

INVITATION TO BID

Providing Non-armed Watchman-Security companies only

Tdh-F invites the security companies to quote for the watchman for the district listed below:

Erbil	Unarmed Watchman
Kirkuk	Unarmed Watchman
Mosul	Unarmed Watchman
Baghdad	Unarmed Watchman
Sinjar	Unarmed Watchman
Shirqat	Unarmed Watchman

Position Title: Watchman

Only security company can apply, personal application will not be accepted.

Supplier should provide below documents with the application:

#	Documents to be submitted	Instructions
1	Financial offer (Annex 1)	Presented on the Terre des hommes financial offer format in <u>Appendix 1 of</u> this file - <u>all taxes included and in USD Dollars.</u> Sign and stamp <u>ALL PAGES</u>
3	Financial offer on Supplier template	Sign and stamp <u>ALL PAGES</u>
4	<u>Annex 2:</u> Profile & Supplier Questionnaire	Complete ALL sections in full, sign, stamp <u>ALL PAGES</u> and submit
5	Security company registration	Copy of the original security company registration
6	updated tax clearance minimum 2022	updated tax clearance minimum 2022
7	Previous agreement with NGOs	All the previous agreement with NGOs
8	Original Bank account details	The bank details must be in the name of the Security Company. Tdh requesting bank account under company name on bank template, not company template.
9	Owner ID or Passport or representative of the hotel	A copy of the owner's ID or passport
10	Power of attorney of the company's representative (if applicable)	If the representative is different than the owner

- **Payment terms and method:**
 - Tdh-F will process the payment in the end of the moth.
 - Tdh-F will process the payment by bank transfer under the security company name.

- **Duration of the contract:**
 - The duration of the contract will be for 1 year with possibility of extension for the second year.

- **WORKING HOURS:**
 - 8 hours per day - 40 hours per week with specific time schedule.

Overall job purposes

The security company is responsible to provide the Watchman for the security of Terre des hommes property and everyone inside its premises (employees, visitors, etc.). Contributes to the implementation of the policies and strategies of the delegation and its sector of activity. Participates in the smooth running of the delegation, and regularly exchanges information with his direct supervisor

Main responsibilities:

A. Clean Office Space	• Ensures the security of the building and its equipment's • Ensures the security of the vehicles, furniture's and equipment's. • Opens and closes the gate and check when the vehicles enter and leave. • Checks the security status of the building and the garden by making regular rounds. • During office opening hours, makes contact with visitors, ensures the identity of each person, record the identity, the purpose of the visit and the person they wish to speak, on the registration book. • Deter any attempt at intrusion, theft or breaking and entering • Controls the flow of people and cars in the concession and prevents all suspicious or inopportune visits. • Prevents any risk of accident, checks that the gas and water taps are turned off and that electrical devices such as lights, air-conditioning and other devices are turned off when the offices are closed. • Notifies his supervisor if the office computers have not been turned off. • Checks that the outside lights are in good condition and that the generator is working properly (when office is closed) and notifies his supervisor of any problems. • Remains at his post and do not sleep during working hours. • Remains within a 10-meter perimeter of the building if he goes outside when he is working. • Do not receive anyone from his circle or his family during working hours, except in cases of force majeure. • Reports regularly on his activities to the Liaison Officer. • Warns the administrative and/or the logistician service immediately about any faults or problems concerning security and the equipment.
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	- Warns the administrative and/or the logistician service immediately about every unexpected visit. - Keeps his room clean and tidy. - Respect security rules and use the phone only for security communication
B. Competencies	- This function requires the mastery of Personal, Social Competencies and Management Competencies. - In particular: - Manages stress and emotions - Reports benevolently on the positive and negative aspects - Acts in the interests of TDH - Basic knowledge of English, Arabic, and Kurdish is an asset both writing and speaking. - Graduate from High School, training on safety and security from a credential institute

Others:

Accepts new responsibilities as and when those are assigned by the line manager/s.

