



JOINT SONGWE RIVER BASIN COMMISSION

REQUEST FOR QUOTATION

FOR

PROVISION OF SECURITY SERVICE

QUOTATION NO: SONGWECOM/2026/2027/NC/01

*Executive Secretary,
Joint Songwe River Basin Commission,
P.O. BOX 300,
Kyela Tanzania.
Tel: +255 25 2957412
E-mail: songwecombasin@gmail.com or procurement@songwecom.org*

1. Background

The Joint Songwe River Basin Commission (SONGWECOM) is a bi-national institution established by the Governments of the United Republic of Tanzania and the Republic of Malawi to promote sustainable management and development of the Songwe River Basin.

SONGWECOM invites quotations from qualified and licensed security service providers for the provision of security services at its Secretariat Offices located in Kyela, Tanzania, for the Financial Year 2026/2027.

The selected service provider shall be responsible for safeguarding SONGWECOM premises, assets, staff, visitors and facilities through provision of professional security services on a twenty-four-hour basis.

2. Objectives

The objective of this assignment is to engage a competent security company to:

- a) Provide effective security services for SONGWECOM offices and assets.
- b) Ensure safety of staff, visitors and stakeholders.
- c) Protect SONGWECOM properties against theft, vandalism and unauthorized access.
- d) Maintain a secure working environment at all times.

3. Scope of Services

The service provider shall provide security services at the SONGWECOM Secretariat Offices including but not limited to:

a) Security Personnel

S/N	Description	Quantity
1,	Armed Security Guard (Day Shift)	1
2.	Armed Security Guard (Night Shift)	2
3.	Firearm/Gun	1

b) Security Operations

The successful bidder shall undertake the following activities:

- i. Continuous protection of SONGWECOM and visitors assets and facilities.
- ii. Day and night patrols of the office compound.
- iii. Inspection of incoming and outgoing vehicles, staff, visitors and customers.
- iv. Monitoring movement of assets and ensuring all items removed from the compound have authorized gate passes.
- v. Reception and guidance of visitors to appropriate offices.
- vi. Monitoring and management of office and security lighting.

- vii. Locking and unlocking offices as directed by management.
- viii. Responding to emergencies such as fire, floods, theft, strikes and other security incidents.
- ix. Liaising with emergency and law enforcement authorities when required.

4. Duration of Contract

The contract will be for a period of two years from the date of signing the agreement.

5. Payment Terms

- a) Payments will be made according to the services provided.
- b) Detailed invoices should be submitted monthly, outlining all security services rendered.
- c) Payment will be made within 30 days of receiving the invoice.

6. Minimum Requirements

Interested security firms must submit evidence demonstrating compliance with the following requirements:

6.1 Insurance

The bidder shall possess valid insurance cover issued by a reputable institution.

6.2 Firearm License

The bidder shall possess a valid firearm license issued by an authorized government institution.

6.3 Uniforms

Security guards shall be properly dressed in security uniforms including:

- a) Uniform garments
- b) Caps
- c) Belts
- d) Boots
- e) Any other necessary security attire

6.4 Technical Capability

The bidder shall provide evidence of possession of:

- a) Firearms
- b) Patrol vehicle(s)
- c) Radio communication equipment
- d) Handcuffs
- e) Whistles
- f) Other security equipment

The bidder shall also provide:

- a) Copies of employment contracts for security guards
- b) Training certificates for each guard

6.5 Equipment

The service provider shall demonstrate ownership or access to:

- a) Patrol vehicle(s)
- b) Firearms
- c) Local security equipment and weapons
- d) Communication equipment

7. Performance Requirements

S/N	Activity	Area	Performance Standard	Special Requirement
1.	Overall Safety and Security	Office compound and assets	Well-protected premises and properties	Protection against theft and damage
2	Inspection	Entrance and Exit Points	Full-time inspection	Inspection of staff, visitors and vehicles
3	Patrol	Entire compound	Continuous patrol	Day and night patrol services
4	Reception and Direction	Reception area	Proper guidance	Direct visitors appropriately
5	Light Management	Office buildings	Scheduled switching on/off	Security lights on at 18:00 hrs and off at 06:00 hrs unless otherwise instructed
6	Doors Management	Office buildings	Secure locking/unlocking	Ensure offices are secured after working hours
7	Hazards and Emergencies	Entire premises	Quick response	Assist during emergencies and disasters

8. Schedule of Prices

Bidders shall complete the schedule below:

S/N	Description of Service	Unit	Quantity	Rate (TZS)	Amount (TZS)
1	Armed Security Guard – Day Shift	Person	1		
2	Armed Security Guard – Night Shift	Person	2		
3	Firearm/Gun	Piece	1		
	Sub Total Amount				
	Grand Total Amount				

9. Required Documents

Interested firms shall submit:

- a) Brief description of the company, including its history, years of operation, experience in providing security services, and areas of expertise
- b) Certificate of Incorporation.
- c) Business License.
- d) TIN and VAT Registration Certificates.
- e) Firearm License.
- f) Evidence of Insurance Coverage.
- g) Evidence of ownership/access to required security equipment.
- h) List of security guards and copies of Mgambo Certificates.
- i) At least three references from clients served within the last three years.
- j) Financial quotation duly signed and stamped.

10. Evaluation Criteria

Quotations shall be evaluated based on:

- a) Compliance with all mandatory requirements and submission of the required documents
- b) Experience in provision of security services to Public institutions, Government Agencies, International organizations, Private companies, or similar entities.
- c) At least three (3) references from clients who have received similar security services within the last three years
- d) List of security guards proposed for deployment together with copies of their Mgambo Certificates.
- e) Description of qualifications, experience, and training of the proposed personnel.
- f) Details of security equipment available for service delivery
- g) Technical capability and capacity to deliver the required services
- h) Detailed fee structure, including monthly security service charges and any other applicable costs.
- i) Financial quotation duly signed and stamped by an authorized representative.

Only substantially responsive quotations shall proceed to financial evaluation.

11. Submission of Proposals

Proposals should be submitted in both electronic or hard copy formats by 14/08/2026

TO:

Executive Secretary,

Joint Songwe River Basin Commission,

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Kyela Tanzania.

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E-mail: songwecombasin@gmail.com or procurement@songwecom.org

12. Timeline

- a) **RFP Release Date:** 10/08/2026
- b) **Deadline for Submission of Quotation:** 24/8 /2026 at 10:00 am, EAT
- c) **Evaluation of Quotation:** 28/8/2026
- d) **Notification of Award:** 7/9/2026
- e) **Contract Start Date:** 1/10/2026

13. Terms and Conditions

- a) SONGWECOM reserves the right to accept or reject any quotation without assigning any reason.
- b) Quotation must remain valid for a period of 90 days from the submission deadline.
- c) Any form of canvassing will lead to automatic disqualification.

14. Confidentiality

All information provided in response to this RFQ and during the course of the contract shall be treated as confidential and shall not be disclosed to any third party without prior written consent from SONGWECOM.



Ghoyela C.Mpangala
For: EXECUTIVE SECRETARY