



PARLIAMENT OF MALAWI



Request for Proposals Document

For the

**Procurement of Individual Consultancy Services
(Small Lump Sum Contracts)**

Subject of Procurement:	DEVELOPMENT OF SECURITY SAFETY POLICY AND PROCEDURES
Procurement Reference Number	POM/RFP/PDU/3/SECURITY/2024- 25/086
Basis of Selection	TECHNICAL BASED SELECTION
Date of Issue of Request for Proposals Document	7TH NOVEMBER, 2024

Part 1: Proposal Procedures

PART 1: PROPOSAL PROCEDURES

1.1 Procurement Reference Number: POM/RFP/PDU/MOTION/2023-24

1.2 Preparation of Proposals: You are requested to quote for these services by submitting separate technical and financial proposals, as detailed below. The standard forms in this Request for Proposals (RFP) may be retyped for completion but the Bidder is responsible for their accurate reproduction.

You are advised to carefully read the complete RFP document, including the Form of Contract in Part 3: Contract, before preparing your proposal.

1.3 Preparation of Technical Proposals: Technical proposals should contain the following documents and information:

1. the Technical Proposal Submission Sheet in this Part;
2. a brief methodology for performing the services;
3. a workplan, showing the inputs of all key staff;
4. CV's of key staff;
5. a summary of your experience in similar assignments;
- 6.

1.4 Preparation of Financial Proposals: Financial proposals should contain the following documents and information:

1. the Financial Proposal Submission Sheet in this Part;
2. the Breakdown of Contract Price form in this Part for each currency of your proposal, showing all costs for the assignment, broken down into fees and reimbursable costs;
- 3.

1.5 Basis of Pricing and Payment: The contract will be a lump sum price contract. Payments will be made on the basis that the contract price shall be a fixed total lump sum, including all costs required to carry out the Services. The Breakdown of Contract Price shall be used only to determine the price for any additional services agreed.

1.6 Validity of Proposals: The proposal validity required is **30** days.

1.7 Sealing and marking of Proposals: The technical and financial proposals should be sealed in separate envelopes, both clearly marked with the Procurement Reference Number above, the Bidder's name, the name of the Procuring Entity and either "Technical Proposal" or "Financial Proposal" as appropriate.

Both envelopes should be enclosed in a single outer envelope, clearly marked with the Procurement Reference Number above, the Bidder's name and the name of the Procuring Entity. All three envelopes should be sealed in such a manner that opening and resealing cannot be achieved undetected.

1.8 Submission of Proposals: Proposals should be submitted to the address below, no later than the date and time of the deadline below. Late proposals will be rejected.

Date of deadline: **7th November, 2024.**

Time of deadline: **12:00 hours** (local time).

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Address: **The Chairperson
Internal Procurement Committee
Parliament of Malawi
Parliament Building - Information Desk
Private Bag B362
Lilongwe 3**

1.9 Opening of Proposals: Only the technical proposals will be opened in public at the time, date and address shown below by the Procuring Entity. Financial proposals will be kept unopened and the evaluation committee shall have no access to financial information until the detailed evaluation is concluded.

Date of deadline: **7TH November, 2023,**

Time of deadline: **12:00 hours** (local time).

Address: **The Chairperson
Internal Procurement Committee
Parliament of Malawi
Parliament Building - Information Desk
Private Bag B362
Lilongwe 3**

1.10 Evaluation of Proposals: The evaluation of proposals will use the Quality & Cost Based Selection/Least Cost Selection/Quality Based selection procedure as detailed below:

- A. Preliminary examination to confirm that all documents required have been provided, to confirm the eligibility of bidders and to confirm that the supplier has accepted all terms and conditions without material deviation or reservation;
- B. Technical evaluation _____;
- C. Financial evaluation _____.

Proposals failing any stage will be eliminated and not considered in subsequent stages.

1.11 Eligibility Criteria: You are required to meet the following criteria to be eligible to participate in public procurement:

- A. have the legal capacity to enter into a contract;
- B. not be insolvent, in receivership, bankrupt or being wound up, not have had your business activities suspended and not be the subject of legal proceedings for any of the foregoing;
- C. have fulfilled your obligations to pay taxes according to the tax laws of your country of registration;
- D. are not suspended, or excluded from participation in any public procurement exercise by the Office of the Director of Public Procurement in Malawi;
- E. have not been convicted, or any of your directors or officers been convicted, of any criminal offence relating to obtaining or attempting to obtain a contract or subcontract;
- F. are not under investigation by the Anti Corruption Bureau or any other law enforcement body in Malawi relating to participation in any public procurement

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tender exercise or execution of any public procurement contract relating to the purchase of goods, works and services by any Procuring Entity.

G.

In order to demonstrate compliance with these criteria, you should submit with the technical proposal appropriate documentary evidence.

Government-owned enterprises in the Republic of Malawi may only participate if they are legally and financially autonomous, operate under commercial law, and are not a dependent agency to the Procuring Entity.

