

# **ELECTRICITY DISTRIBUTION AND SUPPLY AUTHORITY (EDSA)**

## **REQUEST FOR EXPRESSION OF INTEREST**

### **OUTSOURCED SECURITY GUARDS TO ELECTRICITY DISTRIBUTION AND SUPPLY AUTHORITY**

**Procurement Number: EDSA/CPD/SECURITY/001/2021**

**Date of Issue: 30<sup>th</sup> July, 2021**

Electricity Distribution and Supply Authority was formed by the National Electricity Act of 2011 and charged with the responsibility of developing a modern and efficient national electricity distribution infrastructure that meets the energy requirements of industrial, commercial and domestic customers through upgrading and expansion of the existing network of the country, expansion of pre-paid metering system and training of staff for effective utility management and skilled maintenance of the national distribution and supply network.

Electricity Distribution and Supply Authority is seeking proposals from qualified Contractors to provide uniformed security service for Electricity Distribution and Supply Authority facilities at **Western Area and the Provinces**. Different Security Agencies will be hired for these locations.

#### ***Scope of Work:***

As part of this assignment, the consultant will:

- I. To ensure physical integrity and safety of the EDSA's Office premises and assets.
- II. To screen, control of all arriving visitors/staff/vehicles as per national security standard.
- III. To verify that the persons entering the office premises are either staff possessing valid ID card/badge, or visitors having an appointment. Visitors to be screened and logged in the "Visitors Log Book"
- IV. To check the visitors/visitor's luggage, if required.
- V. To Monitor and log all the movements of the office property and vehicles in and out of the premises
- VI. To inform immediately responsible Official/Security Focal Point, relevant local authorities in case of emergency relating to the office premises such as interference, crowd, fire etc.
- VII. To receive the incoming document with observance of the safety measures. Each package and parcel received should be carefully examined and inform immediately to the staff member concerned on the arrival of package or parcel especially during weekends.
- VIII. Immediately inform responsible Security Focal Point or local police of unattended vehicles/suspicious or emergency events in the vicinity of the office Premises.

- IX. Ensure that all rooms are closed and locked, electricity switched off, no water leakage after office hour.
- X. To leave the place of duty only with a permission of the Security Focal Point.
- XI. To be polite and attentive with the visitors and while responding to the telephone calls. To inform immediately the relevant Security Focal Point of any important security related messages received.

#### Consultant's Qualification and Experience

- Firm Profile.
- Previous experience of the firm in relation to the assignment
- Experience and Qualification of Key Staff (Supervisors) for the assignment.
- Key security equipment's
- The firm' Methodology and Transition Plan
- A design plan for the proposed assignment
- Evidence of financial capacity (Audited Financial Statement) for the past three (3) years

In addition to the above requirement, each proposal must be accompanied by the following documents for local bidders. In the case of International Bidders, document of Incorporation is imperative:

1. A valid Business Registration Certificate
2. Valid copy of NRA tax Clearance
3. Valid copy of a Municipal License
4. A NASSIT Clearance Certificate
5. ONS Private Security License
6. Similar Services Contract including at least two government entity.

#### Required Personnel:

- I. Western Area; **Sixty-One (61)** personnel are currently required.
- II. Provincial; **Twenty-Six (26)** personnel required.

#### **PLEASE NOTE:**

Note that only shortlisted firms will be contacted for the Request for Proposal Stage.

Expressions of interest should be clearly marked "**SECURITY SERVICE PROVIDER**" and **the specific region for which the expression of interest is intended**. Responses to this Expression of Interest are due by 4:00pm on 13<sup>th</sup> August, 2021. Late submissions will be rejected. All proposals are to be sealed and addressed to the **Procurement Manager**.

*Electricity Distribution and Supply Authority (EDSA)*

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