



REQUEST FOR PROPOSALS DOCUMENT

FOR

PROVISION OF SECURITY SERVICES (2026-2029)

DATE OF ISSUE: 24th AUGUST 2026

REFERENCE NUMBER: RFP/ SVS / SECURITY/ 001

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RFP: Provision of Security Services – Watoto Church Ministries

Part 1: BIDDING PROCEDURE

Section 1: Letter of Invitation

Date: 24th August 2026

1. Watoto Church has committed funds to be used for the acquisition of SECURITY SERVICES for all its premises.
2. Watoto Church Procurement and Disposal Unit invites sealed proposals for the provision of the above services.
3. Bidding will be conducted in accordance with Watoto Ministries Procurement and Disposal of Assets Policy and standard operating procedures.
4. This letter of invitation has been addressed to all suppliers with expertise in provision of security services:
5. You may obtain further information at the address given below from 9:00 am to 3:00 pm or by sending an email to procurement@watotochurch.com.
6. Proposals must be delivered to the address below herein. Late proposals shall be rejected. Proposals will be opened in the presence of the supplier's representatives who choose to attend at the address below at Watoto Ministry, Procurement Office, Watoto Church Downtown, Plot 73-74 Kampala Road.
7. Please inform us, upon receipt:
 - a) that you received the letter of invitation; and
 - b) whether you will submit a proposal alone or in association.

10. The planned procurement schedule (subject to changes) is as follows:

Activity	Date
a. Issue of invitation to bid	24 th August 2026
b. Pre-bid Meeting	Thursday, 27 th August 2026 9:00AM Watoto Church Downtown (Procurement office)
c. Deadline for receipt of bids	3 rd September 2026 12:00pm
d. Evaluation process	Within 7 working days from the deadline for receipt of bids
e. Communication of best evaluated bidder notice	21 st September 2026
f. Contract Signature	1 st October 2026

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Section 2: Instructions to Suppliers

Preparation of Proposals: You are requested to submit a technical proposal, as detailed below.

The standard forms in this RFP may be retyped for completion, but the Consultant is responsible for their accurate reproduction.

Where an electronic copy of the Request for Proposals Document is issued, the paper or hard copy is the original version. In the event of any discrepancy between the two, the hard copy shall prevail

Preparation of Technical Proposals: Technical proposals should contain the following documents and information:

1. The Technical Proposal Submission Sheet in this Part.
2. CV's of key staff;
3. A summary of your experience in similar assignments.

Validity of Proposals: Proposals must remain valid for 6 months.

Sealing and marking of Proposals: The technical proposal should be sealed in an envelope containing **1 original of both financial & technical and 2 copies of both financial & technical**, clearly marked with the Procurement Reference Number above, the Contractor's name, the name of the Procuring and Disposing Entity and either "Technical Proposal" or "Financial Proposal" as appropriate.

All the envelopes should be sealed in such a manner that opening and resealing cannot be achieved undetected and bear warning not to open before the time and date for proposal opening.

Submission of Proposals: Proposals should be submitted to the address below, no later than the date and time of the deadline below. Any proposal received by the Procuring and Disposing Entity after the deadline for submission of proposals shall be declared late, rejected, and returned unopened to the Consultant.

Date of deadline 3rd September 2026

Time of deadline: 12:00 pm

Address: Procurement Department- Watoto church Downtown.

Opening Proposals: Technical Proposals will be opened by the Procuring and Disposing Entity within 7 days from the deadline above for submission of proposals.

Evaluation of Proposals: The evaluation of Proposals will use the criteria as detailed below:

1. Preliminary examination to determine eligibility (as defined below) and administrative compliance to this Request for Proposals on a pass/fail basis.
2. The documents evidencing your eligibility, as listed below:
 - i. Memorandum & articles of association
 - ii. Certificate of registration
 - iii. Powers of attorney

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- iv. Tax clearance certificate
- v. Audited books of accounts for the last 3 years
- vi. Recommendation from at least 3 companies for similar services not later than 2023
- vii. Current trading license to operate as a security service provider
- viii. Payment terms and conditions

Criteria	Marks
Administrative	Pass/Fail
Relevant Experience	25
Understanding of Assignment	20
Methodology & Work Plan	30
Team Qualifications	10
Value Added Services	15
Total Score	100

3.

Eligibility Criteria: You are required to meet the following criteria to be eligible to participate in public procurement:

1. have the legal capacity to enter into a contract.
2. not be insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances.
3. not have had your business activities suspended.
4. have fulfilled your obligations to pay taxes and social security contributions.
5. have the nationality of an eligible country, as defined in the Special Conditions of Contract.
6. not to have a conflict of interest in relation to this procurement requirement; and
7. not to be subject to suspension by the Public Procurement and Disposal of Public Assets Authority.

Technical Criteria: Proposals shall be awarded scores out of the maximum number of points indicated below for each of the following criteria. The pass mark is 60/70

Financial Proposal will be marked out of 30%

Section 3: Technical Proposal Submission Sheet

[Complete this form with all the requested details and submit it as the first page of your technical proposal, with the documents requested above attached. Ensure that your technical proposal is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorised, it may be rejected.]

