

# PROPOSAL



## UNIVERSAL BODYGUARD & SECURITY SERVICE PVT. LTD.

Estd. 2004

*Affiliated to International Bodyguard Union UK (IBU-504227)*

Lazimpat, Khursanitar-2, Kathmandu, Nepal  
Tel: 01-401743, Email: [info@bodyguard.com.np](mailto:info@bodyguard.com.np)  
[www.bodyguard.com.np](http://www.bodyguard.com.np)

Dear Prospective Client,

It is with great pleasure herewith we submit our proposal for the provision of Bodyguard, Security Guard and other services. We hope that this may be the start of an exciting and productive relationship on what promise to be a worthwhile project.

Universal Bodyguard and Security Services Pvt. Ltd. (UBS) would like to thank you for taking the time to review our proposal. We take pride in providing you with the maximum standard of service in the security and protection industry.

We have a portfolio of completed and on-going projects with particular emphasis on governmental and commercial projects. Furthermore, UBS has an unparalleled implementation and training team that delivers in the private security sector. We think that your firm is well suited and we're sure we can meet your goals, strengths and aspirations.

Our Board of Directors respectfully requests that you study our proposal in detail. We are extremely interested in partnering and very much hope that you consider UBS Security's team as a strong candidate for your security investment.

If you have any questions or concerns, please do not hesitate to communicate with myself or any member of UBS management staff. We look forward to the opportunity to work together to accomplish your security and protection goals.

**Sincerely yours,**

**Chairman  
Sitkar Rajbhandari  
Universal Bodyguard & Security Service Pvt. Ltd.**

## Introduction of Organization

Universal Bodyguard & Security Services Pvt. Ltd. is a Nepal based professional organization which was established in 2061 B.C. (2004 A.D.) We deliver quality security personnel and service with the aim of covering wide range of security atmosphere which is becoming essential day by day. This Company is affiliated to International Bodyguard Union (U.K) and it is a registered private security company with registered n0. 32177/061/062 fully licensed and in compliance with all rules and regulation of Company Act Nepal.

In Nepal of look-alike security companies, Universal Bodyguard & Security Pvt. Ltd. stands apart. Our 16 years of experience help us to provide clients with complete security solutions designed to respond to real threats and meet customer's requirements. As we continue to pursue our corporate vision through dedicated procedures, new standards for excellence have been developed. We understand that security is no longer a mundane function, as now the threats are sophisticated and stakes are high. Universal Bodyguard & Security Services Pvt. Ltd. has elevated the standards required to negate the tide of crime and in keeping with the ever-changing threat.

Universal Bodyguard & Security Service Pvt. Ltd. prides itself on having solid infrastructure, sound procedures and skilled people all combining to enforce a high level of integrity, professionalism and quality of service that sets the foundation for our high standard of excellence in security service.

UBS has highly qualified full-time employees assigned by our core management team. These employees are broken down into the following categories:

- |  |  |
|--|--|
| <input type="checkbox"/> Executive Officers  | <input type="checkbox"/> Supervisors         |
| <input type="checkbox"/> Dispatchers         | <input type="checkbox"/> Security Officers   |
| <input type="checkbox"/> Clerical Support    | <input type="checkbox"/> Maintenance Support |
| <input type="checkbox"/> Operations Managers | <input type="checkbox"/> IT Engineers        |
| <input type="checkbox"/> Human Resources     | <input type="checkbox"/> Customer Services   |

## Scope of Service

Our services will comprise of

1. Security Officers shall perform their duties in an efficient, conscientious manner, and shall be courteous and helpful to all persons on property.
2. Security Officer(s) shall be responsible for continually access control of the entry and exit gate / doors for the premises.
3. Security Officer(s) are intended to serve as a visual and physical deterrent to crime at, and to respond to calls for assistance, and are to call for Police or other emergency response as circumstances warrant.
4. All incidents, suspicious or unusual, will be reported to the appropriate authorities and documented by written Incident Report. The Incident Reports shall be entered into the UBS computer and be available for recall by management.

## Cost of Service

### Description of Fixed Price Services

UBS shall provide all management, training (including OJT), supervision, manpower, material, supplies, and equipment (except as otherwise noted), and shall plan, schedule, coordinate, and assure effective performance of all services described herein.

All of the following rates include: services stated herein, workers compensation and liability insurances, overtime, training, turnover costs, recruiting, employee screening and criminal records checks, drug testing, uniforms and boots, personnel costs, as well as all other management and supervisory costs.

