

Position Title: **Request For Proposals from Qualified and well Established Security Firms**

Closing Date for application: **October 20, 2026 at 11:59pm**

**RFP Description:**

A Reputable Entity in the Liberian Entertainment & Restaurant Business invites proposals from qualified and well established security firms to provide security services at their main premises, with possible additional coverage at their annexes as well.

We seek a reliable and accountable security partner capable of providing trained, physically fit, alert, disciplined, and honest guards, supported by effective supervision.

## **2. SCOPE OF SERVICES**

The selected firm will be expected to:

- Control access and enforce our entry, parking, and movement rules.
- Protect guests, employees, property, equipment, and stock.
- Conduct regular patrols and maintain coverage of assigned security posts.
- Prevent and promptly report theft, unauthorized access, suspicious activity, and security breaches.
- Verify authorization for goods and equipment leaving the premises.
- Respond appropriately to emergencies and coordinate with Management and relevant authorities.
- Maintain accurate visitor, occurrence, patrol, and shift handover records.
- Provide courteous and professional service appropriate to a busy hospitality environment.

## **3. REQUIRED GUARD STANDARDS**

Guards assigned to the company must:

- Have verifiable security training and relevant experience.
- Be physically fit and capable of performing patrols and responding to emergencies.
- Demonstrate sound judgment, alertness, strong observation skills, and the ability to understand and follow instructions.
- Be honest, disciplined, respectful, and professionally presented.
- Communicate clearly and prepare accurate incident reports.
- Follow the company's operating procedures and Management's lawful instructions.

## **4. SUPERVISION AND ACCOUNTABILITY**

The security firm must provide:

- A designated supervisor and a reliable contact for urgent matters.
- Regular supervisory visits, including unannounced checks.
- Reliable relief coverage during absences, breaks, and shift changes.
- Prompt replacement of unsuitable or underperforming guards.
- Immediate notification of serious incidents, followed by written reports and investigation findings.
- A clear process for addressing misconduct, negligence, losses, and complaints.
- Ongoing training and periodic performance reviews.

## **5. PROPOSAL REQUIREMENTS**

Interested firms should submit:

- Company profile, registration documents, and applicable operating licenses.
- Relevant experience and at least three client references.
- Details of recruitment, background checks, security training, and fitness assessment.

- A proposed approach to staffing, shift coverage, and supervision.
- A clear pricing structure, including rates per guard.
- Details of uniforms, communication equipment, and other resources provided.
- Evidence of relevant insurance and an explanation of responsibility for losses arising from proven negligence or misconduct.

**- Proposed service terms.**

Final staffing requirements and quotations for the main premises and optional annex coverage will be requested after site assessments by shortlisted firms.

## **6. EVALUATION AND SELECTION**

Proposals will be assessed on competence, guard quality, supervision, reliability, integrity, client references, accountability, and value for money.

Shortlisted firms will be invited for interviews and site assessments. We reserve the right to verify references, request additional information, and accept or decline any proposal.

## **7. CONFIDENTIALITY**

Our identity and exact site locations will remain confidential during the public solicitation stage. These details will be disclosed to shortlisted firms at the appropriate stage.

## **8. SUBMISSION DETAILS**

Deadline: October 20, 2026

Submit proposals to: Alniaboh Liberia Inc

Email: **alniabohjobs@gmail.com**

Contact: +231881924553 / +231776609125

Kindly indicate in the email subject line **“RFP Security Firm”**