



République de Vanuatu  
Republic of Vanuatu  
Ripablik blong Vanuatu

**NASONAL YUNIVESITI  
BLONG VANUATU  
NATIONAL UNIVERSITY  
OF VANUATU  
UNIVERSITÉ NATIONALE  
DE VANUATU**

## **INVITATION to RFQ – Security Services**

**Date:** 22<sup>nd</sup> July, 2025

### **REQUEST FOR QUOTATION FOR THE SECURITY SERVICES AT THE NATIONAL UNIVERSITY OF VANUATU MAIN CAMPUS AND SCHOOL OF EDUCATION CAMPUS**

The National University of Vanuatu invites qualified security firms to submit quotations for professional security services at the following University Campus:

- **Main Campus**, located along Avenue Senghor, opposite Vanuatu Institute of Technology.
- **School of Education Campus**, (Former Vanuatu Teachers College) located at kawenu area beside the Kawenu Primary school.

All quotations must be **submitted in a sealed envelope**, clearly labelled as follows:

*Université Nationale de Vanuatu / National University of Vanuatu*

*RFQ Title: RFQ - Security Services at the National University of Vanuatu.*

*Closing date: 6<sup>th</sup> August 2025*

Please submit your quotation and all supporting documents by **06<sup>th</sup> August 2025** before COB (5.00pm) and to be deposited at the main Tender box located at the main administration building located at the main campus. No Electronic submission is allowed.

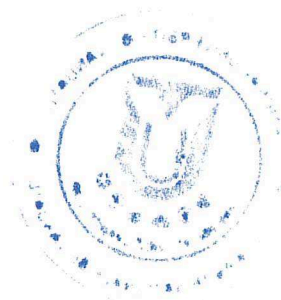
If you need further clarification, please do not hesitate to contact procurement officer John Manu on 7162358 or by email [john.manu@univ.edu.vu](mailto:john.manu@univ.edu.vu)

Signed: \_\_\_\_\_

**Jean-Pierre NIRUA**

**Vice-Chancellor, National University of Vanuatu**









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## 1. Introduction

The National University of Vanuatu invites qualified security firms to submit quotations for professional security services at the following University Campus:

- Main Campus located along Avenue Senghor, opposite Vanuatu Institute of Technology.
- School of Education Campus (Former Vanuatu Teachers College) located at kawenu area beside the Kawenu Primary school.

## Maps

### Map1. (Main Campus)







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Map2. (School of Education)







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## 2. Scope of Work

The security firm will be responsible for, but not limited to, the following services:

### Main Campus

No	Description of Security Services	Monthly Rate (VUV)
1	Physical Security and Access Control (entry/exit monitoring)	
2	Patrol Services (day and night patrols of campus premises)	
3	Emergency Response and Incident Management	
4	Protection of Property and University Assets	
5	Crowd Control during Events and Large Gatherings	
6	Communication and Coordination with University Administration	
7	Reporting and Documentation of Security Incidents	
8	Other related services (please specify)	

### School of Education

Description of Security Services	Monthly Rate (VUV)
Physical Security and Access Control (entry/exit monitoring)	
Patrol Services (day and night patrols of campus premises)	
Emergency Response and Incident Management	
Protection of Property and University Assets	
Crowd Control during Events and Large Gatherings	
Communication and Coordination with University Administration	
Reporting and Documentation of Security Incidents	
Other related services (please specify)	

Security Firm Name:

Contact/Phone number:

Signature:

Position:

Date:



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### 3. Mandatory Bidder Requirements

Bidders must submit the following documents along with their quotation:

- Valid Business Licence
- Vanuatu Police Clearance Certificate
- Evidence of 24-hour manpower availability (minimum 2 security personnel per shift)
- Relevant Insurance Certificates (liability, workers compensation, etc.)
- Work and Safety Plans (including risk management procedures)
- Copy of Vanuatu Financial Services Commission Certificate

### 4. General Conditions of Contract (If awarded)

- The successful bidder will enter into a formal contract with the National University of Vanuatu.
- The Security Service Provider will report directly to the University's Manager Facilities or any other designated university official that will be stipulated in the contract
- The contract period and terms will be defined in the formal agreement following award (Maximum is one year depending on the contractors assessed performance)
- **Payment terms:** The Contractor shall issue separate invoices, monthly, to each campus where services are provided under this Agreement. Invoices must clearly state the campus name, service period, and details of services rendered. The payment will be made to the contractor within 3 working days upon receipt of a valid invoice.
- The Security Firm must maintain all licenses, insurances, and compliance documents current throughout the contract duration.
- Any breach of contract or failure to perform duties satisfactorily may result in termination of the contract.
- The Security Firm is responsible for managing its staff, including shift scheduling and compliance with workplace health and safety standards.
- The Security Firm will maintain confidentiality of all university-related information accessed during service provision.

### 5. Bid Submission

Bidders are required to complete the table above by inserting their monthly rate for each service. The total monthly contract amount will be calculated based on the combined figures.

### 6. Submission Deadline

Please submit your quotation and all supporting documents by **06<sup>th</sup> August 2025** before COB (5.00pm) and to be deposited at the main Tender box located at the main administration building located at the main campus. No Electronic submission is allowed.



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