### Bid for Basic Services:

#### Uniformed Security Guard Service

S.N	Guard Rank	Working Hours	Rate
1	Guard Supervisor	12 Hrs./ Shirt	32,500.00
2	Head Guard	12 Hrs./ Shirt	30,500.00
3	Guard	12 Hrs./ Shirt	29,500.00
4	Guard Supervisor	8 Hrs./ Shift	26,500.00
5	Head Guard	8 Hrs./ Shift	25,500.00
6	Guard	8 Hrs./ Shift	24,500.00

**Note: Above Amount are Exclusive of Vat.**

## **Extra Security Services:**

### **1. Event Security Guard Service:**

- Guard per
- Hour rate: NPR. TBD
- Guard per day rate (8 hrs. /shift): NPR. TBD
- Guard per day rate (12 hrs. /shift): NPR. TBD
- Post Commander Rate: NPR. TBD

### **2. Home / Office Alarm Response System:**

- Installation/Equipment Fee NPR. TBD
- System Maintenance NPR. TBD
- Monthly Monitoring Service rate: NPR. TBD  
Telephone/Electric/Internet Usage Client provided

### **3. Executive Bodyguard Service:**

- Officer per month rate (8 hrs. /shift): NPR. TBD
- Officer per month rate (12 hrs. /shift): NPR. TBD

### **4. Patrol Service:**

- Weekly rate: NPR. TBD
- Monthly rate: NPR. TBD

### **5. Holiday per day rate: NPR. TBD**

UBS holiday billing is 14 calendar days per year

***Key: TBD = To Be Decided***  
***(Above cost could be negotiable)***

## **Exceptionally Trained and Rigorously Screened Uniformed Security Professionals**

USB will provide you with certified, licensed, insured, and bonded Security Officers. Each Security Professional has been screened to the standards of the Government of Nepal Secret Clearance Program.

- A. Our pre-employment background investigation far exceeds that of most police department jurisdictions. In addition, AHPS has employed a staff psychologist to oversee the initial screening of our personnel, by implementing a pre-employment written psychological inventory and a psychological interview. Furthermore, our personnel all submit to a battery of aptitude tests, a 5-panel drug screening, and extensive in-service training regarding criminal law and police defensive tactics. Prior to commencement of a contract with AHPS, we will provide you with the full applicant investigation of each proposed security officer.
- B. USB offers, free of charge, supervisory personnel to insure strict adherence to our general orders and your rules, regulations and ordinances. Our supervisors are utilized as a liaison between UBS and our clients. Supervisors are on duty 24 hours a day, 365 days per year for your convenience and will regularly make spot checks to prevent the issue of complacency. It is our belief that in order to assure the best quality of service that we stand by, we must keep close relationships with our personnel both on and off duty.
- C. All of our security officers will be equipped with two-way radios or equivalent to ensure constant communication with our management team.
- D. Each and every security officer will be in-serviced regularly regarding your specific site to further enhance the protection we provide. USB has taken a unique approach to the business of contract security. Many of our competitors employ minimally screened and trained officers. Our approach involves a proactive theory of well-groomed, exceptionally trained, uniformed security officers. Our strategy entails several steps to mitigate the possibility and opportunity for theft of property, or injury to persons within the facility.
- E. The quality we bring to your environment begins long before you see our security officers. The Board of Directors at UBS has resolved to make the recruitment and training of our personnel the key to our success; in that, we conduct hiring initiatives on a regular basis. Training UBS conducts training that exceeds that of any of our competitor's programs.

## **Effective & Creative Management**

It is an often quoted maxim at UBS that the fundamental key to our business success is our effective and creative management. Through policies and procedures, staff managers must have the ability to lead and formulate a company environment where each employee's internal motivation can flourish. Management understands that in order to provide total quality service to you and all of our clients, we must provide total quality support to our employees.

As a service organization, our personnel are well trained, supervised, monitored, and specifically selected for each client - a challenge to all of us, and one that is met successfully each day.

## **UBS Has a Solid Reputation**

Our company enjoys an excellent reputation throughout Nepal. UBS services major companies, educational institutions and media houses. We are very proud of all our clients and will be delighted to add your esteemed company to that list.

## **The UBS Philosophy**

UBS philosophy is simple Professionalism in every area. This philosophy is in every aspect of the company. The company's size, our experienced management, and a commitment to total customer satisfaction give UBS an excellent position in the market.

## **Mission Statement**

The UBS organization is a team, with every person in the company a player, expected and needed to perform to their fullest capability. UBS objective is to make a fair profit, achieve sales and budgeting goals, while at the same time remaining committed to quality service and strengthening the connection between its employees and clients.

