



**Request for Proposal
Security Consultancy
March 2021**

Synopsis of this Request for Proposal (RFP)

Issue Date	11th March 2021
Jurisdiction	Nigeria
Issuing Office & Email for Submission of Proposals	Attn: Ayodeji Oji Email: aojo@sahelcp.com Sahel Consulting Agriculture & Nutrition Limited Plot 817A, Cadastral Zone B04, Ebitu Ukiwe Street, Jabi District, FCT - Abuja, Nigeria. And: Falaq Tidjani Email: falaq@sahelcp.com
Deadline for Receipt of Proposals	Please email proposals by 31st March 2021 to the email aojo@sahelcp.com and falaq@sahelcp.com
Point of Contact	Ayodeji Ojo aojo@sahelcp.com
Basis for Selection	Sahel will select service providers through a fair and transparent process. Proposals will be evaluated using the criteria outlined in Section III of the RFP

1. REQUEST FOR PROPOSALS

1.1 Overview

Sahel is seeking to partner with a reputable and experienced organization to provide security consultancy on our project states, including Kano, Kaduna, Adamawa, Plateau, Jigawa, Lagos, Oyo and Abuja.

1.2 Scope

The aim of this engagement is to provide security consultancy to Sahel by rendering the following services:

- 1) Provide a weekly security report at the start of each week.
- 2) Provide a monthly security report at the start of each month.
- 3) Provide timely, periodic SMS/WhatsApp alerts, advising on impending danger.
- 4) Provide periodic Travel Advisory notifications
- 5) Provide security screening for potential project implementation areas.

1.3 Duration

The engagement on the program is expected to commence in May 2021. The engagement terms will be reviewed on a quarterly basis.

2. RFP RESPONSE REQUIREMENTS

Desired partner must:

- Have an existing presence in Nigeria and in the stipulated states.
- Have prior experience and/or a background in providing security consulting of a similar scope.
- Have field team with sound understanding of the local language, culture and customs in the targeted states.
- Willing to work as part of a consortium with other partners to deliver on the program objectives.

Interested organizations should include the following in their RFP response:

2.1 Corporate Information

- Location of the organization's current functioning office(s) and places with existing presence throughout Nigeria and/or elsewhere
- A copy of the company's legal Registration Certificate
- A copy of the company's TIN Certificate
- A copy of a Valid Tax Compliance Certificate
- Valid ID card of the authorized person
- Company Ownership and Management Information

3.2 Technical Proposal:

The technical proposal should include the following for the program component area(s) of interest:

- A capability statement.
- Proposed approach for implementing the engagement.
- Expected outcomes and key impact indicators that will be tracked.
- A workplan that provides a breakdown of key activities, and outputs as described in your proposed approach.
- Evidence of physical and/or operational presence in project locations.

3.3 Budget Proposal

Organizations should submit a Budget Proposal that references the Scope of Work. All costs associated with delivering the Scope of Work must be detailed within the Price Proposal (e.g., equipment cost, crew cost, professional fees and travel expenses).

3.4 Past Experience

This section of the proposal should include the following:

- At least three (3) examples of current or past performance projects (and references associated) that clearly highlight the experience in delivering similar scope of work with the interventions under the component you are applying for.
- Reference of project clients
- Cost of the project.

3.5 Personnel and Management

The organization should provide a project staffing organizational chart, listing proposed personnel to be assigned to this program. Also include the role and a bio for key personnel listed. Bios must include education, training, languages, key accomplishments, and relevant experience comparable to that described within this RFP. All key personnel should be indicated in the Proposal and their commitments confirmed. Additionally, please include the number of support staff and their proposed roles in the implementation of the program.

Evaluation Criteria

Proposals will be evaluated based on six (6) criteria:

Main Criteria	Weighting (%)
Basic requirements	Prerequisite
Corporate information	Prerequisite
Technical proposal	30%
Past experience	30%
Personnel and management	20%
Price proposal	20%

3. REQUEST FOR PROPOSAL DEADLINE

Proposals of not more than 10 pages in length, excluding additional materials (such as CVs in separate annexes that will not count towards the 10-page limit), should be emailed to Ayodeji Ojo (aojo@sahelcp.com) and Falaq Tidjani (falaq@sahelcp.com) by **31st of March 2021**.

Please note: No proposal submitted after the stated deadline will be accepted.

PROPOSAL SELECTION CRITERIA

Technical Criteria

1. Clear record of related past performance in similar project activities with a registered organization or company **(35 points)**.
2. Qualification and level of experience of the Service Provider's personnel proposed in consideration of advertised activities to be implemented **(30 points)**
3. Agreement and the evidence of capacity to deliver on the scope **(35 points)**

Financial Proposal

The information requested in price proposal form which provides the financial proposal to be filled and submitted will be considered in the selection criteria. Service provider that presents best value for money will be taken into consideration. Selection of service provider and provision of contract will be conducted in accordance with the rules and regulations of Sahel Consulting Agriculture and Nutrition Limited and in compliance with the general terms and conditions for service provision.

4. MISCELLANEOUS

Disclaimer

- We accept no liability for the accuracy, adequacy, or completeness of any of the information provided or any opinions contained in the Invitation to submit Proposal, or of any other information made available during the tender process.
- If you submit a proposal, you will be deemed to have understood fully the requirements of this Invitation for the submission.

APPENDIX

Proposal Checklist

Submit proposal via email and include the following:

Task	Status
Signed cover letter	
Response to each of the evaluation criteria:	
<ul style="list-style-type: none">• Basic requirements	
<ul style="list-style-type: none">• Technical proposal	
<ul style="list-style-type: none">• Corporate capability and past experience	
<ul style="list-style-type: none">• Personnel management	
<ul style="list-style-type: none">• Price proposal	