



EMBASSY OF THE FEDERATIVE REPUBLIC OF BRAZIL
IN PRETORIA

INVITATION TO BID 6/2022

To whom it may concern:

1. The Embassy of the Federative Republic of Brazil in Pretoria has opened a competitive bidding process and hereby would like to invite your company to send a proposal for a one-year contract, renewable yearly for up to four additional years, to provide the Chancellery of the Embassy with manned security services and armed response.
2. The proposal shall be in South African Rands (VAT included, if and when applicable) in company's letterhead paper, without errors or amendments.
3. The proposal shall also be supported by at least two reference letters of other clients confirming the quality of services provided by the company.
4. The abovementioned documentation and the proposal itself shall be sent by email to rfp.pretoria@itamaraty.gov.br in two separated documents, both stating the company's name, along with the following data:
 - document number one: *"Embassy of Brazil in Pretoria – Bidding Process 6/2022 – Documents"*; and
 - document number two: *"Embassy of Brazil in Pretoria– Bidding Process 6/2022 – Proposal"*.

Please be advised that the bidder that does not comply with this requirement will be eliminated from the process.

5. The company's proposal shall also be valid for 60 days considering the date stipulated for proposals' analysis, as per item 10 of this invitation.
6. The best price offered shall be the main criteria by which the proposals will be judged, provided all other conditions are met (appropriate documentation provided).
7. Each payment shall be subject to the presentation of an invoice with numeric values by the company selected for the manned security and armed response services contract.
8. If selected, the company agrees to maintain the same conditions of the proposal submitted for analysis.



**EMBASSY OF THE FEDERATIVE REPUBLIC OF BRAZIL
IN PRETORIA**

9. The company is expected to be able to provide the following services:

DAYS	SHIFTS	TIME	GRADE	QTY	SERVICE
Monday-Friday	day	7:00 – 19:00	C	2	unarmed security officers
Saturday	day	2h	C	1	unarmed security officer
Public holidays	day	2h	C	1	unarmed security officer
24/7	24h	N/A	C	N/A	armed response and monitoring
N/A	N/A	N/A	C	N/A	Olarm Paradox*
Monday-Friday, Saturday and Public holidays	day	Monthly	C	4	radios

* The Olarm Paradox app was chosen due to its compatibility to the alarm system that will be purchased by the Embassy.

10. The company's proposal shall be sent to the Embassy of Brazil in Pretoria, by email, no later than 8 July 2022. The proposals' analysis will happen through an online meeting on 15 July 2022. Proper links will be sent to all bidders.

11. Should the company need further information on the described bidding process, please contact us by sending an email to rfp.pretoria@itamaraty.gov.br

12. Late submissions will not be considered.

Pretoria, 28 June 2022.

Paula Gomes
President of the Tender Commission