



CLIENT :

The French School Society ("the French School")
whose address is Masaki, Plot 280 and 282 Mawenzi Road, represented by The
President of the Board Committee

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**CAMPUS ARTHUR RIMBAUD – FLORENCE ARTHAUD
TENDER FOR SECURITE SERVICE**

Date :

NOVEMBER 2023

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TITRE 1 GENERAL CLAUSES AND REQUIREMENTS

1.1 Context of the operation

The French International School, also known as Lycée International Français has both its campuses located in Mawenzi Road Masaki, Plot 280 Campus Arthur RIMBAUD and 282, Florence ARTHAUD. Its facilities bring together more than **500 students from kindergarten to Terminale** for the 2023/2024 school year.



The company is invited to visit the site of the operation in order to note any difficulties or constraints that could affect its offer (access, surroundings, etc.), which it must take into account. Under no circumstances may it take advantage of its unfamiliarity with the site to make any claim whatsoever.

1.2 General requirements

All the security specifications provided are a minimum and must be met by all bidders and contractors for the entire duration of the contract.

The selected security service provider will be responsible for the following services:

- Access control (entry and exit) for all persons
- Patrol and surveillance of all the Plots 24 hours a day (outdoor areas, indoor walkways, green areas, administrative premises, teaching rooms, communal premises (changing rooms, toilets, showers, equipment, materials see Appendix 2 and 3).
- Responding to emergencies and reporting incidents.
- Crowd control at school events.
- Surveillance and control of security cameras.
- Ambulance on-call, fire alarm response, intruder alarm response 24 hours a day, 365 days a year.

Candidates will be required to visit the site in order to assess the level of services to be carried out, their scale and nature, estimate the implementation times and the procedures to be put in place according to their scale and nature.

Candidates will check the performance and weaknesses of the sites in terms of safety and security.

1.3 Duration of th contract

One year. From 1 January 2024 to 31 December 2024.

The work year for the Contractor shall be a maximum of 365 days which shall be scheduled primarily during the school year. With a work schedule of twenty-four-hour day shift.

Schedule

January							February							March						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6					1	2	3						1	2
7	8	9	10		12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30
														31						

April							May							June						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6				1	2	3	4							
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29

July							August							September						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
											1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					

October							November							December							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
1	2	3	4	5	6	7					1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	

School holidays and public holidays

1.4 Form of the contract

The contract will comprise a firm tranche with a fixed price component and a purchase order component for events or in cases of force majeure.

1.5 Terms and conditions

1.5.1 Equipment

Maintenance of an Occurrence Book.

The successful bidder shall provide all their guards with notebooks, pens, where the supervisors will sign to certify physical visits or change of guards, i.e Occurrence Books and note any incidences during execution of works.

1.5.2 Equipment

All guards must be fully equipped as follows.

- a. Peak Caps/Berets
- b. Whistles and Lanyards
- c. Torches and batteries
- d. Serviceable military boots
- e. Other security equipment will be an added advantage to the provider
- f. Clean presentable uniforms including raincoats.
- g. Communication equipment
- h. Reflectors
- i. metal detector

1.5.3 Logistics

The Contractor shall plan and be responsible at their own cost for the following.

- a. General transport requirements for all its personnel to and from the premises
- b. Provision of communication equipment at the assignment area

1.5.4 Insurance

Ensuring its security officers and dogs engaged in the performance of this Agreement against injury sustained by the in the course of carrying out their duties and;

The Contractor shall avail copies of insurance cover in respect thereof and proof of payment of current premium and must have sufficient cover.

1.5.5 Sign Plates -

The Contractor shall at own cost and subject to the prior approval thereof, provide sign plates indicating that the premises are being guarded by the security company and that guard dogs in use shall be utilized appropriately.

1.5.6 Operational specifications

The Contractor shall provide the following services.

1.5.6.1. Safeguarding and protecting the two-school premises, School children, personnel, properties; materials and equipment from unauthorised use, loss, theft, trespassing, espionage and sabotage. The contractor shall inspect and patrol buildings and all facilities on the premises regularly to maintain order and establish presence.

