



**NATIONAL MUSEUMS OF KENYA**

**WHERE HERITAGE LIVES ON**

**TENDER FOR THE PROVISION OF  
SECURITY SERVICES**

**NMK T/2/2018/2019**

<b>INVITATION DATE:</b>	<b>8<sup>TH</sup> MAY, 2018</b>
<b>SUBMISSION DEADLINE:</b>	<b>22<sup>ND</sup> MAY, 2018</b>
<b>TIME:</b>	<b>12:00 NOON</b>

## Table of Contents

1	SECTION I – INVITATION TO TENDERS .....	4
1	SECTION II - INSTRUCTIONS TO TENDERERS .....	5
2.1.	Eligible Tenderers.....	5
2.2	Cost of Tendering.....	5
2.3	Contents of Tender Documents.....	5
2.4	Clarification of Documents .....	6
2.5	Amendment of Documents.....	6
2.6	Language of Tender .....	6
2.7	Documents Comprising the Tender .....	7
2.8	Form of Tender .....	7
2.9	Tender Prices .....	7
2.10	Tender Currencies.....	7
2.11	Tenderers Eligibility and Qualifications. ....	7
2.12	Tender Security .....	7
2.13	Validity of Tenders .....	8
2.14	Format and Signing of Tender.....	8
2.15	Sealing and Marking of Tenders .....	9
2.16	Deadline for Submission of Tenders .....	9
2.17	Modification and withdrawal of tenders .....	9
2.18	Opening of Tenders.....	10
2.19	Clarification of tenders .....	10
2.20	Preliminary Examination and Responsiveness.....	10
2.21	Conversion to a single currency .....	11
2.22	Evaluation and comparison of tenders.....	11
2.23	Contacting the NMK.....	11
2.24	Award of Contract.....	12
2.25	Notification of award .....	12
2.26	Signing of Contract.....	12
2.27	Performance Security.....	13
2.28	Corrupt or Fraudulent Practices .....	13
3	SECTION III - EVALUATION CRITERIA FOR SECURITY SERVICES.....	13
3.1	Preliminary/ Mandatory Evaluation Criteria.....	13

3.2	Technical Evaluation .....	14
3.3	Financial Evaluation Criteria .....	15
4	SECTION IV- DESCRIPTION OF SERVICES AND PRICE SCHEDULE.....	16
5	SECTION V- SCOPE OF WORK.....	19
5.1	Terms of Reference (Scope of Work).....	19
5.2	Kitting / Equipment.....	20
5.3	Logistics.....	21
5.4	Insurance.....	21
6	SECTION VI - STANDARD FORMS .....	22
6.1	Form Of Tender.....	22
6.2	Contract Form .....	23
6.3	Confidential Business Questionnaire .....	24

## 1 SECTION I – INVITATION TO TENDERS

**Date: 8<sup>th</sup> May, 2018**

### **Tender name provision of Security Services**

- 1.1 The National Museums of Kenya invites sealed tenders from eligible candidates for the **Provision of Security Services for the period 1<sup>st</sup> August 2018 – 31<sup>st</sup> July 2019**. The contract is renewable for a further period twelve (12) months subject to performance.
- 1.2 Interested eligible candidates may obtain further information from and inspect the tender documents at the Office of the Principal Procurement Officer at the National Museums of Kenya along Museum Hill during normal working hours.
- 1.3 Eligible candidates may obtain the tender document free of charge from the NMK Website – [www.museums.or.ke](http://www.museums.or.ke) and on the Government portal [www.mygov.go.ke](http://www.mygov.go.ke).
- 1.4 A complete tender document may be obtained by interested candidates upon payment of a **non- refundable fee of Ksh.1,000** in cash payable to the cash office on the first floor Heritage Centre.
- 1.5 Prices quoted should be net inclusive of all taxes and delivery costs, must be expressed in Kenya shillings and shall remain valid for a period of 120 days from the closing date of the tender. The tenderer shall furnish as part of its tender, **a tender security of 2%** of its Total Tender Price in form of guarantee from a reputable bank or from an insurance company approved by public procurement regulatory (PPRA) valid for at least 150 days after the date of tender opening.
- 1.6 Completed tender documents are to be enclosed in plain sealed envelopes, marked with the tender number and be deposited in the tender box provided at the entrance of Earth Sciences Building and be addressed to;

