



**Royal Thai Embassy,
Islamabad.**

**ANNOUNCEMENT
Invitation to submit Security Service Proposal**

The Royal Thai Embassy is opening for submissions all eligible companies in Pakistan and Thailand to submit a proposal and service fee quotation to provide **Security service proposal** to the Royal Thai Embassy Islamabad compound on an annual contractual basis starting from 1 October 2024 – 30 September 2025.

1. Main Scope of Work

1.1 Embassy Main Gate and Backside Gate (Everyday 24/7)

- Morning Shift (6.00 a.m. – 6.00 p.m.): 1 Supervisor and 3 security officers (2- armed security officers). Supervisor to write report on the entry of every vehicle/outside delivery to the Embassy.

- Evening Shift (6.00 p.m. – 6.00 a.m.): 3 security officers without supervisors. Evening Shift to patrol around the Embassy and Residence and write a report every hour.

1.2 Consular Section Gate (Monday – Friday from 8.00 a.m. – 6.00 p.m. except weekends and public holidays observed by the Embassy)

- 3 Security Officers (2 men and 1 lady)

2. Term of Reference (Including but not limited to)

2.1 The ages of all security officers including supervisor to be not more than 40 years.

2.2 Security Officers to be provided company's uniform by the outsource company and must be worn at all times during the work hours at the Embassy's premise.

2.3 Security Officers to be provided proper gear by the outsource company.

2.3 Outsource company must be responsible for coordinating entry and exit passes of the security officers with the local authority.

2.5 Security officers are expected to pass security clearance before working at the Embassy.

2.6 Security officers will be assessed by the Embassy on a monthly basis.

2.7 Supervisor of security officer must be able to communicate well in English and have at least 5- year experience in security.

2.8 Outsource company to provide health and medical insurance and treatments to the security officers including work-related incidents.

2.9 Outsource company, staffs and cleaners will be required to sign confidential clause including do not transmit, use or share any oral or written information related to the activities or internal procedures of the EMBASSY or officials of the EMBASSY. Breaching will result in immediate termination of contract and report to Pakistan's law enforcement authority.

3. Eligibility Criteria

3.1 The interested companies must have work experience from Diplomatic Missions or United Nations Organization or large corporate for at least three consecutive years.

3.1 The interested companies should have a stable financial status. The interested companies' net worth calculated as the difference between the assets and total liabilities has been positive for the last three years.

4. Submission of Proposal

The eligible companies are **required to submit the sealed letter** containing **two copies** of:

4.1 Company profile

4.2 Company registration, bank accounts, tax papers and other relevant documents as may be required.

4.3 Detailed proposal and service fee quotation net. All costs must be clearly itemized and inclusive.

4.4 Pertaining to No.2, eligible company has to submit clear photographs of security officers as well as list of their names and copies of National ID/Passport.

4.5 Pertaining to No. 2, eligible company has to submit photographs of security uniforms, safety gears as well as proper security equipment.

4.6 Eligible company should submit details of past work experience including non-confidential photographs.

5. Procedure

5.1 The above sealed letter must be submitted by hand at the Royal Thai Embassy from **31 July to 9 August 2024 during office hours**. Envelope to address: **Invitation for Security Services. Late applications will not be considered.**

5.2 The Embassy might request selected companies for interview before final decision.

5.3 The Embassy will announce the final selected company to enter service contract with the Embassy in due course on the website of the Embassy.

5.4 The Embassy reserves the right to reject all or any of the interested companies and will not be bound to assign any reasons.

5.5 The Embassy will not entertain any questions/queries/complaints/appointment requests from any companies.

5.6 False or fraudulent information on or attached to the outsourcing service proposal may result in being eliminated from consideration for this selection or being terminated after being awarded the selection.

5.7 Proposals from companies not selected will be destroyed.

5.8 The Embassy reserves the right to make changes if necessary.

