



BANQUE D'INVESTISSEMENT ET DE DEVELOPPEMENT DE LA CEDEAO  
ECOWAS BANK FOR INVESTMENT AND DEVELOPMENT  
BANCO DE INVESTIMENTO E DE DESENVOLVIMENTO DA CEDEAO

OFFICE OF THE VICE-PRESIDENT, FINANCE AND CORPORATE SERVICES  
*DEPARTMENT OF GENERAL SERVICES AND ASSETS MANAGEMENT DIVISION*

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**REQUEST FOR PROPOSALS**  
**N°2026/003/DASG/DSGP/CS/SFQTC**

**REQUEST FOR PROPOSALS FOR SECURITY  
SERVICES AT THE EBID HEADQUARTERS  
AND OFFICIAL RESIDENCES**

**MARS 2026**

## Letter of Invitation to Tender

Dear Sir/Madam,

1. The ECOWAS Bank for Investment and Development (EBID) is inviting you to submit a competitive bid for the provision of security services for its headquarters premises and official residences in accordance with the documents and annexes of this Request for Proposal (RFP).
2. This RFP includes the letter of invitation and the following annexes:
  - The Letter of Invitation;
  - The Terms of Reference; and
  - General conditions of participation.
  - Evaluation criteria.
3. This letter of invitation is open to all eligible bidders regardless of their geographical origin, subject to compliance with the Code of Ethics and Professional Conduct, particularly with regard to conflict of interest, fraud, corruption, child trafficking, sexism, money laundering, terrorism financing, embargo, etc.
4. Your proposal must reach us by **Avril 22, 2026** at the latest at 10:00 a.m., (Lomé time), by courier or by hand at the following address:

**Delivery address:**  
**ECOWAS Bank for Investment and Development**  
**128, Boulevard du 13 janvier**  
**P.O. Box 2704 Lomé-Togo**  
**Tel : +228 22 21 68 64**  
**+228 22 21 86 84**  
**Secretariat of the Director of Administration and General Services**  
**Office no: 0505 D**
5. Proposals must reach the Bank in sealed envelopes (one containing the technical proposal and the other the financial proposal) at the above address. Each bidder should send the original and three (3) copies of its proposals: the original should be marked 'Original' and each of the three copies should be marked 'Copy'. The technical proposal (one original + 3 copies) and the financial proposal (one original + 3 copies) shall be sent in two separate sealed envelopes ('inner envelopes'). Each inner envelope must be marked with the following information:
  - a) the purpose of this tender;
  - b) the words "Technical Proposal" or "Financial Proposal" as appropriate,
  - c) the name and address of the tenderer. The two inner envelopes should be placed in one large, sealed envelope called the "outer envelope" which shall be anonymous and shall only bear a photocopy of the following label:

**REQUEST FOR PROPOSALS - REMAIN SEALED UNTIL THE DAY OF  
OPENING OF BIDS REFERENCED AS FOLLOWS: SECURITY  
SERVICES FOR EBID PREMISES AND OFFICIAL RESIDENCES.  
Closing date and time for submission of proposals: 22/04/2026- 10h00**

6. It is entirely the responsibility of the bidders to ensure that the sealed envelope containing the proposals reaches the above address before the time and date indicated in paragraph 4 above. Where proposals are delivered by hand, they must be received at the same address during the Bank's working hours, from 8:00 a.m. to 12:30 p.m. and from 2:00 p.m. to 5:00 p.m., Monday to Thursday and on Fridays from 8:00 a.m. to 12:00 p.m. and from 2:00 p.m. to 4:00 p.m., except for public holidays observed by EBID.  
The Bank reserves the right to extend the deadline for submission of proposals at any time, with no obligation to the bidders. Only consortia consisting of a maximum of three (3) members are allowed. In the case of a consortium, the members shall produce a consortium agreement duly signed by them. This document shall indicate a leader or his representative. A copy of this document shall be included in the tender documents.
7. Any prospective bidder seeking further clarification in respect of the tender documents may contact the Bank in writing at its postal address indicated in these documents. Any request for further clarification should be sent to the Bank by e-mail to [secretariatdasg@bidc-ebid.org](mailto:secretariatdasg@bidc-ebid.org) no later than 08/04/2026. It is at this stage that the bidder should notify the Bank of any reservations it has regarding any provision of these documents. The Bank shall respond to any request for clarification or amendment of the tender documents received by **15/04/2026**, within one week of receipt. Copies of the Bank's written response (including the explanation provided in relation to the request without specifying the source) will be published on EBID's website.
8. At any time prior to the submission of proposals, the Bank, for any reason, whether on its own initiative or in response to a clarification requested by a bidder, may modify the RFP. Such amendment will be published on EBID's website. The Bank may, at its sole discretion, extend the deadline for submission of proposals.  
In order to enable bidders to better prepare their bids by gaining an overall insight into the scope of services and to have all the necessary information, an optional site visit followed by a pre-bid conference is scheduled on **08/04/2026 at 10:00** a.m. Bidders are advised to attend on the date indicated at 09:30 at the latest at the above address or contact Mr. by e-mail at [ichabimougnan@bidc-ebid.org](mailto:ichabimougnan@bidc-ebid.org) or by telephone at the switchboard number: +228 22 21 68 64.
9. Proposals must be in English or French, and submitted in four copies, one original and three copies. The Technical Proposal must include sufficiently detailed information to enable the Bank to assess your company's ability, experience, knowledge, expertise and

