

# **World Vision International**

## **REQUEST FOR PROPOSAL** (PKH/RFP/17/014)

### **FOR PROVISION OF SECURITY SERVICES**

August 2017

# Section I – Letter of Invitation

Phnom Penh, Cambodia  
18 August 2017

Subject: **RFP for the Provision of Security Services**  
Ref: PKH/RFP/17/014

Dear Sir / Madam:

1. The World Vision International – Cambodia hereby invites you to submit a proposal for SECURITY SERVICES, as per enclosed Terms of Reference (TOR). The purpose of this present RFP is to conclude a Long Term Agreement (s) for the period of three (3) years for forty (40) offices. The successful Offeror shall be contracted for this purpose for an initial period of one year, and the contract shall be renewable thereafter, upon satisfactory evaluation of performance each year.
2. To enable you to submit a proposal, please find enclosed which can also be found on [wvi.org/cambodia/tenders](http://wvi.org/cambodia/tenders)

Section 1 – Letter of Invitation  
Section 2 – Instruction to Offeror  
Section 3 – Term of Reference (TOR)  
Section 4 – Proposal Submission Form  
Section 5 – Financial Proposal  
Annex 1 – Location of Services  
Form 1 – Child Protection Protocol  
Form 2 – Commission, Gifts, and Bribery

3. Your offer, comprising of a Technical Proposal and Price Schedule, should be submitted together in accordance with Section 1, should reach the following address **no later than 17.00 hrs on 31 August 2017.**

World Vision International, Procurement Unit  
#20, Street 71, Tonle Bassac, Chamkamorn,  
Phnom Penh, Cambodia  
Tel: 023 216 052 (105) or 093 658 301

4. WVI shall not consider any Proposal that arrives after the deadline for submission of Bid. Any Proposal receive by WVI after the deadline for submission of Proposal shall be declared late, rejected, and returned unopened to the Bidder.
5. Should you require any clarification, kindly communicate via email [procurement\\_cambodia@wvi.org](mailto:procurement_cambodia@wvi.org) as the focal point for queries on this RFP. When sending in your query, kindly put the subject as **“Query for PKH/RFP/17/014”**.
6. You are requested to acknowledge receipt of this letter and to indicate whether or not you intend to submit a proposal.
7. WVI looks forward to receiving your proposal and thanks you in advance for your interest in WVI procurement opportunities.

## **Section 2 – Instruction to Offerors**

### **A. INTRODUCTION**

World Vision is a non-profit, non-denominational Christian humanitarian aid and development organization that is dedicated to helping children and their communities worldwide reach their full potential by tackling the causes of poverty. Through means such as emergency relief, education, health care, economic development and promotion of justice. Our work touches approximately 100 million people in nearly 100 countries, assisting people regardless of religion, ethnic background, or gender.

### **B. PREPARATION OF PROPOSAL**

#### **1. Cost**

The Offeror shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. WVI shall in no case be responsible for liable for those costs, regardless of the conduct or outcome of the procurement process.

#### **2. Language**

The Request for Proposal, as well as any and all related correspondence exchanged by the Offeror and WVI, shall be written in English.

#### **3. Currencies**

All prices of Proposal shall be quoted in the currency of US Dollars only.

#### **4. Period of Validity**

The Proposal shall remain valid for sixty (60) days, commencing on the submission deadline date mentioned above in Section I – Letter of Invitation.

In exceptional circumstances, prior to the expiration of the Proposal validity period, WVI may request Offeror to extend the period of validity of their Proposal. The request and the responses shall be made in writing.

#### **5. Clarification of Proposal**

A prospective Offeror requiring any clarification of the Solicitation Documents may notify WVI in writing to the organization's email address [procurement\\_cambodia@wvi.org](mailto:procurement_cambodia@wvi.org). WVI will respond in writing to any request for clarification of the Solicitation Documents that it receives earlier than two weeks prior to the deadline for the submission of Proposals.

