



PLAN
INTERNATIONAL



INVITATION TO TENDER



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1. Background Information on Plan International

Plan International is an independent development and humanitarian organisation that advances children's rights and equality for girls.

We believe in the power and potential of every child, but this is often suppressed by poverty, violence, exclusion and discrimination, and its girls who are most affected. Working together with children, young people, our supporters and partners, we strive for a just world, tackling the root causes of the challenges facing girls and all vulnerable children.

We support children's rights from birth until they reach adulthood, and we enable children to prepare for – and respond to – crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge.

We have been building powerful partnerships for children for over 80 years and are now active in more than 75 countries.

Read more about Plan International's Global Strategy: 100 Million Reasons at <https://plan-international.org/strategy>

2. Summary of the Requirement

Plan international Nepal has been working in Nepal Since 1978 together with local implementing partners to implement wide rang development projects. Currently Plan International Nepal is working in more than 27 districts and managing its project activities through three offices whereas one country office in Kathmandu and two field offices one in Surkhet and one in Janakpur.

In this context, Plan needs security guards for its country office and field offices from the professional security service providing company to take care of security of Plan Offices for 24/7 for 365 days. Details is mentioned in the annexes.

- **Security services for Country office-Bakhundole, Lalitpur**
- **Security Service for Surkhet Office-Birendranagar- Surkhet**
- **Security Services for Janakpur Office-Dhanusha- Janakpur**

3. ITT Overview and Instructions

3.1 Overview

Plan International are inviting interested parties to submit a **[bid for services]]** as part of a competitive process for **[the supply of Security Services for its Country Office Kathmandu field office Surkhet and Janakpur**. Successful Bidder(s) will be expected to enter into a **Long-Term Agreement** on a **[exclusive basis]** with our organization. Plan International reserves the right not to award a contract as a result of this Invitation to Tender, or to award to multiple successful Bidders.

3.2 Instructions to Tenderers

These instructions are designed to ensure that all Bidders are given equal and fair consideration. It is the Bidders responsibility to ensure their offer is complete and that you provide all the necessary

information asked for in the format specified, or risk your offer being rejected. Further details can be found in section 9 of this ITT document, 'Submission Checklist.'

Women-owned businesses and companies actively engaged or advancing gender equality and women empowerment in the workplace are especially encouraged to apply.

Documents comprising this tender pack are as follows:

- **Ref No: 017-023/024-** Security service for Plan Country Office and 2 Field Offices Birendranagar-Surkhet and Dhanusha-Janakpur
- Non-Staff Code of Conduct-Separately provide to the service providers

Tenderers are required to submit their proposal (bid), inclusive of all required annexes (hard copy), in a seal bid envelop in the address given below; No electronic submission is entertained and only accept the seal bid hard copy of the bid. Offers must be received by the deadline specified in the section '**3.3 Key Dates and Timelines.**'

Plan International Nepal,
Nepal Country Office
Maitri Marga, Bakhundole, Lalitpur-3,
Phone: 01-5535580

The offer and all correspondence and documents related to the tender must be written in [English Languages]

Each Tenderer or member of consortium or sub-contractor may submit only one offer.

- Unless stated otherwise, all communications from Bidders in relation to this tender, including Clarification Questions, must be directed to procurement@plan-international.org and must include the ITT reference number as below in the envelop as well as while seeking clarification
- Ref No: 017-023/024 Security service for Plan Country Office and 2 Field Offices **Birendranagar-Surkhet and Dhanusha-Janakpur**

3.3 Key Dates and Timelines

The following table outlines the key dates and timelines associated with this tender process. Plan International reserves the right to change these at any time as the tender progresses. To maintain transparency, fairness, and adequate time to prepare your offers, Plan International will inform all interested Parties of any changes to these key dates and timelines simultaneously and in a timely fashion.