1.5.6.2. Ensure that all the regulations of the school affecting the security and safety of property in guarded premises are carried out. A standard security and safety document (internal regulations) for the school shall be given to the winning Contractor together with other contract documents.

1.5.6.3 Any interference to the perimeter protection of the premises to be identified and reported to the security supervisor immediately.

1.5.6.4 Shall deter the commission of assault, robberies, rapes and other violent crimes by deploying well-trained guards and alert the respective security supervisor.

1.5.6.5 All visitors to the school premises to be courteously received assisted and directed. School security and safety regulations should be followed while executing this activity.

1.5.6.6 Detain any person committing or with reasonable cause is suspected to be in the act of committing a cognizable offence.

1.5.6.7 Shall prevent the occurrence of fire, explosions and other catastrophes by close observation of the building, electrical equipment, vehicles, school machines and personnel to identify unsafe conditions, procedures or activities.

1.5.6.8 Shall provide ambulance services when called for emergencies and when needed in special events approximately once a month.

1.5.6.9 Pay attention to all water, steam or gas from the kitchen and electrical installations to detect breakdown and wastage and to take immediate action necessary in the interest of safety and security.

1.5.6.10 Ensure that fire-fighting equipment are standby in designated locations as deemed necessary by the security company ready to come and extinguish fire immediately when it occurs.

1.5.6.11 Record all vehicles visiting premises and verify get-passes issues to visitors

1.5.6.12 Ensure that before any property is removed from the school, authorised is obtained from the relevant authorities!

1.5.6.13 Maintain an occurrence book to record daily occurrence of security interest by management and other persons concerned.

1.5.6.14 The successful bidder shall be liable for any loss of a school equipment caused by negligence of the security Company employee/s

1.5.6.15 The bidder shall provide security dogs and handlers in specified school premises as may be requested.

1.5.6.16 The successful bidder shall be required to have and to install own guards monitoring systems.

1.6 Qualification criteria

Interested bidders must meet the following minimum qualification criteria:

- Proper licensing and certification for security services.
- Experience in providing security services for educational institutions.
- Trained and licensed security personnel.
- Adequate insurance coverage.
- Ability to provide 24/7 security coverage.

1.7 Confidentiality

The Delegatee undertakes not to divulge to third parties all or part of the information and documents gathered in the course of its services, unless authorised in writing by the Client.

However, persons or companies consulted or met in the course of providing a service are not considered to be third parties.

1.8 Designation of parties

1.8.1 Client

The customer monitors the performance of the Delegate

1.8.2 Delegate

The delegatee undertakes to provide the names of the following people at the contract launch review:

- A single contract manager, responsible for the administrative management of this contract.
- A single site manager, with operational responsibility for all activities generated by this contract.
- A team of qualified guards for the services and interventions covered by this contract.

Under no circumstances may the Service Provider subcontract the performance of part of the contract or assign all or part of the contract without the Customer's prior and formal agreement, in accordance with the commercial provisions set out in the contract.

Any modification must be requested in advance and approved by the Customer.

TITRE 2 SECURITY SCHEDULE

2.1 Drop off time

Campus Arthur Rimbaud Time Slots : 7:00-9.00 a.m:

Three security guards must be outside, they would always have to be divided as follows: Two guards must be on Zebra Mark, and one guard will continuously patrol around the pedestrian pathway, and the whole external building. But also, they must be watching the parking lot on the right side of the school where parents and drivers park their vehicles. The other guard would always have to be at the entrance gate receiving the children, parents, drivers, and anyone who brings them into the school.

1 other Guard (dog handler) Stands on the right side of the school at the emergency gate near the assembly point to ensure the safety of all vehicles in that Room/area and to ensure everything is always secure.

Campus Florence Arthaud : Time Slots : 7:00 - 9.00 a.m.

One guard must be outside at the main gate to receive the parents, drivers, or anyone else who is responsible for bringing the children to the school.