#### **6. Documents Comprising the Proposal**

The Proposal from Offeror shall comprise the following components:

- (a) Proposal Submission Form
- (b) Technical Proposal
- (c) Financial Proposal
- (d) Picture of sample uniform

## **C. SUBMISSION AND OPENING OF PROPOSAL**

### **7. Submission**

7.1 The Technical Component and the Price Schedule **must be submitted together and sealed together in one and the same envelope**, deliver personally whose external side must:

- a) Bear the name of the Offeror;
- b) Be addressed to WVI as specified clause 3 of Section I – Letter of Invitation

7.2 If the envelope is not sealed nor labeled as required, the Offeror shall assume the responsibility for the misplacement or premature opening of Bid due to improper sealing and labeling by the Offeror.

### **8. Modification of Proposal**

No Proposal shall be modified after the deadline for submission of Bids.

### **9. Proposal Opening**

WVI will open the Proposal in the presence of Evaluation Subcommittee formed by WVI of at least three (3) members. No Proposal shall be rejected at the opening stage, except for late submission, for which the Proposal shall be returned unopened to the Offerors.

## **D. CONTENT OF PROPOSAL**

### **10. Technical Proposal**

The technical component of your Proposal should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

a) Description of the Firm and the Firm's Qualifications

A brief description of your firm/institution and an outline of recent experience on projects of a similar nature. You should also provide information that will facilitate our evaluation of your company's substantive reliability and financial and managerial capacity to provide the services.

b) Understanding of the Requirements for Services

Include any assumptions as well as comments on the data, support services and facilities to be provided by the company as indicated in the TOR or as you may otherwise believe to be necessary.

c) Proposal Approach, Timing and Outputs

Any comments or suggestions on the TOR, as well as your detail description of manner in which your firm/institution would respond to the TOR. You should include the number of person-months in each specialization that you consider necessary to carry out all work required and your personnel performance monitoring tool at districts of provinces.

d) Proposed Team Structure

The composition of the team which you would propose to provide in each province of assignment and the work tasks (including supervisory) which would be assigned to each. An organogram illustrating the reporting lines, together with a description of such organization of the team structure, should support your proposal.

## **I 1. Financial Proposal**

Your Financial Proposal must contain an overall quotation in a single currency, which must be in US Dollars (US\$). In addition, the Financial Proposal must cover all the services to be provided as detailed in Section 4 – Term of Reference (TOR). Please use Financial Proposal Form in Section 5 to submit your price.

## **E. EVALUATION OF PROPOSAL**

### **I2. Preliminary Examination of Bid**

WVI shall examine the Proposal to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposal are generally in order, among other indicators that maybe used at this stage. WVI may reject any Proposal at this stage.

### **I3. Technical Evaluation**

The Evaluation Subcommittee shall review and evaluate the Proposal on the basis of their responsiveness to the Technical Proposal and Financial Proposal, which has a total value of 100 points, will be evaluate using the following criteria:

- a) the firm/institution's general reliability as well as experience and capacity in the specific field of the assignment
- b) the approach in responding to the TOR and the detailed work plan; and

### **I4. Financial Evaluation**

14.1 The maximum number of points for Price Schedule is 30. The maximum number of points shall be allocated to the lowest price proposal. All other price proposals shall receive points in inverse proportion according to the following formula:

$$\text{Points for the Price Schedule of a proposal being evaluated} = \frac{[\text{Maximum number of points for the Price Schedule}] \times [\text{Lowest price}]}{[\text{Price of proposal being evaluated}]}$$

14.2 Please note that the WVI is not bound to select any of the firm/institution submitting proposals. Furthermore, since a contract shall be awarded in respect of the Proposal which is considered most responsive to the needs of the project concerned. WVI does not bind itself in any way to select the firm/institution offering the lowest price.

14.3 WVI may enter into negotiations with the Offerors whose offers remain within competitive range of complaint offers. Such negotiation does not constitute an award of contract.

## **F. AWARD OF CONTRACT**

### **15. Award of Contract**

WVI reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Offeror or any obligation to inform the affected Offeror or Offerors of the grounds for the WVI's action.

Prior to expiration of the period of proposal validity, WVI will award a Long Term Agreement (LTA) to the qualified Offeror whose Proposal after being evaluated is considered to be the most responsive to the needs of the organization and activity concerned.

