



NAIVASHA TECHNICAL AND VOCATIONAL COLLEGE
P. O. BOX 574-20117
NAIVASHA
TEL.NO. 0740429247
principalnaivashatechnical@gmail.com



NTVC/RFQ/SGS/01/2022-2023

REQUEST FOR QUOTATION

(1-YEAR FRAMEWORK CONTRACT)

Naivasha Technical and Vocational College invites eligible bidders/ candidates for provision of services for the 2022-2023 financial year.

PROVISION OF SECURITY GURDING SERVICES

SITE VISIT DATE: 6th September, 2022 TIME: 9.00AM – 4.00 AM

Award Criteria (Part I)

(This section will carry a total of 30% of the whole evaluation)

S/No.	Mandatory Requirements to be met by the Company	Remarks
1	Must submit a copy of the incorporation/ Registration Certificate of the Company/ Business	
2	CR 12 Certification	
3	Must submit a copy of the Valid Tax Compliance Certificate as per the date of tender opening	
4	Must submit a dully filled signed confidential business questionnaire as per the template provided (See attached).	
5	Must submit a valid copy of business permit from the respective County Government	
6	Duly Tenderers MUST provide a duly filled and self-declaration that the person/tenderer is not debarred in the matter of the Public Procurement and Asset Disposal Act 2015	
7	Tenderers MUST provide duly filled and signed Self-Declaration that the Person/Tenderer will not engage in any corrupt or Fraudulent practice	

8	<p>Bid Security required shall be: Kshs. 50,000.00 (Kenya Shillings Fifty Thousand Only) and shall be in the form of either;</p> <ul style="list-style-type: none"> i) a bank guarantee; ii) a guarantee by an insurance company registered and licensed by the Insurance Regulatory Authority listed by the Authority; or iii) a guarantee issued by a financial institution approved and licensed by the Central Bank of Kenya 	
----------	--	--

Award Criteria (Part II)

This section (Technical Evaluation) will carry a total of 70% of the whole evaluation

S/No	Parameter Description	Max Score	Score Attained	Remarks
Specific experience of the Security Firm in relation to this assignment				
i.	Firm's professional Membership either Kenya Security Industry Association (KSIA), Protective Industry Association (PIA) or any other recognized security Association (attach a copy of Membership Certificate	10		
ii.	Provide evidence of training	10		
iii.	Attach at least 5 valid copies of Certificates of clearance (good conduct) of security guards obtained from directorate of criminal investigation each cert. (2 marks)	10		
iv.	Experience in similar assignments {provide evidence of three (3)} sites with recommendation letters (on the client's letter head) OR LPOs from each of the sites (5 Marks each)	15		
v.	Provide names, addresses and contact persons of at least three (3) institutions that you are currently providing the security and Guarding services (attach letters of award) – (5 Marks each)	15		
vi.	Have a current work force of at least 10 guards (attach the current NSSF employee's contribution returns or Nominal roll)	10		

Personnel; Qualifications and Experiences of at least four Key operations Personnel as follows				
1	Operations Manager;			
	i)Minimum 'O' level qualification (attach copies of academic certificates) - (1 Mark) ii)Have at least 2 years' experience as a Manager in private guarding services (attach evidence) - (2 Mark) iii). Have Certificate of good conduct (attach a copy) (1 Mark) iv). Trained in fire-fighting, first aid, and customer service Any of them. (attach evidence) (1 Mark) v). Attach his or her signed CV. - (1 Mark)	6		
2.	Site Manager / Officer In Charge;			
	i). Minimum 'O' level qualification (attach copies of academic certificates) - (1 Mark) ii). Have at least 1 year experience as a Manager in private guarding services (attach evidence) - (1 Mark) iii). Have Certificate of good conduct (attach a copy) (1 Mark) iv). Trained in Radio Communication, fire-fighting, terrorism and bomb threat procedures, first aid and customer service Any of them. (attach evidence) (1 Mark) v). Attach his or her signed CV. (1 Mark)	5		
General Assignments Requirements				
i.	Copy of General Assignment Instructions for each Post / Guard (3 Marks)	3		

ii.	All guards must be fully equipped with the right tools of their trade such as: Uniforms, rungus, etc. 24/7 within the work station. (3 Marks)	3		
iii.	Insurance cover for employees and Professional Indemnity cover (attach copies) - (3 Marks)	3		
iv.	Proof of compliance with prevailing Labour laws. Proof of ability to pay salaries in advance without depending on Fund payment (3 Marks)	3		
Referees				
	Provide at least two (2) letters of recommendation from any of your current clients - (4 Marks each, Total 8 Marks)	8		
Total Score		100		

1.2.1 Financial Evaluation verifying the financials and checking for arithmetical errors, omissions and price comparison among the qualified tenderers in accordance with the evaluation criteria.
i). Financial Score (F.S.); Formula for Determining the Financial Score: The Lowest Financial Evaluated Bid amongst the bidders with score of 70 points and above is to be recommended for award.

Particulars of post-qualification if applicable. Public Procurement Regulatory Authority may inspect the premises and interview management to confirm all this information given.

Award Criteria: Award will be made to the bidder with the lowest evaluated price.

The table below summarizes the overall evaluation process and the proposed weighting of each stage.

Area	Rating / Marks / Scores
Preliminary Evaluation (Compliance Evaluation)	Elimination
Technical Evaluation	70
Financial Evaluation	Lowest Price

1.2.2 Candidates who attain the minimum score will be *automatically* be pre-qualified and registered in our List of Registered suppliers for the financial year 2022-2023

1.2.3 Any Tender not accompanied by a substantially responsive Tender Security shall be rejected by the Procuring Entity as non-responsive

1.2.4 Tender Security of unsuccessful Tenderers shall be returned as promptly as possible upon the successful Tenderer's signing the contract.

