

TMF CALL FOR SECURITY SERVICE PROVIDER

Background

Tanzania Media Foundation is a non-governmental organisation (NGO) registered under the 2002 NGO Act in July 2019. It was previously registered under the 2002 Companies Act as a company limited by guarantee. TMF emerged as a result of the Tanzania Media Fund Project, which ran from 2008 to 2015. It formally began operations in October 2015 and is committed to promoting a vibrant, independent, responsible and diversified media sector in Tanzania through innovation, creativity, research and learning.

Objectives

The security company will be required to provide quality and reliable security services at TMF office premises and covering its assets in accordance with standard office security procedure and practices.

Scope of work

The company will be required to provide the following services

- Deploy one (1) night security guards to the office premises from 6 p.m to 6 a.m. on a daily basis throughout the engagement period.
- Deploy one (1) day guard service to the office premise from 6 a.m to 6 p.m. on a daily basis throughout the engagement period.
- Control entry and exit at the main gate by maintaining registers for vehicles and visitors' details.
- Perform security patrols to ensure security procedures and practices are maintained and adhered to at all office premises all the time.

Expected deliverables

The main assignment deliverable is the safety and security of TMF office premises and assets during the contractual period. The specific duties of security personnel in respect of the premises shall be as described in the specific duties of security personnel and standard operating procedures (SOPs) of the agency. These SOPs, setting out the specific duties of the preferred bidder's security personnel, shall be compiled by the preferred bidder at least one week before the security services commence. These SOPs may be amended from time to time, with the agreement of both parties.

Assignment duration: 10 months (March to December 2021).

Selection criteria

The selection of the successful bidder will be based on the quality of the firm’s experience, the (brief) technical proposal, the qualifications of the personnel (include CVs in your submission), and the cost-effectiveness of the proposed budget for the activity. A detailed budget will be proposed by the bidder through the final budget will be determined through negotiations with the successful company.

Criteria	Points
Firm’s experience	35 points
Approach and methodology	30 points
Key personnel	35 points
TOTAL	100 points

Successful bidders will be invited to make a presentation of their security products and how the security services will be executed.

How to apply:

Applicants must submit their proposal in a sealed envelope. All applications should include the following;

- Security service proposal that is clear and self-explanatory with contact details of the designated person who will be dealing with TMF.
- Quote regarding the work to be undertaken for this assignment. The total cost must be VAT inclusive and should be quoted in TZS currency. Detailed breakdown of the total bid must be attached.
- Service providers should have at least five (5) years' experience in providing similar service and should provide proof accompanied by correspondence from referees indicating that such work was executed.
- Your reference for other companies you are serving to date.

Interested security companies are encouraged to visit TMF for the site inspection before making their applications.

You may send in your application by ordinary mail or drop it off at the TMF office on Plot No. 18, Dahomey Street, Kinondoni (Next to the Leaders Grounds) Tel: +255 22 266 85 23/ +255 22 266 85 24

All applications must be addressed to:

The Interim Executive Director,
Tanzania Media Foundation
P.O. Box 38634
Dar es Salaam

Applications must reach TMF on or before 1st March 2021.