It is the intention of WVI to enter into a Long Term Agreement for three years on annual renewal basis. At the end of the first year, LTA may be renewed for another two years based on the performance and at the sole discretion of WVI. The prices quoted by the Contractor will be fixed for three years upon signature of LTA.

### **16. WVI's right to vary requirements at time of award**

The WVI reserves the right at the time of award of contract to vary the quantity of services and goods specified in the RFP without any change in price or other terms and conditions.

### **17. Signing of the contract**

Within 7 days of receipt of the contract the successful Offeror shall sign and date the contract and return it to the WVI.

### **18. Performance security**

No performance security is required.

## **G. CHILD PROTECTION**

WVI is committed to the protection of children. We do not award company whose background is not aligned to our child protection practices.

## Section 3 – Term of Reference (TOR)

### A. BACKGROUND

World Vision International has forty (40) offices at eight (8) provinces across Cambodia where premises come of provincial offices come complete with concrete building, driveways, and parking lots. The WVI in Cambodia intends to secure the services of a professional contractor to provide, manage and operate security services at all offices mentioned above. This contract will be awarded to the service provider that clearly demonstrates through written proposal a high degree of experience, ability, competency and best-practice in security services.

The effective date of this contract, should a contract be awarded, is anticipated to commence on October 1, 2017 and successfully complete on September 30, 2018, subject to satisfactory performance of the selected Contractor and discretion of World Vision International for extension for another additional period of time.

### B. PURPOSE OF ASSIGNMENT

The selected Contractor shall provide security services and protection to the personnel, assets and premises of all offices of WVI. This shall include but not limited to the following:

1. **Access Control** – The selected Contractor’s personnel (meant by the Security Guards of the service) shall perform access control functions as per existing WVI’s Security Guideline. They will be tasked to prevent any unauthorized access to the facilities, property, personnel and resources of all WVI’s offices. The service provider personnel will be responsible for obtaining updated WVI instructions on access control.
2. **Hostile Surveillance and Reconnaissance Detection** – The selected Contractor’s personnel shall ensure to be trained and experienced in hostile surveillance and reconnaissance detection of the facility. Any attempt or suspicious act of hostile surveillance must be taken proper professional measure and **immediately** report to Security & Facilities Manager of WVI.
4. **Patrolling** – The selected Contractor’s personnel shall be tasked to provide security to the exterior of all offices, monitor facility fences and protect WVI owned equipment, using roving patrols where required.
5. **Standard Operating Procedures – Instructions for security personnel:**
  - All personnel employed in WVI facilities will follow the Security Guideline (SG) issued by WVI in discussion with the selected Contractor.
  - Any non-compliance with the SG will be the responsibility of the Contractor.
6. **Prevention of the unauthorized removal of WVI property** – At each exit/entry point, the selected Contractor’s personnel shall be tasked to prevent unauthorized removal of WVI property without any written permission authorized by the Security & Facilities Manager or Admin Officer of WVI offices. This shall entail a visual, non-destructive, and non-invasive search of hand carried items as well as a search of vehicles (if required).
7. **Fire Drills** – The selected Contractor’s personnel shall be tasked to assist Admin Office in ensuring evacuation of the WVI staff in accordance with the WVI Emergency Procedures, and also with the use of fire-fighting equipment prior to arrival of the Emergency Services.

8. **Crime Scene Protection** – The selected Contractor’s personnel shall be tasked to mark and secure any scene of crime or incident, from unauthorized entry.
9. **Maintenance of Reports** – The selected Contractor’s personnel shall be tasked to track and maintain record of all incoming and outgoing WVI personnel and Visitor in writing. In addition the service provider personnel shall maintain a Daily Occurrence Book, detailing “occurrences” and events which occur during each shift.

**C. DESCRIPTION OF SERVICES**

The selected Contractor shall be responsible for providing all uniform, material and personnel for the execution of the services. WVI will approve equipment, uniforms and other material prior to their use in the performance of this contract.

The selected Contractor shall provide qualified security personnel, in the correct number, on a 12/7 and 24/7 basis to carry out the above mentioned functions in clause G.