On guard check the ID CARD and monitor the CCTV Cameras in the guards' room.

One other Guard (dog handler) Stands on the right side of the school at the emergency gate near the assembly point to ensure the safety of all vehicles in that Room/area and to ensure everything is always secure.

2.2 Between the drop off and pick up time N°1

Campus Arthur Rimbaud 9 am-12 pm:

One guard (dog handler) stands on the right side of the school at the emergency gate near the assembly point to ensure the safety of all vehicles in that Room/area and to ensure everything is always secure.

On guard check the ID CARD and note visitors' entries and exits.

The other guard and monitor the CCTV Cameras in the guards' room and is on call in the event of an alarm (opening access doors, checking whether the alarm is dangerous, communicating with the company's security room).

Campus Florence Arthaud 9 am-12 pm:

One guard (dog handler) stands on the right side of the school at the emergency gate near the assembly point to ensure the safety of all vehicles in that Room/area and to ensure everything is always secure.

On guard check the ID CARD and note visitors' entries and exits.

The other guard and monitor the CCTV Cameras in the guards' room and is on call in the event of an alarm (opening access doors, checking whether the alarm is dangerous, communicating with the company's security room).

2.3 Pick up time N°1

Campus Arthur Rimbaud Time Slots : 12 p.m:

Two security guards must be outside, they would always have to be divided as follows:

One guard must be on Zebra Mark, and one guard will continuously patrol around the pedestrian pathway, and the whole external building and also, they must be watching the parking lot on the right side of the school where parents and drivers park their vehicles.

The other guard would always have to be at the entrance gate receiving the children, parents, drivers, and anyone who brings them into the school.

1 other Guard (dog handler) Stands on the right side of the school at the emergency gate near the assembly point to ensure the safety of all vehicles in that Room/area and to ensure everything is always secure.

Campus Florence Arthaud Time Slots: 11.30 am:

Two security guards must be outside, they would always have to be divided as follows:

One guard must be on Zebra Mark, and one guard will continuously patrol around the pedestrian pathway, and the whole external building and also, they must be watching the parking lot on the right side of the school where parents and drivers park their vehicles.

The other guard would always have to be at the entrance gate receiving the children, parents, drivers, and anyone who brings them into the school.

1 other Guard (dog handler) Stands on the right side of the school at the emergency gate near the assembly point to ensure the safety of all vehicles in that Room/area and to ensure everything is always secure.

2.4 Between the pick up time N°1 and the pick up time N°2

Campus Arthur Rimbaud 12.15 pm- 2 pm:

One guard (dog handler) stands on the right side of the school at the emergency gate near the assembly point to ensure the safety of all vehicles in that Room/area and to ensure everything is always secure.

On guard check the ID CARD and note visitors' entries and exits.

The other guard and monitor the CCTV Cameras in the guards' room and is on call in the event of an alarm (opening access doors, checking whether the alarm is dangerous, communicating with the company's security room).

Campus Florence Arthaud 12.15 pm- 2 pm:

One guard (dog handler) stands on the right side of the school at the emergency gate near the assembly point to ensure the safety of all vehicles in that Room/area and to ensure everything is always secure.

On guard check the ID CARD and note visitors' entries and exits.

The other guard and monitor the CCTV Cameras in the guards' room and is on call in the event of an alarm (opening access doors, checking whether the alarm is dangerous, communicating with the company's security room)

2.5 Pick up time N°2 and N°3

Campus Arthur Rimbaud Time Slots: 14 pm - 18:30pm:

Two security guards must be outside, they would always have to be divided as follows:

One guard must be on Zebra Mark, and one guard will continuously patrol around the pedestrian pathway, and the whole external building and also, they must be watching the parking lot on the right side of the school where parents and drivers park their vehicles.

The other guard would always have to be at the entrance gate receiving the children, parents, drivers, and anyone who brings them into the school.

1 other Guard (dog handler) Stands on the right side of the school at the emergency gate near the assembly point to ensure the safety of all vehicles in that Room/area and to ensure everything is always secure.