1.12 Conflict of Interest: The Government of the Republic of Malawi (hereinafter called “the Government”) requires that Suppliers provide professional, objective, and impartial advice and at all times hold the Procuring Entity’s interest’s paramount, strictly avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work. Without limitation on the generality of the foregoing, Suppliers, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

- A. A firm that has been engaged by the Procuring Entity to provide goods, works or services other than consulting services for a project, and any of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a Consultant hired to provide consulting services for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods or works or services other than consulting services resulting from or directly related to the consulting services for such preparation or implementation. For the purpose of this paragraph, services other than consulting services are defined as those leading to a measurable physical output, for example surveys, exploratory drilling, aerial photography, and satellite imagery.
- B. A Consultant (including its Personnel and Sub-Consultants) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the same or for another Procuring Entity. For example, a Consultant hired to prepare engineering design for an infrastructure project shall not be engaged to prepare an independent environmental assessment for the same project, and a Consultant assisting a Procuring Entity in the privatisation of public assets shall not purchase, nor advise purchasers of, such assets. Similarly, a Consultant hired to prepare Terms of Reference for an assignment should not be hired for the assignment in question.
- C. A Consultant (including its Personnel and Sub-Consultants) that has a business or family relationship with a member of the Procuring Entity’s staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment (iii) a member of the Procuring Entity’s Internal Procurement Committee, or (iv) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Government throughout the procurement process and the execution of the Contract.

Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Procuring Entity, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.

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No agency or current employees of the Procuring Entity shall work as Consultants under their own ministries, departments or agencies. Recruiting former government employees of the Procuring Entity to work for their former ministries, departments or agencies is acceptable provided no conflict of interest exists. Bidders should be aware that existing government employees can only be nominated as personnel in Technical Proposals in accordance with the Government of Malawi's current regulations concerning external employment for government employees.

If a shortlisted Bidder could derive a competitive advantage from having provided consulting services related to the assignment in question, the Procuring Entity shall make available to all shortlisted Bidders together with this RFP all information that would in that respect give such Bidder any competitive advantage over competing Bidders.

1.13 Corrupt Practices: The Government requires that Procuring Entities, as well as Bidders and Consultants under government-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Government:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
 - i. "corrupt practice" means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;
 - ii. "fraudulent practice" means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
 - iii. "collusive practices" means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Procuring Entity, designed to establish prices at artificial, non-competitive levels; and
 - iv. "coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract.
- (b) will reject a recommendation for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question; and
- (c) will debar a Bidder from participation in public procurement for a specified period of time if it at any time determines that the firm has engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a contract.

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1.14 Technical Criteria:

Proposals shall be awarded scores out of the maximum number of points indicated below for each of the following criteria: each of the following criteria:

A. Qualifications and CV of Key Staff (attach copies of certificates)	20 points
B. Proposed Methodology	20 points
C. Consultancy Experience in Similar Assignments	30 points
D. Adequate Knowledge of Security services	30 points
Total	100 points

The minimum technical score required to pass the technical evaluation is **80 points**.

1.15 Financial Criteria:

The proposal that scores 80 Points or above on technical evaluation and emerges the highest shall be awarded the contract

1.16 Currency: Proposals may be priced in Malawi Kwacha or any other freely convertible currency and in up to two currencies. The currency of evaluation will be Malawia Kwacha. Proposals in other currencies will be converted to this currency for evaluation purposes only, using the exchange rates published by the Reserve Bank of Malawi fourteen (14) calendar days prior to the date of the submission deadline.

1.17 Recommendation for Award: The proposal _____ shall be recommended for award of contract, subject to any negotiations required.

1.18 Award of contract: Award of contract shall be by placement of a Contract in accordance with Part 3: Contract, or any other formal notice to the bidder

1.19 Right to Reject: The Procuring Entity reserves the right to accept or reject any proposal or to cancel the bidding process and reject all proposals at any time prior to contract award.

Part 1: Proposal Procedures

Technical Proposal Submission Sheet

Note to Bidder: Complete this form with all the requested details and submit it as the first page of your technical proposal, with the documents requested above attached. Ensure that your proposal is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorised, it may be rejected.

Procurement Reference Number:	
Subject of Procurement:	
Name of Bidder:	
Bidder's Reference Number:	
Date of Technical Proposal:	

We offer to provide the services described in the Schedule of Requirements, in accordance with the terms and conditions stated in your Request for Proposals referenced above.

We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in Part 1: Proposal Procedures of your Request for Proposals.

The validity period of our proposal is: _____ days/weeks/months from the time and date of the submission deadline.

We enclose a separately sealed financial proposal.

Technical Proposal Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Address: _____

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Financial Proposal Submission Sheet

Note to Bidders: Complete this form with all the requested details and submit it as the first page of your financial proposal, with the documents requested above attached. Ensure that your proposal is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorised, it may be rejected. The total price of the proposal should be expressed in the currency or currencies permitted in the instructions above.