The selected Contractor shall provide security services and protection of personnel, assets, property and facilities of the WVI as follows:

| Number of Guards           | Title                                | Deployment                         | Work Schedule   |
|----------------------------|--------------------------------------|------------------------------------|---|
| <b>National Office = 1</b> |                                      |                                    |   |
| 2                          | Security Guard (1 male and 1 female) | Entrance gates and premises patrol | 12 hours, 7 days from 6:00 to 18:00hrs                                    |
| 1                          | Security Guard (1 male)              | Entrance gates and premises patrol | 5 hours, Monday to Friday from 6:00 to 9:00 and from 16:00 to 18:00hrs    |
| 2                          | Security Guards (males)              | Entrance gates                     | 12 hours, 7 days from 18:00 to 6:00hrs                                    |
| 1                          | Receptionist                         |                                    | 8 hours, Monday to Friday from 8:00 to 12:00 and from 13:00 to 17:00hrs   |
| 1                          | Security Guards (1 male)             | Entrance gates                     | 8 hours, Saturday from 12:00 – 20:00hrs (please put charging rate by day) |

| Number of Guards        | Title          | Deployment                        | Work Schedule   |
|-------------------------|----------------|-----------------------------------|---|
| <b>Zonal Office = 4</b> |                |                                   |   |
| 1                       | Security Guard | Entrance and premises patrol      | 8 hours, 7 days from 6:00 to 14:00hrs                     |
| 1                       | Security Guard | Entrance gate and premises patrol | 8 hours, 7 days from 14:00 to 22:00hrs                    |
| 1                       | Security Guard | Entrance and premise patrol       | 8 hours, 7 days from 22:00 to 6:00hrs (the following day) |



| Number of Guards       | Title          | Deployment                        | Work Schedule   |
|------------------------|----------------|-----------------------------------|---|
| <b>ADP Office = 35</b> |                |                                   |   |
| 1                      | Security Guard | Entrance and premises patrol      | 8 hours, 7 days from 6:00 to 14:00hrs                     |
| 1                      | Security Guard | Entrance gate and premises patrol | 8 hours, 7 days from 14:00 to 22:00hrs                    |
| 1                      | Security Guard | Entrance and premise patrol       | 8 hours, 7 days from 22:00 to 6:00hrs (the following day) |

Each security guard should be present in the office half an hour before the start of his/her official duty time to ensure the proper shift hand-over. Evening and night shift guard would be responsible for main gates and all other entry/exit points of the premises plus patrolling around the premises.

#### **D. LOCATION OF SERVICES**

Please refer to Annex I for Location of Services

#### **E. DUTY**

**Security Guard (Management Work)** - Responsible for the day to day performance of the security guard-force employed to secure WVI facilities, including:

1. Manage the duties of the security guards ensuring that all guards conduct their duties competently
2. Manage the duty roster and schedules ensuring that the required number of personnel reports for duty each shift
3. Liaise on a daily basis with the each office security focal person
4. Report all incidents to each office security focal person
5. Submit all required reports promptly and properly
6. Ensure that the daily occurrence log is properly maintained
7. Ensure that the Visitor's log is properly maintained
8. Ensure that WVI SG on the security for each are properly executed
9. Ensure that internal access control policies are properly executed and adhered to
10. Ensure that the guards are properly dressed at all times while on duty
11. Ensure that the guards report for duty on time and do not leave their duty posts until properly relieved
12. Ensure that all security guards have proper duty sheets and that they are properly trained to execute their duties
13. Ensure that the correct number of security guards is present on duty at all times
14. Ensure that security guards are properly trained on their roles in the event of an emergency (fire, bomb scare, etc)
15. Report any deficiencies in the performance of the guard-force to each security focal person
16. Ensure the proper control and management of contractors and deliveries
17. Ensure that all escape routes are kept clear and accessible and that escape door locks are maintained
18. Ensure that all access doors and gates are kept locked when required
19. Arrange with each office security focal person to conduct regular training sessions for guards

#### **Security Guards (including Females) – Routine work**

1. Report on time for duty and remain at duty post timely properly relieved
2. Report for duty properly dressed in a clean and neat uniform
3. Take proper care of all WVI equipment provided for the execution of duties
4. Must have a detailed knowledge of WVI SG on security and ensure that these procedures are properly executed

5. Report any and all incidents to the Supervisor and WVI security focal person
6. Ensure that internal access control policies are properly executed and adhered to
7. Be courteous and polite at all times
8. Must know the internal emergency procedures

## **F. PERSONNEL**

The selected Contractor shall be able to provide its personnel to cover holidays or in the event of regular personnel not reporting for duty at the appropriate time for whatever reasons, selected Contractor shall be able to provide appropriate replacement within one (1) hour of notification of absenteeism.

