



CONSULATE-GENERAL OF THE REPUBLIC OF SINGAPORE
MEDAN

17 September 2020

To: Interested Vendors

**INVITATION TO QUOTE FOR SECURITY GUARD SERVICES AT THE
CONSULATE GENERAL**

You are invited to quote for the supply of security guard services to the Singapore Consulate-General in Medan located presently at Forum Nine Office and F&B Building, Suite No. 2-6, 11th Floor, No. 9 Jalan Imam Bonjol. The following pertinent details are outlined below:

- (i) The contract period shall be for one (1) year commencing from 20 May 2021 till 19 May 2022, and with an option to extend the contract for another one (1) year, from 20 May 2022 till 19 May 2023;
- (ii) Total number of guards required at the present Consulate-General's location at Forum 9 is as follows:

Security Guards	Schedule	No of Guards in each shift
Male Guard *Female Guard	0700hrs – 1500hrs (Mondays to Sundays inclusive of Public Holidays)	2
Two Guards	1500hrs – 2300hrs (Mondays to Sundays inclusive of Public Holidays)	2
Two Guards	2300hrs – 0700hrs (Mondays to Sundays inclusive of Public Holidays)	2

*in view of female guests to the Consulate General, a female guard would be more appropriate to perform the necessary screening

- (iii) The Consulate General will require two (2) guards in each shift. The Consulate General would also prefer a female guard during office hours in view of female guest to the Consulate General.

- (v) The contract value for this service will be based on per month basis with full breakdown of individual cost. Any increase in manpower (requested by the Consulate-General) within contracted period will be calculated according to the breakdown.

You shall be deemed to have read and fully understood the contents of the attached Annexes, which constitute integral components of this invitation and shall comply with all the terms and conditions specified therein.

- (a) Annex A - Conditions of the Contract
(b) Annex B - Required Specifications
(c) Annex C - Schedule of Breakdown of Cost
(d) Annex C1 - Schedule of Breakdown of Cost on monthly basis

Your proposal should be submitted to the Consulate General of the Republic of Singapore in Medan **in a sealed envelope and must be addressed to Vice Consul (Administration and Consular) R Rajasegar.**

Please indicate the subject as "Provision of Security Guards". All submissions should reach the Consulate-General not later than **Friday, 23 October 2020 before 5.00 pm.**

A compulsory site briefing will be conducted on **Monday, 5 October 2020, at 1000hrs** at the Consulate General. Interested Vendors should contact Administrative and Finance Assistant, Ms Indi Patrica at indi_patricia@mfa.sg or +62 61 8050 1500 ext. 104 to arrange for the site visit.

All costs and expenditure related to the preparing of the Quotation will be borne by you.

All information supplied to you by the Consulate, either in writing or orally, must be **treated in confidence and not disclosed to any third party.**

The Bids received will be evaluated based on the following criteria:

Critical Criteria	Score Awarded
At least five (5) years of experience in the provision of Security Guards Services Industry	Critical but non-scoreable
Mandatory Attendance at the Site Briefing	Critical but non-scoreable
Submission of Quotation before the Closing Date	Critical but non-scoreable

Evaluation Criteria	Score Awarded
Price	40 points
Compliance with Specifications	20 points
Management Plan and Support	20 points
Track Records	20 points

The Consulate-General does not bind itself to accept the lowest, the whole or any Quote.

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The Consulate-General reserves the right to disqualify you if you do not submit your response in a manner consistent with the provisions set out in this letter and the requirements listed in the Annex A.

Your response should remain valid for acceptance for a minimum of three (3) months from the closing date of this invitation.

Yours faithfully



R RAJASEGAR
VICE-CONSUL (ADMINISTRATION AND CONSULAR)