



Commonwealth of Australia

**Request for Quotation
for the
Provision of Security Services
for the
Australian Embassy – Amman, Jordan**

RFQ No: 01/18

Department of Foreign Affairs and Trade		
Request for Quotation (RFQ)		
1	RFQ Title	Security Services – Australian Embassy - Amman, Jordan
2	RFQ Issue Date	13 February 2018
3	Requirement	The Services to be delivered are detailed in the attached draft contract which includes the Statement of Requirement (SOR).
4	Schedule	The Services are to be delivered in accordance with the following schedule: <ul style="list-style-type: none"> • <i>Proposed Commencement Date: 26 March 2018</i> • <i>Initial Contract Term: Three (3) years</i> • <i>Options for further terms: Two (2) further terms each of one (1) year</i>
5	Delivery Location	Security services are required at the Australian Embassy, Amman, nominated Embassy residences and other nominated locations in Amman.
6	Contractor Personnel	The Services are to be delivered by Contractor Personnel as specified in the attached draft contract.
7	Reimbursable Costs	DFAT will pay to the Supplier reimbursable expenses incurred by the Supplier for the delivery of the Services as specified in the attached draft contract and outlined in Section 9.

8	Submission of Quotes and Evaluation Methodology	<p>Quotes are to be submitted in the format specified in Section 9 below, by closing time specified in Section 10, to the Australian Embassy, Amman as specified in Section 11.</p> <p>Quotes received after Closing Time will not be evaluated. See Note 2.</p> <p>Quotes which are not provided as specified in Section 9, including the number of copies supplied, will not be evaluated.</p> <p>DFAT will conduct a technical assessment of suppliers' proposals based on the following criteria:</p> <ol style="list-style-type: none"> 1. Criterion 1: Demonstrated experience and the ability to deliver Security Services in Jordan. Weighting 40%. 2. Criterion 2: Demonstrated experience and the ability to deliver Personnel as specified in the SOR by the Commencement Date of 26 March 2018. Weighting 20% 3. Criterion 3: Demonstrated experience and the ability to conduct training of Personnel as specified in the SOR. Weighting 20% 4. Criterion 4: Ability to obtain and retain all relevant licences, and other appropriate authorisations required by the Government of Jordan to legally and legitimately fulfil the requirements of any resultant contract. Weighting 20% <p>DFAT will conduct a contract compliance assessment of suppliers' proposals. Suppliers are to provide a statement indicating that they will comply with all aspects of the draft contract, or they are to specify which paragraphs on the draft contract they will not be able to comply with and why.</p> <p>Following the technical and contract compliance assessment of quotes, DFAT will undertake a price assessment of the quotes submitted by suppliers.</p> <p>DFAT will then undertake an overall value for money assessment to identify a preferred supplier.</p>
9	Quote Format	<p>The Quote must be provided in three distinct parts which can be easily separated as follows:</p> <p><u>Technical Proposal</u></p> <p>A proposal of no more than 30 pages individually addressing each of the selection criteria detailed in Section 8 above, and</p> <p>Up to 10 Past Experience Statements of no more than 1 A4 page each detailing relevant skills and experience of the Supplier to provide the services.</p>

		<p><u>Contractual Proposal</u></p> <p>Suppliers are to provide a statement indicating that they will comply with all aspects of the draft contract, or they are to specify which paragraphs on the draft contract they will not be able to comply with and why.</p> <p><u>Price Proposal</u></p> <p>A price proposal is to be submitted in the following format:</p> <table border="1" data-bbox="552 674 1294 1420"> <thead> <tr> <th>Item</th> <th>Quantity</th> <th>Unit Price per month</th> <th>Total Price per month</th> </tr> </thead> <tbody> <tr> <td>Shift Supervisors</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Guards</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Equipment</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Training</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Insurance</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Management Fees and Profit</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Etc</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td></td> <td>[Insert]</td> <td>[insert quote price]</td> </tr> </tbody> </table> <p>The cost for these Services will be paid monthly in arrears.</p> <p>Copies of Responses</p> <p>One (1) printed original response marked as “Original”, and one (1) printed copy marked as “Copy”, plus two electronic copies on either compact disk or USB flash drive are required to be submitted by Closing Time.</p>	Item	Quantity	Unit Price per month	Total Price per month	Shift Supervisors				Guards				Equipment				Training				Insurance				Management Fees and Profit				Etc				Total		[Insert]	[insert quote price]
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Total		[Insert]	[insert quote price]																																			
10	Closing Time	Quotes are to be submitted by 3pm Jordan time on 27 February 2018. See Note 2 below.																																				
11	Quote Lodgement	Responses to this RFQ are to be submitted to Reception at the Australian Embassy, Amman, Kayed Al-Armouti St. 41, Amman, Jordan. Submission of responses will require couriers to pass through security screening which may take as long as 30 minutes. Those seeking to lodge responses must contact the Security Manager, Mr Jamil Sabra, on 07 9783 0091 at least one (1) hour prior to arrival at the Embassy so that security can be advised.																																				

12	Questions of Clarification	Questions of clarification are to be directed security.contract@dfat.gov.au by 19 February 2018. Responses to any questions of clarification will be posted on the Australian Embassy, Amman website at http://jordan.embassy.gov.au/ by 20 February 2018.
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1. Quote Conditions

Quotes are subject to the Conditions outlined below. Potential suppliers must submit offers on the form provided with all details provided in English and with prices quoted in Jordanian Dinar.

