



REQUEST FOR PROPOSAL (RFP)

**TENDER FOR MAINTENANCE OF SECURITY
SURVEILLANCE SYSTEM, ACCESS CONTROL SYSTEM,
BMS & LIGHTING CONTROL SYSTEM & GATE
MANAGEMENT SYSTEM**

RFP-2024-010/001

RELEASE DATE: 29th November 2024

CLOSING DATE: 11th December 2024, 4.00 pm.

INTRODUCTION

1.0 Purpose of the Tender

NW Realite Limited. (“NW Realite”) invites qualified firms to submit their proposals for RFP FOR MAINTENANCE OF SECURITY SURVEILLANCE SYSTEM, ACCESS CONTROL SYSTEM, BMS & LIGHTING CONTROL SYSTEM & GATE MANAGEMENT SYSTEM.

This Request for proposal (RFP) is being made available to interested service providers on an open tender basis. This document is intended to provide vendors with sufficient understanding of the NW Realite’s requirements to enable them to respond.

For the purposes of the RFP it is necessary to disclose information in this document, and its schedules, which is considered confidential and should therefore not be used (otherwise other than in furtherance of this tender) or disclosed to any third party without explicit prior written consent of NW Realite.

NW Realite on its part also acknowledges that it is requesting through this RFP for information that is confidential and therefore commits in equal terms to reciprocal confidentiality.

1.1 Acknowledgement of Bidding Documents

NW Realite invites proposals for maintenance of security surveillance system, access control system, BMS and Lighting control system and gate management system for our client in accordance with the requirements set out in this document. **Within three (3) working days of receipt of the RFP, the Bidder is required to acknowledge receipt of the RFP and notify his intention to submit a bid by email to NW Realite at Tenders@nwrealite.co.ke and copy admin@srmhub.com**

Working days are defined as being any day of the week between Monday and Friday (0800 – 1700 hrs) excluding weekends and gazetted public holidays in the Republic of Kenya).

Failure to do so shall be perceived as an intention not to submit a bid and the Bidder will be eliminated from the bid process and required to destroy the RFP document in keeping with confidentiality requirements.

1.2 Point of Contact

All enquiries or correspondence concerning the details of this tender should be addressed, in the first instance by e-mail to: tenders@nwrealite.co.ke and admin@srmhun.com. The subject on the email should be **“RFP FOR MAINTENANCE OF SECURITY SURVEILLANCE SYSTEM, ACCESS CONTROL SYSTEM, BMS & LIGHTING CONTROL SYSTEM & GATE MANAGEMENT SYSTEM”**

- All responses from NW Realite to the Bidder shall be channeled through the Head of Facilities.
- It is the responsibility of the Bidder to obtain any further information required to complete this RFP.
- Any clarification request and their associated response will be circulated to all Bidders.
- All clarifications must be sought at the latest 3 days prior to the close of the RFP.

2 ABOUT NW REALITE

2.0 Organization Profile

NW Realite Limited is a property consultancy firm with over 20 years of active presence in the Real Estate Industry. The firm, which is 100% locally owned, provides valuation, property management, facilities management, estate agency and property development consultancy services. The company has its main offices in Nairobi, and site offices in Mombasa, Machakos and Eldoret towns. We strive in excellence in all that we do and conduct our business within the context of the Company’s Core Values.

3 OVERVIEW OF THE PROPOSAL

3.0 Overview

NW Realite invites proposals for maintenance of security surveillance system, access control system, BMS and Lighting control system and gate management system for our client. The proposal aims to identify, select and engage technical experts to handle all maintenance related tasks at our client's property – One Padmore Place, along George Padmore Rd ensuring the buildings systems are well-maintained and operational.