Campus Florence Arthaud Time Slots: 16:15 pm:

Two security guards must be outside, they would always have to be divided as follows:

One guard must be on Zebra Mark, and one guard will continuously patrol around the pedestrian pathway, and the whole external building and also, they must be watching the parking lot on the right side of the school where parents and drivers park their vehicles.

The other guard would always have to be at the entrance gate receiving the children, parents, drivers, and anyone who brings them into the school.

1 other Guard (dog handler) Stands on the right side of the school at the emergency gate near the assembly point to ensure the safety of all vehicles in that Room/area and to ensure everything is always secure.

2.6 After the Pick up time N°3 and before the night patrolling

Campus Arthur Rimbaud et Florence Arthaud Time Slots : 6 pm - 7 pm:

One guard stands at the outside of the entrance and main gate near the guard room and assist the one signing in and receiving visitors within the school to ensure people enter and exit smoothly, but also would frequently escort the kids who go on other campus/school and the safety of all vehicles in that area and to ensure everything is safe

One guard stays in the reception and security Room all the time, to monitor the CCTV Camera feed, and sign in visitors at the registered visitors' book and welcome them.

Day shift security guards would have to hand over the whole premises to the night shift security guards, so while they take over the site, they should have to patrol around the whole building and ensure that all clients assets are safe, and nothing is missing.

2.7 Night patrolling

Campus Arthur Rimbaud et Florence Arthaud Time Slots : Time Slots: 19:00-07:00:

Every hours Security Guards must go through all designated points within the building at various intervals and using a mark touch patrol device , the guards always must conduct continuous and regular night patrols inside the school building, and another will be monitoring the CCTV cameras. The guards should always note all incidents which occur during the whole night.

TITRE 3 MARKET MANAGEMENT ORGANISATION

For each meeting between Delagate and the Client, Delagate will draw up a report (paper and computer format) within 5 days mentioning the main decisions taken and will ensure a follow-up of the actions or measures to be taken.

The Client will have a period of 5 working days to make any observations after receiving the reports. Delagate must make the necessary corrections within 3 days of receiving any comments.

3.1 Contract launch review

Following notification of the contract, the Client will organise at least one contract review during which, in particular, there will be :

- a joint reading of the various contract documents ;
- drawing up and signing ;
- organisational arrangements;
- current and future operating constraints explained by the Client.

Note: in the period between the contract launch review and the first half-yearly meeting, the Client will organise as many meetings as necessary to ensure the organisational implementation of the contract and the taking into account of the installations, which Delagate will be obliged to attend without additional remuneration.

3.2 Quality assurance

Delagate must set up an internal quality control, at least monthly, the purpose of which is to guarantee the result, by highlighting weak points and strong points.

Quality control is carried out by a specialised delegate.

The inspection report is submitted to the Customer at monthly meetings. The preventive and corrective actions to be implemented following the will be formalised in the inspection report and referred to at each meeting.

3.3 Anomalies and incidents register

The register of anomalies and incidents records notable events that have occurred during the day or night, while carrying out their surveillance and guarding duties.

Before any entry is made in the register, the security guards must inform the Client Security officer on duty of any anomalies noted or incidents noted in their surveillance area.

In particular, they must indicate :

- the date and time when the events occurred ;
 - a description of the events
 - the first names and surnames of the security guards and any other people who witnessed the events.
- In addition, they draw up an incident report including, in particular, an analysis of the causes and any protective measures and arrangements taken. In any event, these must first be immediately brought to the Client's attention.

3.4 Shift register

After each shift, the Service Provider reports to the Client on the activity of its teams.

This activity report is drawn up in the form of a report written by the team leader and the team manager).

3.5 Visitor entry and exit registers

Visitors entry and exit registers are filled in by a security guard, who records the number, the time of entry and exit, information identifying the visitor (surname, first name(s), identity card number, etc.) and the time of departure. visitor (surname, first name(s), number of ID card, business card, driving licence

driving licence, number plate or passport valid on that date), the nature of the visit date, the nature of the visit, etc.

