

Addendum

To

Request for Proposal Document

for

**Provision of Security Services for KPUMA
Building at Chamkani**

Issued on.: October 18, 2024

Request for Proposal No.: TPC/OPS/OCB/Security/2024-25/007/RB

Procuring Entity.: TransPeshawar (The Urban Mobility Company)

Section 2 - Data Sheet

A. General

ITSP 1.1	The number of the Invitation for Request for Proposal (RFP) is: TPC/OPS/OCB/Security/2024-25/007/RB
ITSP 1.1	The Procuring Entity is: TransPeshawar (The Urban Mobility Company)
ITSP 1.1	The name of the bidding process is " Single Stage One Envelope " " Provision of Security Services for KPUMA Building at Chamkani " The identification number of the Request for Proposal Document is: TPC/OPS/OCB/Security/2024-25/007/RB
ITSP 3.1	A Service Provider must be a company incorporated in/registered with Security and Exchange Commission of Pakistan (SECP) not later than 2017 for Providing Security Services. (Joint Venture are not allowed.)
ITSP 3.5	The Service Provider must be: <ul style="list-style-type: none"> i. Registered with FBR for income tax and reflected on active taxpayers list; ii. Registered with KPRA for sales tax on services. iii. Registered with ESSI with minimum annual deposits/contributions of PKR. 500,000. iv. Registered with EOBI with minimum annual deposits/contributions of PKR. 500,000. v. Valid License for all/required weapons (as per requirement of SoR) issued by competent authority (Section 5 of the RFP) vi. Possessing a valid license issued by the Ministry of Interior, Government of Pakistan or Home and Tribal Affairs Department of KP for provision of security services. Proof of renewal shall be provided in case of expiry of the license. vii. Successfully completed/ongoing two (02) contracts for providing of security services in last five (05) years (2019-2024) to the public/private entities in Pakistan. (Worth of single contract should be 50 million or above). viii. Average Annual net worth for last three years (2021, 2022, 2023) shall be PKR. 20 million evidences from submitted audited financial statements. ix. Minimum average annual turnover (AAT) for last three (03) years (2021, 2022, 2023) is PKR 100 million or above; x. An affidavit on stamp paper worth PKR. 150 or above duly notarized to the effect that the Service Provider is neither blacklisted nor suspended by any National or Provincial public entity.

B. Contents of Request for Proposal Document

ITSP 6.1	For <u>clarification purposes</u> only, the Procuring Entity's address is:
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1.7 ESSI

Registered with ESSI in any province with minimum annual deposits/contributions of PKR. 500,000.	must meet requirement	not applicable	not applicable	not applicable	Certificate of registration along with deposit slip submitted with schedule 2
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1.8 Kalashnikov (AK-47)/222/223/44 Rifle and Pistol License in accordance with schedule of Requirement (SOR)

Valid License for required/all weapons issued by competent authority.	must meet requirement	not applicable	not applicable	not applicable	Total required no. of Kalashnikov/pistol (in accordance with requirement in SoR) with valid license submitted with schedule 2
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1.9 License Issued by Ministry of Interior Government of Pakistan or Home and Tribal Affairs Department of KP

Possessing a valid license issued by the Ministry of Interior, Government of Pakistan or Home and Tribal Affairs Department of KP for provision of security services. Proof of renewal shall be provided in case of expiry of the license.	must meet requirement	not applicable	not applicable	not applicable	Valid updated license submitted with schedule 2
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1.10 Financial Soundness (Historical Financial Performance)

Criteria	Compliance Requirements			Documents	
	Single Entity	Joint Venture		Submission Requirements	
All Partners Combined		Each Partner	One Partner		
Requirement					
Average Annual net worth for last three years (2021, 2022, 2023) shall be PKR. 20 million evidences from submitted audited financial statements.	must meet requirement	not applicable	not applicable	not applicable	Schedule 3 with attachments

1.11 Financial Soundness (Average Annual Turnover)

Minimum average annual turnover (AAT) for last three (03) years (2021, 2022, 2023) is PKR 100 million or above.	must meet requirement	not applicable	not applicable	not applicable	Schedule 3 with attachments
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1.12 Contractual Experience

