**REQUEST FOR QUOTATION  
SPECIFICATION OF STANDARD SERVICES**

**Procurement No:** **RFQ-MHMS-2203-2201-278**

## Specification

### BACKGROUND

### The ministry has been experiencing numerous unsafe incident happenings at the premises of MHMS, hence a security services is hereby required to prevent the following from re-occurring.

### • Continuous break-in to MHMS premises

### • Invasion of patient’s privacy

### • Robbery of patient’s belonging, office and medical tools

### • Poor attendance of MHMS staff

### • Risky environment for patients

### • Dangerous and unsafe environment

### Scope of Work

### This RFO is for the Security Service provider who will assist the Ministry (MHMS) in protecting the sustainability of MHMS operation to the best in;

### • Safeguarding of MHMS premises or assets and resources

### • Monitoring of staff movements (attendance)

### • Keeping out of stray animals from entering MHMS premises

### • Controlling and monitoring of parking spaces

### • Maintaining records of log books for contractors movements once entering and exiting the gate

### • Providing reports to Administration on a daily basis

### • Controlling and ensuring smooth traffic and peoples’ movements at the gate

### REQUIREMENTS

### Tenderers are required to provide copies and attach to their tender submissions the following documents:

### 1. Tax clearance letter from Tax Office

### 2. Business Registration

### 3. Valid Business licence

### 4. Signed copy of the certificate of Compliance Form

### 5. Complete quotation

### 6. References indication of competence with similar supply of services

### All supporting documentation must be in English.

### Quotation of materials should be in AUD.

### INSTALLATION SERVICES

### N/A

### DELIVERY TIME

### The delivery of the services shall come to effect upon signing of the contract agreement between MHMS and the Service Provider. The delivery time required is reflected in the table below.

**Description of the Services to be provided**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of Premises** | **No. of Security Guards** | **Allocated no. of hours** | **Total hours** | **Rate/hour** | **Daily rate** | **Monthly rate** |
| Nawerewere gate | 4 | 24 hrs | 24 hrs |  |  |  |
| Old pharmacy | 1 | 16 hrs | 16 hrs |  |  |  |
| Meeria ward | 2 | 24 hrs | 24 hrs |  |  |  |
| Maungan dot | 2 | 24 hrs | 24 hrs |  |  |  |
| Dot Nawerewere | 1 | 16 hrs | 16 hrs |  |  |  |
| KTM office | 1 | 16 hrs | 16 hrs |  |  |  |
| Otintaai hotel | 2 | 24 hrs | 24 hrs |  |  |  |
| Ward entrance gate | 2 | 24 hrs | 24 hrs |  |  |  |
| New outpatient | 2 | 24 hrs | 24 hrs |  |  |  |
| OB ward gate | 2 | 24 hrs | 24 hrs |  |  |  |
| New emergency ward | 2 | 24 hrs | 24 hrs |  |  |  |
| Betio hospital | 2 | 24 hrs | 24 hrs |  |  |  |
| Kiritimati hospital | 1 | 16 hrs | 16 hrs |  |  |  |
| Bairiki clinic | 1 | 12 hrs | 12 hrs |  |  |  |
| Minister house | 1 | 24 hrs | 24 hrs |  |  |  |
| Ambo clinic | 1 | 12 hrs | 12 hrs |  |  |  |
| Eita clinic | 1 | 24 hrs | 24 hrs |  |  |  |
| Medical ward (KSON) | 2 | 24 hrs | 24 hrs |  |  |  |