2. Quote Lodgement

DFAT will grant extensions to the Closing Time only in exceptional circumstances and, if granted, will apply equally to all potential suppliers. DFAT will not consider any quotes received after the Closing Time specified in the RFQ unless DFAT determines in its sole discretion that it has caused or contributed to the failure to lodge by the Closing Time.

The quote must be lodged as set out in "Quote Lodgement" in the RFQ.

3. Validity

Quotes must remain open for acceptance for 60 calendar days from the Closing Time.

4. Alterations

DFAT may decline to consider a quote in which there are alterations, erasures, illegibility, ambiguity or incomplete details.

5. Inconsistencies

If there is inconsistency between any of the parts of the RFQ the following order of precedence shall apply:

- (a) RFQ;
- (b) Statement of Requirement;
- (c) these Quote Conditions; so that the provision in the higher ranked document will prevail to the extent of the inconsistency.

6. Amendments and Queries

DFAT may amend, or clarify any aspect of the RFQ prior to the RFQ Closing Time by issuing a formal amendment to the RFQ in the same manner as the original RFQ was distributed. Such amendments or clarifications will, as far as is practicable be issued simultaneously to all parties.

Any queries regarding this RFQ should be directed to the e-mail address identified in the RFQ.

7. Clarification

DFAT may, at any time prior to execution of a contract, seek clarification or additional information from, and enter into discussions and negotiations with, any or all potential suppliers in relation to their quotes. In doing so, the DFAT will not allow any potential supplier to substantially tailor or amend their quote.

8. Confidentiality of Potential Supplier Information

In their quote, potential suppliers must identify any aspects of their quote that they consider should be kept confidential, with reasons.

Potential suppliers should note that DFAT will only agree to treat information as confidential in cases that it considers appropriate. In the absence of such an agreement, potential suppliers acknowledge that DFAT has the right to disclose the information contained in their quote.

9. Alternatives

Potential suppliers may submit quotes for alternative methods of addressing DFAT's requirement described in the RFO where the option to do so was stated in the RFQ or agreed in writing with DFAT prior to the RFQ Closing Time. Potential suppliers are responsible for providing a sufficient level of detail about the alternative solution to enable its evaluation.

10. Reference Material

If the RFQ references any other materials including, but not limited to, reports, plans, drawings, samples or other reference material, the potential supplier is responsible for obtaining the referenced material and considering it in framing their quote.

11. Price Basis

The Contract Price must be inclusive of all taxes, duties (including any customs duties) and any government charges imposed or levied in Jordan. The Contract Price, which must include any and all other charges and costs, will be the maximum price payable by DFAT for the Services.

12. Evaluation

DFAT will evaluate quotes in accordance with the Commonwealth Procurement Rules and this RFQ to determine the best value for money outcome for DFAT. DFAT will notify unsuccessful suppliers of the final decision following award of a contract and suppliers may request a verbal debriefing following the award of a contract.

13. Financial Information

If requested by DFAT, potential suppliers must be able to demonstrate their financial stability and ability to remain viable as a provider of the Goods and/or Services over the term of any agreement.

If requested by DFAT, the potential supplier must promptly provide DFAT with such information or documentation as DFAT reasonably requires in order to evaluate the potential supplier's financial stability.

14. Referees

DFAT reserves the right to contact the potential supplier's referees, or any other person, directly and without notifying the potential supplier.

15. Reporting Requirements

Potential suppliers acknowledge that DFAT is subject to legislative and administrative accountability and transparency requirements including disclosure to Parliament and its Committees.

Without limiting DFAT's right to disclose other information, for any contracts awarded, DFAT will publicly disclose the supplier's name, postal address and a range of details about the Contract, including contract value and the names of any subcontractors engaged in respect of the Contract.

Potential suppliers should also note the requirements of the *Freedom of Information Act 1982*.

16. Unpaid Employee Entitlements

Potential suppliers acknowledge that the DFAT will not contract with a potential supplier where it or a proposed subcontractor has a judicial decision against it (excluding decisions under appeal) relating to unpaid employee entitlements where the entitlements remain unpaid.

17. Conflict of interest

Potential suppliers must notify DFAT immediately if any actual, potential or perceived conflict of interest arises (a perceived conflict of interest is one in which a reasonable person would think that the person's judgement and/or actions are likely to be compromised).

18. Collusion and Unlawful Inducements

Potential suppliers and their officers, employees, agents and advisors must not engage in any collusive, anti-competitive conduct or any other similar conduct with any other potential supplier or person or quote any unlawful inducements in relation to their quote or the RFO process.

Potential suppliers must disclose where quotes have been compiled with the assistance of current or former DFAT employees (within the previous 9 months and who was substantially involved in the design, preparation, appraisal, review, and or daily management of this activity) and should note that this may exclude their quote from consideration.

19. DFAT's Rights

DFAT, at its discretion, may discontinue the RFQ; decline to accept any quote ; terminate, extend or vary its selection process; decline to issue any contract; seek information or negotiate with any potential supplier that has not been invited to submit a Quote; satisfy its requirement separately from the RFQ process; Terminate negotiations at any time and commence negotiations with any other potential supplier; evaluate quotes as DFAT sees appropriate; and negotiate with any one or more potential suppliers.

21. Child Protection Policy

Tenderers should note that the Child Protection Policy applies to this procurement.