Request for Proposal

DANISH REFUGEE COUNCIL

DRC Aden Office,
Gamal Street
Near Vocational Institute
Khormaksar District
Aden, Yemen

19th Nov 2026

To: Qualified Suppliers

Request for Proposal No.: [DRC/RFP-PA/19112026/SSL/SOUTH]
Provision of Security Guard Services for DRC Offices, Guest Houses, and Warehouses in South Area Under a Purchase Agreement for 36 Months

Dear Sir/Madam:

The Danish Refugee Council (DRC) has received grants from several donors for the implementation of humanitarian aid operations. Part of this operation is the required support for the provision of security guard services for DRC Yemen South Offices, guest houses and warehouses for 36 months under a Purchase Agreement. Therefore, the DRC requests you to submit price bid(s) for the provision of security guard services as the item(s) listed on the attached DRC Bid Form Annex A.

I. TENDER DETAILS

The Tender details are as follows:

Line	Item	Time, date, address as appropriate
1	RFP published	Date: 19th November 2026
2	Closing date for questions/clarifications	Date:1st December 2026 – Time: 04:00 PM Yemeni Local Time, 01:00 PM UTC
3	Closing date and time for receipt of Bids	Date: 10th December 2026– Time: 01:00 PM Yemeni Local Time, 10:00 AM UTC
4	Tender Opening Location	DRC office in Aden - Gamal Street- near Vocational Institute - Khormaksar District- Aden
5	Tender Opening Date and time	Date: 10th December 2026– Time: 02:00 PM Yemeni Local Time, 11:00 AM UTC

PLEASE NOTE: NO BIDS WILL BE ACCEPTED AFTER THE ABOVE CLOSING TIME AND DATE

II. IMPORTANT INFORMATION REGARDING THIS RFP:

- This RFP is launched for the purpose of establishing a Purchase Agreement with specialized service provider for the provision of security guard services for DRC Offices, guest houses, and Warehouses in the South Area under a Purchase Agreement for a period of 36 months.
- A Purchase Agreement (PA) is an agreement with a supplier to establish terms governing contracts that may be awarded during the period of the PA. DRC, as the contracting authority, does not guarantee any volume of orders under PAs, as all purchases will be based on the needs and activities of DRC.
- The Purchase Agreement will set fixed prices for the PA duration.

- The specifications and scope of services can be found in Annex F (Scope of Services).
- Estimated required number of Guards over the coming three years with average of 50 Guards in South per month including DRC offices, guest houses and warehouses, the number might increase or decrease based on DRC actual needs
- A Purchase Agreement is not binding DRC to place any Purchase Orders. DRC will place orders to the awarded supplier based on the agreement as per its requirement.
- The current monthly estimated needs for security guards are as below:

Governorate	Location	Number of Guards
Aden	Aden office	6
	Aden Guest house 1	6
	Al-Anaad Center	3
	Al-Musimeer Center	1
Lahj Governorate	Lahj warehouse	3

  - The quantities indicated above and in the technical bid form (Annex A.1) are estimates only and are to aid the bidder in the preparation of their bid. DRC is not committed to using all of the listed lines or a fixed number of guards, and the final number of guards may fall below or surpass those stated.
  - DRC wishes ideally to absorb all its current guards that are already trained and familiar with DRC safety & security rules; however, the service provider should follow its own internal procedures and policies in terms of screening, contracting and supervision of the guards, as the guards will be under their responsibility.
  - This tender is to cover DRC's need for providing unarmed guards on a monthly basis; however, the daily basis is added to be used occasionally based on DRC needs.
  - The final evaluation will be based on the item line and category in Annex A.2 Financial bid, which are the most frequent item lines that DRC is using:
    - Provision of Unarmed Security Guards (8 hours - 3 shifts – 24 hours/ 7 days) Services for DRC Offices, guest houses, and Warehouses in South Area (Monthly basis)
- Each guard to work 1 shift of 8 hours; the service is required 24 hours /day.
- DRC may choose to cancel the agreement if deemed necessary.
- DRC may choose to split the contract award to more than one supplier.
- The provision of the service shall be within 24 hrs of placing the order. DRC may terminate the contract if the supplier fails to deliver services within this period.
- No advance payment will be paid to the awarded supplier. The awarded supplier is expected to mobilize its own resources to deliver the agreed services.

