

Islamic Relief Worldwide (IRW) is a UK based international relief and development organization. It seeks to promote sustainable economic and social development by working with local communities through relief and development programmes. IRW started its operation in Sri Lanka in 2005.

Islamic Relief Sri Lanka is looking for the quotations from reputed security services providers to deliver the security and safeguarding services through their security guards at its country office in **Akkaraipattu**, in Ampara district.

The following information describes the IRSL facilities requiring security operations arrangements.

1. The selected company, hereinafter referred to as the (Private Security Service Provider) PSS provider will be required to recruit, train and manage the security personnel at the IRSL assigned office/location.
2. The PSS provider should be duly authorized and licensed from Registrar of Companies and Ministry of Defence to execute the security and safeguarding services and has very satisfactory performance records in the past 10 years the in security and safeguarding.
3. The PSS provider shall diligently and faithfully save the IRSL in the provision of security and safeguarding services on a 24/7 abided by the instructions of the IRSL related to such services.
4. The potential PSS provider should perform the inspection at the IRSL assigned location at a minimum of once daily and immediately implement any observable measures for improvement.
5. The PSS provider must submit the security personnel Duty Roster to the authorized IRSL staff for verification, follow-up and further instructions (if any)
6. The PSS provider will have to maintain a pool of additional guards to cover for the absence of regular guards due to leave, sickness or other reasons.
7. Potential PSS provider must have a systematic reporting procedure on current risk/threat analysis including any other factors/situation having affected on safeguarding/security of the staff and office.
8. The potential PSS provider shall have meetings on a monthly/quarterly basis as when required with the authorized IRSL staff member to discuss the issues and for decisions on important issues.
9. The potential PSS provider shall appoint a dedicated account officer/manager to provide on-time support and customer service to IRSL authorized staff whenever required.
10. The PSS provider should provide logistics services, uniform, identification badges & etc to the security personnel.
11. Personnel files (consisting of CV, NIC Copy, GS certificate & Police report, emergency contact details, blood group & etc) of the assigned of the security staff shall be shared by the PSS provider to IRSL office.

Please submit your confirmation on interest and quotations along with company profile on or before 28th February 2025 via registered post or courier to the following address:

**The Procurement Committee,
Islamic Relief Sri Lanka,
No. 1B, Prince Corner Complex,
Main Street,
Akkaraipattu-01.**

For further details if any please contact our official email : procurement@islamic-relief.lk or call on 067-2280009.