3.6 Register of inspection reports and rounds

The register of checkpoints and rounds is filled in when security guards pass through the various checkpoints (rounds). The team leader appointed from among the security guards enters the following information in the register:

- date and time of the check ;
- schedule of rounds defined by the service provider;
- identity of the security guards on duty and details of the checkpoints for which each is responsible;
- anomalies noted in the execution of rounds by the Service Provider's teams (security guards having omitted round points, rounds carried out outside the agreed times, etc.).

The control reports must be extracted in particular from the mark touch device spread over the 2 campuses.- the observation, corrective and preventive action, mode and cause of failure;

This work sheet will be validated by the Client.

After any intervention Delegate will, if necessary, update the existing plans and diagrams and send them to the Client.

The registers corresponding to the service carried out must be signed at the end of each service by Delegate, which will ensure that they are properly kept.

3.5 Terms of payment

- 3.5.1 The Delegate send an invoice by the 5th of the followings month. Clients' payment of invoice is within 14 calendar days of date of submission of invoice.

3.6 Performance security

- 3.7.1 Within eight (8) days of the receipt of notification of award from the Procuring entity, the successful tenderer shall furnish the performance security in response to these contractual obligations, the Delegate must provide an appropriate technical proposal and put in place a solid, professional organisation.3.7.2 Failure of the Delegate to comply with the requirement will result into the loss of the tender. Therefore, the Client may reward the award to the next lowest evaluated or call for new tenders.

3.7 Corrupt or fraudulent practices

- 3.8.1 The Procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

- 3.8.2 The procuring entity will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

3.9.1 Insurance

The Delegate is obliged to take out, no later than the date of signature of the present contract, with an insurance company that is with an insurance company that is known to be solvent, all the insurance policies necessary for the performance performance of the contract, so as to be guaranteed against any indemnity to which it may be exposed as a result of the activity under this contract. A copy of the insurance policies taken out will be sent to the Client prior to any commencement of services.

The Service Provider's liability to the Client for non-performance of its contractual obligations may only be sought, over and above the amounts resulting from the application of this agreement, in the event of a breach, fault or omission committed in or in connection with the performance of the services for which it is responsible under this agreement. services for which it is responsible under this contract.

It is expressly agreed between the parties that any such fault or omission, as distinct from non-compliance with the Service Provider's undertakings, shall be deemed to have been committed by the Service Provider. compliance with the Service Provider's obligations, must be proven by the Client and attributable to the Service Provider.

The Client must provide proof of the damage suffered.

APPENDIX 4.1 : Monthly fixed price schedule

Monthly fixed price schedule					
Quantity	Post	Day	Night	Unit price	Total monthly
Campus Arthur Rimbaud					
4	Security officer unarmed (8 in total)	2	2		
1	Dog and Handler	1	0		
1	Alarm, monitoring and response				
1	Fire and ambulance response				
Sub Total TZS					
Campus Florence Arthaud					
4	Security officer unarmed	2	2		
1	Alarm, Monitoring, and response				
1	Fire and ambulance response				
1	Dog and Handler	1	0		
SUB TOTAL TZS					
TOTAL					
TAX RATE (18%)					
TOTAL MONTHLY					

APPENDIX 1 4.1b : Extra cost - Prices for events				
Quantity	Post	Shift		
1	Security officer unarmed	6 hours		
2	Security officer unarmed	6 hours		
3	Security officer unarmed	6 hours		
4	Security officer unarmed	6 hours		
5	Security officer unarmed	6 hours		
1	Ambulance + doctor around Dar Es Salam	6 hours		