III. SELECTION AND AWARD CRITERIA

The criteria for awarding contracts resulting from this Tender is based on 'best value for money'. For the purpose of all tenders, DRC defines best value for money as:

Best value for money should not be equated with the lowest initial bid option. It requires an integrated assessment of technical, organizational and pricing factors in light of their relative importance (i.e. reliability, quality, experiences, and reputation, past performance, cost/fee realism, delivery time, reasonableness, need for standardization, and other criteria depending on the item to be procured).

For all bids deemed technically compliant as per the specification stipulated in Annex F – scope of the service, DRC will give a weighted combined technical and financial score. The weighted score will determine the contract award

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A. Administrative Evaluation

A bid shall pass the administrative evaluation stage before being considered for technical and financial evaluation. Bids that are deemed administratively non-compliant may be rejected. Documents listed below shall be submitted with your bid.

#	Annex #	Document	Instructions
1.	A.1	Bid Form (Technical)	Complete ALL sections in full, sign, stamp and submit in the **technical bid** envelope **(Mandatory)**
2.	A.2	Bid Form (Financial)	Complete ALL sections in full, sign, stamp and submit in the **financial bid** envelope **(Mandatory)**
3.	B	Tender and Contract Award Acknowledgement Certificate	Complete ALL sections in full, sign, stamp and submit in the **technical bid** envelope **(Mandatory)**
4.	C	DRC General Conditions of Contract	Read, sign, stamp and submit in **the technical** bid envelope **(Mandatory)**
5.	D	Supplier Code of Conduct	Complete ALL sections in full, sign, stamp and submit in **the technical bid** envelope **(Mandatory)**
6.	E	Supplier Profile and Registration Form	Complete ALL sections in full, sign, stamp and submit in the **technical bid** envelope **(Mandatory)**
7.	F	Scope of service	Complete ALL sections in full, sign, stamp and submit in the **technical bid** envelope **(Mandatory)**
8.	G	Reference List	Complete ALL sections in full, sign, stamp and submit in the **technical bid** envelope **(Mandatory)** (A List of past and current clients including INGOs using the company's services, with contact details of the mentioned clients)
9	H	Bidder checklist	Refer to bidder checklist for the required documents to be submitted (**Mandatory)**
10.	N/A	Business & Tax Registration	Submit in the **Technical bid** envelope **(Mandatory)** **Bidder shall provide** -Valid company registration document -Valid Tax Card -Valid Work permits and clearance from the concerned authorities in the area of concern to operate as a licensed security and safety service provider in the targeted area(s) of operation
11.	N/A	Company's profile	Company Profile: Must include the following details and supporting documents: - Company Briefing: A brief overview of the company, including its history, core business activities, and total years of operation. - Locations: Total number and locations of the Headquarters (HQ) and all branches, including a dedicated list of offices in the South Area.

			- Past Experience: Documented track record of providing similar services. - Supporting Contracts: Copies of previous contracts for similar services within the last 3-5 years Submit in the **Technical bid** envelope **(Mandatory)**
12.	N/A	Proof of financial capacity	Copy of external document to prove the company financial statement such us recent updated bank statement, auditors report for the last past 3 years or any other external document to prove financial capacity status. Submit in the **Technical bid** envelope **(Mandatory)**
13.	N/A	Technical proposal	Should be submitted in the **Technical bid** envelope **(Mandatory)** (A Technical proposal that contains offered security and safety services supporting the security guard's operations, including Security operating procedures, manuals and policies, training and any other services. Maximum 10 pages, medical and life insurance (One of DRC requirements is medical and life insurance for the deployed security guards, and the bidder should provide their proposal for Provision of life and medical insurance for the deployed security guards).

Failing to submit the above-mentioned mandatory documents may result in exclusion of the bid in the administrative evaluation.

B. Technical Evaluation

To be technically acceptable, the bid shall meet or exceed the stipulated requirements and specifications in the RFP. A Bid is deemed to meet the criteria if it confirms that it meets the conditions, procedures and specifications in the RFP without substantially departing from or attaching restrictions with them. If a Bid does not technically comply with the RFP, it will be rejected.

The criteria for the tender are as the below.

