



United Nations  
Educational, Scientific and  
Cultural Organization

Organisation  
des Nations Unies  
pour l'éducation,  
la science et la culture

## REQUEST FOR QUOTATION - RFQ

**Ref.: [RFQ No. SEC001/2022]**

(Please quote this UNESCO reference in all correspondence)

You are invited to submit your quotation offering your best prices and delivery conditions to UNESCO for related services as described below:

ITEM NO.	DESCRIPTION OF GOODS AND/OR SERVICES	QTY	UNIT	CURRENCY	AMOUNT
				UNIT PRICE	
1	Security guards to provide security services for 12-hours on the day shift 07:00 AM – 07:00 PM with required services as stipulated in Annex II	3	Person		
2	Security guards to provide security services for 12 hours on the night shift 07:00 PM – 07:00 AM with other required services as stipulated in Annex II	1	Person		
				<b>TOTAL PRICE</b>	

### UNESCO CONDITIONS

GENERAL TERMS AND CONDITIONS	UNESCO GENERAL TERMS AND CONDITIONS APPLY (COPY ENCLOSED).
PAYMENT TERMS	30 DAYS NET UPON RECEIPT OF INVOICE AND SUPPORTING DOCUMENTS
COMPLETENESS OF QUOTATION	<b>PARTIAL BIDS NOT PERMITTED</b>
CLOSING DATE	<b>30 November 2022 at 17:00 hrs</b>

### BIDDER PLEASE STATE

VALIDITY OF QUOTATION (UNESCO STANDARD MINIMUM 90 DAYS):

### ADDITIONAL REQUIREMENTS:

COMPANY PROFILE: Including company history, structure, value-added features, insurance and at least 3 references of successful projects

ANY RELATED DOCUMENTATION: Including copy of license for security guard business, etc.

WE ARE LOOKING FORWARD TO RECEIVING YOUR QUOTATION AT

**[[procurement.bgk@unesco.org](mailto:procurement.bgk@unesco.org)]**

**(To be noted that all files together not to exceed 10 Mb)**

FOR UNESCO	BIDDER'S ACCEPTANCE
NAME	UNESCO CONDITIONS AS STATED ABOVE ARE HEREWITH ACCEPTED. ▼
FUNCTIONAL TITLE	NAME
SIGNATURE	TITLE
DATE	STAMP AND SIGNATURE
	DATE

## **ANNEX I: General Terms and Conditions for Professional Services**

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### **1. LEGAL STATUS**

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis UNESCO. The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNESCO.

### **2. SOURCE OF INSTRUCTIONS**

The Contractor shall neither seek nor accept instructions from any authority external to UNESCO in connection with the performance of its services under this Contract. The Contractor shall refrain from any action, which may adversely affect UNESCO or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNESCO.

### **3. CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES**

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

### **4. ASSIGNMENT**

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNESCO.

### **5. SUB-CONTRACTING**

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNESCO for all sub-contractors. The approval of UNESCO of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform with the provisions of this Contract.

### **6. OFFICIALS NOT TO BENEFIT**

The Contractor warrants that no official of UNESCO has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

### **7. INDEMNIFICATION**

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNESCO, its officials, agents, and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter-alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

### **8. INSURANCE AND LIABILITIES TO THIRD PARTIES**

The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract. The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or its equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract. The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles. The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or its equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract. Except for the workmen's compensation insurance, the insurance policies under this Article shall:

8.1 Name UNESCO as additional insured;

8.2 Include a waiver of subrogation of the Contractor's rights to the insurance carrier against UNESCO;

8.3 Provide that UNESCO shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage. 8.4 The Contractor shall, upon request, provide UNESCO with satisfactory evidence of the insurance required under this Article.

### **9. ENCUMBRANCES/LIENS**

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with UNESCO against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

### **10. TITLE TO EQUIPMENT**

Title to any equipment and supplies that may be furnished by UNESCO shall rest with UNESCO and any such equipment shall be returned to UNESCO at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNESCO, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNESCO for equipment determined to be damaged or degraded beyond normal wear and tear.

