

28<sup>th</sup> November 2016

Dear Sir/Madam,

**Request for Quotation – Security Policy Framework**

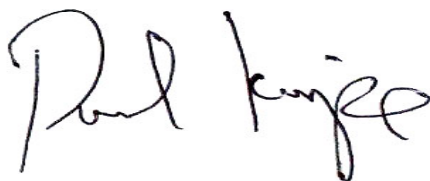
Democracy Reporting International gGmbH (DRI) is pleased to invite your Company/firm to take part in the competitive tendering process for conducting risk assessment, developing security policy document and training services according to enclosed Terms of Reference at Annex I.

DRI is a nonpartisan, independent, not-for-profit international organization registered in Berlin, Germany, which promotes political participation of citizens, accountability of state bodies and the development of democratic institutions worldwide. DRI's mission and competitive strength is to accompany political and state-building processes in countries in transition. By definition, these countries are characterised by changing environments. This often leads to political volatility and in some cases to general instability and a breakdown of state functions and security. Civil strife and terrorism are key challenges in some of DRI's main countries of engagement.

The deadline for submission of proposal with price quotation is **Friday 6<sup>th</sup> January 2017 by 16:00 Hrs.** Please submit your proposal including the completed proper form in Annex III as per the submission guideline as given in the attachment.

For any further information or clarification, please contact undersigned.

Thank you and best regards.



Paul Knipe  
Country Representative  
Democracy Reporting International  
Sri Lanka Country Office

**Enclosed:**

Annex I: Request for Quotation  
Annex II: Terms of Reference  
Annex III: Proposer Information Form

## Annex I: Request for Quotation for Security & Risk Assessment Services

### Overall Objective

DRI Sri Lanka is based in Colombo with an office of five to six permanent staff, including an international staff member, that often hosts international consultants on short term assignments. The team carries out meetings, conferences, and seminars regularly with national stakeholders from government, business and civil society on the subject of democratic and human rights reform. We also travel fairly regularly to district capitals of all provinces in Sri Lanka to carry out dialogue sessions on the same subject with local government, business and civil society.

The overall objective of the required services is to provide a comprehensive assessment of the key risks/threats to the safety and security of DRI personnel, premises and assets in Colombo, Sri Lanka and to implement practical mitigation measures to address these that are appropriate to the operational context and responds to DRI's global security protocols.

### Contract Duration

DRI will sign a service contract with the selected bidder for two distinguished services as detailed by the terms of reference below. The service contract will start from the date of award of contract till the period agreed required to accomplish both services. Additionally, DRI may require occasional ad-hoc security advice in the course of its project, and bidders are requested to quote their hourly and daily rates for such consulting services. The decision to extend the service contract could only be made with mutual agreement of both parties.

### Submission Guideline

The deadline for submission of price quotation is **Friday 6<sup>th</sup> January 2017 by 16:00 Hrs.** Please submit your price quotation for the accomplishment of both services detailed in the terms of reference, as well as hourly and daily rates for any ad hoc advice required, on company letter head with the name, signature and stamp of the concerned official and company National Tax Number. The company / firm may submit a signed and scanned quotation via email with mandatory submission of an original via courier or in person at the given address, repeated below:

Country Representative  
Democracy Reporting International  
Sri Lanka Country Office  
Level 3, 58 Dharmapala Mawatha  
Colombo 03000  
Email: [p.knipe@democracy-reporting.org](mailto:p.knipe@democracy-reporting.org)

### Disclaimer:

*The submission for this tender document does not entail any commitment on the part of DRI, either financial or otherwise. DRI may cancel the tender, any time, without assigning any reason.*

### Other Terms and Conditions:

1. Submitted Offers/ Price Quotations shall be in English language;

2. All amounts shall be in Sri Lankan Rupees (LKR). Payments will only be made in LKR. DRI Sri Lanka will deduct with-holding tax deducted at source according to Sri Lanka Taxation Law as applicable.
3. The contract will be awarded on best value for money basis.
4. The entire evaluation procedure is confidential.
5. The successful tenderer will be informed in writing that its tender has been accepted.

## Annex II: Terms of Reference

### Section A: Development of DRI Sri Lanka Security Policy Framework

The DRI Sri Lanka Security Policy Framework should include 1) Security Assessment, 2) Security and Emergency Management Plan, 3) Standard Operating Procedures, Checklists, and DRI policies. These must take into account DRI global and in-country protocols and existing DRI global and Sri Lanka-specific policies, in particular:

- A. Standard Operating Procedures
  - I. Overview Alert States
  - II. Specific Alert Action
  - III. Field relocation or evacuation
  - IV. Medical relocation or evacuation
  - V. Emergency Communication Plan
  - VI. Incident report template
- B. Checklists
  - I. Pre-departure checklist
  - II. In Case of Emergency
  - III. First Aid Kit
  - IV. Go Bag
- C. Contacts
  - I. Contact Card
  - II. Emergency and taxi contacts by province
- D. Interdependent policies
  - I. DRI HQ Security Policy
  - II. DRI HQ Travel Policy
  - III. DRI Data Protection Policy
  - IV. DRI SL Transport Policy
  - V. DRI SL Human Resources Manual
  - VI. DRI SL Communications Policy

### Section B: Security Awareness and Response Training for DRI Sri Lanka Staff

- Security Awareness and Response Training for DRI Staff (Maximum 5 to 7 Office Staff Members)
- Contents of the Training: Situational awareness, First Aid, Emergency Preparedness, Reaction in Hostage Situation, travel security; Crisis prevention and recovery; Disaster and Proactive Crisis Drills Management, Office Evacuation Plans;
- Any other specific tailor made/ off-the-shelf according to suitability.

**Annex III: Proposer Information Form**

*Please complete this section in full*

<b>Organizational Profile</b>	
Company/ Firm's Registered Name:	
Trading Name:	
Business Registration Number	
Licence Number from Ministry of Defense, Government of Sri Lanka (permission to act as Security Company/ Firm)	
Tax File Number (TIN) (attach certificate)	
Registered Address	
Business Address	
Contact Numbers	
Email	
Web address	
Proposer's Authorized Representative: (Name/Designation/ Tel/Mobile, Fax/ Email)	
Branch Offices/address (if any):	
Total years of experience as Security Consulting Company/ Firm:	
<b>Details of Specialized Services (Category Wise):</b>	
1.	
2.	
3.	

<p><i>Please add more if needed.</i></p>	
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