The technical criteria for this RFP and their weighting in the technical evaluation are:

Technical criteria #	Technical criteria	Weighting in technical evaluation [Total 100%]
1.	**Previous contracts for Similar Service** - No experience Contract with INGO (score 1 out of 10) does not meet the requirement. - One similar experience contract with INGO (score 4 out of 10) is slightly less than the requirement - From 2 to 3 similar experience contracts with INGO (score 5 out of 10) minimum requirement. - From 4 to 5 similar experience contracts with INGO (score 7 out of 10) Slightly above requirement. - 6 or Over 6 similar experience contracts with INGO (score 10) Significantly above requirement. Note: • Only similar contracts completed or under implementation within the last five (5) years from the bid submission deadline will be considered • Each contract must have a minimum duration of six (6) months. • The contracts must be for similar services and issued by different INGO entities/organizations.	30%
2.	**Company's Financial Capacity** - Less than 50,000 USD annual turnover (score 1 out of 10) does not meet the requirement.	20%

	- From 50,000 to 100,000 USD annual turnover (score 4 out of 10): Slightly less than the requirement. - From 100,001 to 200,000 USD annual turnover (score 5 out of 10): Minimum requirement. - From 200,001 to 300,000 USD annual turnover (score 7 out of 10): Slightly above requirement. - Over 300,000 USD annual turnover (score 10 out of 10) Significantly above requirement.	
3.	**Technical proposal** Technical proposal of the offered security and safety services supporting the security guard operations, including Security operating procedures, manuals and policies, training and any other services, including the proposal of medical and life insurance for the deployed security guards and on-call security support and operations (each supplier will be compared based on technical)	30%
4.	**Availability of branches in the South area (Aden branch is mandatory)** - No branch in Aden (score 1 out of 10) does not meet the requirement. - One branch in Aden (score 5 out of 10) meets the minimum requirement - One branch in Aden and in other branches in the south area (7 out of 10) Slightly above requirement - One branch in Aden, in Lahj and other branches in the South area (Score 10 out of 10) (Significantly above requirement)	20%
- DRC will use the scoring method to technically evaluate each of the above criteria; bids must score 50% or above for each of the criteria weighted score in order to pass to the financial evaluation. For Example: Experience in similar services needs to score 15 or more out of 30 to pass, and so on for the other criteria. Bids should pass in all four criteria.		

Please note that bids shall respond to all criteria, or their bid may be disqualified.

C. Financial Evaluation

All bids that pass the Technical Evaluation will proceed to the Financial Evaluation. Bids that are deemed technically non-compliant will not be financially evaluated.

IV. TENDER PROCESS

The following processes will be applied to this Tender:

- Tender Period
- Tender Closing
- Tender Opening
- Administrative Evaluation
- Technical Evaluation
- Financial Evaluation
- Contract Award
- Notification of Contract Award

V. SUBMISSION OF BIDS

Bidders are solely responsible for ensuring that the full bid is received by DRC in accordance with the RFP requirements, prior to the specified date and time mentioned above. DRC will consider only those portions of the bids received prior to the closing date and time specified.

All responsive Bids shall be written on the **DRC Bid Form (Annex A.1 and A.2)**.

Beyond the DRC Bid Form, the following documents shall be contained with the bid:

- **Tender & Contract Award Acknowledge Certificate (Annex B)**
- **DRC General Conditions of Contract (Annex C)**
- **Supplier Code of Conduct (Annex D)**

- **Supplier Profile and Registration Form (Annex E)**
- **Scope of Service (Annex F)**
- **Reference List (Annex G)**
- **Valid company registration document**
- **Valid Tax Card**
- **Valid Work permits and clearance from the concerned authorities**
- **Company Profile**
- **Copy of external documents to prove financial capacity of the company**
- **Technical proposal**

Bids not submitted on Annex A, or not received before the indicated time and date as set forth on page 1, or delivered to any other email address, or physical address will be disqualified.

Bids submitted by mail, email or courier by so is at the Bidders risk and DRC takes no responsibility for the receipt of such Bids.

Bidders are solely responsible for ensuring that the full Bid is received by DRC in accordance with the RFP requirements.