Successfully completed/ongoing two (02) contracts for providing of security services in last five (05) years (2019-2024) to the public/private entities in Pakistan. (Worth of single contract should be 50 million or above).	must meet requirement	not applicable	not applicable	not applicable	Schedule 4 along with attachments.
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Section 5 – Schedule of Requirement

- 5.8 Immediately inform the TPC (Operation Control Centre) in case an abnormality is observed, follow the instructions passed from the TPC (Operation Control Centre), and provide feedback accordingly until the matter is resolved;
- 5.9 Ensure that all security staff must wear a specific Uniform. The Service Provider shall provide seasonal Uniforms and weather-appropriate protective gear to his staff to carry out the continuous performance of contract requirements. The following shall be a mandatory part of a Uniform:
- a) Blue trouser
 - b) Shirt full sleeves in Winter and half sleeve T-shirt for summer
 - c) Sweater or Jacket for the winter season of design approved by TPC
 - d) Properly displayed ID card
 - e) Waist Belt
 - f) Belt-case to carry necessary equipment required to perform security duties
 - g) A raincoat for performing duty in rainy weather conditions
 - h) Official Cap
 - i) Whistle
 - j) Long collar polished shoes.
- 5.10 Ensure that the age limit of Security Personnel is restricted between 18 to 55 years;
- 5.11 Ensure that no security Personnel leave premises assigned unless properly relieved by the next security Personnel and provide an immediate replacement where required; and
- 5.12 Ensure that the Security Personnel check all doors that are locked, inspect all areas by turning on a minimum number of lights, and check for open windows/doors, running or dripping water during non-operational hours.

6. EQUIPMENT OBLIGATIONS

- 6.1 The Service Provider shall at minimum have the following Equipment during the currency of the agreement for the efficient performance of security duties/responsibilities. The Service Provider shall be responsible for flashlights, cellular phones, chargers, metal detectors, explosive detector, nightsticks, and other related equipment to comply with the scope of the Services;

Sr.No	Equipment	Minimum Requirement
1	Metal Detectors	04
2	Inspection Mirror with a flashlight	02
3	Whistle	All Personnel
4	Torch	All Personnel
5	Raincoat	All Personnel
6	Uniform	All Personnel
7	Lethal Arm (Kalashnikov (AK-47)/222/223/44 Rifle) with 60 rounds of ammunition each in a bandolier	07
8	Lethal Arm (Pistol) with 30 rounds of ammunition in a bandolier	02
9	Explosive Detector	01
10	Rifle Sling	Per Weapon

