



Dear Sir / Madam,
17th April 2024

TENDER ADDENDUM NO. 1

TENDER NO: ONT/KDC/007/23-24
TENDER NAME: PROVISION OF SECURITY SERVICES AT UCHUMI, UTALII AND FINANCE HOUSE

In reference to the above-mentioned tender, the following amendments are made to the specified provisions of the Tender Document:

3. EVALUATION CRITERIA

MANDATORY REQUIREMENTS

	<u>A. Mandatory requirements</u>	Yes/ No
1	Submission of tape bound and paginated original technical tender document with detailed Table of Contents which must be chronologically paginated/serialized/ numbered in a sequential manner on all pages and all attachments including cover page i.e. 1,2,3,4..... Bids not compliant with this request will be rejected.	
2	Certified Copy of Certificate of registration/ incorporation.	
3	A Tender Security of Kshs. 200,000.00 valid for 120 days after date of tender opening and in the form of guarantee from a reputable bank or institution approved by the Public Procurement Regulatory Authority (PPRA) payable to the Director General – Kenya Development Corporation.	
4	Certificate of directors and shareholding (CR12) not older than 6 months and copies of National ID or passport for all directors for a limited company or partnership deed (for partnership) or national ID for sole proprietorship.	
5	Provide a copy of valid registration certificate with Private Security Regulatory Authority (PSRA) certified by the issuing authority.	

6	Valid Corporate Membership Certificate from either Kenya Security Industry Association (KSIA) or Protective Security Industry Association (PSIA)	
7	Attach a dully executed power of Attorney authorizing the signatory of the tender to commit the tenderer.	
8	Valid KRA Tax Compliance Certificate.	
9	Attach evidence that the employees have an Injury insurance cover (WIBA, Group Personal Accident, Employers Liability) (Attach valid insurance policies for the covers listed)	
10	Proof of Contractual Liability Insurance Cover with a minimum limit of Ksh. 20,000,000.00 any one period	
11	Proof of Public Liability Insurance Cover with a minimum limit of Ksh. 20,000,000.00 any one period	
12	The firm must have a physical address and an administrative office (Attach Rent/Lease Agreement from landlord or evidence of ownership in form of title deed in the name of bidding company)	
13	Certified copy of valid current Business License from City, or County Council license/Single business permit for the Counties tendered for (Year 2024)	
14	Provide Certified copy of NSSF Registration and proof of payment to NSSF.	
15	Provide Certified copy of NHIF Registration and proof of payment to NHIF.	
16	Proof of compliance with prevailing Labour laws in respect to minimum wage, statutory remittance (Attach dully Compliance Certificate from the Commissioner of Labour and Security Guards payroll schedules for the last three months: January, February and March 2024.. Due diligence will be conducted to ensure that the firm is compliant with the Government of Kenya labour laws in respect to minimum wage.	
17	Submission of Certified Audited financial statements. The audited financial statements required must be those that are reported within the last Twenty four calendar months (2022 - 2023) of the date of the tender document together with a copy of the Auditors/Audit Firm valid ICPAK practicing license. (NB: Bidders must clearly indicate the Auditor's ICPAK practicing license number in the audited financial statements report.)	
18	Form of tender - Completed without alterations to the Text and properly filled on the tenderer's letter head, signed and stamped.	
19	Schedule of Prices - Properly Filled, Stamped and Signed, Prices shall be in Kenya Shillings.	
20	Litigation History- Provide a sworn affidavit providing any litigation or arbitration history or any legal process which may result to legal or financial liability.	

21	Valid Radio & Frequency License (Not payment Receipts) from Communication Authority of Kenya CAK	
22	The following forms shall be dully filled, signed and stamped by person with Power of Attorney: <ul style="list-style-type: none"> • Confidential Business Questionnaire • Certificate of Independent Tender Determination • Form SD1 Self Declaration • Form SD 2 Self Declaration • Declaration and Commitment to code of Ethics 	
	PASS/ FAIL	

NOTE:

* All Documents submitted shall be stamped and signed by a Commissioner for Oaths to signify that they are copies of the original. The certifying Commissioner must attach a valid practicing certificates for 2024 and evidence that they have been appointed as commissioner of oaths.