A. Hard Copy:

Hard copy Bids shall be separated into 'Financial Bid' and 'Technical Bid':

- The Financial Bid shall only contain the financial bid form, Annex A.2
- The Technical Bid shall contain all other documents required by the tender as mentioned in section A. Administrative Evaluation, **but excluding** any pricing information

Each part shall be placed in a **sealed** envelope, marked as follows:

RFP No.: **DRC/RFP-PA/19112026/SSL/SOUTH**
TECHNICAL BID
Bidder Name:

RFP No **DRC/RFP-PA/19112026/SSL/SOUTH**
FINANCIAL BID
Bidder Name:

Both envelopes shall be placed in an outer **sealed** envelope, addressed and delivered to:

RFP No.: **DRC/RFP-PA/19112026/SSL/SOUTH**
Danish Refugee Council (DRC)
DRC Aden office,
Gamal Street
near vocational institute
Khormaksar district,
Aden, Yemen
Tel: 02 235314

B. Email submission

Bids can be submitted by email to the following dedicated, controlled, & secure email address:

tender.yem@drc.ngo

When Bids are emailed, the following conditions shall be complied with:

- **The RFP number shall be inserted in the Subject Heading of the email**
- **Separate emails shall be used for the 'Financial Bid' and 'Technical Bid', and the Subject Heading of the email shall indicate which type the email contains**
  - **The financial bid shall only contain the financial bid form, Annex A.2**
  - **The technical bid shall contain all other documents required by the tender, but excluding all pricing information**
- **Bid documents required, shall be included as an attachment to the email in PDF, JPEG, TIF format, or the same type of files provided as a ZIP file. Documents in MS Word or Excel formats will result in the bid being disqualified.**
- **Email attachments shall not exceed 20 MB; otherwise, the bidder shall send his bid in multiple emails.**

Failure to comply with the above may disqualify the Bid.

DRC is not responsible for the failure of the Internet, network, server, or any other hardware, or software, used by either the Bidder or DRC in the processing of emails.

DRC is not responsible for the non-receipt of Bids submitted by email as part of the e-Tendering process.

Bids can be submitted in one of two ways; hardcopy or electronically. If the Bidder submits a Bid in both Hardcopy and electronically, DRC will choose the version that is the most advantageous to DRC.

VI. SUBMISSION OF SAMPLES

Not Applicable

VII. COMPLETION OF BID FORM

A. Prices Quoted

Any discount offered shall be included in the Bid price.

B. Currency

The currency of the Bid shall be in **USD**. No other currencies are acceptable.

C. Language

The Bid Form, and all correspondence and documents related to this RFP shall be in English.

D. Presentation

Bids shall be clearly legible. Prices entered in lead pencil will not be considered. All erasures, amendments, or alterations shall be initialed by the signatory to the Bid. Do not submit blank pages of the Bid Form and/or schedules which are unnecessary for your offer. All documentation shall be written in English. All Bids shall be signed by a duly authorized representative of the Bidder.

E. Split Awards

DRC reserves the right to split awards.

F. Validity Period

Bids shall be valid for at least the minimum number of days (90 days) specified in the RFP from the date of Bid closure. DRC reserves the right to determine, at its sole discretion, the validity period in respect of Bids which do not specify any such maximum or minimum limitation.

VIII. ACCEPTANCE

DRC reserves the right, at its sole discretion, to consider as invalid or unacceptable any Bid which is a) not clear; b) incomplete in any material detail such as specification, terms delivery, quantity etc.; or c) not presented on the Bid Form – and to accept or reject any amendments, withdraws and/or supplementary information submitted after the time and date of the RFP Closure.

IX. AWARD OF CONTRACTS

This RFP does not commit DRC to award a contract or pay any costs incurred in the preparation or submission of Bids, or costs incurred in making necessary studies for the preparation thereof, or to procure or contract for services or goods. Any bid submitted will be regarded as an offer made by the Bidder and not as an acceptance by the Bidder of an offer made by DRC.

No contractual relationship will exist except pursuant to a written contract document signed by a duly authorized official of DRC and the successful Bidder.

DRC may award contracts for part quantities or individual items. DRC will notify successful Bidders of its decision with respect to their Bids as soon as possible after the Bids are opened. DRC reserves the right to cancel any RFP, to reject any or all Bids in whole or in part, and to award any contract.

Suppliers who do not comply with the contractual terms and conditions including delivering different products and of different origin than stipulated in their Bid and covering contract may be excluded from future DRC RFPs.