Activity	Deadline Date
Issue of Invitation to Tender	February 16, 2024
Deadline for supplier submission of clarifications questions	On or before February 26th, 2024 by 5.00PM
Deadline for Plan to respond to clarification questions	On or before March 1st, 2024 by 5.00PM
Deadline for submission of offers (Required to submit bid, inclusive of all required annexes-hard copy in a seal bid envelop	On or before March 6th 2024 by 4.00PM

Note: Late submission of offers than the prescribed date and time will not be accepted and returned back immediately.

3.4 Pricing

Bidders are required to complete the Annexes and requirements attached separately in ‘Annexes 1, 2 and 3. All prices must be quoted in [Nepalese currency], and inclusive of all applicable taxes.

It is expected that prices will be fixed for the duration of the contract and quotes valid for **one-year period (can be extended for extra two years upon the mutual discussion following the Closing Date of this tender)**. If for any reason you are unable to guarantee fixed pricing for the duration of the contract, any projected price increases should be clearly stated in your tender.

To ensure a fair and transparent process, Plan International will not be able to divulge budget information relating to this tender or associated Projects. It is expected that Bidders submit their best possible financial offer at the point of submission.

The successful Bidder will be required to pay their staff who work on this contract **at least** the National Living Wage.

4. Specification and Scope of Requirement

Please refer to ‘annex-1, 2 and 3 for full details of the requirement.

5. Selection Criteria

Bids will be assessed against predetermined criteria which has been developed and agreed by the Tender Panel prior to launching this Tender process. The information gathered in annex 1, 2 and 3 and any other requested documentation, will be used to evaluate and score each bids (domestic and International air ticketing service) against this set criteria. Please find further details in the below table:

	Criteria	Tenderers must demonstrate.....	Weight
Compliance	Tender Compliance and Completion	<ul style="list-style-type: none"> Satisfactory completion of all documentation requested with sufficient information, submitted no later than the Closing Date specified. Agreement to our mandatory policies as set out in Non-Staff Code of Conduct. Firm/Organization Registration with renewal. Approval document from Department of Labour Copy of VAT/PAN Registration Certificate. Latest Tax Clearance Certificate (079/080) Company /Organization Profile. 	Pass/Fail. Bidders who do not meet these minimum requirements will not have their Bids further assessed.
Quality	<i>Meet compliance requirement as per Nepal's labour act 2074</i>	<i>Duly filled annex-2 and provide supporting documents to get this score.</i>	40
Gender Responsive	Gender Sensitive Practices and Policies	If organization showed the commitment to provide women guards during day shift-also mentioned in the annex-2	5
Price	Discount provision	Competitive price	50

6. Evaluation of offers

The Tender Panel will review all Bids to ensure they meet the minimum requirements listed under the 'Compliance' section in the above table. Following this, each Bid will be assigned a score on the basis of predetermined criteria and their associated weighted scorings.

The contract(s) will be awarded to the Bidder(s) who represent the best overall value for Plan International in terms of the evaluation criteria set out above. By participating in this tender, you acknowledge and understand that Plan reserves the right to:

- Decide not to award to any supplier
- Decide to award to one or more suppliers
- Decide to readvertise the opportunity
- Not necessarily accept the lowest cost offer

Notification of award of contract will be issued via e-mail.

7. Terms & Conditions

By submitting a Bid as part of this Tender process, you also acknowledge and understand that:

- Plan International will not be liable for any costs or expenses incurred in the preparation of your offer
- You or your company will undergo vetting checks against an Anti-Terrorism and Sanctions Database as part of due diligence protocols
- Plan International reserves the right to keep confidential the circumstances that have been considered for the selection of the offers
- Part of the evaluation process may include a presentation from the Bidder and a site visit by Plan International staff, where applicable and necessary
- Plan International reserves the right to alter the schedule of tender and contract awarding
- Plan International reserves the right to cancel this tender process at any time and not to award any contract
- Plan International reserves the right not to enter into or award a contract as a result of this invitation to tender
- Plan International does not bind itself to accept the lowest, or any offer
- Any attempt by the Bidder to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or Plan International during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of its offers and may result in the termination of a current contract where applicable
- You accept in full and without restriction the conditions governing this tender as the sole basis of this competition, whatever its own conditions of sale may be, which you hereby waive
- You have examined carefully, understood and comply with all conditions, instructions, forms, provisions and specifications contained in this tender dossier. You are aware that failure to submit a tender containing all the information and documentation expressly required, within the deadline specified, may lead to the rejection of the tender at Plan International's discretion
- You are not aware of any corruption practice in relation to this competition. Should such a situation arise, we shall immediately inform Plan International in writing
- You declare that you are affected by no potential conflict of interest, and that you and our staff have no particular link with other Bidders or parties involved in this competition. Should such a

situation arise during performance of the contract, you shall immediately inform Plan International in writing

- You accept Plan International's standard terms of payment which are **30 days** after the end of the month of receipt by Plan of a proper invoice or, if later, after acceptance of the Goods or Services in question by Plan International Ltd

8. Plan International's Ethical & Environmental Statement

- The organisation should establish environmental standards and good practices that follow the principles of ISO 14001 Environmental Management Systems, and in particular to ensure compliance with environmental legislation
- The organisation should seek to set reduction targets in areas where the organisation's activities lead to significant environmental impacts

9. Submission Checklist

Document	Form
Annex 1. Price Schedule	Provide cost as requested in Annex-1, signed and stamped on it.
Annex-2. Declaration base information from Security company	Fill-up information and provide the documents that are requested in annex-2. with signature and stamped.
Annex- 3. Terms of Reference for security guards to Plan International Nepal	Read it carefully, signed and stamped on each page of the TOR.
Non-Staff Code of Conduct	Please sign and date this document and return in PDF format which will provide separately.
Company registration (legal documents)	<ul style="list-style-type: none"> • Copy of company registration, and renewed document • Approval document from Department of Labour • Company's profile.
PAN/VAT registration certificate	<ul style="list-style-type: none"> • Copy of PAN/VAT registration.
Tax clearance certificate-latest prevailing financial year must be submitted- FY 2079/080	<ul style="list-style-type: none"> • <i>Copy of tax clearance certificate of FY 2079/080 or letter of extension or any permission doc from IRO.</i>

Annex- 1- Price schedule

S.N.	Address	Required Hours	Number of Guards (8 Hr. Shift)	Per Hour Rate (NPR)	Monthly Rate (NPR)
1	Country Office, Bakhundol, Lalitpur	24 Hours guards service	3		
2	Regional Office, Janakpur, Dhanusha		3		
3	Regional Office, Birendranagar, Surkhet		3		
	Total				
	VAT (13%)				
	Total with VAT				

Note: attached a separate wage calculation sheet to show how your company will pay to your staff and what are the cost associated with the above-mentioned rate.

Annex-2. Declaration base information from Security company (For quality marking-45 marks)

No.	Evaluation Criteria	Weighting Score	Maximum Score	Bidders' response on defined criteria
				Write your comment on the below lines on the basis of your offered service provision (if the space is not enough, you can use the separate paper sheet)
1	Experience in this sector	<ul style="list-style-type: none"> ▶ How long you have been working in this sector ▶ Have you worked with INGO/UN agency-If yes mentioned the name and also provide certificate. 	8	
2	Company registered in SSF and contribute in SSF on behalf of your staff.	<ul style="list-style-type: none"> ▶ Do you registered your company in SSF? Do you contribute in SSF on behalf of your staff as per policy? 	6	
3	Insurance of your staff? (Group personnel Accidental	<ul style="list-style-type: none"> ▶ Mentioned what type of insurance you have done for your staff. (group personnel accidental insurance/Medical etc) 	6	
4	Women staff in day time duty	<ul style="list-style-type: none"> ▶ Do you manage women security guards during day time? if yes mentioned which location i.e Country office, Surkhet or Janakpur?? 	5	