## **Capability Statement**

UBS has grown to the extent where it can compete successfully for a contract of any size. A smaller company would not have the flexibility, quality of training and ability to offer such a wide range of services. The larger companies tend to be less efficient, and do not have the responsiveness and personal commitment as our medium sized, employee-owned company. We offer the best of both worlds.

## **Motivation - Team Spirit - Commitment**

The UBS of today is made up of motivated professionals filled with team spirit, proud of the reputation we've earned through our commitment to total customer satisfaction, and living up to our motto – **Your Security Our Duty.**

**Objectives:**

1. To establish and maintain an ongoing, systematic program of monitoring, data analysis, assessment, and comprehensive evaluation that supports continuous quality improvement.
2. To identify opportunities and develop strategies to improve delivery of services provided to customers.
3. To promote maximum active participation and commitment from all personnel (security officers, support and management) in quality assessment/quality improvement activities.

Our Quality Control division is instrumental in ensuring quality and professional service and that all mandated security goals and needs are met.

**Services Provided**

UBS provides the following quality services:

**Executive Protection / Close Protection**

- Discrete Bodyguard Service
- Uniformed Bodyguard Service
- Residential Protection Details
- Corporate Protection Details
- Prisoner Extradition

**Uniformed Security**

- Healthcare Facilities
- Residential Complexes
- Private Home Security
- Corporate Buildings
- Retail Venues
- Parking Lots
- Governmental Offices
- Hotel Security
- Educational Facility Security

**Security Consulting**

- Physical Safety and Security Tours of Each Property
- Comprehensive Business Plan for Security Companies
- Review of Incident Reports and Other Foresee Issues
- Property Manual Review and Preparation
- International Travel Security Consulting & Protection Service
- Review of Property Security Procedures and Equipment
- Management and Employee Safety and Security Training
- In-house Security Rules and Procedures



### **International Travel Security**

- Travel warnings
- Health conditions
- Crime reports
- Entry requirements
- Areas of instability
- Consulate contacts
- Disease information
- Extremist Groups

### **Maritime Security Guard Training & Port Security**

- In-house Training and deployment of Ship Security Officers (SSO) certified by CAMA Belize and Bahamas Maritime.
- Ability to train and prepare ex-army personnel in as little as two weeks.
- Specialized guards for merchant vessels trained in anti-piracy operations.

### **Event Security**

- Political conventions, sports spectacles, award shows, entertainment events.
- Corporate marketing events, product sales.
- Exhibitions, Seminars, Field events

### **Home Security and Alarm Response System**

- Real-time home/office security monitoring system
- Alarm Response Unit will tend to the emergency depending on the type of alarm fall detection and emergency panic button for elderly and medical emergencies.



### **UBS Personnel**

UBS will provide you with certified, licensed, insured Security Guards. Each Security Professional has been screened to the international standards.

- I. Our pre-employment background investigation far exceeds that of most police department jurisdictions. In addition, UBS has employed a trained expert to oversee the initial screening of our personnel, by implementing a pre-employment written psychological inventory and a psychological interview. Furthermore, our personnel all go through a series

of aptitude tests, a 5-panel drug screening, and extensive in-service training regarding criminal law and police defensive tactics. Prior to commencement of a contract with UBS, we will provide you with a list of all applicants proposed security guards.

- II. UBS offers, free of charge, supervisory personnel to insure strict adherence to our general orders and your rules, regulations and ordinances. UBS supervisors are utilized as a liaison between UBS and our clients. Supervisors are on duty 24 hours a day, 365 days per year for your convenience and will regularly make spot checks to prevent the issue of complacency. It is our belief that in order to assure the best quality of service that we stand by, we must keep close relationships with our personnel both on and off duty.
- III. At UBS, all of our Security Guards Commanders will be equipped with two-way radios that are geared with GPS capability to ensure constant communication with our management team and continuous monitoring of our officers fulfilling their post orders.
- IV. Each and every security guard will be in-serviced regularly regarding your specific site to further enhance the protection we provide.

UBS has taken a unique approach to the business of contract security. Many of our competitors employ minimally screened and minimally trained guards. Our approach involves a proactive theory of well-groomed, exceptionally trained, customer service oriented, uniformed security guards. Our strategy entails several steps to mitigate the possibility and opportunity for theft of property, or injury to persons within the facility. The following is an overview of our Security Guard Project:

### **Applicant Screening**

The quality we bring to your environment begins long before you see our security guards. The Board of Directors at UBS has resolved to make the recruitment and training of our personnel the key to our success; in that, we conduct hiring initiatives on a regular basis with over 200 applicants per month, with an average of 25 new appointees.

