

TENDER DOCUMENT FOR PROVISION OF SECURITY AND ALARM RESPONSE SERVICES

TENDER NAME	PROVISION OF SECURITY AND ALARM SERVICES
TENDERNO:	RFQ/KRGC/2023/0002
TENDER CLOSING DATE	FRIDAY, 25th AUGUST, 2023
TENDER TIME	AT 1730HOURS

Kenya Railway Golf Club | Haile Selassie Avenue

SECTION I

TENDER REF NO: KRGC/07/2023-2024

TENDER NAME: Provision of Guarding and Security and alarm services

- 1.1 Kenya Railway Golf Club (KRGC) invites electronic bids from eligible candidates for Provision of Security Guarding and alarm services as detailed in the Tender Document.
- 1.2 Interested eligible candidates may obtain further information from and inspect the tender documents by sending a request via email clubaccounts@krcg.co.ke or admin@srmhub.com before closing date of this tender.
- 1.3 **Detailed tender documents** may be downloaded from our website: www.Clubkrcg.co.ke and www.srmhub.com.

The application will be completed electronically via SRM eProcurement. Interested and eligible firms who wish to participate in the tenders must visit www.srmhub.com; under the tab written “**Apply Tender**”. More information will be available on this link. Manual tenders or those sent via email will not be evaluated.

This should reach us on **or before Friday 25th AUGUST 2023 at 1730Hours.**

The Club reserves the right to reject any proposal without giving reasons for the rejection and does not bind itself to accept the lowest or any proposal.

- 1.4 Prices quoted should be net inclusive of all taxes and delivery must be in Kenya Shillings and shall remain valid for (90) days from the closing date of the tender.
- 1.5 Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at Club’s Offices.

SECTION II - INSTRUCTIONS TO TENDERERS

2.1 Eligible Tenderers

- 2.1.1 KRGC’s employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.
- 2.1.2 Tenderers shall not be under a declaration of ineligibility for corrupt and fraudulent practices.

2.3 Cost of Tendering

- 2.3.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and KRGC, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

2.4.2 The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderers risk and may result in the rejection of its tender.

2.5 Clarification of Documents

2.5.1 A prospective tenderer requiring any clarification of the tender document may notify KRGC in writing or by post at the entity's address indicated in the Invitation to Tender. KRGC will respond in writing to any request for clarification of the tender documents, which it receives not later than three (3) days prior to the deadline for the submission of tenders, prescribed by the procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers that have received the tender document.

2.5.2 KRGC shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

2.7 Language of Tender

2.7.1 The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchange by the tenderer and KRGC, shall be written in English language, provided that any printed literature furnished by the tenderer may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

2.10 Tender Prices

2.10.1 The tenderer shall indicate on the appropriate Price Schedule the unit prices and total tender price of the goods it proposes to supply under the contract

2.10.2 Prices indicated on the Price Schedule shall include all costs including taxes, insurances and delivery to the premises of the entity.

2.10.3 The validity period of the tender shall be 90 days from the date of opening of the tender.

Deadline for Submission of Tenders

Tenders must be received by KRGC electronically not later than **Friday 25th AUGUST 2023 at 1730Hours.**

2.18.1 KRGC may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.6, in which case all rights and obligations of KRGC and candidates previously subject to the deadline will therefore be subject to the deadline as extended

2.20 Opening of Tenders

The tender opening date shall be communicated later.

EVALUATION CRITERIA

Mandatory Requirements

TENDER EVALUATION SCORE SHEET

No	Description Criteria	Maximum Score
1	Submission of tender document 1. Proof of Compliance with Labour laws in relation to staff remuneration	YES/NO
	1. Certificate of Incorporation 2. PIN certificate 3. Current Tax Compliance certificate 4. VAT Certificate or VAT exemption Certificate 5. NSSF & NHIF compliance certificate 6. Proof of Current Membership Certificate of Kenya Security Industry Association (KSIA), 7. Audited accounts for the last 2 years 8. Proof of Professional Indemnity insurance policy 9. A copy of Workers Injuries Benefits Insurance Cover 10. Certificate of good conduct for supervisors and in charge officers <i>(Mandatory Requirement: Failure to submit any of the above requirements will lead to automatic disqualification from further evaluation)</i>	
2.	Physical Facilities 1. Evidence of physical address. Attach copies of title, lease or rental agreement (5Marks) 2. Valid Frequency License (Not payment Receipts) from Communication Authority of Kenya (CAK) (10mks) 3. Proof of fleet capacity, Backup services e.g communication equipment/Network– minimum 20 response motor vehicles dedicated to security assignments (attach copies of logbooks and areas where such vehicles are deployed) (7marks) 4. Evidence to certify that dogs are vaccinated. (Attach current vaccination evidence) (6Marks) 5. State pairs of uniforms provided to each guard (presentable uniforms) and list guard equipment provided (4Marks)	35