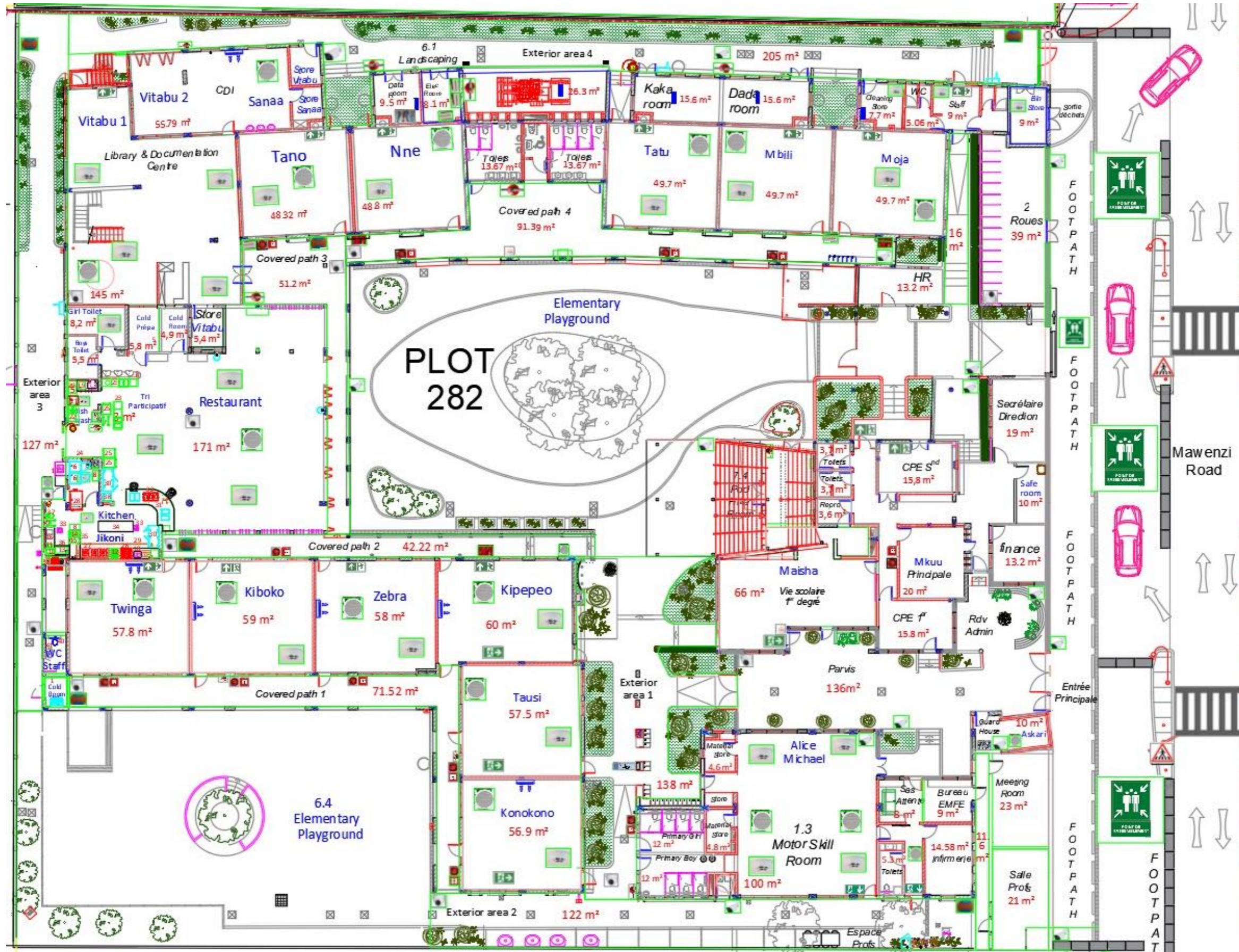
APPENDIX 4.1C : LIST OF DOCUMENTS TO BE SUBMITTED BY THE CANDIDATE WITH THE OFFER

