

SEVENTH-DAY ADVENTIST EAST KENYA UNION CONFERENCE



**TENDER FOR THE PROVISION OF SECURITY AND GUARDING
SERVICES**

**SEVENTH-DAY ADVENTIST
EAST KENYA UNIONCONFERENCE
P.O BOX 42276, 00100
NAIROBI**

**CLOSING DATE: MONDAY, 23RD JANUARY, 2017 AT 10:00
AM**

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SECTION I : INVITATION TO TENDER

DATE: : 09TH JANUARY, 2017

TENDER REF

NO : EKUC/SEC/2017/2019

**TENDER : TENDER FOR THE PROVISION OF
NAME SECURITY
AND GUARDING SERVICES FOR 2017-
2019**

- 1. The Seventh - Day Adventist East Kenya Union Conference** (hereafter referred to as “EKUC”) invites bids from eligible Registered security Companies for the provision of Security and Guarding Services at the Nairobi Headquarters Campus and residences.
- Tender documents can be downloaded from EKUC website: <http://eku.adventist.org/> or collected from the EKUC headquarters.
- Prices quoted should be net inclusive of all taxes and costs, must be expressed in Kenya shillings and shall remain valid for the tender period.
- Completed Tender documents **MUST** be enclosed in an outer plain sealed envelope and clearly marked with Tender Reference Number and Name and be deposited in the Tender Box provided at **EKUC Head Office, Jakaya Kikwete Road (Former Milimani rd) opposite integrity center, Nairobi**, and be addressed to :-

**THE TREASURER,
SEVENTH-DAY ADVENTIST
EAST KENYA UNION CONFERENCE,
P. O. BOX 42276-00100,
NAIROBI.**

so as to be received on or before **MONDAY, 23ND JANUARY, 2017 AT 10:00 AM.**

5. Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at **EKUC Head Office.**

Cost of Tendering

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

All tenderers shall pay Kshs. 5,000/= upon application for the tender documents.

Clarification of Documents

All prospective tenderers will be allowed to visit the site from 18th - 20th January 2017 between 10:00 am- 12:00 pm for pre-tendering assessment of services required.

EKUC shall promptly respond to any clarifications sought by the tenderer to enable the tenderers to make timely submission of tenders.

Failure to furnish all information required may result in the rejection of its tender.

Language of Tender

All documents and correspondences shall be written in English language.

Documents Comprising of Tender

The tender prepared by the tenderers shall comprise the following components:-

- (a) A Tender Form
- (b) Price Schedule
- (c) Tender security
- (d) Confidential Business Questionnaire

Tender Prices

The tenderer shall indicate on the appropriate Price Schedule the unit prices where applicable and total tender prices of the services it proposes to provide under the contract.

Prices indicated on the Price Schedule shall be the cost of the services quoted including all customs duties, VAT and other taxes payable. The validity period of the tender shall be 30 days from the date of opening of the tender.

Where contract price variation is allowed, the variation shall not result in an increment of the total contract price by more than 20% of the original contract price.

Tender Currencies

Prices shall be quoted in Kenya Shillings.

Tenderers Eligibility and Qualifications

The tenderer shall as part of its tender, submit documents establishing the tenderer's eligibility to tender and its qualifications to perform the contract.

Validity of Tenders

Tenders shall remain valid for 30 days.

Sealing and Marking of Tenders

The tender documents will be prepared in indelible ink. It shall contain no interlineations, except as necessary to correct errors made by the individual tenderer. Any such corrections must be initialed by the individual tenderer.

Completed Tender proposals must be delivered at the submission address on or before the time and date of the submission. Any proposals received later than the closing date for submission of proposals shall be rejected and returned to the individual tenderer unopened.

Opening of Tenders

EKUC will open all tenders in the presence of tenderers' representatives who may choose to attend, at the EKUC Headquarters on 23rd January, 2017 at 11:00 am. The tenderers' representatives who are present shall sign a register evidencing their attendance.

Notification of Award

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

Signing of the tender

At the same time as EKUC notifies the successful tenderer that its tender has been accepted, EKUC will simultaneously inform the other tenderers that their tenders have not been successful.

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.

