



Quotation Request

To:	Individuals or Security Companies	Date :	13-Jun-23
From:	iMAP	Procurement Request Ref:	IQ-198
For :	Hiring Watchmen in Baghdad		

OBJECT :

Quotation request for: Hiring Watchmen for Office and Guest House under a Service Contract in Baghdad

<i>Item description</i>	<i>Quantity</i>	<i>Unit</i>	<i>Remarks</i>
Full-time on-site watchmen	12	Months	iMAP requests watchmen to be present round the clock. The watchmen shall work in shifts to cover 24 hrs/day.

Description of Services

- iMAP is requesting watchmen service to provide 24/7 coverage of its premises in Baghdad city. The two adjacent premises have two single entry points located at the front side of the gated building, while the properties is not accessible from the rear side.
- The services will require the provision of one watchman to cover the premises at all times, while the bidder is free to propose the team structure and shift pattern to provide adequate coverage.
- iMAP will provide security surveillance cameras and equipment, caravan, bed and bathroom facilities to the proposed personnel.
- iMAP will not provide phone, cellular network/mobile internet packages and insurance to the proposed personnel.

Watchmen Roles and Responsibilities:

- **Monitor premises:** Keep a vigilant eye on the office and guest house premises and monitor the security surveillance cameras to ensure the security and safety of occupants, property, and assets.
- **Incident response:** Respond promptly to security incidents, emergencies, alarms, or any unusual activities. Take appropriate actions to address or report incidents, such as contacting the authorities or alerting the relevant personnel according to iMAP procedures.
- **Patrol and surveillance:** Conduct regular patrols, both scheduled and unscheduled, to detect and deter unauthorized activities.
- **Crowd management:** If applicable, manage crowds during events or busy periods to ensure order, safety, and adherence to security
- **Access control:** Regulate access to the premises by monitoring entry and exit points, and verifying identification. Accompany all non-iMAP employees upon any entry to premises outside of office working hours.
- **Fire safety:** Understand and enforce fire safety protocols, including identifying fire hazards, conducting regular checks of fire extinguishers, and assisting in evacuation procedures during emergencies.
- **Parking space management:** Ensure that designated parking spaces are reserved for the organization's vehicles. Monitor parking areas, enforce parking regulations, and report any unauthorized vehicles occupying the reserved spaces.

Bidders conditions

- The bidder must outline the team setup and shift pattern that will be provided to ensure 24/7 coverage of the premises within their proposal
- The bidder must ensure the provision of the same personnel to iMAP, based on the proposed shift pattern. Replacement of regular watchmen will be accepted only in exceptional cases (e.g. sickness) and by prior approval of iMAP.
- The proposed personnel must have previous experience in provision of security and/or watchmen services and knowledge of the area.
- The proposed personnel's knowledge of First Aid and Basic Life Support (BLS) and/or certification would be an advantage.
- The bidder must ensure provision of sufficient phone and mobile internet coverage for the proposed personnel to maintain communications with iMAP personnel, as required to undertake the work.
- The services requested do not require provision of weapons and bidders should ensure that no firearms or other weapons are present on iMAP premises at any time.

Payment conditions :

- Payment after delivery of satisfactory services by the end of each month within 2 weeks.
- Payment by bank or cash transfer.

Minimum information to provide on/with the quotation	
1 - Name, address, phone and contact person 2 - Proposed team structure and shift pattern to provide 24/7 coverage 3 - CV of the watchmen 4 - Business registration license for companies and IDs for individuals 5 - Monthly Price in USD 6 - Currency of the offer (USD) 7 - Preferred payment terms and conditions 8 - Validity of the quotation (Minimum 30 days) 9 - Proof of former experience in the similar working context (reference list or recommendation letters can be shared) 10 - Date, stamp (companies only) and signature.	
To submit an offer	
Response required before : 04:30 pm 24 June 2023	Offers to be sent to: amahdi@immap.org
Note: This quotation request is not an order and does not commit iMMAP on any obligation.	