capacity to fully deliver on the required services. This information should be accompanied with any other information that may be required by Annex 3 of this RFP. In accordance with the provisions of Annex 3, the technical proposal must contain:

- the Declaration of Compliance (Appendix A);
  - the proposed plan for the management of the contract;
  - a demonstration of your relevant experience in this particular field, supported by examples of similar services provided;
  - a professional liability insurance certificate.
10. It is mandatory that the Financial Proposal be made on the Bid Form attached as Appendix B to the RFP, together with a description of the proposed services. Any deviation from the defined criteria (see TOR in Annex 1) must be reported and explained. Please note that the Bank will only consider changes that improve the services required.
  11. Annex 4 contains a detailed explanation of the method of evaluation of proposals. For this RFP, the evaluation will be based on a combination of technical and financial proposals. Only those bidders whose technical proposals score at or above the minimum number of qualification marks required will be considered for the financial evaluation.
  12. Submission of proposals by bidders is confirmation that they have carefully studied all the documents contained in this RFP, including addenda (if any), all annexes and, as appropriate, appendices to annexes. Under no circumstances shall the Bank be bound by any commitment that it has not made in writing.
  13. Prices quoted must be net of taxes, exempt from all applicable taxes including duties, fees, or indirect taxes including customs duties. Prices must be expressed in CFA francs or US dollars, exempt from any additional charges imposed by or pursuant to the laws, statutes or regulations of any governmental agency or authority, and the Bank, its properties and other assets, income, operations and transactions shall be exempt from any obligation to pay, withhold or collect taxes or customs duties.
  14. Submission of proposals by bidders shall be deemed to constitute confirmation that they are, in each case, legally entitled to perform the required services and that they are in good standing with respect to tax and social security obligations in their countries. The Bank may, at its sole discretion, require bidders to provide supporting documentation to this effect. Proposals will remain valid for a period of at least ninety (90) days after the expiry of the deadline for their submission.
  15. The Bank will award the contract to the bidder whose technical proposal is found to be substantially responsive to the requirements of the RFP and whose financial proposal is

the most advantageous, in accordance with the evaluation criteria contained in Annex 4. Eligibility of proposals will be determined based on the terms, conditions and specifications of the RFP.

16. The Contract shall be governed by the Terms of Reference (attached as Appendix 1 to this RFP) and the General Conditions (attached as Appendix 6 to this RFP). Any such contract shall be consistent with the descriptions of facts and observations contained in the proposal. Unless otherwise specified in the RFP, the prices quoted shall be valid for the duration of the contract and shall not be subject to adjustment under any circumstances.
17. Notwithstanding the foregoing, the Bank shall reserve the right to amend the contents of this RFP, to accept or reject all or part of the proposals, or to cancel the competitive bidding process at any time prior to contract award without incurring any liability or obligation to inform affected bidders.
18. It should be noted that it is the Bank's policy that bidders should observe the highest ethical standards during the bidding process and in the execution of the resulting contracts. Under this policy, the Bank shall reject any tender where it is found that the bidder has been guilty of corrupt or fraudulent practices in the bidding process for the contract concerned.
19. We look forward to receiving your proposal and thank you for your interest in EBID.

# ANNEXES

## Annex 1 / TERMS OF REFERENCE (ToR)

### REQUEST FOR PROPOSALS FOR SECURITY GUARD SERVICES AT THE EBID HEADQUARTERS AND OFFICIAL RESIDENCES

#### Presentation of EBID

EBID, the financial arm of ECOWAS, is an international financial institution owned by the 15 Member States of the Economic Community of West African States (ECOWAS) which are: Benin, Burkina Faso, Cabo Verde, Côte d'Ivoire, the Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leone and Togo. Its headquarters is located in Lomé, Togo. Against the background of increasing security challenges, the Bank has to deal with situations relating to the protection of its activities, assets and staff. Risks relating to organised crime and sub-regional terrorism, regional public and environmental health, and trafficking of all kinds, are a major concern to be taken into consideration in its operational economic and financial framework.

