

Brief Provision of Security Services for PIFS

Contract # FORUM.RFT2024.137

Location Everywhere

Closing Fri 10/01/2025 - 04:00 PM FJST

Tender Details

REQUEST FOR TENDER (Open Tender)

Preferred Supplier Agreement for provision of Security Services for Pacific Islands Forum Secretariat (PIFS)

Background

1. The Procurement Unit which part of the Finance Department comes under the policy ambit of the Corporate and Services Department of the Pacific Islands Forum Secretariat. Other units managed by Finance include:

- i. Finance, including Payroll
- ii. Budget Management

Purpose

2. The main objective of this Open Tender is to source suppliers for provision of Security Services under the Preferred Supplier Agreements (PSA) modality. This modality is a way of establishing a clear understanding that ensures the needs of both the supplier and the Secretariat are aligned and safeguarded and also implement cost effective measures.

The Expected Outcome are as follows:

1. Preferred Supplier Agreements between the Secretariat and the selected vendors for a period of three years
2. The services will be provided according to the scheduled time frames stated in the agreement and will be initiated and monitored by the Properties Team.
3. The costs related to the services will only be changed upon completion of an annual review should both parties agree to the need of having the fixed costs amended.
4. The services will be reviewed on an annual basis by the Secretariat and improve service delivery and also resolve issues or complaints between the vendor and the Secretariat.
5. Invoices and signed service reports are to be submitted upon satisfactory completion of every provided service.

Scope of Work

To provide services under a Preferred Supplier Agreement modality as per specifications set out under the Terms of Reference (TOR) document which can be downloaded from www.tenders.net/forumsec.

HOW TO APPLY

Submissions should be entitled:

REQUEST FOR TENDER (Open Tender) – Preferred Supplier Agreement for provision of Security Services

Method of Submissions:

Submissions must be forwarded in PDF format following the instructions at www.tenders.net/forumsec

Note: Tenders must be submitted with clear labelling of the technical offer and the financial offer. The Technical Offer documents must be saved and submitted clearly labelled "A. Technical Offer". Financial Offer documents must be saved and submitted clearly labelled "B. Financial Offer". The electronically submitted documents should be converted to the PDF format.

"Attention Bidders:

We would like to inform you that if you have already submitted your application, there is no need to reapply. Your initial submission is already being considered, and we appreciate your interest and participation.

Thank you for your understanding and cooperation.

Deadline for Submissions:

Submissions need to reach the Secretariat by 4.00pm, Friday, 10th of January, 2025.

Late or incomplete tenders will not be considered.

Questions and Answers

All queries or request for information must be submitted via the Question and Answer Forum at

www.tenders.net/forumsec . Tenderers may submit questions in writing to the mentioned Question and Answer Forum before the stated “deadline for requesting clarifications” Friday, 3rd of January, 2025 . The Secretariat has no obligation to provide clarification after this date.

Note: The Secretariat will not be responsible for non-receipt/non-delivery of the Bid documents due to any reason whatsoever.

Any complaints regarding the Secretariat’s tender must be directed to the following email: Tender.Complaints@forumsec.org. This email address will forward your complaint to a person that is independent and removed from the tender process. Complaints must be well founded and should not be used as a mechanism for notifying displeasure with the outcome of a tender award. Further information on making a complaint can be found on the Policies & Information page at <http://tenders.forumsec.org>.

In the event that further information is required by the Secretariat in relation to the tender for consultancy, the Secretariat reserves the right to seek the required information without the need for calling for resubmission of proposals.