

**REQUEST FOR QUOTATION**  
**HOUSING AND RECONSTRUCTION UNIT COMPONENT III OF**  
**INTEGRATED FLOOD RESILIENCE AND ADAPTATION PROJECT.**

**PROCUREMENT/HIRING OF SECURITY GUARD COMPANY FOR**  
**HOUSING AND RECONSTRUCTION UNIT-PROJECT**  
**IMPLEMENTATION UNIT-INTEGRATED FLOOD RESILIENCE AND**  
**ADAPTATION PROJECT (HRU-PIU-IFRAP).**  
**QUETTA.**

**(JUNE - 2024)**

57A, Chaman Housing Scheme Airport Road Quetta - Phone # 081-2081372

RFQ No: \_\_\_\_\_

**REQUEST FOR QUOTATIONS FOR SECURITY GUARDS COMPANY**  
**FOR THE PERIOD OF 12 MONTH**

POSTING DATE: 1<sup>st</sup> June ,2024  
DEADLINE DATE FOR SUBMISSION OF RFQ: June 15<sup>th</sup> ,2024

The Islamic Republic of Pakistan has secured a \$213 million financing from the World Bank for the Integrated Flood Resilience and Adaptation Project (IFRAP). The project aims to enhance flood risk protection, improve livelihoods, and essential services in communities affected by the 2022 floods. The project includes six components, covering infrastructure rehabilitation, strengthening hydromet and climate services, resilient housing reconstruction, livelihood support, watershed management, project management, and a contingent emergency response. The selected districts in Balochistan will benefit from the project, focusing on creating employment opportunities and sustaining enterprises. The financing will support various services and consultancies, such as mobilizing savings, training local facilitators, beneficiary training, business support facilities, developing management information systems, and monitoring and evaluation. Procurements will follow World Bank's regulations and are open to eligible firms and individuals. The World Bank will publish the procurement plan on its website.

You are invited to submit your quotation(s) for providing services to cater to the staffing requirements of the Project Implementation Unit-Integrated Flood Resilience and Adaptation Project (PIU-IFRAP). The PIU-IFRAP seeks a dependable partner to provide vital support for Services for Office Security Staff. This collaboration is intended to ensure the deployment of skilled personnel capable of effectively fulfilling their roles. The service provider will be responsible for managing tasks such as payroll, supervision, and the provision of essential HR services. As the chosen third-party agency, they will oversee recruitment, payroll management, and overall HR functions associated with these personnel.

**Terms and Conditions:**

- i. The Quotation must be submitted according to the attached TORs.
- ii. Taxes will be deducted according to government rules.
- iii. Quotations must be signed and stamped on the company letterhead.
- iv. Quotation must be typewritten.
- vii. The Prices indicated in the Price Schedule shall be delivered duty paid (DDP). The price of other (incidental) services are inclusive.
- viii. Prices shall be fixed and Quoted in Pak Rupees.
- x. Quotations shall be valid for a period of 30 days after submission.
- xi. Payment will be made within 14 days after receipt of invoice.

**PROJECT DIRECTOR**  
**HRU-PIU-IFRAP**

## Terms of Reference

### Background:

The Islamic Republic of Pakistan has secured a \$213 million financing from the World Bank for the Integrated Flood Resilience and Adaptation Project (IFRAP). The project aims to enhance flood risk protection, improve livelihoods, and essential services in communities affected by the 2022 floods. The project includes six components, covering infrastructure rehabilitation, strengthening hydromet and climate services, resilient housing reconstruction, livelihood support, watershed management, project management, and a contingent emergency response. The selected districts in Balochistan will benefit from the project, focusing on creating employment opportunities and sustaining enterprises. The financing will support various services and consultancies, such as mobilizing savings, training local facilitators, beneficiary training, business support facilities, developing management information systems, and monitoring and evaluation. Procurements will follow World Bank's regulations and are open to eligible firms and individuals. The World Bank will publish the procurement plan on its website

The Project intends to hire a Security Guard Company to provide the services described in these Terms of Reference.

### Scope of Work Services:

1. To provide fool proof total security arrangements at HRU-PIU-IFRAP Office, Quetta.
2. Control entry / exit as per regulations / local orders including vehicles.
3. Protect of all Project assets by deploying guards' static posts as well as by patrolling inside the area.

### Job Description:

1. The selected security company will furnish the particulars viz. Name, Fathers Name, Age, Permanent Address etc., of all the security guards to HRU-PIU-IFRAP. Any change of guard will instantly be intimated along with his full particulars. Also the selected security company shall maintain a proper record of their employees posted at the premises and shall maintain their attendance.
2. All guards carry arms along with 10 live rounds all the time.
3. Provision of arms and ammunition will be the responsibility of selected Security Company.
4. Whenever, the HRU-PIU-IFRAP shall desire to change any guard, the selected security company shall be bound to change that guard immediately.
5. The selected security company shall comply with all Rules and Regulations regarding Safety and Security of their men and shall have to arrange for Insurance etc. for their employees at their cost and Security company will responsible to indemnify, in case of any mishap to their employees.

6. In case of any mishap takes place apparently with the negligent of security personnel the security company shall be responsible to make good the loss to HRU-PIU-IFRAP. Also Security Company shall be bound to accept finding /recommendations of the inquiry committee.
7. During duty time the security guards shall be in company's presentable uniform. Personnel engaged by Security Company will be under direct supervision and control of management of Security Company.
8. The selected Security Company shall not sub-contract the job assigned to any company further.
9. The selected Security Company shall be responsible for the discipline and conduct as well as for quality / standard of duty for fulfillment of our agreement.
10. In case any of the security guard do not appear for duty at any time the selected security company shall be responsible to provide his replacement on immediate basis and to enable the work to be done satisfactorily at no extra cost.
11. The selected Security company shall be liable to provide / deploy security guards outside the premises of the project / estate if so requested by the HRU-PIU-IFRAP.
12. Verify that all doors and windows are locked.
13. Ensure that unauthorized vehicles are not parked outside the premises.
14. Support investigation of damage, accidents and incidents to determine causes circumstances and participants, prepare reports.
15. Each guard deployed shall have following in his possession while on duty:
  - a. Security Company's Identity card
  - b. Whistle
  - c. Torch
  - d. Weapon + 10 rounds

**Terms and Conditions:**

1. Initial services contract will be one year renewable with mutual consent. In case of earlier termination for any reason one month prior notice will be served by either party.
2. The services of selected security company shall be terminable on immediate basis in case any or group of employee (s) of Security Company found involved in felony / misconduct etc.
3. Supervisor (s) of the security company will inspect his security guards' alertness during day and night. Any abnormality or unusual activity noted during security round / patrol will immediately be communicated to HRU-PIU-IFRAP relevant authority. During the inspection / visit / patrol the supervisor (s) / staff will be in Security Company's uniform.
4. A manager level officer visit the project / estate of deployment on weekly basis
5. Monthly meeting will be held between Project Director,Admin & HR Officer and Head of selected security company.

**Eligibility Criteria:**

1. Organizational structure with registered office address with list of key persons of the company together with brief bio data.
2. Copy of Memorandum & Articles of Association along with copy of Incorporation Certificate
3. Details of Equipments in possession of the company and detail of arms etc.

**Manpower required: SIX (6) Security Guards:**

The company must supply at least one or two more covering Security Guards to cover duties in the event that the assigned Security Guard is on leave or on medical leave.

**Working hours: Sunday to Saturday, 0800 – 1500 hours**