**The Director General  
National Museums of Kenya  
P.O. Box 40658 - 00100  
Nairobi**

and must be received on or before **22<sup>nd</sup> May, 2018 at 12.00 Noon**

- 1.7 Tenders will be opened immediately thereafter in the presence of the tenderers representatives who choose to attend the opening at the NMK Old Board room.

**Director General  
National Museums of Kenya**

## 1 SECTION II - INSTRUCTIONS TO TENDERERS

### 2.1. Eligible Tenderers

- 2.1.1. This Invitation to tender is open to all tenderers eligible as described in the instructions to tenderers. Successful tenderers shall provide the services for the stipulated duration from the date of commencement (hereinafter referred to as the term) specified in the tender documents.
- 2.1.2. The NMK's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.
- 2.1.3. Tenderers shall provide the qualification information statement that the tenderer (including all members, of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the NMK to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the services under this Invitation for tenders.
- 2.1.4. Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

### 2.2 Cost of Tendering

- 2.2.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the NMK, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.2.2 The price to be charged for the tender document shall not exceed Kshs.1,000/=
- 2.2.3 The NMK shall allow the tenderer to review the tender document free of charge before purchase.

### 2.3 Contents of Tender Documents

- 2.3.1. The tender document comprises of the documents listed below
  - i. Instructions to tenderers
  - ii. General Conditions of Contract
  - iii. Special Conditions of Contract
  - iv. Schedule of Requirements
  - v. Details of service
  - vi. Form of tender
  - vii. Price schedules
  - viii. Contract form
  - ix. Confidential business questionnaire form
  - x. Tender security form
  - xi. Performance security form

- 2.3.2. 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.

## 2.4 Clarification of Documents

- 2.4.1 A prospective candidate making inquiries of the tender document may notify the NMK in writing or by post, fax or email at the entity's address indicated in the Invitation for tenders. The NMK will respond in writing to any request for clarification of the tender documents, which it receives no later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the NMK. 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 who have received the tender documents”
- 2.4.2. The NMK 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

## 2.5 Amendment of Documents

- 2.5.1. At any time prior to the deadline for submission of tenders, the NMK, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by issuing an addendum.
- 2.5.2. All prospective tenderers who have obtained the tender documents will be notified of the amendment by post, fax or email and such amendment will be binding on them.
- 2.5.3. In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the NMK, at its discretion, may extend the deadline for the submission of tenders.

## 2.6 Language of Tender

- 2.6.1. The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and the NMK, shall be written in English language. 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.

## 2.7 Documents Comprising the Tender

The tender prepared by the tenderer shall comprise the following components:

- (a) A Tender Form and a Price Schedule completed in accordance with paragraph 9, 10 and 11 below
- (b) Documentary evidence established in accordance with Clause 2.11 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted
- (c) Confidential business questionnaire

## 2.8 Form of Tender

2.8.1 The tenderers shall complete the Form of Tender and the appropriate Price Schedule furnished in the tender documents, indicating the services to be performed.

## 2.9 Tender Prices

2.9.1 Prices quoted should be net inclusive of all taxes and must be in Kenya shillings and shall remain valid for 120 days from the closing date of the tender.

2.9.2 The Tenderer shall indicate on the form of tender and the appropriate price schedule the unit price and the total prices of the services it proposes to provide under the contract.

2.9.3 Prices quoted by the tenderer shall remain fixed during the term of the contract unless otherwise agreed by the parties. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.22.

## 2.10 Tender Currencies

2.10.1 Prices shall be quoted in Kenya Shillings.

## 2.11 Tenderers Eligibility and Qualifications.

2.11.1 Pursuant to Clause 2.1 the tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if its tender is accepted.

2.11.2 The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall establish to NMK's satisfaction that the tenderer has the financial and technical capability necessary to perform the contract.