4 BILL OF QUANTITIES

Security Surveillance System		Qty
1	Maintenance of CCTV Cameras	141
2	Maintenance of Network Video Recorders	5
3	Maintenance of Network Switches Distributed Across the building for the LAN backbone	9
4	2x2 Video Wall in the Control Room	1
5	Maintenance of Workstation/Spot monitor & Keyboard with Software	1

Access Control System		Qty
1	Maintenance of Honeywell Pro Watch Eco management platform with Server & Software	1
2	Maintenance of Access Control Points	15
3	Maintenance of Lift Access Control Points	4
4	Maintenance of Reader for Authentication 'IN'	1
5	Maintenance of Maglocks on Doors	Lot
6	Maintenance of ACS Control Room PC HP 290 G1 MT	1

BMS (Building Management System) & Lighting Control		Qty
1	BMS & Lighting Control System (Eikon [(EK) management software])	1
2	Maintenance of BMS Control Room PC HP 290 G1 MT	1

Gate Management with Access Control		Qty
1	Maintenance of Arm Barriers, Entry and Exit	2
2	Maintenance of Bollards. Both at the entrance	2

3	Maintenance of Under Vehicle Surveillance System (UVSS)	1
4	Maintenance of Pay/Access Control Points	2
5	Maintenance of Pedestrian Turnstile	2

IPBX & Telephony System		Qty
1	Maintenance of Panasonic IP Telephones for AVL	6
2	Maintenance of Panasonic KX-NS500 PBX	1

APC 30KVA UPS Backup System		Qty
1	Maintenance of APC Galaxy 300 UPS not Specified in RFP	2

5 PRICE SCHEDULE

Security Surveillance System

No.	Security Surveillance System	Qty	Cost Per Quarter (Kes)
1	Maintenance of CCTV Cameras	141	
2	Maintenance of Network Video Recorders	5	
3	Maintenance of Network Switches Distributed Across the building for the LAN backbone	9	
4	2x2 Video Wall in the Control Room	1	
5	Maintenance of Workstation/Spot monitor & Keyboard with Software	1	
	VAT 16%		

Total	
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Access Control System

No.	Access Control System	Qty	Cost Per Quarter (Kes)
1	Maintenance of Honeywell Pro Watch Eco management platform with Server & Software	1	
2	Maintenance of Access Control Points	15	
3	Maintenance of Lift Access Control Points	4	
4	Maintenance of Reader for Authentication 'IN'	1	
5	Maintenance of Maglocks on Doors	Lot	
6	Maintenance of ACS Control Room PC HP 290 G1 MT	1	
	VAT 16%		
Total			

BMS (Building Management System) & Lighting Control

No.	BMS (Building Management System) & Lighting Control	Qty	Cost Per Quarter (Kes)
1	BMS & Lighting Control System (Eikon [(EK) management software])	1	
2	Maintenance of BMS Control Room PC HP 290 G1 MT	1	
	VAT 16%		
Total			

Gate Management with Access Control

No.	Gate Management with Access Control	Qty	Cost Per Quarter (Kes)
1	Maintenance of Arm Barriers, Entry and Exit	2	
2	Maintenance of Bollards. Both at the entrance	2	
3	Maintenance of Under Vehicle Surveillance System (UVSS)	1	
4	Maintenance of Pay/Access Control Points	2	
5	Maintenance of Pedestrian Turnstile	2	

	VAT 16%		
Total			

IPBX & Telephony System

No.	IPBX & Telephony System	Qty	Cost Per Quarter (Kes)
1	Maintenance of Panasonic IP Telephones for AVL	6	
2	Maintenance of Panasonic KX-NS500 PBX	1	
	VAT 16%		

Total	
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APC 30KVA UPS Backup System

No.	APC 30KVA UPS Backup System	Qty	Cost Per Quarter (Kes)
1	Maintenance of APC Galaxy 300 UPS not Specified in RFP	2	

	VAT 16%		
Total			

Yours sincerely,

Applicant.....

.....

Signature & stamp *(of Consultant's authorized representative)*

Date.....

.....



Full name: *{insert full name of authorized representative}*

Title: *{insert title/ position of authorized representative}*

6 EVALUATION CRITERIA

STAGES OF EVALUATION:

- A) Mandatory requirements will determine the satisfactory responsiveness of a tenderer, failure to meet any of these set requirements as noted hereunder will render a tender nonresponsive and will automatically be disqualified.
- B) Technical Evaluation: Only bidders who will attain an overall score of 70 marks and above in the technical evaluation will have their financial proposals evaluated.
- C) Financial Evaluation Stage award criteria: The lowest evaluated tender for the complete schedule will be recommended for award.