The selected Contractor remains responsible for any employment matters of its personnel. There will be no contractual relationship between WVI and any of the personnel of the selected Contractor. The selected Contractor will remain the sole responsible agent for any and all elements of the contractual arrangements with its personnel, regardless of the nature.

The selected Contractor shall provide and maintain all necessary insurance, including medical coverage for the security personnel, equipment and operations at WVI offices.

The use of alcoholic beverages and/or illegal drugs by the selected Contractor's personnel, while on duty, is strictly forbidden. The selected Contractor shall immediately remove and replace any employee who is under, or strongly suspected of being under, the influence of alcohol or drugs.

The selected Contractor's personnel shall not loiter in any working area or patron area. Upon completion of their assigned duty shift, employees shall depart the facility.

The selected Contractor will ensure at all times that its personnel possess and wears proper personal identification cards specifying names of personnel and name of Company.

## **G. QUALIFICATIONS**

The selected Contractor must ensure that its personnel are qualified to perform these services. All personnel must undergo due diligence and positive vetting before being assigned. Personnel must have a clean record.

1. **The Guards (including the Female)** – The selected Contractor is to provide proof of the following:
  - Be able to read and write Khmer
  - Be able to speak, read and write simply daily English is preferable
  - Must have criminal clearance record.
  
3. **The Company** – The selected Contractor is to provide proof of the following:
  - Must have a history in the security industry
  - Must provide references
  - Must provide a communication plan to ensure successful management of the contract
  - Must demonstrate a capability to manage their personnel on the ground
  - Must demonstrate that they have an acceptable security-training program and that the personnel offered will have received proper security training
  - Must be able to provide relievers at short notice
  - Must be properly registered in accordance with Cambodia laws and legislation
  - Must ensure that security personnel are given sufficient rest-days

- 4. Contract Manager** – The selected Contractor shall appoint a Contract Manager/Supervisor who shall act with full authority for the selected Contractor and shall be responsible for overall management and implementation of this contract. The Contract Manager/Supervisor shall be the central point of contact for the matters of contract and shall be available at all times or appoint his/her designated representative. The selected Contractor shall designate this individual in writing (listing name, address and contact telephone numbers) to the WVI in charge for contracts upon notification of award of contract.

## **H. UNIFORMS**

The selected Contractor shall provide all security personnel with a full set of uniform. All uniforms shall be appropriate and take into account functionality, working environment and climatic conditions. The selected Contractor's personnel shall present a neat appearance and shall be easily recognized. Employees shall wear uniforms when on duty.

## **I. TRAINING**

The selected Contractor is required to submit documented evidence that their security personnel receive proper training in the following subjects:

1. The role and function of Security Personnel
2. Access control procedures
3. Telephone and Intercom procedures
4. Emergency procedures (bomb threat, evacuation, fire, medical, demonstrations, unruly behavior, etc)
5. Patrolling procedures
6. Use of fire extinguishers
7. Incident reporting procedures
8. Keeping of proper security occurrence and incident logs
9. Uniform care and presentation
10. Personal hygiene and appearance

Note: Please add more services and standard activities you may have apart from this requirement. The office of World Vision International in Cambodia reserves right to ask your company for more information and clarifications and to change/add more essential clauses onto the contract in next step - but will be in agreement with the successfully Offeror.

## **J. ADMINISTRATIVE AND MANAGEMENT REQUIREMENTS**

### **Third Party Liability**

The selected Contractor shall bear all responsibility and liability, financial and otherwise, for any physical harm caused to his/her employees, or to other persons or any physical damage caused to property and equipment in the execution of this agreement.

