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May 14, 2013

**INVITATION FOR PRE-QUALIFICATION (IFP)-UNDP/IFP/2013/004/OPS
PROVISION OF SECURITY SERVICES IN SOMALILAND**

Background

The United Nations Development Programme (UNDP), Somalia, invites qualified professional security firms to submit their interest to provide unarmed security guarding services at the United Nations Common Compounds (UNCC) in Somaliland 24 hours per day, 7 days a week at the UNCC in Hargeisa and UN Facility in Burao.

The UNCC comprises of five blocks and open spaces covering a total of 13,849 sqm and serves as the sub-office for UNDP and other UN agencies. There are approximately 70 staff members in the compound at any one time. Security is also extended to the nearby UN dispensary in Hargeisa and the Joint UN facility in Burao. The Burao facility has 3 self-contained rooms two conference rooms and is enclosed in a perimeter wall.

The proposer will be responsible for enforcing UN rules and regulations governing the access to UN compounds and facilities under UNDPs control. The proposer should have knowledge of safety and security issues including experiences in operation of fire fighting equipment, assessment of potential threats and crime prevention, operating communication equipment, access control, guarding compounds, patrolling, handling incoming suspicious parcels and dealing with crowds.

This Invitation for Prequalification (IFP) will form the basis for a pre-identified shortlist of potential service providers in the following area:

Provision of Security services at UNCC in Somaliland

Interested Companies MUST fulfil the following eligibility criteria for consideration:

| Eligibility Criteria | Submission Details/Documents Required |
|-------------------------------------|---|
| Legal Status | Certificate of registration/incorporation i.e. Registration or proof of registration in the location and authority/licence to operate in Somaliland |
| Organization profile and details | Profile of the organization indicating :- <ul style="list-style-type: none"> • Organization's vision, mission and objectives • Management structure • List of directors • List of associate firms/subsidiaries holding 5% or more of the stocks and other interests, or its equivalent if proposer is not a corporation • Proof of membership to professional associations if any. |
| Proof of tax registration & Payment | Registration/Payment certificate(s) issued by the relevant tax authority showing that the Proposer has met tax obligations, or a Certificate of Tax exemption if any such privilege is enjoyed by the Bidder (where applicable). |

| Financial Capacity | Audited company financial statements (balance sheet and income statement) and auditors report for the last two years (or other proof of financial sustainability) | | | | | | | | | | | | | | | | | | | | | |
|--|---|---------------------------|-------------------------------------|---------------------------------------|--------------------------|--|--------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Technical capacity | <p>Ability of a team of experienced staff and managers with understanding of issues of compound management in conflict/post conflict zones</p> <ul style="list-style-type: none"> • Number of professional staff • Number of support staff • CVs of key management staff that will be involved in the provision of proposed services • Training methodologies; types of training, duration and frequency • Emergency response • Turnaround period required to provide a guard on request • Insurance against losses arising from negligence of contractor's staff (if yes, indicate the relevant insurance policy) | | | | | | | | | | | | | | | | | | | | | |
| Experience in providing similar services - highlighting regional experience in East Africa and the Horn (please use provided format) | <table border="1"> <thead> <tr> <th>Name of project</th><th>Client</th><th>Contract value (USD)</th><th>Period of activity</th><th>Types of activities undertaken</th><th>Status or Date completed</th><th>References contact details (name, phone email)</th></tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> | Name of project | Client | Contract value (USD) | Period of activity | Types of activities undertaken | Status or Date completed | References contact details (name, phone email) | | | | | | | | | | | | | | |
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| References of Corporate Clients | Minimum of three (3) credible references from internationally recognized institutions for similar services for the past 3 years | | | | | | | | | | | | | | | | | | | | | |
| Quality Assurance Certification | (E.g. ISO 9001, etc) and/or other similar certificates, accreditations, awards and citations received by the Proposer. | | | | | | | | | | | | | | | | | | | | | |
| Declaration of Litigation | <p>Litigation history on past and current over the last five (5) years, as summarised below</p> <table border="1"> <thead> <tr> <th>Other party(ies) involved</th><th>Brief description/nature of dispute</th><th>Status</th><th>Amounts involved (USD)</th><th>Final resolution if already concluded</th></tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> | Other party(ies) involved | Brief description/nature of dispute | Status | Amounts involved (USD) | Final resolution if already concluded | | | | | | | | | | | | | | | | |
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| Environmental Compliance | Certificates, accreditations, markings/labels, and other evidences of the Proposer's practices which contribute to the ecological sustainability and reduction of adverse environmental impact in business practice. | | | | | | | | | | | | | | | | | | | | | |
| Screening against UN Sanctions Lists | <p>The proposed company will be screened against the following list maintained by the UN Security Council Committee</p> <p>http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm</p> | | | | | | | | | | | | | | | | | | | | | |

Submission Details

Date of Submission: The Invitation for Prequalification (IFP) and the accompanying documents must be received no later than **3rd June, 2013** and be forwarded electronically to secure email bids.so@undp.org, OR in a sealed envelope clearly labelled

**"UNDP/IFP/2013/004/OPS
PROVISION OF SECURITY SERVICES IN SOMALILAND"**

and
send to:

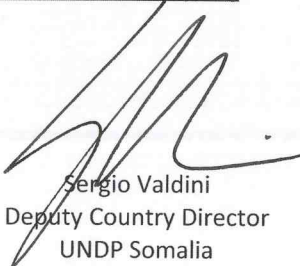
**Deputy Country Director (Operations)
United Nations Development Programme, Somalia
Springette, Off Lower Kabete Road, Spring Valley
P.O. Box 28832, 00200 Nairobi, Kenya
Tel : +254-20-425000**

The Invitation for Pre-qualifications (IFPs) from service providers failing to provide the required information will be disregarded. After this prequalification round, the next stages of the process will be conducted in accordance with the procedures set out in the UNDP Programme and Procurement Guidelines and UNDP Financial Rules and Regulations.

This IFP does not entail any commitment on the part of UNDP, either financial or otherwise. UNDP reserves the right to accept or reject any or all IFPs without incurring any obligation to inform the affected applicant(s) of the grounds.

If further information is required, please contact below address:

Procurement Specialist, UNDP Somalia, Jennifer.nielsen@undp.org



Sergio Valdini
Deputy Country Director
UNDP Somalia