SECTION II - DESCRIPTION OF SERVICES

EKUC is a Christian Faith Community located along Jakaya Kikwete Road (Former Milimani road), Nairobi, opp. Integrity Centre, with five resident institutions within the campus and residences namely:-

1. EKUC Headquarter offices
2. Maxwell Adventist Preparatory School (MAPS)
3. Nairobi Central SDA Church(NCSDAC)
4. Better Living Centre Hospital
5. LMS Guesthouse
6. EKUC Residences

The Campus is secured by an external perimeter wall with three access gates.

i. EKUC Headquarter offices

Operational five (5) days a week from Monday to Friday during official working hours, with a population of about 100 staff and visitors per day.

ii. Maxwell Adventist Preparatory School (MAPS)

Operational five (5) days a week from Monday to Friday during official school hours, with a population of about 500, students, staff and visitors per day.

iii. Nairobi Central SDA Church(NCSDAC)

Conducts services on Saturdays with a population of about 3000 worshipers and visitors. The church also conducts weekday services on a need basis.

iv. Better Living Centre Hospital

Operational 24 hours a day for seven (7) days a week, with a population of about 100 staff, patients and visitors per day.

v. LMS Guesthouse

Operational five (7) days a week, with a population of about 100 guest and staff per day.

vi. Residences in Nairobi

- Jabavu
- Vanga (Makori, Anyona, ADRA(S), Macharia, Marundu)

- Mazeras
- Nyeri Road
- Likoni Clinic
- Ngong

vii. Home Health Education Service

HHES

Service specifications

The EKUC campus requires the following security and guarding services:

- i. Access control at the three (3) gates by; regulating movement, parking control and recording particulars of all vehicles visiting the premises as well as verifying the gate-passes issued to visitors.
- ii. Guards shall conduct searches and security inspections of all persons and vehicles entering and exiting the campus and detain any persons committing or with reasonable cause is suspected to be in the act of committing a cognizable offence.
- iii. Courteously receiving, assisting, and directing all visitors and customers to the EKUC's premises.
- iv. Safeguarding, protecting and ensuring the security of the staff, students, patients, guests and worshipers at all times.
- v. To secure the premises, assets, properties, materials, equipment within the campus, from thefts, break-ins or any damages.
- vi. Patrolling premises, site buildings and motor vehicle parking lots providing continuous surveillance. While patrolling, check all doors and windows and if found unlocked or open. Also turn off unnecessary lights and perform other security related activities necessary to meet overall security requirements.
- vii. Ensure compliance to all EKUC security and safety regulations.
- viii. Identify any interference to the perimeter protection of the premises and report to EKUC management for remedial action.
- ix. Provide liaison with national security, county law enforcement and other security agencies in order to deter or address terrorism, security breaches and offences.

- x. Shall prevent the occurrence of fires, explosions and other accidents by close observation of the buildings, vehicles, electrical equipment and personnel to identify unsafe conditions, procedures or activities and take immediate action necessary in the interest of safety and security.
- xi. Maintain an occurrence book to record daily occurrences of security interest and report to management and other persons concerned.
- xii. The successful bidder shall be liable for any loss suffered by EKUC caused by the contractor's employees.
- xiii. Providing security to the assets and premises in the residential areas

SECTION III - REQUIREMENTS AND PRICE

The EKUC requires Security Guarding Services from competent registered security guarding providers. Based on the information contained in the description of the items, Tenderers should provide a breakdown of costs in the format shown below:

- EKUC Campus 5 Day guards and 5 night guards inclusive of the supervisor on working days between Monday to Sunday with the exception of Saturday which shall have additional guards.
- EKUC Residences
 - i. Jabavu 2 night guards
 - ii. Vanga (Makori, Anyona, ADRA(S), Macharia, Marundu) 5 night guards
 - iii. Mazeras 1 night guard
 - iv. Nyeri Road 1 night guard
 - v. Likoni Clinic 1 night guard
 - vi. Ngong 2 night guards
 - vii. HHES 2 night guards
- This shall apply with a provision of acquiring more guards as and when need arises at the same contract price.

SECTION IV- EVALUATION CRITERIA

Evaluation on bids will be conducted in three stages namely:-

Stage 1: Mandatory Requirements

1. Certificate of Incorporation/Registration and where applicable certificate of change of name from Registrar of Companies.
2. Valid single business permit
3. Valid certificate of registration as a member of Private Security Providers Association KSIA/PSIA. (National)
4. Appropriate written authorization of the signatory to the tender documents to bind the bidder
5. Valid Tax Compliance Certificate.
6. Audited financial statements /Accounts for two years 2015-2016
7. Two letters of recommendations for provision of security and guarding services of similar magnitude from other reputable institutions (2) years.
8. Proof of compliance with prevailing labor laws in respect to minimum wage statutory remittance i.e. attaches a dully certified letter from the local labor office.
9. Valid frequency license (not payment receipts) from Communication authority(CA)
10. Valid Work Injury Benefits Insurance Policy.
11. Proof of remittance of statutory NHIF and NSSF staff contributions (attach current compliance certificate)
12. Valid fidelity guarantee policy.
13. Valid Contractual Legal Liability Policy- limits of liability any one year – Kshs. 200,000.

