



**BIDDING DOCUMENT
FOR
HIRING OF SECURITY SERVICES**

**EMBASSY OF PAKISTAN
AVENUE DELLEUR 57,
1170 BRUSSELS**

**Procedure
Single Stage-Two Envelops**

September, 2024

**Embassy of Pakistan
Avenue Delleur 57,
1170 Brussels

TENDER NOTICE FOR HIRING OF SECURITY SERVICES

Embassy of Pakistan, Brussels invites bids from reputable security companies for deployment of security personnel at its Main Office & Hostel located at Avenue Delleur 57, 1170 Brussels for a period of one (01) year, further extendable on satisfactory performance. The security companies must fulfil the eligibility criteria/ terms and conditions as per tender document.

2. Interested and eligible security companies / firms may submit their bids on E-Pak Acquisition and Disposal System (**EPADS**) of Public Procurement Regulatory Authority (**PPRA**), Islamabad, *single stage two envelop procedure* under the PPRA Rules, 2004. Bidding documents containing detail terms and conditions, can be download from <http://eprocare.gov.pk> and **Embassy of Pakistan website** <https://mofa.gov.pk/brussels-belgium> free of cost. Bids should be submitted electronically **ONLY** through EPADS. Manual submission of bids in **NOT** allowed.

3. The bids, prepared in accordance with instructions in the bidding documents, must be submitted on EPADS by **23-10-2024** at **11:00 hrs**. Technical bids will be opened on the same day at **11:00 hrs** and the Financial Proposal of technically responsive bids will be opened on **25-10-2024** at **11:00 am**.

Head of Chancery
Embassy of Pakistan
Brussels

**BIDDING DOCUMENT / TERMS & CONDITIONS FOR HIRING OF
SECURITY SERVICES**

1. Introduction

The Embassy of Pakistan is seeking to engage a professional and experienced security company to provide security services for its chancery premises located at Av Delleur 57, 1170, Brussels. The security company will be responsible for ensuring the safety and security of personnel, visitors, buildings, and other assets within the compound, in compliance with international standards and local laws.

2. Objective

The objective of this contract is to hire a reputable and certified security firm with proven experience in providing security services to diplomatic missions, embassies, and other sensitive installations. The selected security company will provide well-trained, licensed security personnel and install and maintain security systems that will prevent unauthorized access, monitor threats, and ensure a safe environment within the compound.

3. Scope of Work

The security company will be required to provide the following services:

3.1 Physical Security

- Access Control: Manage entry and exit points of the chancery premises including screening and registration of visitors, vehicles, and staff.
- Perimeter Security: Maintain 24/7 surveillance of the perimeter using a combination of security personnel and electronic systems (e.g. CCTV).
- Patrol Services: Regularly patrol the premises, both internally and externally, to prevent security breaches and ensure quick responses to incidents.
- Guard Services: Provide trained security guard at main entrance.

3.2 Electronic Security Systems

CCTV Surveillance: Carry out surveillance through already installed closed-circuit television (CCTV) system covering all critical areas of the compound, including entrance points, perimeters, and sensitive locations.

3.3 Emergency Response

- Incident Management: Establish protocols and provide immediate response to any security incidents, including but not limited to intrusion, quarrel in consular hall, fire and medical emergencies.
- Evacuation Procedures: Assist in developing and implementing evacuation procedures and emergency drills in coordination with the Embassy's administration.
- Rapid Response Team: Provide an on-call rapid response team capable of reacting swiftly to any security incident.

3.4 Coordination with Local Authorities

- Maintain regular contact with local police, fire services, and emergency services to ensure coordinated response in the event of an incident.
- Assist in liaising with Belgian authorities for additional security support, if necessary.

4. Deliverables

- The security company will provide the following:
- Security Plan: A comprehensive security plan detailing how services will be executed, including staffing, schedules, and technologies to be deployed.
- Monthly Reports: Provide regular reports on security incidents, challenges, and recommendations.
- Incident Reports: Immediate and detailed reports following any security breach or incident.

5. Qualification and Experience Requirements

The security company must meet the following criteria:

- Licensing: Must be duly licensed to provide security services in Brussels and meet all Belgian regulatory requirements.
- Experience: Minimum of five (5) years of experience providing security services for diplomatic missions, embassies, or high-security facilities.
- Trained Personnel: The company must provide security staff who are fully trained, licensed, and capable of operating all security systems.
- Insurance: Provide proof of insurance, including liability coverage for incidents involving staff or third parties.
- References: At least three (3) verifiable references from similar diplomatic missions or high-security environments.

6. Duration of Contract

The initial contract will be for a period of one year, with an option to renew based on performance and mutual agreement.

7. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Experience and Reputation: Proven track record in providing security services to diplomatic or similar high-risk installations.
- Technical Approach: Quality of the proposed security plan, including use of technology and personnel deployment.
- Staff Competence: Qualification and experience of the proposed security personnel.
- Compliance: Ability to comply with local laws, regulations, and security standards.

8. General Conditions for Agreement

The Security Company / Firm shall sign a contract agreement with the Embassy of Pakistan, within one week from acceptance of the bid and award of contract by the Embassy.

The agreement would effect from the date of signing and shall continue in force for a period of one year unless and until it is terminated in accordance with the provisions of tender documents. The agreement can be extended by the Embassy for another year, with the consent of the Security Company, on the same rates and conditions on satisfactory performance.

The Security Company would be responsible to cover all financial aspects of Security Guards, including payment of salary and compensation to the Guards and all type of taxes and levies whether acquired through collective bargaining or otherwise and all the expenditure for providing allied services.

Any taxes/duties already in place or levied by the Local Government during the currency of the agreement will be on Security Company's account and no claim shall be entertained by the Embassy. If during the subsistence of this agreement or any renewal thereof any tax charges or surcharge is levied in respect of the services which are subject of this agreement, by the Local Government. Such tax charges or surcharge, as the case may be, shall be payable by the Security Company.

The Embassy will not be liable to make any extra payment if the Security Company is to provide services in the event of any civil commotion, war, enemy action, hostilities, act of God or any other circumstance etc.

The Security Company / Firm will keep the Embassy free of any liability for the cause of compensation/ legal course, if any employee of the Security Company claims in case of their injury, death etc.

Any claims of injuries, loss of limb or life of labor and other workers engaged/employed by the Security Company for operations under this agreement or work connected directly or indirectly with the agreement shall be settled and paid by the Security Company. The Embassy shall in no way be responsible for any compensation in this connection.

Three-month prior notice in writing shall be served by either party for termination of contract. Upon the termination of this agreement the Security Company shall be permitted to remove all its apparatus and equipment which may have been placed in the premises.

The Embassy shall make the payment to the Security Company on monthly basis after submission of bill.

The Security Company shall be responsible to complete all documentation, if notified from time to time.

9. SUBMISSION OF BIDS: -

Interested Security company may submit their bids comprising of two spread documents containing technical proposal and financial proposal separately on E-Pad Acquisition and Disposal System (**EPADS**) of Public Procurement Regulatory Authority (**PPRA**), Islamabad. Technical proposal will be opened in the Embassy of Pakistan after deadline of submission of bids in the presences of bidders or their authorized representatives who may wish to be present. After evaluation and approval of technical proposals the authorized committee shall open the financial proposal of technical responsive bids only on the date and time as specified in the tender notice. Financial proposal of bidders found technically non responsive shall remained un opened.

Bids (*Technical Proposal*) shall be accompanied with the following document.

- License issued by relevant Belgian/EU authorities to provide security services in Brussels and meet all Belgian regulatory requirements.
- Seven (07) years' experience with proven track record in the market as a security service provider (Attach Photo Copies of Evidence).
- References: At least three (3) verifiable references from similar diplomatic missions or high-security environments.
- Copy of Organogram.
- The Embassy of Pakistan reserves the right to demand/call any other information for the sake of documents/ information.
- Copy of valid Licenses of Security Company from Government of Belgium.
- An undertaking on stamp paper that the company or its employees never involved in any litigation with this M/O FE&PT and the company has never been blacklisted by any Government organization.

Bids (Financial Proposal) shall be submitted on the prescribed form (attached). Only rates to be quoted on the bid form. Conditional and alternate bids will be rejected.

Deadline for submission of the bids: 23 October, 2024 at 11.00 am

Technical Bids Open Date: 25 October, 2024 at 11.30 am

After evaluation and approval of technical proposal. The Procurement Committee of Embassy of Pakistan shall open financial bids only of technically responsive bids on the date and time as specified in the bidding document.

Financial Proposal

BID FORM

1. Name & Address of Bidder: _____
Telephone: Office/Cell: _____
Fax: _____
Email: _____

Required Service	<u>Price per month</u>
Deployment of one security Guard at Embassy of Pakistan	

- 3. We shall abide by all the terms and conditions of the tender.**
4. Bids Security should be enclosed along with the financial proposal.

Signature: _____

Name: _____

Designation: _____

Official Seal/ Stamp: _____

**Bidding Document for hiring of security guards for the Embassy of Pakistan
signed by the Committee Members of the Embassy of Pakistan, Brussels**

(Muhammad Adil)
Head of
Chancery/Member

(Muhammad Adeel)
Second
Secretary/Member

**(Muhammad Kamran
Rafique)**
Counsellor (O&M)/Member

(Mr. Omar Hameed)
Economic
Minister/Chairman