Provision of Security Services for KPUMA Building at Chamkani

Section 5 – Schedule of Requirement

Annex-B: Personnel Posts/Deployment Plan

Sr #	Location/Post	Minimum Requirement
1	Main Entrance Gate (# 01 Personnel Post)	<ul style="list-style-type: none"> Manned by an armed Personnel (24/7) equipped with an arm (<i>Kalashnikov (AK-47)/222/223/44 Rifle</i>) with 60 rounds of ammunition) has a valid license.
2	Main Entrance Gate # 01 & 02 (Supervisor Post)	<ul style="list-style-type: none"> Manned by a Personnel Supervisor (16/7) equipped with an arm (<i>Pistol with 30 rounds of ammunition</i>) has a valid license. Skilful in Microsoft excel, word, and email. He will make entries in the visitor register, vehicle in/out register, assets in/out register, Personnel leave plan, Personnel rotation, Personnel inspection, and implementation of orders.
3	KPUMA Main Entrance Barrier Post	<ul style="list-style-type: none"> Manned by an armed Personnel (24/7) equipped with an arm (<i>Kalashnikov (AK-47)/222/223/44 Rifle</i>) with 60 rounds of ammunition) has a valid license.
4	Main Gate N0.1 outside Protection	<ul style="list-style-type: none"> Manned by an armed Personnel (8/7) equipped with an arm (<i>Kalashnikov (AK-47)/222/223/44 Rifle</i>) with 60 rounds of ammunition) has a valid license.
5	Sewage Treatment Plant Post	<ul style="list-style-type: none"> Manned by an armed Personnel (24/7) equipped with an arm (<i>Kalashnikov (AK-47)/222/223/44 Rifle</i>) with 60 rounds of ammunition) has a valid license.
6	Ground Floor Reception Personnel Post	<ul style="list-style-type: none"> Manned by a male Personnel (16/7) equipped with a handheld metal detector, possesses keys of the KPUMA Office.
7	Main Entrance Ground Floor Lady Searcher Post	<ul style="list-style-type: none"> Manned by a female lady searcher (8/7) equipped with a handheld metal detector.
8	First Floor Reception Area Post	<ul style="list-style-type: none"> Manned by a male Personnel (24/7) possesses keys of the TransPeshawar Office.
9	Rooftop Post	<ul style="list-style-type: none"> Manned by an armed Personnel (24/7) equipped with an arm (<i>Kalashnikov (AK-47)/222/223/44 Rifle</i>) with 60 rounds of ammunition) has a valid license.
10	Building Protection rear Side	<ul style="list-style-type: none"> Manned by an armed Personnel (16/7) equipped with an arm (<i>Kalashnikov (AK-47)/222/223/44 Rifle</i>) with 60 rounds of ammunition) has a valid license.
11	ZU Business Centre	<ul style="list-style-type: none"> Manned by an armed Personnel (16/7) equipped with an arm (<i>Kalashnikov (AK-47)/222/223/44 Rifle</i>) with 60 rounds of ammunition) has a valid license.
12	CCTV Room/Call Centre Post	<ul style="list-style-type: none"> Manned by a female Personnel as Surveillance (8/7) having computer literacy and minimum qualification of bachelor.

Provision of Security Services for KPUMA Building at Chamkani

Section 5 – Schedule of Requirement

8	Use of CCTV, intercom, VHF, and inspection mirrors	The Personnel should be proficient in the use of the following: <ul style="list-style-type: none"> • CCTV; • Computer Literacy; • Communication and use VHF; • Intercom; • Telephones. 	A. Proficient in the use of CCTV, retrieving and saving a recording of a video, troubleshooting the cameras for flickering, and changing the positions of a camera from one place to another when required (Personnels employed in CCTV room). B. All Personnels should be proficient in the use of intercom, VHF, and telephones.
9	Use of computer Microsoft word, excel, and emails	The Personnel's supervisor must be proficient in the following. use of computer Microsoft word, excel, and emails, CCTV and be able to use and communicate with VHF, intercom, telephones.	A. Maintain a logbook and excel database record in a specified format (<i>Format specimen to be shared with the client as Annexures for approval</i>) and submit daily to the security manager through email about the following: <ol style="list-style-type: none"> a. All movable items are brought in or out from the KPUMA building. b. All security violations. c. Incident reports/occurrences. d. All entering person(s) and vehicle(s). e. Personnels ok report, Personnels leave with reliever details. f. Personnels shift change on fortnightly basis.
10	Firing Practice	To efficiently handle/use the weapons in emergency situation	A. Biannually 3-5 rounds (<i>Kalashnikov (AK-47)/222/223/44 Rifle</i>) weapon by all security personnel deployed in TPC.

- 5.9 Ensure that all security staff must wear a specific Uniform. The Service Provider shall provide seasonal Uniforms and weather-appropriate protective gear to his staff to carry out the continuous performance of contract requirements. The following shall be a mandatory part of a Uniform:
- a) Blue trouser
 - b) Shirt full sleeves in Winter and half sleeve T-shirt for summer
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 - g) A raincoat for performing duty in rainy weather conditions
 - h) Official Cap
 - i) Whistle
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8	Lethal Arm (Pistol) with 30 rounds of ammunition in a bandolier	02
9	Explosive Detector	04
10 9	Rifle Sling	Per Weapon
11	Walkie Talkie Sets with range up to 2 km.	10

7. TRAINING OBLIGATIONS

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10	Firing Practice	To efficiently handle/use the weapons in emergency situation	A. Biannually 3-5 rounds (<i>Kalashnikov (AK-47)/222/223/44 Rifle</i>) weapon by all security personnel deployed in TPC.
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