

Request for Quotations (RFQ)

RFQ Number: PSM-OPS-233

Issuance Date: 07/25/2017

Deadline for Offers: 08/07/2017

Description: Security Service

For: Global Health Supply Chain Program – Procurement and Supply Management (GHSC-PSM) project

Funded By: United States Agency for International Development (USAID), Contract No. AID-OAA-I-15-00004; Task Order No. AID-OAA-TO-15-00007, AID-OAA-TO-15-00010, AID-OAA-TO-16-00018

Implemented By: Chemonics Foundation Haiti

Point of Contact: PSMHaiticontract@ghsc-psm.org
Airport Industrial Parc Fleuriot, Warehouse #119

***** ETHICAL AND BUSINESS CONDUCT REQUIREMENTS *****

Chemonics is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit. Chemonics expects suppliers to comply with our Standards of Business Conduct, available at <http://www.chemonics.com/OurStory/OurMissionAndValues/Standards-of-Business-Conduct/Pages/default.aspx>.

Chemonics does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.

Employees and agents of Chemonics are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General. In addition, Chemonics will inform USAID and the Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value, or compensation to obtain business.

Offerors responding to this RFQ must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with Chemonics or project staff. For example, if an offeror's cousin is employed by the project, the offeror must state this.
- Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror's father owns a company that is submitting another proposal, the offeror must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to Chemonics' prohibitions against fraud, bribery and kickbacks.

Please contact **Florence Duperval Guillaume** FDGuillaume@ghsc-psm.org with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Chemonics' Washington office through the contact information listed on the website found at the hyperlink above.

Section 1: Instructions to Offerors

1. **Introduction:** The purpose of the Global Health Supply Chain Program - Procurement and Supply Management (GHSC-PSM) single award IDIQ contract is to ensure uninterrupted supplies of health commodities to prevent suffering, save lives, and create a brighter future for families around the world. The project in Haiti directly supports the President's Emergency Plan for AIDS Relief (PEPFAR) and USAID's population and reproductive health program, providing health commodity procurement services and systems strengthening technical assistance that encompass all elements of a comprehensive supply chain. As part of project activities, GHSC-PSM requires security services for its field office, at both the administrative office and warehouse. The purpose of this RFQ is to solicit quotations for the service mentioned above.

Offerors are responsible for ensuring that their offers are received by Chemonics in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere to the instructions described in this RFQ may lead to disqualification of an offer from consideration.

2. **Offer Deadline and Protocol:** Offers must be received no later than 4:00 PM local Eastern time on August 7th, 2017 by email or by hard copy delivery to the GHSC-PSM office. Any emailed offers must be emailed to PSMHaiticontract@ghsc-psm.org. Any hard copy deliveries must be stamped and signed by the offeror's authorized representative and delivered to the GHSC-PSM Office located at Airport Industrial Parc Fleuriot Warehouse #119.

Please reference the RFQ number PSM-OPS-233 in any response to this RFQ. Offers received after the specified time and date will be considered late and will be considered only at the discretion of Chemonics.

3. **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 4:00 pm local Eastern time on July 28th, 2017 by email to PSMHaiticontract@ghsc-psm.org. Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that Chemonics believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding. If desired, offerors can schedule a site visit before issuing their quotation, to be led by the Chemonics GHSC-PSM Contracts Manager.

Only the written answers issued by Chemonics will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of Chemonics or any other entity should not be considered as an official response to any questions regarding this RFQ.

4. **Specifications:** Section 3 contains the technical specifications of the required items.

Please note that, unless otherwise indicated, stated brand names or models are for illustrative description only. An equivalent substitute, as determined by the specifications, is acceptable.

5. **Quotations:** Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. Pricing may be presented in US dollars. Offers must remain valid for not less than **thirty (30) calendar days** after the offer deadline. Offerors are requested to provide quotations on their official quotation format or letterhead; in the event this is not possible; offerors may complete the table in Section 3.