### **11. COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS**

UNESCO shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks, with regard to products, or documents and other materials which bear a direct relation to or are produced or prepared or collected in consequence of or in the course of the execution of this Contract. At UNESCO's request, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them to UNESCO in compliance with the requirements of the applicable law.

### **12. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNESCO OR THE UN**

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNESCO, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNESCO, or any abbreviation of the name of UNESCO in connection with its business or otherwise.

### **13. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION**

Drawings, photographs, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Contractor under this Contract shall be the property of UNESCO, shall be treated as confidential and shall be delivered only to UNESCO authorized officials on completion of work under this Contract. The Contractor may not communicate at any time to any other person, Government or authority external to UNESCO, any information known to it by reason of its association with UNESCO, which has not been made public except with the authorization of UNESCO; nor shall the Contractor at any time use such information to private advantage. These obligations do not lapse upon termination of this Contract.

#### 14. FORCE MAJEURE: OTHER CHANGES IN CONDITIONS

Force majeure, as used in this Article, means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force, which are beyond the control of the Parties. In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to UNESCO, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify UNESCO of any other changes in conditions or the occurrence of any event, which interferes or threatens to interfere with its performance of this Contract. The notice shall include steps proposed by the Contractor to be taken including any reasonable alternative means for performance that is not prevented by force majeure. On receipt of the notice required under this Article, UNESCO shall take such action as, in its sole discretion, it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract. If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, UNESCO shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

#### 15. TERMINATION

Either party may terminate this Contract for cause, in whole or in part, upon thirty days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16 "Settlement of Disputes" below shall not be deemed a termination of this Contract. UNESCO reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNESCO shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination. In the event of any termination by UNESCO under this Article, no payment shall be due from UNESCO to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract. The Contractor shall take immediate steps to terminate the work and services in a prompt and orderly manner and to minimize losses and further expenditures. Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, UNESCO may, without prejudice to any other right or remedy it may have, terminate this Contract forthwith. The Contractor shall immediately inform UNESCO of the occurrence of any of the above events.

#### 16. SETTLEMENT OF DISPUTES

##### 16.1 Amicable Settlement

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

##### 16.2 Arbitration

Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Contract or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Article within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

#### 17. PRIVILEGES AND IMMUNITIES

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of UNESCO.

#### 18. TAX EXEMPTION

18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia, that UNESCO, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the UNESCO exemption from such taxes, duties or charges, the Contractor shall immediately consult with UNESCO to determine a mutually acceptable procedure.

18.2 Accordingly, the Contractor authorizes UNESCO to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with UNESCO before the payment thereof and UNESCO has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide UNESCO with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

#### 19. CHILD LABOUR

19.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, *inter-alia*, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

19.2 Any breach of this representation and warranty shall entitle UNESCO to terminate this Contract immediately upon notice to the Contractor, at no cost to UNESCO.

#### 20. MINES

20.1 The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

20.2 Any breach of this representation and warranty shall entitle UNESCO to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNESCO.

#### 21. OBSERVANCE OF THE LAW

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

## 22. AUTHORITY TO MODIFY

No modification or change in this Contract, no waiver of any of its provisions or any additional contractual relationship of any kind with the Contractor shall be valid and enforceable against UNESCO unless provided by an amendment to this Contract signed by the authorized official of UNESCO.

## 23. SECURITY

The responsibility for the safety and security of the Contractor and its personnel and property, and of UNESCO property in the Contractor's custody, rests with the Contractor.

The Contractor shall:

(a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the services are being provided;

(b) assume all risks and liabilities related to the Contractor's security, and the full implementation of the security plan.

UNESCO reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this contract. Notwithstanding the foregoing, the Contractor shall remain solely responsible for the security of its personnel and for UNESCO property in its custody.