As such, the Bank, thanks to the rehabilitation of its headquarters building, has invested in strengthening its security system by incorporating technologies that meet prevailing international standards. It has also initiated a process of consolidation of the appropriate security policy for goods and persons covering the following fields:

- **Security of goods and persons ;**
- **Technical cooperation between similar and other state and international institutions and stakeholder capacity building;**
- **Improvement of the crisis or emergency management processes.**

The specific objectives of EBID's security policy are:

- Defining, implementing and updating security policy, guidelines, standards and procedures for the protection of buildings, assets and people within the Bank;
- Ensuring secure access and compliance to facilities and entry processes within the Bank;
- Coordinating the activities of contract companies and other stakeholders in charge of the Bank's security;
- Establishing a mass notification platform;
- Establishing and operating an online access management platform;
- Ensuring the reception and referral of visitors and receiving and forwarding mail to the relevant departments of EBID;
- Ensuring the awareness, information and training of staff and their families in security matters;

- Organising simulations of the activation of evacuation and crisis or emergency plans as required by law;
- Planning security resources and risk prevention;
- Establishing and maintaining a framework for exchange and consultation with the host country and international and similar institutions;
- Organising, in relation to the BCP implementing body, simulations of the activation of the business continuity plan and participating in the standard-setting and operational monitoring;
- Participating in the activities of the BCP implementation body.
- Implementing all specialised plans and manuals of procedures and ensuring their regular updating in accordance with standards 9001, 14001, 50001, 45001, 22331, 27000, 31000, NFS61930, NFS61940, the building and housing code and HRB regulations.

## **PRESENTATION OF THE SITES WHERE THE GUARD SERVICES WILL BE PROVIDED**

The premises to be protected are:

- The EBID Building located at 128, Boulevard du 13 janvier Lomé -Togo. The surface area of the premises and surrounding areas covers roughly 20,000 m<sup>2</sup>.
- Three staff residences whose addresses shall be communicated later.

## **GENERALE PROVISIONS**

### **1. General provisions**

1. The proposed security personnel, materials and equipment must meet the specific standards and codes in force in the security services sector.

2. The company shall inspect all documents included in the Request for Proposal. It shall not under any circumstances take advantage of any errors, omissions or lack of coherence in the various documents to request a revision of the contents of its proposal.

3. The Contractor shall also:

- i. appoint the persons in charge who will be the direct contacts of the Bank;
- ii. undertake to comply with the guidelines and instructions given by the Bank in the execution of specific tasks.
- iii. undertake to comply with any changes that may occur on a day-to-day basis but only on the order of the Bank.
- iv. undertake to take action only upon written instructions from the Bank for any additional tasks which it believes it may need for the proper performance of the contract. Such

instructions shall be given in good time to avoid any delay in the provision of security guard services.

## **DESCRIPTION OF THE GUARD SERVICES**

### **General information**

1. The services to be performed consist of providing security guard services for the office and official residences. These services must be carried out such as to minimise any nuisance that may disturb the tranquillity of the working environment.

2. In the course of the services, the company must contribute to the protection of the premises, particular the equipment in place, and take necessary measures to ensure that its work does not disrupt any other work ordered by the Bank.

3. The company must carry out the services in such a way as not to disrupt the operation and habits of the occupants of the premises. Given that the security of the premises is repetitive and routine, the time slots reserved for key tasks such as the movement of personnel in the corridors for inspections of the sites and technical installations will be recorded in the schedule for the execution of the services and will specifically supervised.

4. Provide female staff to welcome and direct visitors, family members of staff members and guests of the Bank.

### **Details of the guard services**

#### **Objectives**

The objective of this service provision will be to carry out the following tasks:

- Controlling the main accesses for the Bank's staff, visitors, service providers, vehicles and car parks (inside and outside) of the building;
- Checking visitor access badges;
- Inspecting all luggage and bags of visitors, Bank staff and all other service providers of the Bank, either physically or through the technical means that may be put in place by the Bank (scanner and detection portal);
- Conducting searches of visitors and service providers by means of technical means that may be put in place by the Bank (metal detector);
- Carrying out vehicle checks internal and external car parks;
- Ensuring the setting off of the alarms of systems and motion detection of the video-surveillance system installed by the Bank;