## 2.12 Tender Security

2.12.1 The tenderer shall furnish, as part of its tender, a tender security for the amount and form specified in the Invitation to tender.

2.12.2 The tender security shall be in the amount not exceeding 2 per cent of the tender price.

2.12.3 The tender security is required to protect the NMK against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.12.7

2.12.4 The tender security shall be denominated in a Kenya Shillings and shall in form of:

- a) A bank guarantee.
- b) Such insurance guarantee approved by the Authority.

- 2.12.5 Any tender not secured in accordance with paragraph 2.12.1 and 2.12.3 will be rejected by the NMK as non-responsive, pursuant to paragraph 2.20
- 2.12.6 Unsuccessful tenderer's security will be discharged or returned as promptly as possible, but not later than thirty (30) days after the expiration of the period of tender validity prescribed by the NMK.
- 2.12.7 The successful tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.29, and furnishing the performance security, pursuant to paragraph 2.30.
- 2.12.8 The tender security may be forfeited:
  - (a) If a tenderer withdraws its tender during the period of tender validity specified by the NMK on the Tender Form; or
  - (b) In the case of a successful tenderer, *if* the tenderer fails:
    - (i) To sign the contract in accordance with paragraph 30
    - Or
    - (ii) To furnish performance security in accordance with paragraph 31.
  - (c) If the tenderer rejects, correction of an error in the tender.

### 2.13 Validity of Tenders

- 2.13.1 Tenders shall remain valid for 120 days or as specified in the invitation to tender after date of tender opening prescribed by the NMK, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the NMK as nonresponsive.
- 2.13.2 In exceptional circumstances, the NMK may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under paragraph 2.12 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender security. A tenderer granting the request will not be required nor permitted to modify its tender.

### 2.14 Format and Signing of Tender

- 2.14.1 The tenderer shall prepare two copies of the tender, clearly / marking each "ORIGINAL TENDER" and "COPY OF TENDER," as appropriate. In the event of any discrepancy between them, the original shall govern.
- 2.14.2 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. All pages of the tender, except for un-amended printed literature, shall be initialed by the person or persons signing the tender.
- 2.14.3 The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person or persons signing the tender.



## 2.15 Sealing and Marking of Tenders

2.15.1 The tenderer shall seal the original and each copy of the tender in separate envelopes, duly marking the envelopes as “ORIGINAL” and “COPY.” The envelopes shall then be sealed in an outer envelope.

2.15.2 The inner and outer envelopes shall:

(a) Be addressed to:

**The Director General  
National Museums of Kenya  
P.O. Box 40658 -00100  
Nairobi**

(b) Bear, tender number and name in the invitation to tender and the words:  
**“DO NOT OPEN BEFORE Tuesday, 22<sup>nd</sup> May, 2018 at 12.00 Noon.**

2.15.3 If the outer envelope is not sealed and marked as required by paragraph 2.15.2, the NMK will assume no responsibility for the tender’s misplacement or premature opening.

## 2.16 Deadline for Submission of Tenders

2.16.1 Tenders must be received by the NMK at the address specified under paragraph 2.15.2 no later than **Tuesday, 22<sup>nd</sup> May, 2018 at 12.00 Noon.**

2.16.2 The NMK may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 6, in which case all rights and obligations of the NMK and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

2.16.3 Bulky tenders which will not fit in the tender box shall be received by the NMK as provided for in the appendix.

## 2.17 Modification and withdrawal of tenders

2.17.1 The tenderer may modify or withdraw its tender after the tender’s submission, provided that written notice of the modification , including substitution or withdrawal of the tender’s is received by the NMK prior to the deadline prescribed for the submission of tenders.

2.17.2 The Tenderer’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.15. A withdrawal notice may also be sent by cable, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

2.17.3 No tender may be modified after the deadline for submission of tenders.

2.17.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer on the Tender Form. Withdrawal of a tender during this interval may result in the Tenderer’s forfeiture of its tender security, pursuant to paragraph 2.12.7.