In addition, offerors responding to this RFQ are requested to submit the following:

- Organizations responding to this RFQ are requested to submit a copy of their official registration or business license and valid *quitis*;
- Individuals responding to this RFQ are requested to submit a copy of their identification card;
- Three (3) professional references or past performances reviews;
- Copy of Escalation of Force or Use of Force policies;
- Description of the communication's protocol between the guard force and operations room that provides oversight/supervision/support to guards, outlining the offeror's response capabilities in the event of an emergency, including 1) speed of response (where stationed, distance from GHSC-PSM facilities) and; 2) how offeror would respond (number of people, if response force is armed, etc.).
- Radio-frequency identification (RFID) or magnetic guard tour patrol system proposal (optional, see section 3.A.4 for further details)

6. **Delivery:** The location for the security services described in this RFQ is Airport Industrial Park Fleuriot Warehouse # 119. As part of its response to this RFQ, each offeror is expected to provide an estimate (in calendar days) of the delivery timeframe (after receipt of order). The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.

7. **Source/Nationality/Manufacture:** All goods and services offered in response to this RFQ or supplied under any resulting award must meet **USAID Geographic Code 935** in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](#). The cooperating country for this RFQ is Haiti.

Offerors may not offer or supply any commodities or services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries; Cuba, Iran, North Korea and Syria.

8. **Taxes and VAT:** The agreement under which this procurement is financed does not permit the financing of any taxes, VAT, tariffs, duties, or other levies imposed by any laws in effect in the Cooperating Country. No such Cooperating Country taxes, VAT, charges, tariffs, duties or levies will be paid under an order resulting from this RFQ.

9. **Eligibility:** By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. Chemonics will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.

10. **Evaluation and Award:** The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements and is determined via a trade-off analysis to be the best value based on application of the following evaluation criteria. The relative importance of each individual criterion is indicated by the number of points below:

- *Technical – 30 points:* Offerors will provide a brief narrative (maximum 5 pages) describing their approach for meeting the technical requirements detailed in Section 3 (A).
- *Corporate Capabilities – 20 points:* Offerors will provide a brief description (maximum 3 pages) of their management/staffing approach including a training regime for the quick response team, and experience providing services described in Section 3. The offeror should provide an organizational chart to illustrate reporting lines.

- *Past Performance – 20 points:* The quality of past performance feedback and references.
- *Price – 30 points:* The overall cost presented in the offer.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. Chemonics reserves the right to waive immaterial deficiencies at its discretion.

Best-offer quotations are requested. It is anticipated that award will be made solely based on these original quotations. However, Chemonics reserves the right to conduct any of the following:

- Chemonics may conduct negotiations with and/or request clarifications from any offeror prior to award.
- While preference will be given to offerors who can address the full technical requirements of this RFQ, Chemonics may issue a partial award or split the award among various suppliers, if in the best interest of the GHSC-PSM Project.
- Chemonics may cancel this RFQ at any time.

Please note that in submitting a response to this RFQ, the offeror understands that USAID is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to the GHSC-PSM project for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. Chemonics, at its sole discretion, will make a final decision on any inquiry for this procurement.

11. **Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Chemonics, the GHSC-PSM project, or USAID to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

This solicitation is subject to Chemonics’ standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note the following terms and conditions will apply:

- (a) Chemonics’ standard payment terms are net 30 days after receipt and acceptance of any commodities/services or deliverables. Payment will only be issued to the entity submitting the offer in response to this RFQ and identified in the resulting award; payment will not be issued to a third party.
- (b) Any award resulting from this RFQ will be firm fixed price, in the form of a fixed unit price or a fixed price service agreement.
- (c) No commodities or services may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, and Syria.
- (d) United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The supplier under any award resulting from this RFQ must ensure compliance with these laws.
- (e) The title to any goods supplied under any award resulting from this RFQ shall pass to Chemonics following delivery and acceptance of the goods by Chemonics. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to Chemonics.