## 24. ANTI-TERRORISM

The Contractor agrees to undertake all reasonable efforts to ensure that none of the UNESCO funds received under this Contract are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNESCO hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via: <https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list>.

This provision must be included in all sub-contracts or sub-agreements entered into under the Contract.

## 25. AUDITS AND INVESTIGATIONS:

Each invoice paid by UNESCO shall be subject to a post-payment audit by auditors, whether internal or external, of UNESCO or by other authorized and qualified agents of UNESCO at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract.

UNESCO may conduct investigations relating to any aspect of the Contract or the award thereof, the obligations performed under the Contract, and the operations of the Contractor generally relating to performance of the Contract at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract.

The Contractor shall provide its full and timely cooperation with any such post payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Contractor's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to UNESCO access to the Contractor's premises at reasonable times and on reasonable conditions in connection with such access to the Contractor's personnel and relevant documentation. The Contractor shall require its agents, including, but not limited to, the Contractor's attorneys, accountants or other advisers, to reasonably cooperate with any post-payment audits or investigations carried out by UNESCO hereunder.

UNESCO shall be entitled to a refund from the Contractor for any amounts shown by audits or investigations to have been paid by UNESCO other than in accordance with the terms and conditions of the Contract.

## 26. PROTECTION FROM SEXUAL EXPLOITATION AND SEXUAL ABUSE

Definitions. For purposes of the Contract, "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another; "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. Sexual exploitation and abuse are strictly prohibited. The Contractor, its employees, agents or any other persons engaged by the Contractor to perform any services under the Contract, shall not engage in any sexual exploitation and abuse. The Contractor acknowledges and agrees that UNESCO will apply a policy of "zero tolerance" with regard to sexual exploitation and abuse of anyone by the Contractor, its employees, agents or any other persons engaged by the Contractor to perform any services under the Contract.

Without prejudice to the generality of the foregoing:

(a) Sexual activity with a child (any person less than eighteen years of age), regardless of any laws relating to the age of majority or to consent, shall constitute the sexual exploitation and abuse of such person. Mistaken belief in the age of a child shall not constitute a defense under the Agreement.

(b) The exchange or promise of exchange of any money, employment, goods, services, or other thing of value, for sex, including sexual favors or sexual activities, shall constitute sexual exploitation and abuse.

(c) The Contractor acknowledges and agrees that sexual relationships between the Contractor's employees, agents or other persons engaged by the Contractor and beneficiaries of assistance, since they are based on inherently unequal power dynamics, undermine the credibility and integrity of the work of UNESCO and are strongly discouraged.

**Reporting of allegations to UNESCO.** The Contractor shall report allegations of sexual exploitation and abuse, of which the Contractor has been informed or has otherwise become aware, promptly to UNESCO, in line with its established reporting mechanism. To the extent legally possible, the Contractor will require its employees, agents or any other persons engaged by the Contractor to perform any services under the Contract, to report allegations of sexual exploitation and abuse arising in relation to the Contract directly to UNESCO.

This provision must be included in all sub-contracts or sub-agreements entered into under the Contract.

## 27. UNITED NATIONS SUPPLIER CODE OF CONDUCT

The Contractor acknowledges that the UN Supplier Code of Conduct (available from <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>) provides the minimum standards expected of the UN Suppliers.

## **Annex II: Terms of Reference (TOR)**

**Type of contract: Contract for Services**

**Tentative Duration: 1 January to 31 December 2023, may be renewed depending on performance evaluation and budget availability**

**Deadline to receive quotation: 30 November 2022 midnight, Bangkok time**

### **A. Background**

UNESCO Bangkok is seeking proposals from qualified security services providers to provide uniformed security service for UNESCO Bangkok Premises at 920 Sukhumvit Road, Prakanong, Klongtoei, Bangkok 10110. This document is a Request for Quotation (RFQ) for the security guards and services described below and does not obligate UNESCO Bangkok to accept responses from eligible Contractors. The RFQ establishes minimum requirements a bidder must meet in order to be eligible for consideration as well as information to be included in the Contractor's bid response.