### **Removal of Employees**

Personnel employed by the selected Contractor in the performance of the contract or any representative of the selected Contractor entering WVI facilities shall abide by all security regulations of the installation and shall be subject to such checks as may be deemed necessary. WVI reserves the right to advise on the removal of any employee for misconduct, security reasons, or any oveli evidence of communicable disease. Removal of the selected Contractor's personnel for reasons stated above shall not relieve the service provider from responsibility for total performance.

## **Performance Evaluation Meetings and QA**

The Contract Manager/Supervisor of the service provider shall be required to meet at least weekly with the WVI Security Focal Point or his/her representative during the first month of the contract and thereafter monthly to review the implementation of the contract and other related matters. The Contract Manager/Supervisor will be responsible for the distribution of properly recorded minutes of such meetings. WVI may carry out announced and unannounced routine and non-routine inspections of the selected Contractor's operations at all offices. WVI reserves the right to reject any and all services performed which do not conform to its specifications. Rectification of rejected services shall be at the expense of the service provider. Failure to correct inadequately performed services could result in termination of this contract.

## **K. RESPONSIBILITY OF WVI**

### **Responsible Officer (Security Focal Point)**

The WVI's staff, resources, assets, facilities, programs are the primary responsibility of the management of each office of the safety and security aspects. The management is assisted by the security supervisor whose responsibility is to ensure the safety and security of WVI staff, resources, facilities and assets by performing the following range of duties in addition to any duties that may be assigned from time to time:

1. Supervision of the private security guard-force
2. Supervision of facility (building) security and safety
3. Supervision of access control and issue of ID cards
4. Regular communication with the security focal person

### **Responsibility of WVI**

Equipment – The WVI will provide following equipment:

- Stationery
- Visit's badge

All equipment supplied shall be returned to WVI in the same quantity and condition, taking into account the normal wear and tear.

The authority to enter into financial and contractual commitments will solely be responsibility of WVI. Any commitments undertaken by the selected Contractor that have financial or contractual implications must be addressed and pre-approved by WVI Office in National Office.

## Section 4 – Proposal Submission Form

To: World Vision International  
#20, Street 71, Tonle Bassac, Chamkamorn,  
Phnom Penh, Cambodia  
Ref: PKH/RFP/17/014

Dear Sir/Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to provide services listed in Terms of Reference to WVI for three years following the signature of Long Term Agreement (LTA) for the amounts quoted in the Price Schedules.

We accept that WVI has the right to the followings in case that the WVI move to an address other than the current Offices throughout the validity of the LTA: 1) Deploy this LTA as it is 2) Deploy this LTA by changing the number of Receptionist and/or Guards stipulated in the LTA.

We undertake, if our Proposal is accepted commence and complete delivery of all services specified in the agreement within the time frames stipulated in Terms of Reference, as per the conditions of the LTA.

We agree to abide by this Proposal for a period of 60 days from the date fixed for opening of Proposals in the Invitation for Proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any Proposal you may receive.

Yours sincerely,

Authorized Signature *[In full and initials]*: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Contact Detail: \_\_\_\_\_

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*[Please mark this letter with your corporate seal, if available]*

## Section 5 – Financial Proposal

The Offeror is asked to prepare the Price Schedule as the same envelope from the rest of the RFP response. All prices/rates quoted must be inclusive of all taxes.

The format shown on the following pages should be used in preparing the price schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

### 1. National Office

| No                 | Description                | Quantity | Units  | Unit Cost | Total Cost | Work Schedule             |
|--------------------|----------------------------|----------|--------|-----------|------------|---------------------------|
| 1                  | Security Guards as per TOR | 4        | Person |           |            | 12 hours, 7 days          |
| 2                  | Security Guard (1 male)    | 1        | Person |           |            | 5 hours, Monday to Friday |
| 3                  | Receptionist               | 1        | Person |           |            | 8 hours, Monday to Friday |
| 4                  | Security Guards (1 male)   | 1        | Person |           |            | 8 hours, Saturday         |
| <b>Sub-Total 1</b> |                            |          |        |           |            |                           |