1. PRELIMINARY REQUIREMENTS (MANDATORY),

NO	REQUIREMENTS	Mandatory
1	Certificate of Registration/Incorporation	Mandatory
3	Valid Tax Compliance Certificate	Mandatory
4	Valid Business Permit	Mandatory
5	Must provide a CR12 list of directors	Mandatory
6	Company Profile	Mandatory
7	Compulsory site visit and provide a Site Visit certificate duly signed and stamped both by NW Realite representative and the bidders representative (This is useful for the bidder to understand the full scope of works).This is to happen between Monday 2 nd December 2024 & Friday 6 th December 2024	Mandatory
8	Must provide valid certificate of registration from National Construction Authority (NCA) class 5 and above for Electrical Works	Mandatory
11	EPRA licences class A or B for electrical works	Mandatory

2. TECHNICAL EVALUATION CRITERIA

TECHNICAL EVALUATION REQUIREMENTS			
No	CRITERIA DESCRIPTION	WEIGHT	SCORE
1	Firm's experience: Over 10 years 5 points 5-10years 4 points 2-4 years 3 points Less than 2 years 1 point	5	
2	Firm's experience: - List of completed services of similar nature completed in past three (3) years with reference. -List of on-going services of similar nature supported with copies of purchase orders or contracts. -The firm should have five (5) documents of engagement where they have undertaken contracted general maintenance services. Note: Attach Letter of Award, LPOs,Contracts,SLAs and recommendation letters from corporate clients	20	

3	Proposed Solution (Approach, Methodology, Schedule of works, Quality & Time Control Plan) - Understand of scope and objectives - Proposed Implementation Plan showing the overall approach to be adopted in the execution of the works - Detailed Quality Control and Monitoring to be used in the execution of the Works, addressing anticipated risks, handling of materials, workmanship and record keeping on site to track daily progress. - Understanding of, and responsiveness to, NW Realite requirements, social and environmental responsibility.	15	
4	Technical Capability: Highly qualified staff with relevant certifications 2 points Qualified staff with some certifications 1 points Staff with basic qualifications 0.5 points Unqualified staff 0 point 2 Marks per staff, Max of 10 staff - 1 point for cv and 1 point per certificate	20	
5	Resources - Equipment and Tools: Provide details of tools to be used – Proof of ownership (10 points) Possession of equipped workshop (attach a photo of the workshop) – (10 points) <i>Information under this item will be confirmed during due diligence</i>	20	
6	Valid Licence for the firm - 10 points Valid practicing license/certificate for the firm 5 points	15	
7	Audited Financial Reports 2022and 2023 with iTax annual returns (5 marks)	5	
	TOTAL MARKS	100	
	PASS MARK	70	

Only bidders who score 70 marks and above will be subjected to Financial Evaluation. Those who score below 70 marks will be eliminated at this stage from the entire evaluation process and will not be considered further.

FINANCIAL – (SCORES - 30%)

Provide a competitive financial proposal detailing the project costs (please include applicable taxes).

7 FORMAT OF RESPONSE TO TENDER

9.1 Information to be provided by bidders

All bids should contain **ALL INFORMATION REQUESTED IN SECTIONS 9.2 TO 9.3** The information should be in the following order.

9.2 General Information about the firm

Provide the following documentation in respect of your company.

- I. Certificate of registration (or its equivalent) that is valid in accordance with any legally recognised jurisdiction.
- II. Tax compliance certificate (or its equivalent) that is valid in accordance with any legally recognised jurisdiction.
- III. Current County Trade license/Business Permit
- IV. Accreditations or a licence where applicable
- V. Company Profile, with a clear organogram and area of specialty
- VI. List of Directors (Name, ID Number/passport number, Nationality, Telephone and physical address)
- VII. NW Realite Non-Disclosure Agreement (document to be provided to accompany this RFP)
- VIII. NW Realite Supplier Code of Conduct (document to be provided to accompany this RFP)
- IX. NW Realite Business Litigation and Probity; and
- X. Lead Time and Credit Period Declaration

9.3 Organization of the firm

- **Organization of the firm** – Firms organogram and reporting matrix
- **Capacity to carry out the assignment** – Resources and Equipment, - Briefly highlight the profiles and technical qualifications of key staff to be involved in the project.
- **Methodology and execution plan** – Briefly indicate how this project will be undertaken and provide a clear workplan for consideration. Swift execution will attract higher scores.
- **A commercial proposal**
- Statement **summarizing the benefit** to NW Realite of engaging the firm.

