

TERMS OF REFERENCE
for
PHYSICAL UNARMED SECURITY SERVICES

1 INTRODUCTION

- 1.1 Purpose:** UNDP Moldova/EUBAM hereinafter referred as EUBAM requires the provision of physical unarmed security services at its Field Office located in Basarabasca city (FOBA), Republic of Moldova.
- 1.2 Statement of Work:** The successful bidder shall provide all personnel with requisite experience, education and ability and other resources to provide security services operations to EUBAM as defined in this Terms of Reference (TOR).
- 1.3 Intention:** EUBAM intends to secure the services of a professional contractor to provide security services at the EUBAM Field Office. EUBAM intends to award a contract till 30 November 2012, with the option to extend at EUBAM's discretion under the same terms and conditions for 1 (one) + 1 (one) additional years period. This contract will be awarded to the proposer that clearly demonstrates a high degree of experience, ability and competency and in security services.
- 1.4 Timing** The effective date of this contract, should a contract be awarded, is anticipated to commence on or about **01 April 2012**.
- 1.5 Synopsis of requirement** The successful bidder shall provide security services and protection to the assets and premises of FOBA. This shall include but not be limited to the following
- **Access Control** – The successful bidder's personnel shall be tasked to prevent unauthorized access to personnel and/or vehicles to the field office.
 - **Patrolling** – The successful bidder's personnel shall be tasked to provide security to the exterior of FOBA, monitor its fences and protect FOBA owned equipment, including roving patrols.
 - **Unauthorized persons** – The successful bidder's personnel are to apprehend and detain any persons, without lawful excuse, found to be in or about to enter or leave the building, area or asset that is or within the property of FOBA.

2 SECURITY SERVICES

- 2.1** The successful bidder shall be responsible for providing all equipment, materials and personnel for the execution of the services.
- 2.2** The successful bidder shall provide security services and protection to the assets and premises of FOBA as follows:
- from 05:00pm to 08:00am during working days;
 - 24 hours during week-ends and holidays (minimum two shifts).
- 2.3** There must be one quick intervention group with the bidder's vehicle standby on duty call at any time to support the security in the compound within maximum 10 minutes in case of any incident.

- 2.4 Duties:** Personnel assigned shall perform the following duties as a minimum
- Report on time for duty and remain at duty post until properly relieved.
 - Must have a detailed knowledge of security procedures and ensure that these procedures are properly executed.
 - Report any and all incidents to the bidder's supervisor and the latter superior to FOBA.
 - Be courteous and polite at all times

3 PERSONNEL

- 3.1** The successful bidder shall be responsible for providing personnel for the execution of the services.

Guards:

- must be able to speak, read and write in Romanian. Knowledge of Russian and English is an asset.
 - must not have a criminal record.
 - shall not possess fire arms
 - shall be in the possession of specialized license/permission
- 3.2 Use of Alcoholic Beverages/Drugs:** The use of alcoholic beverages or illegal drugs by successful bidder's personnel, while on duty, is strictly forbidden. The successful bidder shall immediately remove and replace employees who are under the influence of alcohol or drugs.
- 3.3** The successful bidder shall provide and maintain all necessary insurance, including medical coverage for his personnel, equipment and operation at FOBA.
- 3.4** The successful bidder is fully responsible for any Subcontractor he/she may employ. There is no contractual relationship between EUBAM and any Subcontractor used by the successful bidder. The successful bidder shall be the sole responsible agent for any element of the Contract, regardless of any arrangements he/she may have with any Subcontractor.
- 3.5** The successful bidder shall bear responsibility for any physical harm caused to his employees or others in the execution of this Contract.