- Supervising the collection of household waste and other waste by the service providers hired for this purpose;
- Carrying out external and internal surveillance patrols, both day and night, in accordance with the procedures laid down by the Bank.
- Inspecting documents, exit vouchers and exit authorisations relating to the movement of the Bank's properties;
- Checking the entry and exit forms for dangerous products;
- Assisting any Bank staff in need of security upon request;
- Working with the security forces (police, gendarmerie, fire brigade, etc.) to protect the Bank's assets and staff;
- Being capable of ensuring rapid response (proper use of fire extinguishers and any other means of extinguishing, liaising with the competent departments of the premises and with the civil protection departments of Lomé) in the event of fire outbreak or flooding;
- Evacuating staff members and the public who may be trapped in the lifts;
- Ensuring the prevention role outside the Bank's working hours;
- Ensuring the safety and security of goods and persons in the residences concerned by the guard service.

### **Material resources**

- Use of defence and communication equipment according to Togolese regulations;
- All equipment proposed will meet professional standards. The walkie-talkies will be delivered together with battery chargers;
- The contractor shall provide a copy of the authorisation to operate the radio frequency issued by the Togolese administration, dated less than one year ago.
- Radio transmission equipment: The proposed transmission method must guarantee the absolute reliability of the system. The system must allow for the transmission of any alarm information from a protected site to the company's central station.
- Patrol/surveillance vehicles: The security company shall have at least two patrol vehicles to ensure that the services are carried out correctly.

### **Technical specifications of the equipment**

- The devices, equipment, accessories and appliances offered by the Service Provider in the performance of the contract shall meet existing standards, be approved by the competent authorities and enable a level of quality that meets the Bank's requirements to be achieved. The Service Provider shall provide, particularly, the technical data sheets for the security and guarding equipment. The equipment and devices referred to above shall meet international standards of security and guarding techniques for the premises of an international institution.

- The Service Provider shall be required to provide evidence and information on the origin of the equipment and devices (guarding devices) supplied in the form of receipts, invoices, certificates, or any other documents.
- Tests to check the quality of the security and guarding devices and equipment or whether they meet the standards may be carried out by the Bank or by an approved specialist or expert appointed by the Bank, at the Bank's expense. Approvals given in respect of devices and equipment in the course of the services provided shall not be deemed to imply the acceptability of the services provided. In the event of non-conformity of the equipment and devices, the Service Provider shall be obliged to rectify this as soon as possible. In such a case, the cost of the tests shall be passed on to the Service Provider, without prejudice to any other action by the Bank.

### **Suitability of security equipment**

The Service Provider shall submit to the Bank a summary description of the security devices, equipment, tools, etc. and the name and description of the equipment that it will supply and use. The security and guarding equipment and various tools shall meet professional standards. They shall be top of the range. Also, they must be of good quality and have a low impact on the environment.

### **Other security and guarding specifications**

1. On various occasions (organisation of events on the premises, use of meeting rooms, moving of furniture, removal, etc.), the Contractor will be required to provide security services on an ad hoc basis. These services will include controlling the movement of goods, computers, furniture, orderly entry and exit of participants, etc.
2. The Contractor shall also consider in its proposal the additional needs for security guards to beef up the existing team due to the rental of additional space or the organisation of an event with a large number of people.
3. The Bank may not be satisfied with the quality of all or part of the security service, despite official reminders; in this case, the Bank may engage another security company to provide the services at the Provider's expense.
4. Also, the costs incurred in repairing all or part of the premises for reasons for which the Service Provider is responsible, particularly as a result of negligence on the part of its employees, breakage of objects and damage to furniture and maintained materials and equipment, and computer hardware, shall be borne entirely by the Service Provider.

## The Bank's right of intervention

1. The Bank shall have the right to request the change, at any time, of any employee whom it considers to be unsuitable either on the grounds of professional misconduct observed by the Bank's administrative officer or for failure to comply with the instructions agreed between the parties or whose skills are deemed by the Bank to be insufficient for the satisfactory performance of the services, following a reasoned written request by the Bank to the service provider.
2. Similarly, the Service Provider shall, on its own initiative, replace any employee who no longer fulfils the conditions required by the Bank and shall inform the Bank's security officer. In any event, any change of employee shall only be made with the agreement of the Bank's administrative officer and shall be subject to prior written notification by the Bank.
3. The Bank may at any time require the pay slips of employees assigned to perform services to ensure that they
  - are at least paid in accordance with the grades of the security guards/ supervisors adopted and approved by the Bank and in accordance with the legislation in force in the Togolese Republic ;
  - are correctly declared to the National Social Security Fund (CNSS).
4. The successful bidder shall undertake to submit regularly to the Bank, at a mutually agreed frequency, all documents required to verify compliance with social legislation, including payslips, quarterly declarations to the National Social Security Fund (CNSS), insurance receipts and statements of insurance premiums and social contributions.
5. The Tenderer must ensure that the employees are duly declared in the register of national labour laws such as: tax declaration, taxes, National Social Security Fund (CNSS), holidays etc. It must send proof of such declarations to the Bank on a quarterly basis (by registered mail). In addition, and at the beginning of each contractual year, the contractor shall provide the Bank with its updated tax situation.
6. Frequent changes of employees will be subject to a penalty. The semi-annual turnover rate of employees (turnover) shall not exceed 15% of the workforce. These rates are only for changes initiated by the tenderer with the approval of EBID

