



# **Nauru Rehabilitation Corporation**

*(Constituted 1997 By Act of Parliament Of The Republic Of Nauru)*

Head Office:  
Civic Center  
Aiwo District  
Republic of Nauru

Telephone: (674) 557-3200  
(674) 557-3313

25-January-2018

## **NOTICE TO INTERESTED TENDERS**

---

Nauru Rehabilitation Corporation seeks interested tenders from suitably experienced and registered security companies to provide NRC with an appropriate and professional service, for the provision of Security Services for NRC premises and assets.

Interested parties may obtain the tender documents from the main office during working hours only.

Bid submissions closes on:  
Wednesday 7<sup>th</sup> February 2018 at 4pm.

For more information, please contact:

Clarissa Jeremiah – 5573201  
July Debao – 5573313

## NAURU REHABILITATION CORPORATION (NRC)

### Invitation to Bid/Tender

<b>Bid Number</b>	NRCSEC/001
<b>Brief Description of Tender</b>	Provision of physical security services at identified areas within Corporation including head offices, workshop and identified mining and rehabilitation sites.
<b>Closing and time of bids</b>	07 February 2018 4pm
<b>Bid Documents may be posted to:</b>	Chief Executive Officer Nauru Rehabilitation Corporation Head Office, Aiwo District Republic of Nauru
<b>Address for communication</b>	Nauru Rehabilitation Corporation  Bid related enquiries should be directed to: Email: clarissa.nrc@gmail.com Phone: Clarissa Jeremiah – (674) 5573201

## I Instructions to Bidders

### A THE BID DOCUMENTS

#### Rules for Bidding

- 1.1. The Corporation is not bound to accept any of the proposals submitted and reserves the right to call for presentations from short-listed bidders before final selection.
- 1.2. The Corporation reserves the right to terminate this appointment or temporarily defer the work, or any part thereof, at any stage of completion should the Corporation decide not to proceed with the bid.
- 1.3. The Corporation also reserves the right to appoint any other person to undertake any part of the tasks.

- 1.4. The service provider must be a single legal entity with all other necessary expertise secured via sub-contract, or under a joint venture arrangement. The Corporation will enter into a single contract with a single entity for the delivery of the work set out in these bid documents.
- 1.5. The bidding entity shall be the same entity that will execute the bid. Any bid found to be fronting for another entity or entities shall be disqualified immediately.
- 1.6. Firms may ask for clarification on these bid documents or any part thereof up to close of business week before the deadline for the submission of the bids.
- 1.7. The Corporation reserves the right to return late bid submission unopened.
- 1.8. Firms may not contact the Corporation on any matter pertaining to their bid from the time when the bids are submitted to the time the contract is awarded. Any effort by a bidder to influence bid evaluation, bid comparisons or bid award decisions in any manner, may result in rejection of the bid concerned.
- 1.9. Should the contract between the Corporation and the service provider be terminated by either party due to reasons not attributable to the service provider, the service provider will be remunerated for the appropriate portion of work completed up to a maximum amount of not more than the total fee bid by the service provider for the appropriate phase of the project during which the appointment was terminated.

## **Conditions of the Bid**

- 1.10. The General Conditions of Contract, as stipulated below will apply.
- 1.11. The Corporation will become the owner of all information, documents, programmes, advice and reports collected and compiled by the service provider in the execution of this tender.
- 1.12. The copyright of all documents, programmes, and reports compiled by the service provider will vest in the Corporation and may not be reproduced or distributed or made available in any other way without the written consent of the Corporation.
- 1.13. All information, documents, programmes and reports must be regarded as confidential and may not be made available to any unauthorised person or institution without the written consent of the Corporation.
- 1.14. Bidders shall undertake to limit the number of copies of this document and destroy them in the event of their failure to secure the contract.
- 1.15. The service provider is entitled to general knowledge acquired in the execution of this agreement and may use it, provided that it shall not be to the detriment of the Corporation.
- 1.16. NRC expressly reserves its rights, in its sole discretion to:
  - i. Accept or reject any Proposal;
  - ii. Accept or reject individual items in a Proposal;
  - iii. Request clarification or further information regarding any item in the Proposal
  - iv. Consider such alternate goods, services, terms or conditions that may be offered, whether such offer is contained in a Proposal or otherwise.

- v. Increase or decrease the quantity of guards subject to a 30 day written notice.

## **Cost of Bidding**

1.17. The Bidder shall bear all costs associated with the preparation and submission of its bid and the Corporation, will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the tender process.

## **Content of Bid Documents**

1.18. The services required, tender procedures and contract terms are prescribed in the tender documents, which include:

- i. Instruction to Bidders;
- ii. Terms of Reference;
- iii. Evaluation Criterion;
- iv. Standard Conditions of Contract;
- v. Technical Bid;
- vi. Financial Bid;

1.19. The Bidder is expected to examine all instructions, forms, terms and specifications in the tender documents. Failure to furnish all information required by the tender documents or submission of a bid not responsive to the tender documents in every respect will be at the Bidder's risk and may result in rejection of the bid.

## **Clarification of Bid Documents**

1.20. The Corporation will respond in email to any request for clarification of the tender documents which it receives no later than 1 week prior to the deadline for submission of bids prescribed by the Department.

## **Amendment of Bid Documents**

1.21. At any time prior to the deadline for submission of bids, the Corporation may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the tender document by amendment.

1.22. All prospective bidders who have received the tender document will be notified of the amendment in writing or by fax, and same will be binding on them.

1.23. In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the Corporation, at their discretion, may extend the deadline for the submission of bids.

## **Closing Date of Bids**

1.24. Bids (Technical and Financial) must be received by the Corporation at the address specified. In the event of the specified date for the submission of Bids being declared a holiday for the Corporation, the Bids will be received up to the appointed time on the next working day.

1.25. The Corporation may, at its discretion, extend this deadline for submission of bids by amending the bid documents in accordance with clause 1.31, in which case all rights and obligations of the Corporation and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

### **Late Bids**

1.26. Any bid received by the Corporation after the deadline for submission of bids prescribed by the Corporation, will be rejected and/or returned unopened to the Bidder.

### **Modification and Withdrawal of Bids**

1.27. The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification or withdrawal is received by the Corporation prior to the deadline prescribed for submission of bids.

1.28. The Bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of clause 1.6. A withdrawal notice may also be sent by fax, followed by a signed confirmation copy, post marked not later than the deadline for submission of bids.

1.29. No bid may be modified subsequent to the deadline for submission of bids.

1.30. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of Contacting the Corporation

1.31. Subject to clause 1.30 above, no Bidder shall contact the Corporation on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded. If the bidder wishes to bring additional information to the notice of the Corporation, it should do so in writing.

1.32. Any effort by a Bidder to influence the Corporation in its decisions on bid evaluation, bid comparison or contract award may result in rejection of the Bidder's bid.