### 2. Zonal Office (Provincial Office)

| No                 | Title                      | Quantity | Units  | Unit Cost | Total Cost | Work Schedule   |
|--------------------|----------------------------|----------|--------|-----------|------------|-----------------|
| 1                  | Security Guards as per TOR | 3        | Person |           |            | 8 hours, 7 days |
| <b>Sub-Total 2</b> |                            |          |        |           |            |                 |

### 3. ADP Office (District Office)

| No                 | Title                      | Quantity | Units  | Unit Cost | Total Cost | Work Schedule   |
|--------------------|----------------------------|----------|--------|-----------|------------|-----------------|
| 1                  | Security Guards as per TOR | 3        | Person |           |            | 8 hours, 7 days |
| <b>Sub-Total 3</b> |                            |          |        |           |            |                 |

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Contact Detail: \_\_\_\_\_

*[Please mark this form with your corporate seal, if available]*

## Annex I – Locations of Service

The successful Offeror is required to perform the security service at the following offices which address located at the same name of the office. The following offices are subject to change or to delete during the 3 years contract.

| N  | Office Type     | Address  |
|----|-----------------|--|
| 1  | National Office | #20, Street 71, Tonle Bassac, Chamkamorn, Phnom Penh |
| 2  | Zonal Office    | Siem Reap Province                                   |
| 3  | Zonal Office    | Preah Vihear Province                                |
| 4  | Zonal Office    | Battambang Province                                  |
| 5  | Zonal Office    | Takeo Province                                       |
| 6  | ADP Office      | Banteay Meanchey - Thma Puok                         |
| 7  | ADP Office      | Banteay Meanchey - Svay Chek                         |
| 8  | ADP Office      | Banteay Meanchey - Preah Netr Preah                  |
| 9  | ADP Office      | Banteay Meanchey - Phnom Srok                        |
| 10 | ADP Office      | Banteay Meanchey - Mongkol Borei                     |
| 11 | ADP Office      | Siem Reap - Sot Nikum                                |
| 12 | ADP Office      | Siem Reap - Chikreng                                 |
| 13 | ADP Office      | Siem Reap - Chikreng II                              |
| 14 | ADP Office      | Siem Reap - Puok                                     |
| 15 | ADP Office      | Siem Reap - Varin                                    |
| 16 | ADP Office      | Siem Reap - Kralanh                                  |
| 17 | ADP Office      | Preah Vihear - Rovieng                               |
| 18 | ADP Office      | Preah Vihear - Kulen                                 |
| 19 | ADP Office      | Preah Vihear - Sangkum Thmey                         |
| 20 | ADP Office      | Preah Vihear - Chey Sen                              |
| 21 | ADP Office      | Preah Vihear - Chheb                                 |
| 22 | ADP Office      | Kampong Thom - Stong                                 |
| 23 | ADP Office      | Kampong Thom - Prasath Ballang                       |
| 24 | ADP Office      | Kampong Thom - Santuk                                |
| 25 | ADP Office      | Battambang - Koh Krolor                              |
| 26 | ADP Office      | Battambang - Phnom Prek                              |
| 27 | ADP Office      | Battambang - Rukh Kiri                               |
| 28 | ADP Office      | Battambang - Moung Russey                            |
| 29 | ADP Office      | Kampong Chhnang - Baribour II                        |
| 30 | ADP Office      | Kampong Chhnang - Chulkiri                           |
| 31 | ADP Office      | Kampong Chhnang - Rolea Pha Ea                       |
| 32 | ADP Office      | Kandal - Ksach Kandal                                |
| 33 | ADP Office      | Kandal - Sa'Ang                                      |
| 34 | ADP Office      | Kandal - Ponhea Leu                                  |
| 35 | ADP Office      | Kandal - Samrong Tong II                             |
| 36 | ADP Office      | Kandal - Basedth                                     |
| 37 | ADP Office      | Takeo - Koh Andaeth                                  |
| 38 | ADP Office      | Takeo - Samrong II                                   |
| 39 | ADP Office      | Takeo - Kirivong                                     |
| 40 | ADP Office      | Takeo - Bourei Cholsar                               |