## **Access to the Bank premises**

The Contractor shall comply with the conditions of access to the Bank's premises, irrespective of what they may be. These conditions of access will be briefly indicated to him during the visit to the premises and specified later. The Bank will provide badges or other access cards to the management staff based on the list provided by the Contractor. These staff members shall present these access badges to the Bank's security personnel. Fraudulent use of badges shall constitute gross misconduct and shall be punished accordingly. In the event of loss of badges, the Contractor shall reimburse the Bank for the cost of producing new badges or access cards.

## **Schedule of services**

1. The Contractor shall propose and follow a schedule of daily, weekly, quarterly, and half-yearly services. Any change, even if occasional, must be approved in advance by the Bank.
2. The schedule shall clearly contain a detailed programme of services to be provided on a rotational basis, such as day and night shifts, relief teams and night rounds etc.
3. Guard duty must be carried out 24 hours a day within the time slots set out in the point below.
4. The Contractor shall undertake to adapt his working hours to the Bank's requirements by communicating new work schedules where necessary. No claim may be made following a change in the working hours of the Bank's staff, irrespective of their nature or frequency.
5. The working hours are as follows:
  - Monday to Friday: from 07:00 to 18:00 and from 18:00 to 07:00;
  - Saturday and Sunday: from 07:00 to 18:00 and from 18:00 to 07:00.
6. The working hours may be modified according to the needs of the service.

## **Remuneration**

It should be noted that each bidder must take all necessary steps to ensure that salaries paid to each staff member assigned to the Bank are competitive, in accordance with Togolese labour laws. Accordingly, each bidder must propose a maximum working week of sixty (60) hours when forming the proposed teams. Similarly, each bidder is required to pay salaries that are at least in line with the basic salaries and legal allowances, as prescribed by the national collective bargaining agreement for personnel of security and cash-in-transit transportation companies. The details of the calculation of each unit price, based on the composition and classification of the security teams proposed by each tenderer, must be mentioned in Annex D. Each bidder must clearly state all the components of the unit cost, the details of the overheads, the profit margin

and the percentage that this profit margin represents in relation to the total cost, in this document. Each of the bidders will make a financial proposal based on their own classification of their security guards and team leaders. This classification will be discussed during the contract negotiation phase.

**Increase or decrease in the mass of claims.**

1. The Bank reserves the right, at the appropriate time or in the event of technical, financial, or administrative difficulties or in the event of unoccupancy of all or part of the areas indicated, to increase or decrease the volume of services up to 30% of the amount subscribed, without this entailing an increase in price.
2. Unscheduled work carried out without a service order or contrary to orders may be refused and shall remain at the expense and risk of the Contractor.

**Technical reference documents**

- The services will be carried out in accordance with best practices and existing regulations at the time of their execution. The Services will particularly be compliant with all the technical documents relating to guarding of premises and public buildings, and particularly with the technical documents relating to the cleaning of buildings.
- Prior to the commencement of the services, the company may be requested to provide samples or models of the materials or equipment it intends to use, for final approval by the Bank. Once accepted, these models and samples will be described and possibly kept by the Bank to serve as a reference for the technical supervision of security and guard services for buildings, furniture, computers, etc.

**CONTROL AND SUPERVISION OF SERVICES**

**Quality and control equipment, accessories, and services**

1. The service provider shall carry out quality control on a day-to-day basis. The service provider shall therefore provide the Bank with a detailed report of any unusual occurrences (break-ins, thefts, etc.) that have occurred or are likely to occur in the performance of the services.
2. Damage repair: In the event of damage to the Bank's property caused by poor delivery of the services or because of improper use of the materials, equipment, accessories and appliances, the Service Provider shall, at its own expense, deliver ther services all over

again and repair and restore the damaged property. The Service Provider shall be responsible for obtaining the requisite information for the proper delivery of its services.