Proposal Addressed to (Procuring and Disposing Entity):	
Date of Technical Proposal:	
Procurement Reference Number:	
Subject of Procurement:	

I/We offer to provide the services described in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Proposals referenced above.

I/We confirm that I/we are eligible to participate in public procurement and meet the eligibility criteria specified in Part 1: Proposal Procedures of your Request for Proposals.

I/We, including any subcontractors or consultants for any part of the contract resulting from this procurement process are registered with the Authority.

I/We have signed and undertake to abide by the Code of Ethical Conduct for Bidders and Providers attached during the procurement process and the execution of any resulting contract;

My/Our proposal shall be valid until _____
and it shall remain binding upon us and may be accepted at any time before or on that date;

My/our Lead time for execution of the service shall be

Technical Proposal Authorised By:

Signature:	_____	Name:	_____
Position:	_____	Date:	_____ (DD/MM/YY)
Authorised for and on behalf of:			
Company:	_____		
Address:	_____		

Part 2: Statement of Requirements

1. Background

Watoto Church is a Christian, cell-based community church with multiple celebration centres across Uganda and South Sudan, engaged in various programs including community development, education, childcare, and infrastructure development. As part of its ongoing mission, Watoto undertakes numerous construction and asset-intensive projects that require comprehensive risk management to safeguard its physical assets and operational continuity.

1.1 Objective

The primary objective of this assignment is to engage a qualified and experienced SECURITY firm to provide professional, independent, and end-to-end services for Watoto Church Ministries'

2. Scope of work

The successful bidder shall provide security services (guarding services) to Watoto Church in accordance with the scope of work and deployment schedule below.

Guarding Scope of Work

1. Provide guarding services at all designated Watoto locations.
2. Control access to all premises and restricted areas.
3. Respond promptly to emergencies and security incidents.
4. Share relevant security intelligence and maintain a guard monitoring system.
5. Conduct investigations and surveillance where required.
6. Submit daily, monthly and quarterly security reports.
7. Rotate deployed guards every quarter unless otherwise approved.
8. Conduct two fire/emergency drills each year at the Service Provider's cost.
9. Provide qualified guards (21+ years of age, 2 years' experience, secondary education) equipped with a baton, handcuffs, whistle, and metal detector.
10. Provide a dedicated Contract Supervisor with required qualifications and experience.
11. Provide three guard monitoring units at designated sites at no extra cost.
12. Integrate compatible alarm systems into monitoring.
13. Provide ad hoc guards at an agreed rate per guard per day

Guarding Deployment Schedule

No.	Location	Project Manager	Supervisor (s)	Guns	Radios	Day	Night	Total
1	All Sites	1	-	-	-	-	-	1
2	Downtown	-	2	3	8	9	5	16
3	Ntinda	-	-	3	4	6	6	12
4	Bweyogerere	-	-	2	3	4	5	9
5	Lubowa	-	-	2	3	3	4	7
6	Gulu	-	-	2	2	2	3	5
7	Kyengera	-	-	3	4	3	4	7
8	Soya Residence	-	-	1	0	1	2	3
9	Bunga Eagle Ridge	-	-	1	2	2	2	4
10	Kakajjo Land	-	-	1	2	0	2	2
11	Mbarara Land	-	-	0	0	2	0	2
12	Entebbe	-	-	1	2	2	2	4
13	Operations Residence	-	-	1	0	1	2	3
14	Mbarara Church	-	-	1	2	2	2	4
15	Mbarara Residence	-	-	-	-	-	-	-
16	Najeera Residence	-	-	1	0	1	2	3
17	Jinja Offices	-	-	1	2	2	2	4
	Jinja Residence			1	2	2	2	4
18	Nakwero Church	-	-	1	2	4	4	8
19	Kabalagala Church	-	-	1	2	2	2	4
20	Mukono Church	-	-	1	2	1	2	3
21	Makindye	-	-	-	-	2	2	4
	TOTAL	1	2	27	42	51	56	108

PART 3: ANNEXES

ANNEX 1: Format for Contractor's References

Relevant services carried out in the last years (*Insert number of years required*) that best illustrate experience.

Contractor's Name: _____

Assignment name:		Country:
Name of client:		N° of guards deployed(monthly):
Start date (Month/Year):	Completion date (Month/Year):	Approx. Value of services (in Current UGX):
Name of Associated Consultants, if any:		
Narrative description of Project:		
Description of actual services provided by your Staff:		

ANNEX 2: Format of Curriculum Vitae for Proposed Professional Staff.**CURRICULUM VITAE (CV)**

Position Title and No.	{e.g., A-1, TEAM LEADER}
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Country of Citizenship/Residence	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record relevant to the assignment:

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005- present]	[e.g., Ministry of, advisor/consultant to... For references: Tel.../e-mail.....; Mr. A2 , Project manager]		

Membership in Professional Associations and Publications:

Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant's Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
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{List all deliverables/tasks as in TECH- 5 in which the Expert will be involved)	

Expert's contact information: (e-mail....., phone)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

{day/month/year}

Name of Expert
Date

Signature

{day/month/year}

Name of authorized

Signature

Date

Representative of the
Consultant (the same
who signs the
Proposal)