Section 2: Offer Checklist

To assist offerors in preparation of proposals, the following checklist summarizes the documentation to include an offer in response to this RFQ:

- Cover letter, signed by an authorized representative of the offeror (see Section 4 for template)
- Technical specifications of the services requested (see Section 3 for requirements)
- Official quotation (see Section 3 for example format)
- Copy of offeror's registration or business license, valid *quitus* (see Section 1.5 for more details)
- Copy of Escalation of Force or Use of Force policies (see Section 1.5 for more details)
- Communications Protocol (see Section 1.5 for more details)
- Radio-frequency identification (RFID) or magnetic guard tour patrol system proposal (optional, see section 3.A.4 for more details)
- Three (3) references for past performance

Section 3.A: Specifications

The Offeror shall provide security services to support the safety and security of the GHSC-PSM Fleuriot Warehouse in Port-au-Prince, to include both personnel working at the site and all goods housed in the facility. The sole function of the security services and security personnel provided by the Offeror is to minimize the risk of loss or damage by fire, theft, burglary, vandalism, terrorism, natural disaster, riot, or civil commotion. The Offeror will use its best endeavors to minimize or prevent loss or damage to the Chemonics property. The Offeror shall complete the following tasks:

3.A.1. Provision of Armed Guard Security Services at Warehouse

Haiti is subject to high levels of street crime, burglary, civil unrest, and random violence which necessitate the use of 24-hour armed protective services on all Chemonics' premises. The Offeror shall provide a static guard force to provide armed guard services at the Fleuriot Warehouse for 24 hours per day, 7 days per week. This will comprise one 12-hour shift of three (3) armed guards, one (1) supervisor, one (1) unarmed office/warehouse entry guard *during the day*, and one 12-hour shift of three (3) armed guards and one (1) supervisor—*during the night*. The offeror will provide one guard to be stationed in a watchtower, one at the main entry gate, one for roaming patrols, and one supervisor. Guards must be qualified to provide static security services, to which include the duties of securing the main gate and office/warehouse entry points, managing access control protocols as directed by warehouse management, conducting roving patrol of the premises and perimeter, monitoring receiving and dispatch processes, reporting suspicious activities and other potential safety and security threats, and responding to security incidents in accordance with designated standard operating procedures (SOPs). Offeror will ensure all shifts are covered with appropriate head count, and adequately trained individuals. Please refer to Annex A for the detailed guard and supervisor scopes of work.

Guards and supervisors must meet the following minimum service standards:

- Previous experience as a security guard in Haiti protecting staff, materials, and structures against common risks (as evidenced by resume / work history)
- Certified, trained, and licensed in accordance with local laws to carry and use a weapon (Offeror shall certify that the guard meets local requirements and provide training records and licenses upon request; Offeror shall also provide a sample training curriculum for Chemonics to review)
- Trained in static guard operations including security tactics, access control, and personnel and vehicle searches (Offeror shall be able to provide details of completed guard training as requested by Chemonics)
- Fully vetted to ensure a clean criminal record, no dependence on drugs or alcohol, and positive reference checks (Offeror shall be able to provide evidence of vetting process as requested by Chemonics)
- Physically fit to perform all job functions to include lift, move, and carry objects weighing 25kg unimpeded and without assistance; standing for long periods of time, walk, run, jump, and climb unimpeded and without assistance; ability to distinguish basic colors, distinguish depth, and see clearly at night and in lowlight (Offeror shall ensure that personnel are medically fit to perform the functions of the job)
- In possession of National Identity Cards issued by the Government of Haiti (Offeror shall be able to provide personnel identification as requested by Chemonics)

Equipment: Guards shall be equipped and supplied, at a minimum, with the following individual equipment:

- Work uniform(s) sufficient to maintain professional dress and appearance for all guards
- Work boots (ankle-height)
- Weapon and ammunition for armed guards (12-gauge shotguns and/or pistols with minimum 9mm caliber; Offeror shall provide licenses for shotguns and/or pistols, maintained in good working order)
- Baton / nightstick
- Whistle
- Flashlight and spare batteries
- Two-way radio and spare battery
- Mobile / cellular telephone (including airtime / phone credit)

Rotations: The Offeror shall not schedule any security staff more than 12 hours per day. Offeror staff shall also not work more than 5 days in a row (sequentially) before having a full 24-hour period of rest, and must have off no less than 8 hours between shifts.