### **Training**

UBS conducts training that exceeds that of any of our competitor's programs. The knowledge of our management team is passed on to our new employees. UBS personnel must attend the 24 day mandated training course that includes:

- 1. 23-hour Unarmed Combat Training including the world famous Compliance Direction Takedown (CDT) technique introduced by **world renowned bodyguard Tom Partier**.
- 2. 25-hour Patrol Techniques, Criminal Law, and Security Procedures
- 3. 17-hour Customer Service and Human Factor Training

## Method

Our uniformed security guards are trained to act as a criminal deterrent. Our guards are encouraged to be an approachable source of information to patrons, clients, and employees. Letting the public know that we are there for them generates a feeling of community and safety.

## Patrol

The placement of our security guards is what generally places UBS in the position to confidently describe the implementation of our security guard project as authentic. Our security guards are trained to make visible foot patrols throughout their posts in undetermined patterns. We encourage our personnel to interact with your patrons and employees in addition to standing a fixed post.

## Compliance

UBS has developed a theory of “*Enforcement through Reinforcement.*” The management, having thirty combined years of security and law enforcement experience, has realized that prevention of crime can be accomplished by utilizing tactical approaches, rather than accusations and the traditional methods of our predecessors. The art of *verbal judo* is commonplace in our organization and has often been effective in deescalating volatile situations.

## Uniforms

Our uniformed security guards are outfitted with police-type uniforms. Our corporate general orders, require that our personnel keep their uniforms pressed and clean at all times. Their shoes are polished; military-style and men are clean-shaven with neat haircuts. Our female officers are held to the same standard. We pride ourselves on the appearance of our personnel, as they are representing our agency in your facilities.



**Bodyguard**



**Security Guard**



**Event Security**

## Supervision

UBS supervisory personnel are required to possess a minimum of 5 years of police or army experience. Our supervisors are charged with scheduling, assigning security posts, and acting as liaison between the Board of Directors and our client. Supervisory personnel are available to you 24 hours every day in order maintain quality assurance and customer service on behalf of UBS.

Once the applicant has completed the entry level training, the results of his final examination will determine whether or not he will be hired. When he does become an employee, his performance is continually monitored and evaluated.

### **On-going Training**

Ongoing training is also needed by personnel to develop additional skills, to acquire added knowledge, and to guard against complacency in job performance. Periodically, UBS supervisors utilize "Training Task Sheets" to test the officers on their knowledge and execution of a specific duty. "Training Keys" dealing with a specific subject are routinely provided to all officers.

### **Training for Supervisory Staff**

Supervisory and managerial employees also need job-related training if they are to have a positive influence on the personnel they direct. All UBS supervisors attend in-house training classes on techniques of supervision and management, company regulations and policies, equipment maintenance, and specific duties. In addition, they are scheduled to attend supervisory training sessions at local training and job enhancement centers. These courses cover such subjects as communication, delegation of tasks, basic supervision, line/staff concept, and maintaining records. Before actual assignment, new supervisors are also trained on-the-job by accompanying experienced supervisors on several shifts.

### **Management Attends Seminars**

Members of the Management staff regularly attend seminars and lectures sponsored by professional organizations, learning centers, and local colleges. Due to recognition of the escalating problem of terrorism, managers have taken advantage of available seminars focusing on this topic in an effort to keep abreast of the situation. They have also attended lectures on guard force management, public relations, personnel policies and procedures, security officer training, fiscal management, total quality management, and security liability, to name just a few. Any fees are paid for by UBS.

### **UBS Training Library**

UBS has a training and resource library within its main corporate office. This library is available for use by all clients and employees who desire to learn more about the security industry, as well as more general subjects. The library includes books, CDs, newsletters, vendor journals, magazines, standard references and many other materials relating to security, general business, management, technical skills, and personal growth.

### **The UBS Training Commitment**

As you can see, UBS is committed to the concept that training is an essential element in the quest to provide professional, quality service to our clients.

When required, training records of assigned personnel are available for client inspection. Our offices are staffed around the clock with customer service representatives for your convenience. While most of our competitors work from their homes, UBS staffs fully functional offices. Our customer service representatives are not salespeople; they are security professionals assigned to

light duty or administrative functions. Desk personnel are utilized as watch-commanders with full authority to make supervisory decisions for UBS.