X. CONFIDENTIALITY

This RFP or any part hereof, and all copies hereof shall be returned to DRC upon request. This RFP is confidential and proprietary to DRC, contains privileged information, part of which may be copyrighted, and is communicated to and received by Bidders on the condition that no part thereof, or any information concerning it may be copied, exhibited, or furnished to others without the prior written consent of DRC, except that Bidders may exhibit the specifications to prospective subcontractors for the sole purpose of obtaining offers from them. Notwithstanding the other provisions of the RFP, Bidders will be bound by the contents of this paragraph whether or not their company submits a Bid or responds in any other way to this RFP.

XI. COLLUSIVE BIDDING AND ANTI-COMPETITIVE CONDUCT

Bidders and their employees, officers, advisers, agent or sub-contractors shall not engage in any collusive bidding or other anti-competitive conduct or any other similar conduct, in relations to:

- The preparation of submission of Bids,
- The clarification of Bids,
- The conduct and content of negotiations,
- Including final contract negotiations,

In respect of this RFP or procurement process, or any other procurement process being conducted by DRC in respect of any of its requirements.

For the purpose of this clause, collusive bidding, other anti-competitive conduct, or any other similar conduct may include, among other things, the disclosure to, exchange or clarification with, any other Bidder, person or entity, of information (in any form), whether or not such information is commercial information confidential to DRC, any other Bidder, person or entity in order to alter the results of a solicitation exercise in such a way that would lead to an outcome other than that which would have been obtained through a competitive process.

XII. IMPROPER ASSISTANCE

Bids that, in the sole opinion of DRC, have been compiled:

- With the assistance of current or former employees of DRC, or current or former contractors of DRC in violation of confidentiality obligations or by using information not otherwise available to the general public or which would provide a non-competitive benefit,
- With the utilization of confidential and/or internal DRC information not made available to the public or to the other Bidders,
- In breach of an obligation of confidentiality to DRC, or contrary to these terms and conditions for submission of a Bid, shall be excluded from further consideration

Without limiting the operation of the above clause, a Bidder shall not, in the absence of prior written approval from DRC, permit a person to contribute to, or participate in, any process relating to the preparation of a Bid or the procurement process,

if the person has at any time during the 6 months immediately preceding the date of issue of this RFP was an official, agent, servant, or employee of, or otherwise engaged by, DRC and was engaged directly, or indirectly, in the planning or performance of the requirement, project, or activity to which this RFP relates.

XIII. CORRUPT PRACTICES

DRC has zero tolerance for corruption.

The Bidder represents and warrants that neither it nor any of its potential subcontractors are engaged in any form of corruption, defined by DRC as the misuse of entrusted power for private gain.

This definition is not limited to interactions with public officials and covers both attempted and actual corruption, as well as monetary and non-monetary corruption. The definition includes, but is not limited to, corruption in the form of: facilitation payments, bribery, gifts constituting an undue influence, kickbacks, favouritism, cronyism, nepotism, extortion, embezzlement, misuse of confidential information, theft, and various forms of fraud, such as forgery or falsification of documents, and financial or procurement fraud. No offer, payment, consideration or benefit of any kind, which could be regarded as an illegal or corrupt practice, shall be made, promised, sought or accepted – directly or indirectly – as an inducement or reward in relation to activities funded by DRC, including tendering, award or execution of contracts. DRC reserves the right, without prejudice to any other right or remedy available to it, according to any violation of this clause to immediately reject the submitted offer, and to take such additional action, civil and/or criminal, as may be appropriate.

The Bidder agrees to accurately communicate DRC's policy with regards to Anti- Corruption to Third Parties. The Bidder furthermore agrees to inform DRC immediately of any suspicion or information it receives from any source alleging a violation of this policy to the contact details of the specific DRC country operations via www.drc.ngo/where-we-work, or via DRC's Code of Conduct Reporting Mechanism: www.drc.ngo/relief-work/concerns-complaints/code-of-conduct-reporting-mechanism. Reports of suspected corruption can also be reported directly to DRC HQ at c.o.conduct@drc.ngo

XIV. CONFLICT OF INTEREST

A Bidder shall not, and shall ensure that its employees, officers, advisers, agents or subcontractors do not place themselves in a position that may, or does, give rise to an actual, potential or perceived conflict of interest between the interests of DRC and the Bidder's interests during the procurement process.