3. Meetings: A monthly meeting will be held between the Service Provider and the Bank to review the services delivery. The Service Provider is required to appoint a representative to take the necessary timely decisions at these meetings and at any other meetings decided by the Bank.
4. Monitoring of services: The Service Provider shall maintain the following at the service site
  - Weekly performance sheets to be checked once a week;
  - Monthly performance sheets to be checked once a month;
  - Quarterly performance sheets to be checked once a quarter;
  - Semi-annual performance records to be checked once every six months.

These sheets will include the services provided and the problems encountered at the technical, administrative and safety levels. Particular attention will be paid to sensitive areas, technical premises and the various access points. To this end, the service provider's representative on site will give each of the guards monitoring sheets to be signed by the Bank after each day spent on the Bank's premises.

## **GENERAL REQUIREMENTS FOR SUBMITTING A PROPOSAL**

Submission of proposals:

Proposals in response to the requirements set out in this RFP must be submitted in French. Such proposals must provide all the relevant information for this RFP and must clearly and clearly address all the points presented in this RFP. Any proposal that fails to respond fully to this RFP may be rejected. However, brochures and other overly detailed documents that provide information other than that necessary for a comprehensive and effective presentation of proposals are not encouraged.

### **Technical description of the requirements:**

Bidders shall strictly comply with the requirements of this RFP. No changes, replacements or other adjustments to the technical description of the requirements indicated in this RFP will be accepted unless approved in writing by EBID.

### **Agreed damages**

Should the selected contractor fail to deliver the specified services within the deadline specified in its proposal or within the deadline specified in a contract, EBID shall, without prejudice to other

remedies provided for in the contract, deduct from the contract price, as damages, a sum equivalent to 0.5% of the delivery price of the goods/services not delivered on time, for each day of delay until actual delivery, up to a maximum deduction of 5% of the contract price.

### **Non-committal**

This request for proposal shall not commit EBID to awarding any contract or paying any costs incurred in the preparation or submission of proposals. The Bank also reserves the right to award only part of the contract.

### **Evaluation criteria**

All proposals must be evaluated in accordance with the evaluation criteria stipulated in Annex 4 - Instructions to Bidders.

Terms and conditions of payment

EBID's usual terms and conditions of payment are 30 days from the day the goods are delivered or the services are provided under satisfactory conditions. It is unusual for the terms and conditions of payment to change.

Validity of proposals

Proposals shall remain valid and responsive for a minimum period of 90 days effective the deadline for submission of bids as specified in this RFP.

### **Rejection of proposals**

EBID shall reserve the right to reject any proposal where, inter alia:

- They are received after the deadline indicated in this RFP;
- They do not otherwise comply with this RFP.

### **Withdrawal and making changes to proposals**

Proposals may be changed or withdrawn in writing prior to the deadline indicated in the RFP, after which time proposals may not be changed or withdrawn. The Bank may forfeit the bid security where required in the event of withdrawal of the proposal prior to contract award. Also, the Bank shall reserve the right to hold on to the proposal for future reference.

### **Confidentiality**

All copies of this RFP or any part thereof must be returned to EBID upon request. It is understood that this Request for Proposal is confidential and is the property of the Bank and contains privileged information, some of which may be protected by copyright, which has been made available to and received by the bidders provided that no part of this Request for Proposal or any information relating thereto shall be copied, circulated or communicated to third parties without the prior written consent of EBID, provided that the bidder may show the documents to potential sub-contractors for the sole purpose of obtaining proposals from them. The other provisions of

the RFP notwithstanding, bidders shall be bound by the contents of this paragraph whether their firm submits a proposal or otherwise responds to this RFP.

### **Components of the proposal**

All proposals must be written in one of two languages, English or French. Any other written document provided by the Bidder in another language must be accompanied by a translation of its relevant parts into French, in which case, for the purpose of interpreting the Proposal, the French text shall prevail. The numbering system used in the Bidder's proposal shall correspond to that used below. All references to brochures and other descriptive documents shall be entered into the appropriate response sections. Each copy shall be bound in a single volume. All documentation submitted together with the proposal shall be bound in this single volume.