Adjustments: Upon Chemonics request, the Offeror must be able to increase or decrease the number of guards on duty within 48 of the request being ordered by Chemonics in writing through the changes clause described in the future subcontract.

Policy on Use of Deadly Force: The Offeror's security procedures shall comply with local law.

3.A.2. Provision of CCTV Monitoring Services

An extensive closed-circuit television (CCTV) system has been installed at the Fleuriot warehouse. To supplement the static guard force, the Offeror shall provide trained security personnel to monitor the camera system 24 hours per day, 7 days per week. This will comprise one 12-hour shift of two (2) CCTV operators during the day, and one 12-hour shift of two (2) CCTV operators during the night. The Offeror shall structure shifts to ensure uninterrupted monitoring by at least one CCTV operator always while allowing for sufficient breaks between the operators to prevent surveillance fatigue. Each CCTV operator shall provide no more than two (2) hours of uninterrupted monitoring before receiving a break. Monitoring breaks shall comprise no less than one (1) hour. Offeror will ensure all shifts are covered with appropriate head count, and adequately trained individuals. CCTV operators must be qualified to provide video surveillance monitoring from a dedicated operations room, to which include the duties of monitoring full warehouse camera system, managing the operations room alarms system, identifying and reporting suspicious vehicles, personnel, and/or activities, and coordinating with guard force to respond to incidents in line with established escalation and reporting procedures. The CCTV operators shall meet the following minimum service standards:

- Previous experience working in a security environment required; high level of concentration and attention to detail with the ability to identify and communicate relevant security information and incidents verbally or in writing
- Trained in video surveillance and CCTV systems including the purpose of a CCTV system, relevant equipment and operations, safeguarding access to CCTV hardware/software, incident identification and response, and emergency procedures in the CCTV control room (Offeror shall certify that the operator has completed training)
- Fully vetted to ensure a clean criminal record, no dependence on drugs or alcohol, and positive reference checks (Offeror shall be able to provide evidence of vetting process as requested by Chemonics)

- Physically fit to perform all job functions including sitting for long periods of time; ability to distinguish basic colors, distinguish depth, and see clearly at night and in lowlight (Offeror shall ensure that personnel are medically fit to perform the functions of the job)
- In possession of National Identity Cards issued by the Government of Haiti (Offeror shall be able to provide personnel identification as requested by Chemonics)

Equipment: CCTV operators shall be equipped and supplied, at a minimum, with the following individual equipment:

- Work uniform(s) sufficient to maintain professional dress and appearance for all guards
- Flashlight and spare batteries
- Two-way radio and spare battery
- Mobile / cellular telephone (including airtime / phone credit)

Rotations: The Offeror shall not schedule any security staff to work more than 12 hours per day. Offeror staff shall also not work more than 5 days in a row (sequentially) before having a full 24-hour period of rest, and must have no less than 8 hours between shifts.

Adjustments: Upon Chemonics request, the Offeror shall be able to increase or decrease the number of CCTV operators on duty. Such a request will be ordered through the changes clause described in the future subcontract.

3.A.3. Provision of Armed Guard Security Services at Project Office

The Subcontractor shall provide a static guard force to provide armed guard services at the GHSC-PSM Project Office for 24 hours per day, 7 days per week. This will comprise one 12-hour shift of two (2) armed guards and one (1) unarmed office entry guard during the day, and one 12-hour shift of two (2) armed guards—during the night. Offeror will ensure all shifts are covered with appropriate head count, and adequately trained individuals. Guards must be qualified to provide static security services, to which include the duties of securing the main gate and office entry points, managing access control protocols as directed by office management, conducting roving patrol of the premises and perimeter, monitoring receiving and dispatch processes, reporting suspicious activities and other potential safety and security threats, and responding to security incidents in accordance with designated standard operating procedures (SOPs). Guards shall meet the same minimum service standards outlined in Section 3.A.1.