2.17.5 The NMK may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

2.17.6 The NMK shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

## 2.18 Opening of Tenders

2.18.1 The NMK will open all tenders in the presence of tenderers' representatives who choose to attend, at NMK Old Boardroom on **Tuesday, 22<sup>nd</sup> May, 2018 at 12.00 Noon**. The tenderers' representatives who are present shall sign a register evidencing their attendance.

2.18.3 The tenderers' names, tender modifications or withdrawals, tender prices, discounts, and the presence or absence of requisite tender security and such other details as the NMK, at its discretion, may consider appropriate, will be announced at the opening.

2.18.4 The NMK will prepare minutes of the tender opening which will be submitted to the tenderers that signed the tender opening register and will have made the request.

## 2.19 Clarification of tenders

2.19.1 To assist in the examination, evaluation and comparison of tenders the NMK may at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance shall be sought, offered, or permitted.

2.19.2 Any effort by the tenderer to influence the NMK in the NMK's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers tender. Comparison or contract award decisions may result in the rejection of the tenderers' tender.

## 2.20 Preliminary Examination and Responsiveness

2.20.1 The NMK will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required securities have been furnished whether the documents have been properly signed, and whether the tenders are generally in order.

2.20.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. if the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

2.20.3 The NMK may waive any minor informality or nonconformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any tenderer.

2.20.4 Prior to the detailed evaluation, pursuant to paragraph 23, the NMK will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one which conforms to all the terms and conditions of the tender documents without material deviations. The NMK's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

2.20.5 If a tender is not substantially responsive, it will be rejected by the NMK and may not subsequently be made responsive by the tenderer by correction of the nonconformity.

## 2.21 Conversion to a single currency

2.21.1 All quoted prices should be in Kenya shillings.

## 2.22 Evaluation and comparison of tenders.

2.22.1 The NMK will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.20

2.22.2 The comparison shall be of the price including all costs as well as duties and taxes payable on all the materials to be used in the provision of the services.

2.22.3 The NMK's evaluation of a tender will take into account, in addition to the tender price, the following factors, in the manner and to the extent indicated in paragraph 2.22.4 and in the technical specifications:

(a) operational plan proposed in the tender;

(b) deviations in payment schedule from that specified in the Special Conditions of Contract;

2.22.4 Pursuant to paragraph 2.2.3 the following evaluation methods will be applied:

(a) ***Operational Plan.***

The NMK requires that the services under the Invitation for Tenders shall be performed at the time specified in the Schedule of Requirements. Tenders offering to perform longer than the procuring entity's required delivery time will be treated as non-responsive and rejected.

(b) ***Deviation in payment schedule.***

Tenderers shall state their tender price for the payment on a schedule outlined in the special conditions of contract. Tenders will be evaluated on the basis of this base price. Tenderers are, however, permitted to state an alternative payment schedule and indicate the reduction in tender price they wish to offer for such alternative payment schedule. The NMK may consider the alternative payment schedule offered by the selected tenderer.

2.22.5 The tender evaluation committee shall evaluate the tender within 30 days from the date of opening the tender.

2.22.6 To qualify for contract awards, the tenderer shall have the following:-

(a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.

(b) Legal capacity to enter into a contract for procurement

(c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing

(d) Shall not be debarred from participating in public procurement.

## 2.23 Contacting the NMK

2.23.1 Subject to paragraph 2.19, no tenderer shall contact the NMK on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

2.23.2 Any effort by a tenderer to influence the NMK in its decisions on tender evaluation tender comparison or contract award may result in the rejection of the tenderer's tender.