### **Employee Benefits**

#### **We Give Beyond the Industry Standard**

We realize that our employees are our most important asset. Management policies provide the conditions for development of that motivation necessary to perform the job for the client to the best of the employee's ability.

### **Security Officers like Working for UBS**

While employee selection, training and supervision are vital to providing professional service, it is also important for the employee himself to be satisfied with the company and the work conditions. We recognize this and have instituted benefits far beyond that standard to the industry.

### **Facilitates Coordination**

UBS has a definite organizational structure within the Security Guard Division, which facilitates coordination and communication between the various supervisory levels.

### **Patrol Commanders**

The Patrol Commanders are responsible for scheduling all security officers, taking into account business profiles of and our other clients. This is accomplished by using the Qualification/Requirement portion of Patrol Command Systems. This system allows Watch Commanders and Project Managers to call up at any time data on who is scheduled for what post and when. It also eliminates double scheduling and gives management control over individual work schedules, curtailing overtime. Most importantly, the system will only allow those individuals to be scheduled for a site who possess pre-determined qualifications. These schedules are printed weekly on each employee's paycheck so that officers are informed well in advance of their work schedule.



### **Supervision**

#### **Supervisor's Train, Counsel, Inspect & Evaluate**

It is when the officer reaches his assignment that supervision becomes such an important factor. UBS supervisors train, counsel, inspect, evaluate, and when necessary, discipline officers on-site. They also act as a liaison between the officers and personnel. Each supervisor is assigned to a specific sector, which is comprised of a group of client posts so he can come to know well the officers scheduled on these sites. In this way, they provide a support system for the Security Officer and the Customer.

### **Patrol Commander: A Pivotal Position**

It is recognized that the Patrol Commander is a pivotal position. We feel that the inspections on each shift of each officer are in fact more opportunities to train. The inspection is the time for the supervisor to query each officer on specific duties being performed, and make adjustments if necessary. More formal "Training Task Sheets" are also utilized by supervisors during inspections to test the officer's knowledge and execution of a specific duty

### **Special Request Uniforms**

Clients may choose the military style uniforms or have Security Officers wear a blazer suit style rather than the military type. Normally, this includes a blue blazer, striped tie, white shirt, and gray pants.

### **Uniforms are Inspected on Site**

Post inspections by supervisors include a uniform inspection to insure that officers are in complete uniform and are neat in appearance. Personal hygiene and hair length and style must be in keeping with UBS regulations. With the exception of watches and engagement/wedding rings, jewelry is forbidden. Any missing uniform articles are corrected immediately. Signs of uniform disrepair are reported to management and addressed prior to the next scheduled shift. It is recognized that the condition of the officer's uniform is an important factor in the officer's effectiveness.

### **UBS Verification Systems (Real Time Patrol Monitoring)**

An important adjunct to the personal supervision and an important management tool is UBS Security's state-of-the-art computerized supervision.

### **Check System**

Our newest electronic supervisory system, and the one of which we are the most proud is the check system. This system is highly recommended for contract. Check stations are placed throughout the site (in stairwells, garages, pools, etc.). The site(s) within **contract** would have its own set of check stations installed. Particular emphasis would be place on those areas deemed security sensitive. Security Officers carry hand-held readers called "[WANDS]" and strike across the template, storing the coded information within the [WAND].

### **Security Service Project Schedule**

Having reviewed in detail your request for proposal particulars and understood the scope and schedule of the project, UBS has put together a first class team of security professionals who we think are particularly suited to the project. We have selected prospective supervisory personnel on their ability and suitability for the type of project, and of courses their availability to start right away if we are fortunate enough to be appointed.

### **Report Critique by Supervisors**

All Security Officers are assigned to complete Daily Log Reports and Incident Reports when necessary. These reports are read by the supervisors when they conduct post inspections to make sure the officer has a complete, concise and informative report. Copies of all reports are left at a location specified by management at the end of each shift.

### **Printouts of Activity**

Printouts for the security officer's activity are available as needed and are reader friendly, giving the post name and location, the officer's name, the date, time, and specific locations manned patrolled. There is also a brief synopsis of any incidents that may have occurred.

### **Central Station**

#### **Dispatch & Monitoring 24-hours a Day**

Our dispatchers working the Central Station are highly trained in the various functions of their job, from utilization of the computer and electronic equipment to alarm response procedures and public relations.