14. Attach guards Training Program Schedule.

15. Attach recruitment cum vetting procedure of guards.

16. Confidential Business Questionnaire duly completed, stamped and signed.

Bidder's Signature -----

Official Stamp -----

Date -----

Bids which meet all the criteria as set out in stage 1 will proceed to the next stage of evaluation.

Stage 2: - Technical Evaluation

No.	Description	Requirement
A.	Facilities	
1.	Evidence of physical address. Attach copies of title, lease or rental agreement	Copy of title/lease agreement
2.	Proof of fleet capacity- dedicated to security assignments within the proximity of the EKUC campus attach copies of log books and areas where such vehicles are Deployed	Log books owned or leased with lease agreement
3.	State pairs of uniforms provided to each guard	Required 2 pairs
4.	Submit list of other equipment and kits provided to guards	
B	COMPANY PROFILE	
1.	Number of years that the firm has been providing security Services a) More than 10 years- b) 8 to 10 years c) 5 to 7 years d) 2 to 4 years	(Specify)
2.	Company`s turn over a) 50-99 million b) 100 -149 Million c) 150-179 million d)180 and over million	From audited accounts for the last 3 years
3.	Proof of contractual liability cover with a minimum limit of 3 million per event	Copy of policy

<p>4.</p>	<p>Indicate the current assignments and the number of guards deployed NOT EKUC (attach copies of work order/contract) and indicate number of guards on standby.</p>	<p>List of Assignments work orders indicating the No. of guards.</p>
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Stage 3: - Financial Evaluation (Prices quoted should be in Kenya Shillings)

Evaluation will involve the following:-

1. Unit cost per guard.

NOTE:

- Should be Net of all statutory payments and taxes.
- An undertaking to provide additional guards at the same rate on need basis.
- Prices quoted by the tenderer shall remain fixed during the Tender's performance of the contract.

SECTION V - STANDARD FORMS

Notes on the sample forms

- Form of The form of tender must be completed by the
1. Tender - tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.
Confidential Business Questionnaire This form must be completed by
 2. Form - the tenderer and submitted with the tender documents.
 4. Tender security form.

A. FORM OF TENDER

Date_____

Tender No._____

To

**Seventh-Day Adventist
East Kenya Union Conference
P.O Box 4227, 00100
Nairobi**

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda No's

..... *[insert Numbers]* of which is hereby duly acknowledged, we, the undersigned, offer to provide.....*[description of services]* in conformity with the said tender documents for the sum of

..... *[Total tender amount in words and figures]* or

We undertake, if our Tender is accepted, to provide the services in accordance with the services schedule specified in the Schedule of Requirements.

2. If our Tender is accepted, we will obtain the tender guarantee in a sum equivalent to Kshs..... for the due performance of the Contract, in the form prescribed by EKUC.

3. 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.

- 4. Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

- 5. 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 _____

B. CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c) whichever applied to your type of business.

Part 1 – General:

Business Name

.....

Location of business premises.

.....

Plot No.....

Street/Road

Postal Address Tel No.

E mail

Nature of Business

.....

Registration Certificate No.

.....

Maximum value of business which you can handle at any one time – Kshs.

.....

Name of your bankers

Branch

Date

Signature of Candidate

C. TENDER SECURITY FORM

Whereas

..... [*Name and address of the tenderer*]
 (Hereinafter called “the tenderer”) has submitted its tender dated
 [*Date of submission of tender*] for the

..... [*Tender reference number and description of the goods/services*] (Hereinafter called “the Tender”)

KNOW ALL PEOPLE by these presents that WE of

..... having our registered office at
 (Hereinafter called “the Bank”), are bound unto EKUC (hereinafter called “the Procuring entity”) in the sum of [*Amount in words and figures*] for which payment well and truly to be made to the said Procuring entity, the Bank binds itself, its successors, and assigns by these presents.
 Sealed with the Common Seal of the said Bank
 this day of _____

THE CONDITIONS of this obligation are:-

1. If the tenderer withdraws its Tender during the period of tender validity specified by the tenderer on the Tender Form; or
2. If the tenderer, having been notified of the acceptance of its Tender by the Procuring entity during the period of tender validity:-
 - (a) fails or refuses to execute the Contract Form, if required; or
 - (b) fails or refuses to furnish the performance security in accordance with the Instructions to tenderers;

We undertake to pay to the Procuring Entity up to the above amount upon receipt of its first written demand, without the Procuring Entity having to substantiate its demand, provided that in its demand the Procuring Entity will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This tender guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the above date.

[signature of the bank] _____

Date _____

(Amend accordingly if provided by Insurance Company)

