

REQUEST FOR PROPOSAL

FOR

SECURITY SERVICES — FRAMEWORK CONTRACT

Reference No.	RFP/SEC/2025/001
Issue Date	20 th May 2026
Submission Deadline	26 th May 2026
Contract Type	Framework Contract (Initial 2 Years)
Contract Locations	Yumbe, Kyaka II, Rwamwanja, Kitgum, Pader, Kotido, Agago, Amuru

1. Introduction and Background

ADRA Uganda is seeking qualified and experienced security service providers to enter into a Framework Contract for the provision of professional security guarding services at its field locations. This Request for Proposal (RFP) sets out the scope of services required, terms and conditions, and the evaluation criteria that will be applied in selecting the successful service provider(s).

The Client operates multiple field locations that require 24-hour security coverage. The nature of operations at these sites demands highly trained, reliable, and professional security personnel capable of safeguarding assets, personnel, and property.

2. Objectives

The primary objectives of this procurement are to:

- Ensure the continuous safety and security of all Client field locations, assets, and personnel.
- Establish a Framework Contract with a reputable security firm capable of providing flexible and scalable security solutions.
- Obtain best value for money through a competitive and transparent procurement process.
- Guarantee compliance with all applicable national laws and regulations governing private security operations.

3. Scope of Services

The successful bidder(s) shall provide security services across two (2) categories of field locations as detailed below.

3.1 Location Category A – Standard Security Guarding

This category covers field locations requiring uniformed security guards operating on a day/night shift rotation:

Shift	Hours (Indicative)	Personnel Required
Day Shift	06:00 – 18:00	1 (One) Security Guard
Night Shift	18:00 – 06:00	2 (Two) Security Guards
Total Coverage	24 Hours / 7 Days a Week / 365 Days a Year	

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Duties for Location Category A shall include, but are not limited to:

- Controlling access to the premises (personnel, vehicles, and visitors).
- Conducting regular perimeter and interior patrols at defined intervals.
- Monitoring CCTV systems and alarm panels where installed.
- Maintaining an accurate occurrence/incident log book.
- Immediate reporting of security incidents, breaches, or suspicious activities.
- Enforcing site rules and procedures as directed by the Client.
- Emergency response coordination with local law enforcement and emergency services.

3.2 Location Category B – Dog Unit Security Services

This category covers field locations requiring enhanced security through the deployment of trained security dogs alongside a qualified handler on the night duty:

Shift	Hours (Indicative)	Personnel Required
Day Shift	06:00 – 18:00	1 (One) Security Guard
Night Shift	18:00 – 06:00	1 Security dog and a handler

Requirements for Location Category B dog unit services:

- All dogs must be trained, licensed, and in good health with up-to-date veterinary records.
- Dog handlers must hold a valid and current Dog Handler licence/certification as required by applicable law.
- Dogs must be of a recognised guard/patrol breed and temperament-assessed.
- Handler shall maintain full control of the dog at all times; the dog must not pose a risk to Client personnel.
- Duties include perimeter patrols, deterrence, and intruder detection.

4. Framework Contract Arrangements

The Client intends to award a Framework Contract to one (1) or more security service providers. Key contract features include:

- Initial Contract Duration: Two (2) years from the date of commencement.
- Extension Options: Up to two (2) additional one-year extensions, subject to satisfactory performance and mutual agreement.
- Call-Off Mechanism: Individual service orders will be placed under the Framework for specific locations and periods.
- Pricing: Fixed unit rates for each guard category shall apply for the duration of the initial term; rates may be reviewed on extension.

5. Eligibility and Minimum Requirements

To be considered for evaluation, bidders must meet ALL of the following minimum requirements:

#	Requirement	Evidence Required
1	Valid Private Security Licence/Registration	Copy of current licence issued by the relevant national authority
2	Minimum 3 Years of Operational Experience	Company profile, list of past contracts with references

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3	Dog Handler Certification (for Cat. B bidders)	Certified handler licence(s) and dog health/training records
4	Valid Insurance Policies	Public liability, employer's liability, and dog liability (if applicable)
5	Tax Compliance	Current tax clearance certificate or equivalent

6. Proposal Requirements

Bidders shall submit a complete proposal comprising the following components:

6.1 Technical Proposal

1. Company profile and organizational structure.
2. Proof of licences, registrations, and certifications as listed in Section 5.
3. Description of proposed staffing model for each location category.
4. Staff vetting and background screening procedures.
5. Training standards and certification for all security personnel.
6. Supervision, quality assurance, and performance monitoring approach.
7. Incident reporting and emergency response protocols.
8. Evidence of at least three (3) reference contracts of similar scope.
9. For Category B: Dog training certification, handler credentials, and veterinary health records.

6.2 Financial Proposal

The Financial Proposal must be submitted in a SEPARATE sealed envelope (or clearly separated PDF section) from the Technical Proposal. Pricing shall be provided using the format below:

#	Service Description	Unit	Unit Rate (UGX)	Monthly Cost (UGX)
1	Category A – Day Shift Security Guard (1 Guard)	Per Guard/Month		
2	Category A – Night Shift Security Guard (2 Guards)	Per Guard/Month		
3	Category B – Dog Handler (1 Handler), night shift per month.	Per Handler/Month		
4	Category B – Security Dog Deployment night shift per month	Per Dog/Month		
	TOTAL ESTIMATED MONTHLY COST			

All prices must be inclusive of personnel costs, equipment, uniforms, transportation, and applicable taxes unless otherwise stated.

7. Evaluation Criteria

Proposals will be evaluated using a quality-cost weighting. The overall score is calculated as follows:

Evaluation Component	Weight (%)	Max Score
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Technical Proposal Quality	70%	70
– Experience & Track Record (references, past contracts)	25%	25
– Staffing Plan & Training Standards	20%	20
– Compliance with Licensing Requirements	15%	15
– Operational Methodology & Incident Response	10%	10
Financial Proposal (Value for Money)	30%	30
TOTAL	100%	100

8. Submission Instructions

Proposals must be submitted in accordance with the following instructions:

- Proposals must be submitted in English.
- One (1) original and two (2) hard copies, plus one (1) electronic copy via email on plo@adrauganda.org.
- Submissions must be received no later than the deadline of 26th May 2026

Deliver physical copies to:

Procurement and Logistics Office
ADRA Uganda
P.O. Box 9946, Kireka Kampala
Email: plo@adrauganda.org
Tel: 0779863454

9. Process and Key Dates

#	Activity	Indicative Date
1	Issue of RFP to Prospective Bidders	20/05/2026
2	Proposal Submission Deadline	26/05/2026
3	Technical Evaluation	27/05/2026
4	Contract Award Notification	27/05/2026
5	Service Commencement in Kitgum field Location	1/06/2026

10. Terms and Conditions

You are required to meet the following criteria to be eligible to participate in this procurement:

- Not to have a conflict of interest in relation to this procurement requirement
- Strive to provide supplies of high quality and accept full responsibility for all or supplies provided.
- shall not offer gifts directly or indirectly, to the staff of a procuring and Logistic that might be viewed by others as having an influence on a procurement decision.
- Shall not engage in deceptive financial practices, such as bribery, double billing, or other improper financial practices.

Shall not misrepresent facts to influence a procurement process or the execution of a contract to the detriment of the Procuring and Disposing team