- a) Company presentation
- b) Company memorandum

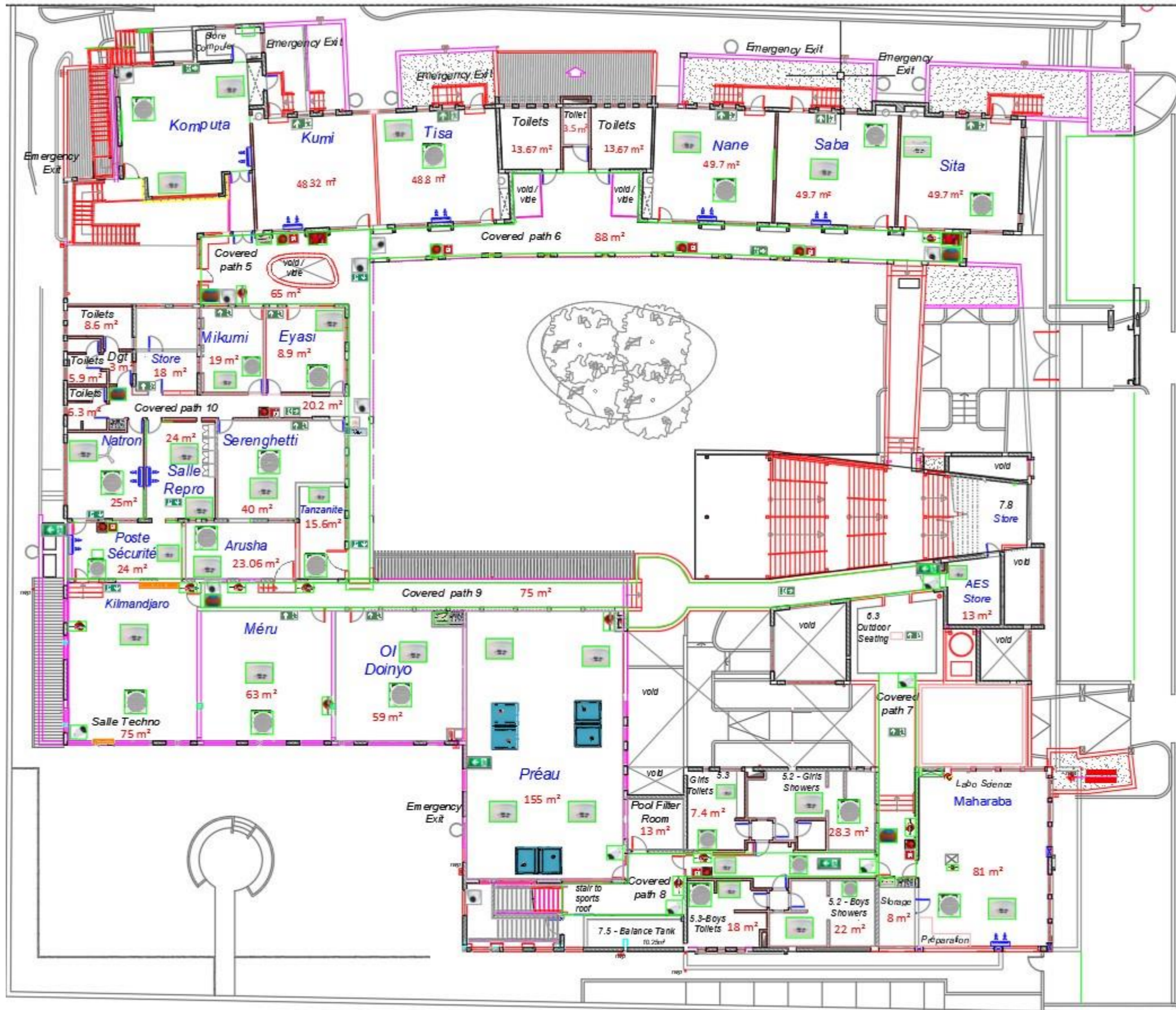
- c) List of agents assigned to the assignment
- d) Completed APPENDIX 1 (4.1a & 4.1b)
- e) Methodology implemented for the assignment
- f) Report template
- g) Insurance