9.4 Bid Preparation and Submission

The application and submission will be conducted electronically on SRM eProcurement Portal i.e. www.srmhub.com. Please follow the following steps to complete your application;

1. Join SRM for free via URL www.srmhub.com
2. Create a user account or log in with existing credentials
3. Under APPLY TENDER tab, express interest to review details of the tender
4. Click EXPRESS INTEREST to begin application:
 - i. Select your Category
 - ii. Respond to QUESTIONNAIRE
 - iii. UPLOAD requisite documents
 - iv. Pay the tender fees payment
 - v. SUBMIT response

This RFP has been issued for release on 29th November 2024 and bids close on 11th December 2024 at 4:00pm EAT

8 GENERAL CONDITIONS OF CONTRACT

10.1 Introduction

Specific terms of contract shall be discussed with the bidder whose proposal will be accepted by the Company. The resulting contract shall include but not be limited to the general terms of contract as stated below from 5.2 to 5.14.

10.2 Award of Contract

Following the opening and evaluation of proposals, the Company will award the Contract to the successful bidder whose bid has been determined to be substantially responsive and has been determined as the best evaluated bid. NW Realite will communicate to the selected bidder its intention to finalize the draft conditions engagement in consultation with the bidder

10.3 Application of General Conditions of Contract

These General Conditions (sections 5.2 to 5.14) shall apply to the extent that they are not superseded by provisions in other parts of the Contract that shall be signed.

10.4 Bid Validity Period

Bidders are requested to hold their proposals valid for ninety (90) days from the closing date for the submission.

10.5 Non-variation of Costs

The prices quoted for the service and subsequently agreed and into the contract shall be held fixed for the contract period.

10.6 Delays in the Bidder's Performance

10.6.1 Delivery and performance of the Transaction shall be made by the successful Bidder in accordance with the time schedule as per Agreement.

10.6.2 If at any time during the performance of the Contract, the Bidder should encounter conditions impeding timely delivery and performance of the Services, the Bidder shall promptly notify the Company in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Bidder's notice, the Company shall evaluate the situation and may at its discretion extend the Bidder's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of the Contract.

10.6.3 Except in the case of “force majeure” as provided in Clause 5.14, a delay by the Bidder in the performance of its delivery obligations shall render the Bidder liable to the imposition of liquidated damages pursuant to Clause 5.8.

10.7 Liquidated damages for delay

The contract resulting out of this RFP shall incorporate suitable provisions for the payment of liquidated damages by the bidders in case of delays in performance of contract.

10.8 Governing Language

The Contract shall be written in the English Language. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall also be in English language.

10.9 Applicable Law

This agreement arising out of this RFP shall be governed by and construed in accordance with the laws of Kenya and the parties submit to the exclusive jurisdiction of the Kenyan Courts.

10.10 Successful Bidder's Obligations

The successful bidder:

10.10.1 Is obliged to work closely with NW Realite staff, act within its own authority, and abide by directives issued by the Company that are consistent with the terms of the Contract.

10.10.2 Will abide by the job safety measures and will indemnify the Company from all demands or responsibilities arising from accidents or loss of life, the cause of which is the Bidder's negligence. The Bidder will pay all indemnities arising from such incidents and will not hold the Company responsible or obligated.

10.10.3 Will be responsible for managing the activities of its personnel, or subcontracted personnel, and will hold itself responsible for any misdemeanours.

10.10.4 Will not disclose the Company's information it has access to, during the course of the work, to any other third parties without the prior written authorization of the Company. This clause shall survive the expiry or earlier termination of the contract

10.11 PAYMENT TERMS

NW Realite & its client will not make any payments in advance. NW Realite will issue an LPO for all services required and the LPO will be paid 60 days from receipt of invoices in arrears.

NW Realite will not accept partial deliveries and neither will it make partial payments.

11 NW REALITE SUPPLIER CODE OF CONDUCT

11.1 GENERAL

This Code is applicable to all NW Realite suppliers (hereinafter “Supplier” or “Suppliers”) and their employees (be they temporary, casual or permanent) and sub-contractors throughout the world. NW Realite requires all Suppliers to conduct their business dealings with NW Realite in compliance with this Code and in compliance with all laws applicable to the Supplier’s’ business, wherever conducted. By entering into business transactions with NW Realite, the Supplier agrees to abide by the terms of this Code and acknowledge that compliance with this Code is required to maintain the Supplier’s status as a NW Realite Supplier. NW Realite shall have the right to terminate any Supplier’s contract for failure to comply with the provisions of this Code. NW Realite recognizes that local laws may in some instances be less restrictive than the provisions of this Code. In such instances, Suppliers are expected to comply with the Code. If local laws are more restrictive than the Code, then Suppliers are expected to comply with applicable local laws.