3.A.4. Oversight of Offeror Services

Technical and management oversight of Offeror services shall be provided by Chemonics. Oversight of the general security policy and approach for the Fleuriot Warehouse and this subcontract will be provided collaboratively with the Chemonics Security Management Unit, the Offeror, and the GHSC-PSM field office management team. The Offeror shall provide Chemonics in writing with any observations and recommendations pertaining to the safety and security of the location, and the security measures implemented on site. The Offeror shall further provide baseline Standard Operating Procedures (SOP) for security personnel and assist in the development of site-specific SOPs including, but not limited to, access control and incident response. The Offeror shall provide a guard post and relief log, detailing when guards are posted and relieved, when supervisors make rounds, and any incidents or other information of note.

Additionally, security personnel shall be monitored through a radio-frequency identification (RFID) or magnetic guard tour patrol system. Offerors are not required to propose a solution, but are welcome to include it if they have the capabilities. An effective system will incorporate scanners at strategic points around the warehouse/office perimeter and buildings that guards must scan within a pre-

determined amount of time. If the offeror proposes a system, they shall be responsible for installation, maintenance, and supervision of its use, while Chemonics staff will monitor the log reports for compliance. If the offeror is not able to offer an acceptable solution, Chemonics will install and manage a system which the guard force will be required to use during the execution of their duties.

Security personnel shall be managed by the Offeror. The Offeror shall ensure security personnel presence at the warehouse premises, including all required monitoring and oversight to ensure that guards are at their posts and performing their duties as required. Security personnel shall maintain adequate records of operations on site. The Offeror shall produce a Security Service Monthly Report that will at a minimum contain: the names of the personnel who worked and their specific shift rotations (dates and times), any observations made by their personnel, and any issues or observations that were reported. Chemonics shall in return provide the Offeror monthly feedback on guard performance or any other items of note. Security personnel must comply with the instructions of the PSM warehouse management team and must always exhibit courtesy and the highest levels of professionalism in the performance of their duties. Chemonics will notify the Offeror verbally and, either before or after verbal notification, also in writing of any conduct problems concerning the Offeror's employees or agents about the services as soon as possible after Chemonics becomes aware of them. The Offeror shall substitute any of the security guards within 2 days of written notice by Chemonics if any such guard is negligent in the performance of his/her duties or if s/he repeatedly refuses to follow the instructions of Chemonics. Chemonics emphasizes the importance of information for the proactive management of security. To support the provision of security services, the Offeror shall ensure security personnel liaise regularly with other security stakeholders around the Fleuriot Warehouse (to include the security provider for the Airport Industrial Park in which the site is located) to remain apprised of potential threats or relevant incidents. Any information which may have an impact on the security of staff and operations at the Fleuriot Warehouse will be communicated to Chemonics in writing (and verbally if appropriate). The Offeror shall further provide real-time updates on immediate security issues and threats around operations such as demonstrations, riots, police operations, criminal activity, road closures, and heavy traffic. These should be provided to the designated personnel via email or phone depending on the immediacy of the situation.

3.A.5. Offeror Performance Clause

The Offeror is required to ensure that all guards follow prescribed issue resolution standard operating procedures. Failure to notify appropriate personnel in the event of an alarm or temperature excursion at the GHSC-PSM in Haiti warehouse could be considered a breach of the contract and result in the loss of the security contract with Chemonics. Additionally, it is the responsibility of the Offeror to identify any gaps in the existing alarm or temperature excursion response protocol and notify all appropriate Chemonics leadership with recommendations to resolve said gap.

Section 3.B: Pricing Schedule

Offerors are requested to provide quotations containing the information below in response to Section 3.A Specifications, on official letterhead or official quotation format. In the event this is not possible, offerors may complete this Section 3 and submit a signed/stamped version to Chemonics.