* At this stage, the tenderer's submission will either be gauged responsive or non- responsive. The non-responsive submissions, in any of the above mandatory requirements listed above, will be eliminated from the evaluation process and will not be considered further for technical evaluation..

* KDC reserves the right to independently authenticate all the documents submitted. Any falsifications will lead to automatic disqualification.

TECHNICAL EVALUATION CRITERIA

The evaluation committee shall evaluate the Technical proposal on the basis of their responsiveness to the technical evaluation criteria.

Each responsive tender will be given a technical score (St). Only Tenderers who score 80% and above will be considered to be technically responsive and therefore shall qualify for the final stage of the financial evaluation. A tender shall be rejected if it fails to achieve the minimum technical score

Criteria of Evaluation The method of evaluation will be Point Scale System, and the evaluation criteria will be applied as indicated here below: -

	Description	Maximum Marks	Score
1.	Demonstrate that that the firm has been providing security services using Year of incorporation/ registration <ul style="list-style-type: none"> •More than 10 years - (15 marks) •9 years and below – 1 mark for each year 	15	
2.	Firms Experience; 1. Certified List of at least ten (10) current (2023 to date) Corporate Clients with references (names and telephone of contact persons) and their recommendation letters addressed to the Director General, Kenya Development Corporation. (10 Marks) 2. Certified Copies of most recent (2023 to date) award letters/contract for provision of Security Services for at least Two (2) Corporate Clients with value of each contract being over Kshs. 2,000,000.00 per month or 24 million per year (2 contracts). (10 Marks)	20	
3.	Due Diligence Site Visit (Two Selected sites) KDC will visit any two sites to check performance of the assignments. <ul style="list-style-type: none"> • Confirmation of existence through visit by evaluation team/ physical address (2 Marks Each) • Standards of service delivery for selected sites (3 Marks Each Site) 	10	
4.	Technical capability: Evidence of ownership of Patrol Motor Vehicles for Security Operations (Attach Copies of logbooks/lease agreements and areas of deployment) At least five Vehicles and Five Motorcycles (10 marks)	10	
5.	Provide Evidence of ownership of rapid response Back Up System. Attach proof and ownership of response vehicles and communication infrastructure. (10 marks)	10	
6.	Professional qualifications and experience of key personnel: Certified List of at least four (4) key professional staff in Security Management and their certified and signed CVs, copies of certificates, experience and Reference letters or recommendation for the personnel should be provided. (10 Marks)	10	

7.	Work Plan & Methodology; Provide this for each facility. <ul style="list-style-type: none"> • Provide a detailed guarding schedule giving the activities to be undertaken on a daily, weekly monthly and quarterly basis by the guards assigned to the sites. (3marks) • Provide a detailed methodology of recruitment of guards, how you undertake selection, recruitment and vetting of guards. Attach supporting recruitment policy (3 marks) • Mention any other activities that may add value to security services at each facility (3marks) 	9	
8.	Proof of ISO Compliance Certification (this will be checked with the certifying body)	6	
9.	Financial Stability <ul style="list-style-type: none"> • Certificate by certified auditors firm confirming that the company is not insolvent, in receivership, bankrupt, or being wound up, or their business activities have not been suspended and they are not subject of legal proceedings (3 Marks) • Provide a letter from your bank showing your credit capability (2marks) • Provide proof of staff payment for the months of January 2024, February 2024 and March 2024 duly certified by your bank confirming that salaries were remitted through the Bank (5marks) 	10	
	TOTAL	100	

Note

- To qualify for financial evaluation the bidder must score a minimum of (80%) in the Technical Evaluation

Only Tenderers who score 80% and above on the above Technical Evaluation Criteria will qualify for Financial Evaluation.

All other terms and conditions of the tender remain unchanged.

Thank you.



PATRICIA N. GACHUNGI
FOR: DIRECTOR GENERAL