1.3 Payment

Payment shall be made by the Procuring entity within thirty (30) days after submission of an invoice by the contracted company.

To be received on or before **9th September, 2022 at 10.30 am.**

NOTE: ALL application to be addressed to the:

PRINCIPAL
NAIVASHA TECHNICAL AND VOCATIONAL COLLEGE
P.O Box 574 -20117
NAIVASHA

Clearly indicating the Tender Number (NTVC/RFQ/SGS/01/2022-2023) on the Envelop and notifying the procurement office on their submission via email: procurement@ntvc.ac.ke

**PROCUREMENT OFFICER
FOR PRINCIPAL**

PRICE SCHEDULE FORM

PRICE SCHEDULE OF SERVICES

The service provider should indicate the cost that is necessary to meet the security guarding requirements of NTVC.

The price quotation shall include all applicable taxes for purposes of the price schedule and shall adhere to itemized Description below upon contract execution.

Name of Tenderer; _____

Tender Number; _____

GUARDING SITE NAIVASHA TECHNICAL AND VOCATIONAL COLLEGE - LONGONOT

S/No.	Description	Guards	Unit Price (1pax) per month Kshs.	Total monthly cost Kshs.	Total Annual Cost Kshs.	Remarks
1.	Day Security Guards	2				
2.	Night Security Guards	3				
Grand total		5				

Note 1:

- i. The services will be rendered on 24 hrs. basis for the entire contract period
- ii. Invoices must indicate the price build up on the cost of the Guard and 16% VAT as tendered above.
- iii. The successful bidder shall enter into a 1 (year) year contract, renewable in the second year upon annual satisfactory review.
- iv. Payments shall be made at the end of every Month within 30 days upon receipt of Invoice(s) or as shall be agreed.

Note 2: The guards will be required to:

- a) always be in conspicuous uniform
- b) have conspicuous identification tags
- c) have proper tools of work to be specified by NTVC management
- d) maintain hygiene
- e) have their Police Certificates and a copy of the same furnished to the NTVC management

f) Sign a daily register of reporting to work to ensure accountability.

Signature and Rubber Stamp of tenderer

**SELF DECLARATION FORM
ANTI-CORRUPTION DECLARATION**

We (insert the name of the company / supplier) -----
declares and guarantees that no offer, gift or payment, consideration or benefit of any kind,
which constitutes an illegal or corrupt practice, has been or will be made to anyone by our
organization or agent, either directly or indirectly, as an inducement or reward for the award
or execution of this procurement.

In the event the above is contravened we accept that the following to apply;-

a) The person shall be disqualified from entering into a contract for the procurement;

or

b) If a contract has already been entered into with the person, the contract shall be
voidable at the option of NTVC.

c) The voiding of a contract by the procuring entity under subsection (b) does not
limit any other legal remedy That NTVC may have.

NameSignature.....Date

Company Seal / Business Stamp

ANTI-FRAUDULENT PRACTICE DECLARATION

We (*insert the name of the company / supplier*) -----declares and guarantees that no person in our organization has or will be involved in a fraudulent practice in any procurement Proceeding.

NameSignature.....Date

Company Seal / Business Stamp

NON - DEBARMENT DECLARATION

We (*insert the name of the company / supplier*)declares and guarantees that no director or any person who has any controlling interest in our organization has been debarred from participating in a procurement proceeding.

NameSignature.....Date

Company Seal / Business Stamp

CONFIDENTIAL BUSINESS QUESTIONNAIRE

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.

You are advised that it is a serious offence to give false information on this form

Part 1 General

Business Name.....
Location

of Business Premises Plot No,

Street/Road..... Postal address

Tel No.Mobile No.

Email. Nature of Business

Registration Certificate No.

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

Name of your bankers.....Branch.....

Part 2 (a) – Sole Proprietor

Your name in full.....Age

Nationality.....Country of Origin.....Citizenship details.....

Part 2 (b) – Partnership

Given details of partners as follows;

Name	Nationality	Citizenship details	Shares
1.....			
2.....			

3.

4.

Part 2 (c) – Registered Company

Private or Public State the nominal and issued capital of company Nominal Kshs. Issued Kshs. Given details of all directors as follows;

Name	Nationality	Citizenship details	Shares
------	-------------	---------------------	--------

1.....

2.....

3.....

4.....

Conflict of Interest I/We, the undersigned state that I / We have no conflict of interest in relation to this procurement:

a)

b)

c)

d)

For and on behalf of M/s In the capacity of

.....

Interest in the Firm: Is there any person / persons in NTVC or any other public institution

who has interest in the Firm? Yes / No?

(Title) (Signature) (Date) Name:

Title: Date.....Signature of

Candidate..... Company Official Rubber Stamp.....

--

CERTIFICATE OF TENDERER'S VISIT TO SITE

This is to certify that, (Name of Tenderer or his representative) of the firm of, (Name of Firm Tendering) In the company of, (Name of Clients representative conducting the visit)

Visited the site in connection with Tender for PROVISION FOR PROVISION OF SECURITY GURDING SERVICES AT NAIVASHA TECHNICAL AND VOCATIONAL COLLEGE PREMISES (LONGONOT)

Having studied the tender documents, I carefully examined the site.

1. I have made myself familiar with all the local conditions likely to influence the services and cost thereof.
2. I further certify that I am satisfied with the description of the work and the explanations given by the Client's representative and that I understand perfectly the work to be done as specified and implied in the execution of the contract.

Signed..... (Tenderer or his representative)

Date.....

Signed (Signature of NTVC representative)

Date.....