Line Item	Description and Specifications	Unit	Qty	Unit Price USD	Total USD
1	Day-time security provided by armed security guard personnel for Fleuriot Warehouse	Per 12 hour guard post, per month	3		
2	Day-time armed security guard supervisor for Fleuriot Warehouse	Per 12 hour guard post, per month	1		
3	Day-time security provided by unarmed security guard personnel for Fleuriot Warehouse entry	Per 12 hour guard post, per month	1		
4	Night-time security provided by armed security guard personnel for Fleuriot Warehouse	Per 12 hour guard post, per month	3		
5	Night-time armed security guard supervisor for Fleuriot Warehouse	Per 12 hour guard post, per month	1		
6	Day-time CCTV monitoring services provided for Fleuriot Warehouse	Per 12 hour CCTV operator per month	2		
7	Night-time CCTV monitoring services provided for Fleuriot Warehouse	Per 12 hour CCTV operator, per month	2		
8	Day-time security provided by armed security guard personnel for GHSC-PSM project office	Per 12 hour guard post, per month	2		
9	Night-time security provided by armed security guard personnel for GHSC-PSM project office	Per 12 hour guard post, per month	2		
10	Day-time security provided by unarmed security guard personnel for project office entry	Per 12 hour guard post, per month	1		
Total number of staff (guards, supervisors and CCTV monitors)					18
GRAND TOTAL PER MONTH (USD)					

Section 4: Offer Cover Letter

The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:

To: GHSC-PSM in Haiti project
Airport Industrial Park Fleuriot Warehouse # 119

Reference: RFQ No. PSM-OPS-233

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFQ. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. We further certify that the below-named firm—as well as the firm’s principal officers and all commodities and services offered in response to this RFQ—are eligible to participate in this procurement under the terms of this solicitation and under USAID regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any Chemonics or GHSC-PSM project staff members;
- We have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced RFQ; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- All information in our proposal and all supporting documentation is authentic and accurate.
- We understand and agree to Chemonics’ prohibitions against fraud, bribery, and kickbacks.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____

Company Name: _____

Company Address: _____

Company Telephone and Website: _____

Company Registration or Taxpayer ID Number: _____

Company DUNS Number: _____

Does the company have an active bank account (Yes/No)? _____

Official name associated with bank account (for payment): _____

Annex A: Guard and Supervisor Scopes of Work

Guard

Guards must be qualified to provide static security services, to which include the duties of securing facility entry points, conducting perimeter patrols of the premises, reporting suspicious activities and other potential safety and security threats, and responding to security incidents in accordance with designated standard operating procedures (SOPs). Guard's tasks may include, but will not be limited to:

- Ensuring staff and visitors entry into the premises is subject to verification of Identification Badge. All visitors must be accompanied to the offices.
- Ensuring that all vehicles (cars and motorcycles) are logged out and logged back in to the compound. The log will include the time that the vehicle exited or entered the site and the name of the driver.
- Ensuring that staff or visitors entering the premises, either on foot or in vehicles, do not bring in any unauthorized items such as explosive/ non-explosive weapons, sharp objects (such as knives and machetes), traditional weapons (such as sling-shot, spears), metal objects and inflammable/corrosive chemical materials.
- Routinely conducting perimeter patrols of the site in order to monitor the site and its surroundings for any potential security or safety concerns.
- Promptly reporting any suspicious activity or encountered incidents within or immediately outside of the premises to the Country Director and the Operations Director. Submit an incident report for any security incidents within the same day of occurrence.
- Providing incident response and management in accordance with guard training and standard operating procedures. Assigned guards should be supported by periodic mobile patrols for back up during all shifts.

Supervisor Position Description

Demonstrated ability to inspect shift personnel. Responsible for all guard administration and accounting for all shift equipment, weapons, and ammunition. Responsible for equipment serviceability. Briefs shift personnel on their duties, relief time, and SOPs. Ensures access control points are operating properly and that all unauthorized personnel/vehicles are prevented from entering the compound. Oversees random inspections during guard force shifts and ensures all guards understand the Rules of Engagement (ROE). Provides regular safety and security reports to the project and notifies the project immediately in the event of any incident. Experience and qualifications include:

- Haiti-specific training in management of Static Guard operations
- Completed a certified training in weapons, communications, counterterrorism operations, and threat familiarization, inclusive of fire prevention, mitigation, and containment
- Good communication and interpersonal skills
- Minimum of (2) years in Haiti as a Static Guard Shift Leader
- Physically and medically fit to operate in a hostile environment
- Fluent in conversational English