	<p>Audit report of the above physical facilities shall be assessed by visiting tenderers premises.</p>	
<p>3.</p>	<p>Company Profile</p> <p>a. Proof of compliance with the Labour Legal Notice no. 24 of 1998 and no. 53 of 2003. Attach documentary evidence from the local Labour office (duly certified) for salary remunerations applicable for the respective local authority under which the area bided for falls. This will be treated with confidentiality. 7marks</p> <p>b. State whether you provide salary pay slips to the guards. 3marks</p> <p>c. State maximum period of compensation to Kenya Railway Golf Club for incidences of loss where you are to blame from the time it is determined;1month and below-5marks 2months-3marks ,3months-5months-1mark, Above 5Months-0</p> <p>d. State if guards are provided with written assignments instructions/delegation of authority and responsibilities. 5marks</p>	<p>20</p>

4.	Operational Plan & Assignment Methodology <ul style="list-style-type: none"> • Investigation and collection of intelligence • Communication skills and report writing • Customer care • Arrest/immobilization/search of a suspect • Physical fitness/drill/endurance • Record keeping • Knowledge in CCTV and automated alarm systems 	10
5	Reputation/Experience <p>a. Provide accurate information on any litigation or arbitration or complaints pending before court or any other forum resulting from Professional practice over the last five years. 5marks</p> <p>b. Proof of satisfactory service (Recommendation letters and purchase orders/contracts from at least 5 current major clients (not from Kenya Railway Golf Club) two of which must be equivalent to Recreational Clubs and facilities. 7marks</p> <p>c. Indicating the number of guards, services rendered, contact person, address, and telephone contact). Letters of reference from clients must be very current i.e., dated not before October 2020 8marks Proof of Non-termination by Kenya Railway Golf Club on any previous contract 5marks</p>	25
	TECHICAL SPECIFICATIONS FORM RESPONSE	10
	TOTAL	100

The technical evaluation carries a maximum of 100%. Any bidder who scores 80% points and above shall be considered for further evaluation

The formula in determining the financial score is as follows: - (The single currency for the price conversion is KENYA SHILLINGS)

$$SF = (FM \times 100) / F$$

SF = Financial Score

FM = Lowest Financial Proposal

F = Financial Proposal under consideration.

The weights given to the technical proposal (T) is 0.80 and for financial proposal (P) is 0.20.

The lowest bid will be given maximum financial score.

COMBINED FINANCIAL AND TECHNICAL SCORE

The evaluation results will be ranked on Combined Financial and Technical Score which is given as follows: -

$$S = St \times T\% + Sf \times P\%$$

Where

St = Technical Score

T = Technical Weighting

Sf = Financial Score

P = Financial Weighting

S = Combined Financial and Technical Score

(27) **KRGC's Right to Vary quantities**

2.27.5 KRGC reserves the right at the time of contract award to increase or decrease the quantity of goods originally specified in the Schedule of requirements without any change in unit price or other terms and conditions

(27) **Procuring entity's Right to Accept or Reject any or All Tenders**

2.27.6 KRGC reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for KRGC's action

2.28 Notification of Award

2.28.1 Prior to the expiration of the period of tender validity, KRGC will notify the successful tenderer in writing that its tender has been accepted.

2.28.2 The notification of award will constitute the formation of the Contract but will have to wait until the contract is finally signed by both parties

2.29 Signing of Contract

2.29.1 At the same time as KRGC notifies the successful tenderer that its tender has been accepted, KRGC will send the tenderer the Contract Form provided in the tender documents, incorporating all agreements between the parties.

2.29.2 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.

2.29.3 Within thirty (30) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to KRGC.

2.31 Corrupt or Fraudulent Practices

2.31.1 KRGC requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts when used in the present regulations, the following terms are defined as follows;

- (i) “corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
- (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of KRGC, and includes collusive practice among tenderer (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive KRGC of the benefits of free and open competition.

2.31.2 KRGC will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

This is information regarding the particulars of the tender to complement supplement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provision of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers

TECHNICAL SPECIFICATIONS - ELECTRONIC FORM – 10Marks

SPECIFICATIONS AND SCOPE OF SECURITY GUARDING SERVICES.

The objective of the specifications is to provide sufficient information to enable the Tenderer to prepare their tenders accurately, especially the Price Schedules, for which a form is prepared.

The applicant shall respond as Fully Compliant- FC, Partially Compliant- PC, Not Compliant – NC

ITEM	SERVICE SPECIFICATIONS – GUARDING SERVICES	
1	Safeguarding and protecting the Kenya Railway Golf Club’s personnel, tenants, properties; materials and equipment from unauthorized use, loss, theft, trespassing, espionage, and sabotage and also protect any and all none Kenya Railway Golf Club’s property located at Kenya Railway Golf Club ’s client’s premises. This shall include patrolling premises, site buildings and motor vehicle parking lots by vehicle or by foot as required providing continuous surveillance.	
	While patrolling, check all designated gates, doors, and windows and if found unlocked or open, notify the Administration Officer and close and lock gates, doors and windows. Also turn off unnecessary lights and any running taps or water spillage as well as perform other security related activities necessary to meet overall security and safety requirements. Liaise with relevant service providers for emergency call outs.	
2	Ensure that all the regulations of Kenya Railway Golf Club affecting the security and Safety of property in guarded premises are carried out.	
3	Any interference to the perimeter protection of the premises to be identified and reported to Administration Officer immediately.	
4	Shall deter the commission of assault, batteries, robberies, rapes and other violent crimes by deploying well-trained and alert security guards in Kenya Railway Golf Club’s premises.	
5	All visitors and customers to the Kenya Railway Golf Club’s premises to be courteously received assisted and directed.	
6	Detain any person committing or with reasonable cause is suspected to be in the act of committing a cognizable offence.	
7	Shall prevent the occurrence of fires, explosions, and other catastrophes by close observation of the buildings, machinery, building plants, vehicles, electrical equipment and personnel to identify unsafe conditions, procedures or activities.	
8	Pay attention to all water, steam, gas and electrical installations to detect breakdown and wastage and to take immediate action necessary in the interest of safety and security.	