5	Minimum wage policy of Nepal Government	▶ Provide wage calculation sheet in detail and submit along with the quotation	6	
6	Organization profile	▶ Provide company profile mentioning at least (staff structure, work coverage, management structure, how long you are in this sector, working with, information on meeting legal requirements etc)	6	
7	Other facilities	▶ List out what facilities your company offer to guard to do the duty more effectively.	8	

Annex-3. Terms of Reference for security guards to Plan International Nepal

1. Background:

Plan International is an independent development and humanitarian organization that advances children's rights and equality for girls. We believe in the power and potential of every child and young people but this is often suppressed by poverty, violence, exclusion and discrimination. And it is girls who are most affected. Working together with children, young people, our supporters and partners, we strive for a just world, tackling the root causes of the challenges facing girls and all vulnerable children. We support children's rights from birth until they reach adulthood. And we enable children to prepare for – and respond to – crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge. We have been building powerful partnerships for children for over 75 years, and are now active in more than 70 countries. Plan International Nepal has been working in Nepal since 1978 to enable marginalized children as well as their families and communities, to access their rights to health, education, economic security, water, hygiene and sanitation, disaster risk management and protection. Currently our programs are running in 13 districts through our development partners.

Plan International Nepal invites proposals from the firms/Security service providers/ organizations to provide security guards at below mentioned locations and requirements.

S.N.	Address	Required Hours	Remarks
1	Country Office, Bakhundol, Lalitpur	Approx. 4800 Hrs. per Year	
2	Regional Office, Janakpur, Dhanusha	Approx. 4800 Hrs. per Year	
3	Regional Office, Birendranagar, Surkhet	Approx. 4800 Hrs. per Year	

2. Duties and Responsibilities:

- a. To ensure physical integrity and safety of the Plan International Nepal's Office premises and assets.
- b. To screen, control of all arriving visitors/staff/vehicles as per Plan International Nepal's standard.
- c. 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" and issued "Visitor Pass".
- d. To check the visitors/visitors luggage, if required.
- e. To Monitor and log all the movements of the office property and vehicles in and out of the premises
- f. To inform immediately responsible Official/SFP, relevant local authorities in case of emergency relating to the office premises such as interference, crowd, fire etc.
- g. 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.
- h. Immediately inform responsible SFP or local police of unattended vehicles/suspicious or emergency events in the vicinity of the office Premises.
- i. Ensure that all rooms are closed and locked, electricity switched off, no water leakage after office hour.
- j. To leave the place of duty only with a permission of the Security Focal Point.
- k. To be polite and attentive with the visitors and while responding to the telephone calls. To inform immediately the relevant SFP of any important security related messages received.
- l. To inform immediately to Security Focal Point on all the detected weaknesses in the security system and violations of policies.

3. Prohibitions (during working hours):

- a. To do work that does not relate to the guard's duties.

- b. To sleep, read books, play table games or use of social networks.
- c. To take/drink alcohol during duty hour.
- d. To desert or leave duty post without prior notice and approval.
- e. To delegate guarding duty to someone else without appropriate permission.

4. Additional requirements:

- a. Conversational knowledge of English is an asset but not mandatory.
- b. Female guards can be deployed on day shift only.

5. Supervision:

- a. The management of Security Agency is responsible for the direct supervision of deployed security guards.
- b. Security Focal Persons of respective Plan International Nepal's offices will be the contact person for managing, supervising, coordinating and deployment of security guards.

6. Required Personnel:

- a. **Three guards** on each location i.e. duty on eight-hour shift basis for 24 hours regularly.
- b. Additional guards on call as and when required.

7 . Qualification and experience of the Guards:

- a. Guards are expected to have followed qualifications and experiences:
- b. Company will supply the uniform and trained guards (Ex-Army/police or trained civil guards), minimum SLC pass.
- c. Minimum 5 years' experience on Office security and guard's duty in a reputed organization.
- d. Age in between 25 to 58 years.