11.2 PROVISIONS

In particular, Suppliers must comply with the following:

11.2.1 Relations with competitors

Suppliers will be required to comply with applicable antitrust or competition laws and will not engage in any restrictive trade practices. Suppliers will at all-time act in a manner that will uphold and encourage healthy competition. The applicable anti-trust legislation with regard to Kenya operations is the Restrictive Trade Practices, Monopolies and Price Control Act (Cap 504 Laws of Kenya).

11.2.2. Bribes, Conflicts of Interest, Gifts and other Courtesies

11.2.2.1 Bribes

Suppliers shall not make or offer bribes or payments of money or anything of value to any NW Realite employee or any other person including officials, employees, or representatives of any

government or public or international organisation, or to any other third party for the purpose of obtaining or retaining business with NW Realite. For the avoidance of doubt NW Realite considers an act of bribery to include the giving of money or anything of value to anyone where there is belief that it will be passed on to a government official or NW Realite employee for this purpose. Suppliers are required to comply with all applicable local anti-bribery laws.

11.2.2.2 Gifts and other business courtesies

Suppliers shall ensure that any expenditure incurred in relation to any particular NW Realite employee or government official is in the ordinary and proper course of business and cannot reasonably be construed as a bribe or so as to secure unfair preferential treatment. A general guideline for evaluating whether a business courtesy is appropriate is whether public disclosure would be embarrassing to the Supplier or NW Realite.

NW Realite employees may accept unsolicited gifts from Suppliers provided:

- they are items of nominal value – KShs 1500 or less, or
- they are advertising or promotional materials having wide distribution e.g. calendars, stationaries, diaries, etc; and
- Acceptance of the gift does not violate any applicable law.

11.2.2.3 Conflicts of Interest

No supplier shall enter into a financial or any other relationship with a NW Realite employee that creates a conflict of interest for NW Realite. A conflict of interest arises when the material personal interests of the NW Realite employee are inconsistent with the

responsibilities of his/her position with the company. All such conflicts must be disclosed and approval to the transaction given.

11.2.3 Compliance and implementation

11.2.3.1 Licenses and Returns

The Supplier will be required to obtain and renew, in accordance with any law or regulations all permits, licenses and authorizations required for it to carry out its business. In addition, the Supplier will be required to prepare and file any returns that it may be required to file under its incorporation statute, the Companies Act (Cap 486 Laws of Kenya) or applicable local or Kenyan revenue legislation.

11.2.3.2 Taxation, Financial Integrity and Retention of Records

- The Supplier will comply with all revenue laws and will not evade tax.
- Suppliers will be required to maintain accurate and reliable financial and business records and shall not have any false or inaccurate accounting books or records related to NW Realite for any reason. Suppliers shall maintain all business records at the minimum in compliance with the provisions outlined by the Kenya Revenue Authority or local revenue authorities from time to time.
- When any government investigation or audit is pending or ongoing then Suppliers will not destroy any relevant records until the matter has been investigated and closed.

11.2.4 Violations

If a Supplier becomes aware of any known or suspected improper behaviour by another Supplier in relation to their dealings with NW Realite or if a bribe or other inducement is requested from a Supplier by any NW Realite employee or any other person with the promise of influencing NW Realite's position as far as that Supplier is concerned or if the Supplier feels that a

conflict of interests exists with one of NW Realite's employees then all pertinent details should be reported in confidence to the following Contact Address Procurement tenders@nwrealite.co.ke and admin@srmhub.com

11.2.5 Variations

NW Realite reserves the right to vary this Code at any time.



I) SITE VISIT FORM

TENDER NAME:

.....

TENDER No:

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The bidders shall arrange to view the properties at designated location.

I hereby certify that I have viewed the **One Padmore Place**, along George Padmore Rd Property.

Tenderers Name.....

Sign.....

Date.....

Stamp.....

Designated Officer.....

Sign.....

Date.....

Stamp.....