9	Ensure that fire-fighting equipment remain in designated locations and are not interfered with. In addition, ensure that the right firefighting equipment is used to extinguish fire.	
10	Implement the contractor's right to search employees, visitors and tenants to ensure that no Kenya Railway Golf Club's property is taken from the premises without relevant authority or entry of suspicious equipment and materials.	
11	Ensure that before Kenya Railway Golf Club's property is removed authorization is obtained from the relevant authorities.	
12	Maintain an occurrence book to record daily occurrences of security interest by management and other persons concerned.	
13	Regulate human traffic in all Kenya Railway Golf Club's offices and customers' access to respective service counters in an orderly manner without delay.	
14	Guard all Kenya Railway Golf Club's premises against terrorism by ensuring thorough access controls, Screening and/or searching of personnel using own handheld metal detectors.	
15	The successful bidder for guarding services shall be required to send a quick response/backup crew to the client premises at a short notice as and when emergencies occur.	
16	The bidder is expected to visit the premises concerned to do a survey and obtain certification from the Administration officer. This officer will certify the visits by signing the respective Bidder's Visit Verification Form.	
17	Bidders with evidence of compliance with Quality management standards i.e., ISO certification or are in the process of being certified have an added advantage. i. State whether Certified. ii. Not certified	
18	The successful bidders shall be required to install own guards Monitoring system that is semi or fully automated.	
19	The successful bidder shall supply guards with high integrity, well uniformed and shall avail guards' salary structure as a proof that personnel are well paid and properly taken care of.	
20	The successful bidder shall undertake to conduct integrity awareness of deployed personnel.	

21	Successful bidders shall be forwarding monthly security reports to the Kenya Railway Golf Club's administration officer covering all offices where services are provided.	
25	Attach Current Membership Certificate of Kenya Security Industry Association (KSIA),	
26	Lease of Intruder Alarm Equipment fitted with motion detectors, alarm sounder and linkage of the same / existing system to local police station and/or guarding firm	
27	Working Hours: Working Hours: Dayshift (06:00 to 18:00-Monday to Sunday, and Public Holidays) and Nightshift (18:00 to 06:00-Monday to Sunday, and Public Holidays).	

SECTION VI - SCHEDULE OF WORK Delivery schedule (Service delivery) Day and night (daily)

SECTION VII - PRICE SCHEDULE SERVICES

Additional services may be required for other functions.

S/No.	Item description	Quantity	Unit Cost (Kshs)	Monthly Cost	Annual Cost (Kshs)	Remarks
1.	Day Guards	5 Number				
2	Night Guards	5 Number				
3.	Dog (Night)	1 Number				
Grand Total Kshs						

Signature & Official Stamp of tenderer

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

SECTION VIII - STANDARD FORMS

8.1 FORM OF TENDER

Date ----- Tender No. -----

To: -----

[KENYA RAILWAY GOLF CLUB] Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos. [insert numbers]. The receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply deliver, install and commission (..... (insert equipment description) in conformity with the said tender documents for the sum of (Total tender amount in words and figures) for twelve months or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.
2. We undertake, if our Tender is accepted, to deliver install and commission the equipment in accordance with the delivery schedule specified in the Schedule of Requirements.
3. If our Tender is accepted, we will obtain the guarantee of a bank in a sum of equivalent to _____ percent of the Contract Price for the due performance of the Contract, in the form prescribed by (Procuring entity).
4. We agree to abide by this Tender for a period of [number] days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. This Tender, together with your written acceptance thereof and your notification of award, shall constitute a Contract, between us. Subject to signing of the Contract by the parties.
6. We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this _____ day of _____ 20 _____

[signature]

[in the capacity of]

Duly authorized to sign tender for an on behalf of _____

DECLARATION FORM

Each Company shall be required to provide this form duly filled and signed.

“This Company is not insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing. The company or its directors have not been debarred from participating in public procurements or ineligible on account of corruption or fraudulent practices.

This Company has not been involved in any corrupt practices and is not the subject of investigation by THE CLIENT.

The directors/partners of the Company proposed for the project are qualified to enter into contract with the Client in respect of section 33 of the Public Procurement and Disposal Act 2003.

Finally, the company has the necessary qualifications, capability, experience, resources, equipment and facilities to provide what is being procured.”

Name:

Signature.....

Position.....

Date.....

Stamp.....