### **B. Work Assignment**

Under the overall authority of the Director of UNESCO Asia-Pacific Regional Bureau for Education, the overall guidance of the Chief of Administration and Finance Unit (ADM) and direct supervision of the relevant supervisors, the contractor is expected to perform the following tasks:

1. Provide security guard services in and around UNESCO Bangkok premises located at 920 Sukhumvit Road, Prakanong, Klongtoei, Bangkok 10110 on a 24 hour-a-day, 7 day-a week basis (inclusive of national holidays), or as otherwise indicated per specifications depending on circumstances.
2. These services shall be provided in two (2) shifts as per proposed schedule three (3) security guards for a 12-hours on the day shift from 07:00 AM – 07:00 PM and one (1) security guard for a 12-hours on the night shift from 07:00 PM – 07:00 AM. The shift pattern of the security guards may be adjusted if deemed necessary depending on the situation and upon mutual agreement of both parties, UNESCO and the Contractor. Tasks to be performed by the security guards shall include:
  - a. Provide access control for personnel and vehicles and prevent the damage or loss of assets and disruption of operations from criminal or malicious acts. This could include, but is not necessarily limited to, the following:
    - i. Enforce entry/exit control procedures to a given site or sites
    - ii. Enforce restrictions on access to sensitive areas
    - iii. Enforce visitor control procedures, including escorts where required

- iv. Use electronic body, package or vehicle search equipment
  - v. Perform personal searches for visitors and contractors
  - vi. Perform vehicle searches
  - vii. Perform premises or area searches for suspicious items and explosive devices
  - viii. Perform mail screening by inspecting materials and packages entering the premises
  - ix. Account for UNESCO organization-owned property leaving the premises or protected area
  - x. Facilitate movement within the premises or area in a manner that meets the operating needs
  - xi. Activate barrier systems when necessary
  - xii. Provide counter-hostile surveillance services
- b. Patrol the designated premises or area:
- i. Identify and report suspicious persons or objects which may cause a security concern; and
  - ii. Subsequently contain or remove suspicious persons or objects which may cause a security concern.
- c. Monitor and respond to intrusions and safety alarms.
- d. Maintain guard post records and logs and provide accident/incident, after-action and hazard reporting.
- e. Provide safety, fire, traffic and medical assistance to UNESCO personnel and visitors in the event of incidents.
- f. Perform security advisory and assessment services.
- g. Provide site and specialist technical surveys.
- h. Monitor and operate the security technology, such as: walk-through magnetic detectors, CCTV systems, BitVista, etc.
- i. Perform security training or debriefing to security guards to ensure their skills and knowledge are updated.
- j. Perform other services as defined in the contract and in accordance with the Policy and Guidelines.
3. All security guards deployed at UNESCO Bangkok premises shall be employees of the service provider company and eligible to live and work in Thailand.
4. All security guards deployed at UNESCO Bangkok premises shall be fully qualified security guards and well trained in the services that they provide. All security guards must have a valid security guard license (พ.ร. 7), and completed mandatory security training in compliance with the Security Business Act B.E. 2558 as well as obtained the criminal record clearance from the Criminal Records Division, Royal Thai Police Headquarters prior to starting their duty. UNESCO reserves the right to terminate the

contract immediately if the above requirements are not met. Such termination shall not be disputed by the Contractor.