4.3 - ANNEXE

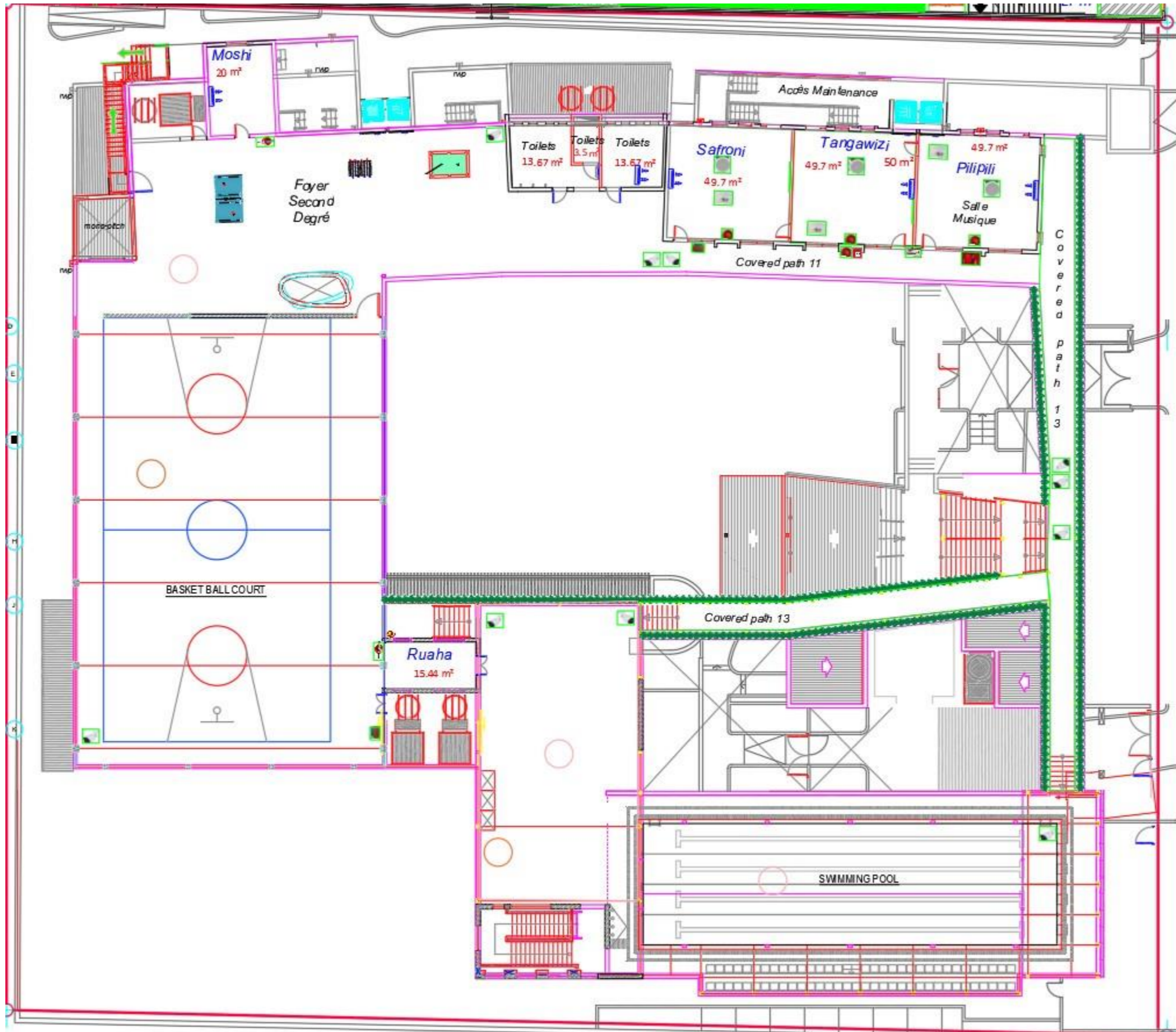
ARTHUR RIMBAUD - GROUND FLOOR PLAN.



ARTHUR RIMBAUD - FIRST FLOOR



ARTHUR RIMBAUD - SECOND FLOOR



FLORENCE ARTHAUD - GROUND FLOOR



FLORENCE ARTHAUD - FIRST FLOOR