3. Plan International's Ethical & Environmental Statement

The supplier should establish environmental standards and good practices that follow the principles of ISO 14001 Environmental Management Systems, and in particular to ensure compliance with environmental legislation

Child protection is a term used to describe the responsibilities and activities undertaken to prevent or to stop children being abused or ill-treated. It is Plan's duty and responsibility to reduce the risks of abuse to the children who we have contact with and keep them safe from harm. Plan's Child Protection Policy, "Say Yes to keeping children safe", is Plan's overriding framework to protect children who come into contact with Plan employees, volunteers, partner organisations and individuals, including consultants, who are working on behalf of Plan.

The consultant should include statements in the proposal on how he or she will ensure ethics and child protection during the commencement of the assignment and during the field work. The consultant should also specify other ethical protocols to be followed during the due course of the evaluation. The consultant is expected to take consent of the respondents and/or children's guardian before taking photographs and ask if their photographs, verbatim or case stories could be used in report and for public dissemination. Such consent must be documented and submitted to Plan International Nepal along with the final report.

4. Cost and Payment:

- a. The firms/Security service providers/ organizations should mention the rate on per hour basis and applicable taxes.
- b. Monthly payment will be on monthly attendance hours (on the basis of the actual number of hours security guards have been deployed for the duty) after submission of invoice and duty roster.

- c. Company will submit request for payment with valid/VAT bill and duty roster of the month by the first week of next month.
- d. Applicable taxes will be deducted from the stated amount at the time of payment as per laws of Govt. of Nepal.

12. Requirements for the security service Providers

- a. The security company must be registered / licensed and have in possession of all required legal permits for provision of unarmed security services.
- b. All personnel deployed by the security company for performance of work within the scope of the contractual agreement should be fully qualified as Security Guards, in accordance with all relevant laws of government of Nepal.
- c. The security company shall also be required to provide additional security personnel on an as-and when-required basis, following the receipt of authorised written request from the Offices, at the rates set out in the Contract.
- d. Company will supply the uniform and trained guards (Ex-Army/police or trained civil guards) for the duty.
- e. The name list of the security personnel to be deployed on Plan International Nepal duty to be provided to Plan International Nepal upon start of the agreement. Any changes in personnel should be notified immediately to the respective Regional Office in writing.
- f. The security personnel supplied will be employees of the Company and all statutory liabilities will be paid for by the company, such as their monthly salary, provident fund, medical insurance and other compensations what so ever.
- g. The Company should be liable to cover (Insurance) its security personnel for personal accident and death whilst while performing the duty.
- h. The company, will provide adequate supervision to ensure proper performance of the deployed personnel in accordance with the prevailing assignment instruction agreed upon between the two parties.
- i. All necessary reports and other information will be supplied on a mutually agreed basis and regular meeting will be held with Plan International Nepal regarding security personnel’s performance.
- j. The deployed security personnel will take proper and reasonable precautions to preserve any loss, destruction, waste or misuse the area of responsibility given to her/him by Plan International Nepal.
- k. The security personnel will not accept any gratuity or reward in any shape or form while being on Plan International Nepal’s duty.
- l. Plan International Nepal will have the right within reason to remove the deployed personnel if considered undesirable or inappropriate.
- m. The company will be responsible to ensure safety and security of Plan International Nepal property and equipment entrusted to its deployed personnel.
- n. The Company, will not be held responsible for the damage/sabotage caused to the property of Plan International Nepal due to riots/mobs/armed dacoit/terrorist activities whether or not of the same nature.
- o. Any others will be as per prevailing laws of Nepal or as per mutual discussion and agreement.

Signature of Authorized Person:

Name of Authorized Person: **Cell #**.....

Name of Firm/Company:

Address:**Contact #:**

E-mail ID

Company Seal/Stamp