Procurement Reference Number:	
Subject of Procurement:	
Name of Bidder:	
Bidder's Reference Number:	
Date of Financial Proposal:	

The total price of our proposal is: _____ and _____.

We confirm that the rates quoted in our Financial Proposal are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

Financial Proposal Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Address: _____

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Breakdown of Contract Price

[Complete this form with details of all your costs and submit it as part of your financial proposal. Where your costs are in more than one currency, submit a separate form for each currency. Authorise the rates quoted in the signature block below. Where this is a lump sum contract, the total price will be the contract price and the breakdown will be used only to determine the price of any additional services.]

Procurement Reference Number: _____

Currency of Fees: _____

FEES				
Name and Position of Personnel	Input Quantity	Unit of Input	Rate	Total Price
TOTAL:				

Currency of Reimbursable Costs: _____

REIMBURSABLE COSTS				
Description of Cost	Quantity	Unit of Measure	Unit Price	Total Price
TOTAL:				

TOTAL PRICE: _____

Breakdown of Contract Price Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Part 2: Schedule of Requirements

PART 2: SCHEDULE OF REQUIREMENTS

Terms of Reference

Procurement Reference Number: **POM/RFP/PDU/3/SECURITY/2024-25/086**

Part 2: Schedule of Requirements



PARLIAMENT OF MALAWI



TERMS OF REFERENCE

FOR

**CONSULTANCY TO DEVELOP SECURITY AND SAFETY POLICY
AND PROCEDURES**

PARLIAMENT OF MALAWI

1.0. BACKGROUND

The Parliament of Malawi 2021-2026 strategic outcome 5 calls for the modernization of Parliament's assets and infrastructure. For this strategic objective to be realised, there is a need to integrate several components that ensure the sustenance of parliamentary infrastructure. Security and safety of the Parliament infrastructure remains a critical component in ensuring that Members of Parliament and staff operate in a conducive working environment for an improved service delivery to the public.

In this, there is need to ensure that parliamentary security system operates using top-notch security systems and equipment that are up to date with current technological needs. However, striking is that Parliament uses an archaic security system that has operated for a very long time without operating procedures and/or policy to guide the execution of protection mechanisms in building a robust system within the National Assembly.

It is against this background that the Parliament of Malawi would like to engage the services of an independent security consulting firm or individual security consultant to assess and review the current security system in use at Parliament and *develop comprehensive standard operating procedures for the Security Section and a guiding security and safety policy for the Parliament of Malawi.*

1.0. OBJECTIVES OF THE ASSIGNMENT.

Based on the emerging trends in the security space, security systems have evolved overtime. This presents the need for Parliament to operate using standard procedures and the need to have a guiding policy framework for security and safety of the National Assembly:

- a. To review the existing parliamentary security processes and procedures;
- b. To identify gaps and vulnerabilities in the current security system;



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- c. To develop a comprehensive, robust and comprehensive security safety policy and procedures to support the protection efforts of the Parliament precincts, its members, staff, and visitors

2.0. SCOPE OF WORK

The Consultant shall be required to carry out the following tasks: -

- i. Conduct a thorough security risk assessment to identify potential security threats and vulnerabilities that impact the security of Parliament.
- ii. Examine the modus of operation of the security section by evaluating relevant documentation and effectiveness of prevailing practices;
- iii. Engage with relevant stakeholders to understand Parliament's security concerns and needs;
- iv. Benchmark internationally best operating standards for security in various Parliaments;
- v. Based on the assessment and engagement develop a comprehensive security and Safety policy and procedures framework;
- vi. Develop and submit an inception plan that details an implementation plan and timeline for assignment 5 days after an entry meeting;
- vii. Produce draft security and safety policy and procedures which is consistent with policy guidelines for the Parliament of Malawi;
- viii. Draft an induction and training plan to support the implementation of the new policy in the parliamentary service;
- ix. Conduct training to capacitate Members of Parliament and staff, security and safety policy and procedures.


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3.0. EXPECTED DELIVERABLE:

The Consultant(s) shall be expected to produce an inception report and draft a safety and security policy for presentation to the Clerk of Parliament.

4.0. TIME-FRAME

This assignment is expected to be carried out for Thirty (30) working days.

5.0. REPORTING

The Consultant (s) shall report to the Clerk of Parliament through the Security Section.

6.0. COMPENSATION AND REMUNERATION

The Parliament of Malawi will pay the Consultant(s) a fee agreeable by the two Parties.

7.0. REQUIRED QUALIFICATIONS, SKILLS AND COMPETENCIES

The Consultant is expected to possess the following qualifications and experience:

- i. The Consultant must possess a minimum of Master's Degree in Corporate Security and Risk management or Criminology from an accredited and recognized University with a minimum of 10 years' proven experience in Corporate Security Policy development and reviews.
- ii. Experience in conducting organization security risk management reviews and development of frameworks and policies.
- iii. Registered membership with a recognized international professional body in security consultancy is an added advantage.


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