5. All security guards deployed at UNESCO Bangkok premises shall be expected to comply with the directions that are issued by the Director of UNESCO Office and the Administration Unit.
6. All security guards shall also be expected to exercise their functions with courtesy and in conformity with established rules and regulations, applicable local law and adhere to applicable UNESCO premises Security Plans. The security guards shall ensure that their work area and shared facilities are kept in a clean and proper condition.
7. All security guards deployed at UNESCO must be in good health and physical condition to perform their duties. The contractor shall dress and equip security guards as appropriate.
8. The contractor shall ensure that all its security guards are fully trained in the use of "in-house" firefighting equipment and providing fire-fighting assistance to UNESCO personnel as required.
9. The contractor shall ensure security guards are continually reporting on duty on time without any gap and actively engaged. The use of alcoholic beverages and/or drugs by the company personnel while on duty is strictly forbidden. The company shall immediately remove and replace any employee who is found to be or suspected to be under the influence of alcohol or drug.
10. The contractor is responsible for regular training and performance evaluation of security guards deployed at UNESCO Bangkok Premises. Ensure that motivated and professional employees are hired to meet the standards and requirement for UNESCO. Also provide appropriate and necessary management and supervision for all Contractor's employees and shall be solely responsible for instituting and invoking disciplinary action of employees not in compliance with Contractor's rules and regulations, as well as any other policy established by the contracting parties.
11. The contractor shall ensure that the security guards deployed for day shift (07:00 AM – 07:00 PM) have adequate English communication skill and some basic computer literacy.
12. The contractor must comply with the labour law of the country respecting minimum pay, insurance and medical coverage, leave, holiday, work compensation applicable to its employees as per the rule of the country.
13. The contractor shall provide no less than two (2) telephone lines in Bangkok that should be operational and accessible 24/7. These lines will be used by UNESCO for the administration of the contract. In addition, the contractor shall provide the name

of a contact person with his/her telephone number accessible 24/7 to address any operational and administrative issues of an urgent nature.

14. Submit to UNESCO Bangkok the original invoice upon satisfactory provision of the required services at the end of each month.

### **C. Duration of Contract**

The contractor will be required to work for period of 12 months during 1 January 2023 to 31 December 2023.

### **D. Qualifications or specialized knowledge/experience required**

The firm/entity should possess the following mandatory qualifications and experience:

- It is mandatory for a Firm/Entity to have a minimum of five years of relevant professional experience in providing security guards service and to have a license for security guard business.
- It is mandatory for the Firm/Entity to have successfully implemented a minimum of three projects in the field of security guards' services. Three references must be provided and demonstrated.
- Knowledge and experience regarding the relevance of security services in Thailand.
- Previous experience in providing security guard services to embassies/UN agencies would be an asset.

### **E. Submission of Proposal**

Interested firms/entities are invited to submit the following in writing to UNESCO Bangkok:

- i. **Proposal:** Shall include but not limited to the company profile/history, structure Management approach, value-added features, insurance, etc. and at least 3 successful projects in providing security guard's service.
- ii. **Personnel Selection process:** Please provide the company's policy and detailed process in selecting the qualified security personnel.
- iii. **Price proposal:** Please provide all-inclusive monthly costs associated with carrying out the duties required in the terms of reference by using the form in Page 1.

Your proposal should be submitted no later than **30 November 2022, 17:00 hrs Bangkok time** (GMT +7:00) to the attention of:

Chief, Administration and Finance Unit

UNESCO Bangkok Office

E-mail: [procurement.bgk@unesco.org](mailto:procurement.bgk@unesco.org)

### **F. Evaluation Process**



- The complete proposal which meet or exceed the requirement shall be considered based on the cost effective and best value for money approach.
- UNESCO Bangkok is not obligated to accept the lowest bid and reserves the right to reject any and all bids or amend the scope of the assignment. All of the Bidders must be legally licensed to perform work in accordance with all governing local authorities and to the satisfaction of those authorities.

The selection of the successful Contractor will be made based on UNESCO Bangkok's evaluation and determination of the relative ability of each Bidder to deliver quality service in a cost-effective manner. The following specific criteria will be evaluated and must be addressed in the proposal:

1. Company History and Organization
2. Cost Proposal and Invoicing
3. Value Added Features (if any)
4. Insurance
5. References