



CARE International in Rwanda  
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## **TERMS OF REFERENCE FOR THE PROVISION OF SECURITY SERVICE FOR THE CARE RWANDA'S RESIDENCES (RE-ADVERTISEMENT)**

### **1. BACKGROUND**

CARE is an international non-governmental organization leading in humanitarian work and fighting global poverty. We seek a world of hope, tolerance, and social justice, where poverty has been overcome and people live in dignity and security. CARE International aims to be a global force and a partner of choice within a worldwide movement dedicated to ending poverty.

CARE Rwanda is intending to secure a professional contractor to provide Security services for CARE Rwanda's residences in Kigali.

The contract will be awarded to the bidder that meets all minimum requirements and clearly demonstrates a high degree of experience, ability, and competency in keeping security.

### **2. SECURITY GUARD'S BASIC FUNCTIONS**

- Ensuring the security of the entire premises and prevent intruders or unauthorized person to enter the premises.
- Inspect and patrol the entire premise regularly.
- Open and close the gate for CARE's residences (Night guards and day guards) after a systematic checking of the identity of the visitors.
- Monitor residence entrance and liaise with the residence occupants to filter/authorize visitors to enter the premise.
- Report any suspicious behaviours and happenings.
- Checking and reporting assets that enter and leave the compound.
- Ensure the security of the premises against robbery (vehicle and other assets ).
- Switch of/ on the generator when needed and fill in the generator logbook and report any incident to CARE.
- Verify the level of fuel in generators and maintain the logbook.
- Switch on and off outdoor light.
- Perform other security related functions as maybe needed in the operations of the agency.

### **3. THE SECURITY COMPANY RESPONSIBILITY**

- Assign disciplined and trained guard to CARE's premises.
- Organize the guards shift / schedule by ensuring the compliance with the Rwandan labour code.
- Assign to CARE Rwanda a permanent supervisor to ensure 3 visits during the day and night.
- Undertake day and night patrol.
- Take disciplinary measures against defaulting guard.
- Maintain a close contact with CARE Rwanda Admin Officer and report any incident.
- Provide security guards with the required information and equipment to successfully ensure the residence security.

### **4. QUALIFICATIONS OF GUARDS**

1. Must have at least two (2) years of experience in Security Services.
2. Must speak Kinyarwanda, English or French
3. Must have completed secondary school.
4. Must be physically and mentally fit for the role.
5. Must have a clean policy record.
6. Must be properly screened and cleared.

### **5. SUPERVISION AND CONTROL**

The security company shall exercise supervision, control, and administration over its guards in accordance with the country rules and regulations as well as CARE policies and procedures.

### **6. EQUIPMENT AND UNIFORM**

The security agency shall also provide and equip the assigned guards with the following:

- Complete set of security guard uniform and shoes
- Provide with the guard the needed equipment (raincoat, radio/telephone, batons, whistle, torcher, Umbrella, Book register)

### **7. REQUIREMENTS FOR THE SECURITY COMPANY APPLICATION**

Applicant will submit the following information/documents:

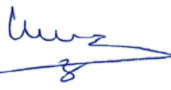
- Company Profile
- 3 Certificates of completion of similar services
- VAT Certificate
- RDB registration certificate

- RRA tax clearance certificate
- RSSB tax clearance certificate
- Rwanda National Police authorization certificate

**NB:**

- The proposals will be submitted only electronically to the following email address: [RWA.Procurement@care.org](mailto:RWA.Procurement@care.org) with mention “application for the provision of security service”  
**The Deadline for submission of offers is fixed on March 10<sup>th</sup>, 2023 at 5:00 pm.**
- This is a re-advertisement. Suppliers who already applied do not need to apply again unless there is a change in their offer.

Done at Kigali on March 1<sup>st</sup>,2023.

  
Procurement unit