



6 Francois Street  
P O Box 7185  
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Namibia

Web Address: [www.northriverresources.com](http://www.northriverresources.com)

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## **REQUEST FOR PROPOSALS FOR Namib Lead & Zinc Mine SECURITY GUARD SERVICES**

### **GENERAL INFORMATION:**

Namib Lead & Zinc Mine (NLZM) is requesting competitive proposals from qualified Security Guard Services for uniformed unarmed security guards the NLZM mine site located 33km outside Swakopmund.

### **EXECUTION OF OFFER:**

Please complete, sign and return proposal. Proposal must be signed by a representative of Proposer duly authorized to bind the Proposer to its proposal. Failure to sign and return the proposal will result in the rejection of the proposal.

### **NON REIMBURSEMENT FOR COSTS:**

Respondent acknowledges and accepts that any costs incurred from the Respondent's participation in this RFP process shall be at the sole risk and responsibility of the Respondent. Respondents submit Proposals at their own risk and expense

### **VALIDITY PERIOD:**

Each proposal should state that it will remain valid for a minimum of ninety (90) days after the submittal deadline to allow time for evaluation of proposals, award determination, and any unforeseen delays.

### **PRESENTATIONS:**

NLZM may, at its sole discretion, invite selective responsive firm(s), at the firm(s) expense, to give an oral presentation and respond to questions. Presentations, at NLZM's discretion, may be either on site at NLZM's Offices in Swakopmund.

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### **NEGOTIATIONS:**

If possible, an award will be made without holding negotiations. If negotiations are necessary, they will be scheduled after all proposals are evaluated. Negotiations will only be held with proposer(s) who have a reasonable chance of receiving contract award.

Therefore, do not anticipate negotiations being held. Best and Final Offers will only be requested if negotiations are held. Therefore, you are strongly encouraged to submit your best offer at the time proposals are due.



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### **Contractors Reporting Requirements:**

1. Contractor will provide NLZM with personnel files on each officer provided by the contractor. Information contained in the personnel file will include but is not limited to: Training, Education, Experience, etc.
2. Complete daily logs recording security deficiencies and safety concerns and daily activity shall be available for NLZM review. Security deficiencies and safety concerns must be reported to NLZM immediately via electronic mail or other means.
3. NLZM reserves the right to approve the report format and require any desired changes or modifications. Additionally, an incident report shall be filled out and turned in on any incidents requiring other than routine activity on the part of the security officer/guard.
4. Incident reports shall be turned in no later than 24-hour after the incident.

### **Dress Code and Professional Appearance:**

Contractor shall provide, with submittal, a detailed description of uniforms used by Contractor in the performance of their duties

### **Duties are to include but not limited to:**

- Report to assigned post location as designated by NLZM. Post shall be manned at all times as outlined by NLZM
- Contractors assigned staff shall be alert and conscientious of their surroundings while on duty.
- Contractor shall man security checkpoints/ duty stations as established by NLZM and ensure proper entry of all non-excluded persons and personal items brought into the building facility.
- Contractor assigned staff shall have the ability to maintain poise and self-control under stress.
- Contractor assigned staff must apply logic and exercise integrity when dealing with the public/staff/visitors.
- Contractor assigned staff shall become familiarized with the facility and be able to interact with public/staff/visitors, giving directions, information and responding to inquiries.
- Site surveillance responsibility:
- Report suspicious activity to the appropriate persons.
- Promptly respond to security issues
- Contractor will be responsible for providing direct supervision to its security personnel.
- NLZM shall have no direct supervisory authority over security personnel, except as expressly agreed upon and in emergency situations where the exercise of supervision by NLZM becomes necessary.
- Contractor shall ensure staffing is maintained at all times during the designated hours,
- to include ensuring there is replacement officers for break, lunch, etc. coverage.

### **Work Hours:**

Regular work hours for performance of the service are defined as:

#### **DAYSHIFT**

Monday through Sunday 6h00 am to 6h00 pm

#### **Nightshift**

Monday through Sunday 6h00 pm to 6h00 am

Contractor must be prepared to properly staff a modified work schedule during special conditions; possibly holidays, weekends or as requested by NLZM. Any additional hours will be at the rate as outlined in the contract



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**PROPOSER'S COMPENSATION AND FEE SCHEDULE:**

Proposer should provide, as part of their Proposal, a complete and total compensation/fee schedule for services to be provided in response to this RFP. The submittal should include, at a minimum:

**Pricing: Pricing shall be all inclusive.**

Weekly Rate Day/night Shift: twelve (12) hours shift (6h00 a.m.- 6h00 p.m. for a seven day work week.

Unarmed Security Guard: \_\_\_\_\_

Hourly Rate:

Unarmed Security Guard: \_\_\_\_\_

**Monthly Rate Day/Night Shift: 30 Days (incl. holidays)**

Unarmed Security Guard: \_\_\_\_\_

Hourly Rate:

Unarmed Security Guard: \_\_\_\_\_

Proposal shall indicate any and all fees related to services outlined in this RFP. All prices are all inclusive (transport, etc.)

NLZM standard payment terms for services are "Net 30 days" after date of statement

Proposer should indicate in their proposal if a prompt payment discount will be provided to NLZM. Example: Prompt Payment Discount: \_\_\_\_\_ % \_\_\_\_\_ days/net 30 days.

NOTE: Payment discount will not be considered in determining lowest price submitted, however any payment discount earned will be taken

PROPOSALS MUST BE RECEIVED BY:  
February 23, 2019 @ 4:00 p.m.

PROPOSALS ARE TO BE SUBMITTED / UPLOADED TO:  
[www.webopportunities.net](http://www.webopportunities.net)

**No hardcopies will be accepted**

Namib Lead & Zinc Mining (Pty) Ltd



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