- Checking On/Off Duty
- Time Checks
- Patrols
- Incident Data Entries
- Check Station Activity
- Supervisor Inspections
- Local authority notification, as needed
- Alarm Response
- Escorts
- Vehicle Patrol Checks
- Equipment Accountability
- Special Requests
- Security Officer requests for assistance

### **Insurance Liability**

Comprehensive General Liability Insurance: UBS currently carries a NRs. 20,000,000 general liability policy. Arrangements can be made to increase this amount should require it. It is understood that the client would be named as an additional insured.

### **Client Relations**

#### **24 Hour Day Availability of UBS Managers**

The management staff at UBS Security, from the Chairman to the Project Managers, Patrol Commanders and field supervisors, is always available to respond to client concerns. All problems are thoroughly investigated and action taken as necessary. Any Security Officer can be replaced at any time at the sole discretion of, no questions asked. Our management responsiveness is a guarantee.

### **Contract Milestone Schedule**

- Should you award this contract to UBS, the moment the contract is signed, all implementation procedures will be put into immediate effect?
- UBS executive management personnel will meet with you to obtain copies of exact schedules, post instructions and specific duties. A key control system and a notification list with telephone number will be created.

- If check stations are required, before the contract begins, UBS's technical staff will install them at locations approved by you.
- All the data will be entered into our computer and printed out, and brought to you by an executive to ascertain that we have the correct information. Once approved, this data will become our mandate unless changed by you.
- The final step before commencement is a visit to your site by an executive, along with a manager, the Sector Supervisor(s) and the Security Officer(s) assigned to the **contract**.
- Only after the implementation form is complete and approved by you and UBS, will we consider ourselves ready to serve.

### **Post Evaluation**

We do not forget our responsibility. Periodically, we conduct complete and complex post evaluations to determine that all requirements are being met.

### **We're In It Together**

As a client of UBS, not only do you receive the most professional security available today, we also provide our clients regular training and information seminars at our facility. Seminars are conducted by our Executive staff. Collectively, we have over 30 years' experience in law enforcement, military, and in the private security industry.



## **PRE-PRPOSAL INFORMATION PACKAGE**

The purpose of this pre-proposal information packet is for our prospective clients to articulate their security needs. Simply put what are your needs? What, where, and why do you need security? The information that you provide us will help us understand your individual, corporate or company's security needs.

The information we receive from your organization in this pre-proposal information packet will allow our security professionals to focus on your individual situation and security needs. Next, if applicable, what are your realistic expectations, desired outcomes and measurable results? What type of business are you? What are the locations, times, dates, or the duration of your security needs? Please take your time and think this information through carefully. Be accurate and specific, and give us as many details as you can. The more we know, the better we can serve you and your security needs.

UBS client centered, and we offer a wide range of specialized security services that are individually designed to meet the needs of each client. The more information that you can provide for us in this pre-proposal information packet, the better we will understand your specific needs. This will allow our experts to address your individual needs, and for us to begin to build a personal, successful, and long lasting working relationship.

## Pre-Proposal Information Packet (PIIP)

Your Company's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_

Fax No \_\_\_\_\_ Best Time to Call \_\_\_\_\_

Type of Business \_\_\_\_\_

\*Please give a good faith estimate as to the amount of billable hours per week your company will need for security \_\_\_\_\_ Approx. how many guards per day will you need \_\_\_\_\_ Names and Titles of Contact Persons:

1<sup>st</sup> \_\_\_\_\_

2<sup>nd</sup> \_\_\_\_\_

What is Your Time Line \_\_\_\_\_

Please give us to available dates and times for a proposal meeting; please allow enough time (approx. 45 – 60min) for a meaningful and productive meeting.

First Date \_\_\_\_\_ Time \_\_\_\_\_

Second Date \_\_\_\_\_ Time \_\_\_\_\_

The name of the person or persons our representative or representatives will be meeting with \_\_\_\_\_

WHAT ARE YOUR COMPANY'S SECURITY NEEDS? \_\_\_\_\_

WHAT ARE YOUR REALISTIC OUTCOMES AND MEASURABLE RESULTS?

Use a much space as need and feel free to use the backs of these pages \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WHAT WOULD YOU LIKE TO TELL US ABOUT YOUR COMPANY / CORPORATION / INSTITUTION THAT YOU WOULD WANT US TO KNOW? \_\_\_\_\_

\_\_\_\_\_

HOW CAN WE BEST SERVE YOU?

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Thank you for taking the time to fill out this pre-proposal information packet. We look forward to meeting and work with you.

**Respectfully Submitted By,**

**Universal Bodyguard & Security Service Pvt. Ltd.**