputable Commercial Bank;
- A valid tax clearance certificate;
- A valid NASSIT clearance certificate;
- A copy of a valid Freetown City Council Certificate
- A copy of a valid Police Clearance Certificate
- A copy of a valid License to operate from the Office of National Security
- A signed Integrity Pact;
- The Bid form shall be signed and stamped

**Bids will be publicly opened on 29<sup>th</sup> of October 2024 at 11:00am.in the presence of the bidders 'designated representatives and anyone who chooses to attend, at the address below. Late bids will be rejected and returned unopened to bidders.**

**Procurement Office  
Fourah Bay College  
University of Sierra Leone  
Mount Aureol  
Freetown  
Telephone: 076 723564/Email: chrispeh10@gmail.com**

**Pay No Bribe**