(The Korean Embassy Bid Invitation #2021-04)

**Open Bid Invitation** [Security Guard Service]

1. **Description:** Security Guard Service at the Korean Embassy

2. **Qualification:**

🞎 Business with a valid business license

🞎 Business that is not related to any of these status: liquidation, M&A, disposal, legal composition, court receivership, and/or any types of legal disputes

3. **Application Process:**

 🞎 Application period: 20/May/ 2021 – 3/June / 2021 17:00p.m.

 🞎 Email the required documents below to koembth@mofa.go.kr (Title Open Bid “Security Guard Service” and submit the original documents to the Embassy)

 ➀ Registration Form (Attached)

 ➁ Bidding Price Form (Attached)

 ➂ Memorandum of Contract Deposit Payment Form (Attached)

➃ Financial Solvency (Attached)

⑤ Business License (1 Copy)

⑥ Brief Portfolio (about competencies and past 5-year performances, 1 copy) with a service proposal (Free-form)

⑦ Proof of Credibility (Financial statement 2018-2020, industrial accident compensation insurance, medical insurance certificate, certificate of Korean language proficiency, etc)

4. **Site Survey:** To be individually contacted (MUST attend)

5. **Bidding Result:** After June 4th, to be individually contacted via email or call

6. **Bidding Decision:**

🞎 We take the open competitive bidding method, where qualified and competent business with the

lowest proposal estimate is awarded the bid.

🞎 When multiple competent suppliers propose the same lowest estimates, only those selected will

go through re-bidding.

7. **Expected Annual Amount Range:** 2,190,000.00 Baht

8. **Contract Schedule:**

 🞎 Contract Signing: To be contacted via call

 🞎 Expected Contract Period: August 1st 2021 ~ July 31th 2022 (1 year)

9. **Bidding Invalidation:**

🞎 Applications that do not meet the stated qualifications are ***not***considered for this project.

🞎 Applications with insufficient, forged and counterfeit documents are ***not*** considered.

🞎 When the successful bidder does ***not*** wish to continue concluding the contract, it is required that

the bid deposit (which is waived at registration) be paid to the Embassy

10. **Others:**

🞎 The Korean Embassy promotes transparency and fairness in contracts

🞎 Any difference of interpretation would follow the interpretation of the Embassy

🞎 Submitted documents shall not be returned.

11. **Inquiry:** koembth@mofa.go.kr, or 02-247-7537 ext.102

Bases for Evaluation

|  |  |  |
| --- | --- | --- |
| **Category** | **Evaluation Factors** | **Points** |
| **Recent 5-year Performance** | o Have worked with other embassies with: ⋅Achieved over 1 year contract worth of 182,500 baht/mth (incl. of vat) = 25 points⋅Achieved less than 1 year contract worth of 182,500 baht/mth (incl. of vat) = 22 points⋅ Achieved over 1 year contract worth of 170,000 baht/mth (incl. of vat) = 20 points⋅Achieved less than 1 year contract worth of 170,000 baht/mth (incl. of vat) = 17 pointso Have worked with others with:- over 1 year contract: 15 points- less than 1 year contract: 10 points | 25 |
| **Credibility**  | ⋅Business license related to security guard service⋅Certificate of industrial accident compensation insurance, medical insurance, etc | 4.25 additional points |
| **Relevant implementation of the working condition for workers** | ⋅In compliance with Thai law⋅Prohibition of subcontract with other company | 5 |
| **Bidding price point** | ⋅Total points= bidding price point – 5x|(91/100 – bidding price/planned price)| x 100※But, if the bidding price is lower than planned price and is 94% or more, the bidding price is set at 94% of the planned price | 70 |
| **Total** |  | **100** |
| **Reason for disqualification**  | ⋅Business that is not related to any of these status: liquidation, bankruptcy, business suspension, or close to bankruptcy which will be difficult to carry out the performance | 🛆20 |

**Security Guard Task Instructions**

**General Requirements**

□ Contractor will be responsible for providing the following minimum services ;

⏹ Provide one security guard service for 24 hours a day at the Embassy including all holidays and weekends

⏹Provide competent security guards adequately trained and disciplined with excellence and integrity

⏹ Control visitors for safety of the Embassy

* Check the visitor’s permission, issue the visitor badge, search the visitor and his belonging before allowing access
* Log all visitors into a visitor logbook.

⏹ Facilitate traffic in front of the Embassy

* Provide the traffic control for incoming and outgoing vehicles

⏹ Search all vehicles using mirror and visual before allowing access in accordance with the Embassy’s security procedure

⏹ Stay in the guardroom at all times, constantly monitor CCTV monitors.

⏹ Report any suspicious activities

⏹ Call for assistance to supervisor in case of emergency situation such as threat, invasion, or fire etc.

⏹ Conduct 3times patrol on day shift and 3times on night shift through the Embassy compound, and write report into logbook

⏹ Assistant to consular section (only consular section security officer)

* Check the document of visa applicants
* Provide information to visa applicants of the prohibited items, if found, do not allow to enter