## 2.24 Award of Contract

### a) Post qualification

- 2.24.1 In the absence of pre-qualification, the NMK will determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.
- 2.24.2 The determination will take into account the tenderer's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 2.1.2, as well as such other information as the NMK deems necessary and appropriate.
- 2.24.3 An affirmative determination will be a prerequisite for award of the contract to the tenderer. A negative determination will result in rejection of the Tenderer's tender, in which event the NMK will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

### b) Award Criteria

- 2.24.4 Subject to paragraph 2.29 the NMK will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.
- 2.24.4 The NMK 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 the NMK's action. If the procuring entity determines that none of the tenderers is responsive; the procuring entity shall notify each tenderer who submitted a tender.
- 2.24.5 A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

## 2.25 Notification of award

- 2.25.1 Prior to the expiration of the period of tender validity, the Procuring entity will notify the successful tenderer in writing that its tender has been accepted.
- 2.25.2 The notification of award will signify the formation of the Contract subject to the signing of the contract between the tenderer and the NMK pursuant to clause 2.29. Simultaneously the other tenderers shall be notified that their tenders have not been successful.
- 2.25.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 31, the NMK will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.12

## 2.26 Signing of Contract

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

2.26.2 Within fourteen (14) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the NMK.

2.26.3 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.

## 2.27 Performance Security

2.27.1 Within thirty (30) days of the receipt of notification of award from the NMK, the successful tenderer shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the tender documents, or in another form acceptable to the NMK.

2.27.2 Failure of the successful tenderer to comply with the requirement of paragraph 2.29 or paragraph 2.30.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event the NMK may make the award to the next lowest evaluated or call for new tenders.

## 2.28 Corrupt or Fraudulent Practices

2.28.1 The NMK requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

2.28.2 The NMK 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;

2.28.3 Further, a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

# 3 SECTION III - EVALUATION CRITERIA FOR SECURITY SERVICES

## 3.1 Preliminary/ Mandatory Evaluation Criteria

1. A company profile that consists of the following ;
  - (i) Copy of Registration/ Incorporation Certificate
  - (ii) Copy of current Tax Compliance Certificate
  - (iii) Proof of national wide presence with at least 4 (six) office lease / rental agreements and trade license in various counties (Among them Nairobi, Mombasa, Kisumu, and Nakuru)
  - (iv) Exact physical location of your business i.e. county, town, street, building, floor and contact person(s) etc.
  - (v) Evidence that guards are paid in accordance with the minimum government guidelines and (attach the latest pay slips of at least 3 different categories of employees)
  - (vi) Evidence of least 3 dogs trained pedigree dogs for patrol. Submit veterinary documents as proof of ownership and vaccination. (for sites requiring patrol dogs)
  - (vii) Copy of valid frequency license (VHF/UHF/ALARM) from Communication Authority of Kenya.
  - (viii) Provide names of Directors who are trained by an accredited professional security institution.
  - (ix) Evidence that guards are regularly trained.

(x) Provide names of Directors who are trained by an accredited professional security institution

(xi) Attach copy of current membership with Professional Security Association.

2. A Bid Bond of 2% of the total tender price in form of a bank guarantee or from an insurance company approved by public procurement regulatory authority (PPRA) valid for 150 days from the closing date of the tender.

### 3.2 Technical Evaluation

No.	PARAMETER DESCRIPTION	SCORE (100 MARKS)
1.	Experience in similar assignments (provide evidence of three (3) sites with recommendation letters on the client's letter head) from each of the sites (5 marks each)	15 marks
2.	Qualifications and Experiences of the following key Personnel's (attach documentary evidence)	
	Operations Manager i) Minimum 'O' level with mean grade of C (or diploma/graduate) qualification (attach copies of relevant certificates) – (5 marks)	5 Marks
	ii) Must have risen to the rank of Inspector of Police and above or equivalent position/rank in the armed forces or Have at least 3 years experiences as a senior Manager in private guarding services (attach copies CV & a valid certificate of good conduct) – (2 marks each)	6 Marks
	Site Manager / Officer in Charge i) Minimum 'O' level qualification with mean grade of D+ (attach copies of relevant certificates) (5 marks)	5 Marks
	ii) Must have risen to the rank of Police Sergeant and above or equivalent position / rank in the armed forces or have at least 3 years experience as a site Manager / Officer-In-Charge in private guarding services (attach copies of CV & a valid certificate of good conduct) – (2 marks each)	6 Marks
	Supervisors i) Minimum 'O' level qualification (attach copies of relevant certificates) – (5 marks)	5 Marks
	ii) Must have risen to the rank of Police Corporal and above or equivalent position /	6 Marks