1. Technical Proposal (Technical Envelope) In accordance with Article 9 above, the bidder shall submit the following documents:
  - a declaration of compliance (using the format described in Annex A);
  - the proposed plan for the management of the contract;
  - the proposed training programme for security guards;
  - a summary of its relevant experience in this particular field, supported by examples of similar services provided;
  - the qualifications and level of competence of each of its key personnel to be involved in the execution of the contract (use the format recommended in Annex C);
  - a legalised power of attorney proving that the person signing the bid has the capacity and authority to bind the company;
  - a valid certificate from the National Social Security Fund (CNSS);
  - The commitment to declare all members of staff assigned to the contract to the CNSS or risk termination of the contract;
  - the certified copy of the registration in the Trade Register;
  - the valid tax clearance certificate from the Directorate General of Taxes.
  - The financial statements (must be certified by an auditor or a chartered accountant) for the 2017, 2018 and 2019 financial years or for the last three (3) closed financial years;
  - a certificate of professional liability insurance for the bidder;
  - a copy of the valid permit as a service provider approved by the competent authorities of the bidder's country in the field of security. The absence or non-conformity of the document will result in the disqualification of the proposal.
  
2. Financial proposal (Financial envelope)

The financial proposal shall comprise:

- a fully filled in and signed bid submission form (using the format recommended in Annex B),

- The breakdown of the estimated total cost summarising the estimated final price of the services, and the table(s) providing details of the unit cost per security guard as proposed in your tender, including overheads, the profit margin and the percentage that this profit margin represents in relation to the total cost (using the format recommended in Annex D);
- the applicable discount(s) compared to public rates.

**Annex A**  
**(To be included in the technical proposal)**

Declaration of Compliance To the attention of the ECOWAS Bank for Investment and Development.

Having carefully examined your Request for Proposal.

(N°2021/003/DASG/DSGP/CS/SFQTC), we, the undersigned, offer to provide the security and guarding services required by the Bank under the terms of the said Request for Proposal for the amount indicated in the Price Schedule of our Financial Proposal.

We undertake, should our Proposal be accepted, to commence and successfully provide all the services required contained in the Request for Proposal within the time frame specified in our Proposal. At the same time, we undertake to adhere to our proposal for the period of 90 days from the date of submission of the proposals indicated in the Request for Proposal. It is binding on us and the Bank has full discretion to accept it at any time prior to the expiry of the said period.

Date:

Signature

In my capacity as

Duly authorised to sign this proposal for and on behalf of:

**Annex B**  
**(To be included in the financial proposal)**

Bid submission form for the attention of the ECOWAS Bank for Investment and Development.

Dear Sir, After reading your Request for Proposals (N°2021/003/DASG/DSGP/CS/SFQTC in respect of which we hereby acknowledge receipt, we, the undersigned, propose to provide the required services in full compliance with the terms of the said Request for Proposals for the total amount (exclusive of all taxes) of  
amount in words], FCFA or US dollars  
amount in figures]. FCFA or US dollars

We hereby undertake to comply with our proposal for the period of 90 days from the date of submission of proposals as indicated in the Request for Proposal. It is binding on us and you have the option to accept it at any time prior to the expiry of that deadline.

Pending the preparation and signing of a contract between us, this proposal together with your written acceptance and notification by you of the award of the contract to us shall constitute the binding and enforceable contract between us.

Date: Duly authorised to sign for and on behalf of:

Signature] In my capacity as

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**Annex C**

Format of Curriculum Vitae (CV) of proposed key staff members

Proposed function:

Name of company:

Employee's name:

Profession:

Date of birth:

Number of years with the company:

Nationality:

Professional bodies of which the employee is a member:

Detailed job description of the employee:

Key qualifications: [Provide an overview of the employee's experience and education most relevant to the tasks assigned. Indicate the degree of responsibility assumed by each staff member in previous similar relevant assignments, providing dates and locations. Maximum half a page].

Education: [Summarise the academic and other specialised studies undertaken by each staff member, giving the names of schools attended, dates of attendance and degrees obtained. Maximum one quarter page].

Professional background: [Beginning with the current position, list in reverse order all jobs held by the employee, as well as positions held since graduation, providing dates, names of employing organizations, titles and locations. With regard to experience over the last ten years, state the types of activities undertaken and provide the contact details of clients, where applicable.

Languages: [Indicate proficiency in speaking, reading and writing in each language as excellent, good, fair or poor].

Declaration: I, the undersigned, declare that to the best of my knowledge, this biographical data reflects a correct description of myself, my qualifications and my experience.