If during any stage of the procurement process or performance of any DRC contract a conflict of interest arises, or appears likely to arise, the Bidder shall notify DRC immediately in writing, setting out all relevant details of the situation, including those cases in which the interests of the Bidder conflict with the interests of DRC, or cases in which any DRC official, employee or person under contract with DRC may have, or appear to have, an interest of any kind in the Bidder's business or any kind of economic ties with the Bidder. The Bidder shall take steps as DRC may reasonably require, to resolve or otherwise deal with the conflict to the satisfaction of DRC.

XV. WITHDRAWAL/MODIFICATION OF BIDS

Requests to withdraw a Bid after the Bid Closure Time shall not be honoured. If the selected Bidder withdraws its Bid, DRC shall duly register the said Bid and shall evaluate it alongside all other received Bids. If the selected Bidder has furnished a Bid security, DRC shall withhold such Bid security until the issue has been resolved.

Withdrawal of a Bid may result in your suspension or removal from the DRC suppliers List.

A Bidder may modify its Bid prior to the RFP closure. Any such modification shall be submitted in writing and in a sealed envelope, marked with the original Bid number. No modification shall be allowed after the RFP closure.

XVI. LATE BIDS

All Bids received after the RFP closure will be rejected.

XVII. OPENING OF THE RFP

The Tender Opening will take place at the time and location stated above.

Any attempt by a Bidder to influence the Evaluation Committee in the process of examination, clarification, evaluation and comparison of tenders, to obtain information on how the procedure is progressing or to influence DRC in its decision concerning the award of the contract will result in the immediate rejection of the tender.

XVIII. CONDITIONS OF CONTRACT

All Bidders shall acknowledge that the DRC General Conditions of Contract for the Procurement of Goods, or Services, or the Special Conditions of Contract, as applicable, are acceptable.

XIX. CANCELLATION OF THE RFP

In the event of an RFP cancellation, Bidders will be notified by DRC. If the RFP is cancelled before the outer envelope of any Bid has been opened, the sealed envelopes will be returned, unopened, to the Bidders

The RFP may be cancelled in the following situations:

- where no qualitatively or financially worthwhile Bid has been received or there has been no response at all;
- the economic or technical parameters of the project have been fundamentally altered;
- exceptional circumstances or force majeure render normal performance of the project impossible;
- all technically compliant Bids exceed the financial resources available; or
- there have been irregularities in the procedure, in particular where these have prevented fair competition.

DRC shall not be liable for damages, whatever their nature (in particular damages for loss of profits) or relationship to the cancellation of an RFP, even if DRC has been advised of the possibility of damages. The publication of a procurement notice does not commit DRC to implement the programme or project announced.

XX. QUERIES ABOUT THIS RFP

For queries on this RFP, please contact the Procurement Manger, **yem-ads@drc.ngo**

All questions regarding this RFP shall be submitted in writing to the above. On the subject line, please indicate the RFP number. **Bids shall not be sent to the above email**.

All questions during the tender period, as well as the associated answers, will be shared with all suppliers invited, or for open tenders published at: EOI YEMEN **/ Tendering website www.EOI-Ye.com-** Tender page: https://eoi-ye.com/tendes **and DRC website** https://drc.ngo/tenders/

XXI. RFP DOCUMENTS

This RFP document contains the following:

1. This covering Letter
2. Annex A.1: DRC Bid Form -Technical bid.
3. Annex A.2: Bidding Form- Financial bid
4. Annex B: Tender and Contract Award Acknowledgment Certificate
5. Annex C: DRC General Conditions of Contract

6. Annex D: DRC Supplier Code of Conduct
7. Annex E: Supplier Profile and Registration
8. Annex F: Scope of Service
9. Annex G: Reference List
10. Annex H: Bidder check list
11. Template of DRC Purchase Agreement and service contract: Just an example to clarify to bidders the type of agreement to be signed with the awarded bidder and not to be submitted with your bid.

Under DRC's Anticorruption Policy Bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. DRC will reject a Bid if it determines that the Bidder recommended for award, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract.
Yours sincerely,

Supply Chain Manager
Danish Refugee Council (DRC) – Yemen