Values:

The post holder is polite, respectful, honest, punctual (and respects deadlines), creative, pacifist, proactive, committed and – during office hours – non-political. S/he is in constant exchange with colleagues and supervisors, communicates problems and enriches discussions. S/he treats people of different religion, age, sex, and economic status appropriately and equally and actively ensures their wellbeing and raises his/her voice when required. S/he is willing to improve own capacities and is open for all topics Tdh is working on to actively contribute to a comprehensive programmed implementation.

S/he uses Tdh equipment, vehicles and premises, internet, and electricity economically and responsibly. S/he positively represents Tdh to beneficiaries, stakeholders and the public.

Tdh Regulations and Policies

The company should make sure that the post holder (Watchman) abides by all internal rules, regulations, and policies.

Qualifications Requested

- Time management.
- Prioritizing tasks.
- Polite with staff.
- Effective and constant communication with staff and line manager.
- Trusted and reliable.

Application procedure

- The interested applicants should submit to the procurement department at the e-mail: irq.tenders@tdh.ch.
- The subject of the email should be **(Watchman)**.
- Application closing date: **(15 May 2023)**.
- Email after the closing date will not be considered.
- All the requested documents should be signed, stamped, and scanned. All the documents in 1 PDF file and uploaded to the shared email.



ANNEX 1

 Terre des hommes Helping children worldwide tdh.ch		QUOTATION REQUEST (QR)		QR N°	IRQ	23			
QR requested date : 15-Jan-23		TDH contact person : Peeran Ameer		Supplier's name :					
QR submission date :		Job title : Senior supply officer		Contact person :					
Quotation validity (in months) :		Adress : Erbil, Ankawa		Job title :					
		Phone : 0783 446 7601		Address :					
		Email : peeran.ameer@tdh.ch		Phone :					
				Email :					
N°	Description of Good or Services	Quantity	Unit	Currency	USD				
				Unit price	Total amount	Remarks			
1	One Watchman according to the Job description (Annex A) for Baghdad Base	1	One Watchman / Month						
2	One Watchman according to the Job description (Annex A) for Erbil Base	1	One Watchman / Month						
3	One Watchman according to the Job description (Annex A) for Kirkuk Base	1	One Watchman / Month						
4	One Watchman according to the Job description (Annex A) for Mosul Base	1	One Watchman / Month						
5	One Watchman according to the Job description (Annex A) for Sinjar Base	1	One Watchman / Month						
6	One Watchman according to the Job description (Annex A) for Shirqat Base	1	One Watchman / Month						
				Sub Total					
				Taxes					
				Total					
				Transportation					
				Grand Total					
PAYMENT TERMS		DELIVERY LOCATION							
PAYMENT METHOD(Cash, Cheque or bank transfer)		SPECIFIC DELIVERY TERMS							
CHEQUE TO or BANK ACCOUNT DETAILS									
TDH REMARKS / ADDITIONAL SPECIFICATIONS									
SUPPLIER / CONTRACTOR'S COMMENTS									

Annex 2 Supplier Profile & Questionnaire

From: Terre des hommes Foundation (Tdh), Iraq Delegation

Submitted by:

	names of Security company	nationality
Contractor		
partner 1		
partner 2		

Contact Person

name	
address	
telephone	
e-mail	

We, the undersigned, declare that:

- 1** We have examined and accepted in its entirety the contents of the tender documents. We accept its provisions in full, without reservation or restriction. We certify that we are not in any of the situations mentioned in the clause of the Instructions to Tenderers; prohibiting submission to the tender.
- 2** we comply to carry out, in accordance with the terms of the tender documents, the conditions (general and special), the technical specifications, and the time limits set, without reservation or restriction, the following work:
- 3** we make this request in our own right and for this tender. We confirm that we are not bidding for the same contract in any other form.
- 4** we note that the contracting authority is not obliged to pursue this invitation to tender and reserves the right to award only part of the contract. It does not incur any liability towards us.

Legal Representative, name and surname

Date:

Company stamp