**Annex D**

Date :

**FRAMEWORK OF ESTIMATED COST OF SERVICES**

Frequency of payment: monthly

<b>N°</b>	<b>Description</b>	<b>UP EX.VAT (FCFA) OR US DOLLAR</b>	<b>TOTAL PRICE</b>
1	HEADQUARTERS		
	7days X 7 days Day guarding		
	7days X 7 days Night guarding		
2	Official residences (3)		
3	Visitor reception and guidance		
	Grand Total		
	NB: This framework is provisional and may be changed following the site visit		

Stamp and signature

**BREAKDOWN OF PRICES**

Cost of the security guard, category...rank ... hours per day /30 days (In FCFA excluding VAT) or US dollars

<b>DESCRIPTION</b>	<b>COST PER MONTH</b>
<b>Basic salary</b>	
TOTAL 4	
Transport allowance	
Performance bonus	
Food allowance	
Seniority bonus	
Attendance bonus	
Days Attendance allowance	
<b>TOTAL 1</b>	
Paid days (... days)	
Annual leave (.....days)	
<b>TOTAL 2</b>	
NSSS (CNSS)	
Additional tax	
<b>TOTAL 3</b>	
Uniform	
Overheads and profits (.....%) including the costs of supervising the security guarding team	
<b>Total 4</b>	
<b>Overall cost</b>	

Date: Signature of the employee or manager of the bidding company Day/Month/Year

## Annex 4

### EVALUATION CRITERIA

A two-step procedure shall be used in the evaluation of proposals. The technical evaluation will be carried out first, followed by the financial evaluation. The ranking of firms will be based on a combination of the technical evaluation (TS) and financial evaluation (FS) scores as follows:

#### 1. QUALIFICATION CRITERIA

Any proposal that fails to meet the criteria below shall be rejected:

- Provision of the signed and sealed Declaration of Compliance.
- Tenders must come from companies operating in the security and surveillance sector (Articles of Association, trade register);
- Be a company duly established in Togo or the leader of a group involving international firms;
- Proof of a sound financial standing and a minimum average annual turnover, with certified accounting documents, of Two Hundred Million CFA (200,000,000 CFA) over the last three financial years (2017, 2018 and 2019) and the 2020 Balance Sheet.
- Have technical and material security resources (patrol vehicles to be justified by vehicle registration papers/surveillance, radio transmission);
- Be up to date with its contributions to the NSSS (CNSS) and its tax payments.
- Proof of at least six (6) contracts of similar complexity and value as the main contractor, carried out over the last 3 years (2017, 2018 and 2019). To be justified by signed contracts and performance bonds.
- A valid certificate from the NSSS (CNSS) (dated less than three months ago).
- The commitment to declare any member of staff assigned to the contract to the NSSS (CNSS) or risk termination of contract.
- Commitment to comply with the Labour Code of the Togolese Republic
- The certified copy of the company's registration in the Trade Register,
- a valid tax clearance certificate from the Directorate General of Taxes (dated less than three months ago).
- a certificate of professional liability insurance for the bidder

#### 2. TECHNICAL EVALUATION (100 POINTS) (Weight = 60%)

o be eligible, proposals must contain all the above-mentioned information for each envelope. They will then be evaluated technically based on the following criteria:

**a. Management team: (50 points)**

- Expertise and professional experience of the management staff (this criterion will be assessed on the basis of experience). (10 points: 2 points for each year of experience).
- Professional qualification of the security staff. (This criterion will be assessed on the basis of experience). (40 points: 8 points for each year of experience).

**b. Organisation of the Company and working resources (50 points)**

- Description of the company's organisation (5 points);
- Work organisation (team management, choice of guards, work supervision, quality and service control and customer relations) (20 points)
- Proposed working equipment and logistics (20 points)
- Relevance of the proposed training programme (5 points)

TOTAL: (100 points) A bid is declared technically valid for submission to the financial analysis when it obtains at least eighty (80) points.

**3. FINANCIAL EVALUATION (weight = 40%)**

1. Bidders with a technical score of 80 points or more will be informed of the date and time of the opening of their financial envelopes (by e-mail).
2. The financial proposals will first be checked for comprehensiveness and to correct any miscalculations.
3. The detailed financial evaluation will then take place. The Bidder with the most advantageous financial proposal (Fm) will be awarded 100 points.
4. The financial scores of the other bidders (F) will be calculated as follows:

$$\text{FS (Financial score)} = 100 \times \text{Fm} / \text{F}$$

(F = amount of the financial proposal converted into common currency)

5. Final ranking: The final proposals will be ranked according to the total of their technical (TS) and financial (FS) scores multiplied by their respective weights (T = weight of the technical proposal, 60%), f = weight of the financial proposal, 40%, T + f = 1) according to the following formula

$$\text{Final score (TS)} = \text{TS} \times \text{T\%} + \text{Fs} \times \text{f\%}$$

The bidder with the highest total score will be ranked first and declared eligible for award. For the evaluation, the Bank will convert all amounts of the respective bids expressed in the currency indicated in the RFP into FCFA using the average monthly floating rate applicable in the current month (last deadline for submission of proposals).