	rank in the armed forces or have at least 3 years experience as a Supervisor in private guarding services (attach copies of CV & a valid certificate of good conduct) iii) (2 marks each)	
3.	Machinery, Tools & Equipment	
	At least three (3) operational Motor vehicles and two (2) Motor cycles (attach proof of ownership or lease) (2 marks each)	10 Marks
	An operational VHF/Radio Communication license and equipment (attach proof of frequency allocation)	10 Marks
	Availability of Backup systems and ability to respond on timely basis. The bidder should state clearly the position or locality of the backup (attach proof of log book and frequency allocation)	10 Marks
4.	Provide evidence of insurance cover including: i) Indemnity against risk (6 marks) ii) Workman Injuries Benefit Cover (WIBA) (6 marks)	12 Marks
5.	Evidence of sound financial state in form of audited annual accounts for the last 2 years (5 marks each)	10 Marks

**NB: Bidders shall be required to obtain a minimum of Seventy (70) marks at the Technical Evaluation to proceed to next Financial Evaluation stage.**

### 3.3 Financial Evaluation Criteria

The successful bidder shall be the bidder with the lowest price that meets the requirements set out in the tender document.

#### 4 SECTION IV- DESCRIPTION OF SERVICES AND PRICE SCHEDULE

##### 1. National Museum Kenya Headquarters'

	<b>Item description</b>	<b>No. required</b>	<b>Unit price</b>	<b>Total Price</b>
1	Security guards	12 officers		
2	Dog + Handler	1		
3	Supervisor	1		
4	Alarm / Back up system	1		
			<b>Total</b>	

##### 2. Nairobi Gallery (Old Pc office) along Kenyatta Avenue Nairobi

	<b>Item description</b>	<b>No. Required</b>	<b>Unit price</b>	<b>Total price</b>
1	Security guards	4 Officers		
			<b>Total</b>	

##### 3. **Institute of Primate Research – Karen**

	<b>Item description</b>	<b>No. Required</b>	<b>Unit price</b>	<b>Total price</b>
1	Security Guards	15 Officers		
2	Dog + Handler	1		
3	Supervisor	1		
4	Alarm/ Backup system	1		
			<b>Total</b>	

##### 4. **Karen Blixen museum –Karen**

	<b>Item description</b>	<b>No. Required</b>	<b>Unit price</b>	<b>Total price</b>
1	Security guards	5		
2	Dog + Handler	1		
3	Alarm / Back up	1		
			<b>Total</b>	



#### 5. Ndemi Road staff quarters – Nairobi

	<b>Item description</b>	<b>No. required</b>	<b>Unit price</b>	<b>Total price</b>
1	Security guards	3		
2	Dog + Handler	1		
3	Alarm / back up system	1		
			<b>Total</b>	

#### 6. Kisumu Museum - Kisumu

	<b>Item Description</b>	<b>No. Required</b>	<b>Unit Price</b>	<b>Total Price</b>
1	Security guards	4		
			<b>Total</b>	

#### 7. Hyrax Hill Museum - Nakuru

	<b>Item description</b>	<b>No. required</b>	<b>Unit price</b>	<b>Total price</b>
<b>1</b>	<b>Security guards</b>	<b>2</b>		
			<b>Total</b>	

#### 8. Narok Museum – Narok

	<b>Item description</b>	<b>No. required</b>	<b>Unit price</b>	<b>Total price</b>
1	Security guards	2		
			<b>Total price</b>	

**9. Uhuru Gardens – along Langata Road ,Nairobi**

	<b>Item description</b>	<b>No. required</b>	<b>Unit price</b>	<b>Total price</b>
1	Security guards	6		
			<b>Total</b>	

**10.Coastal Region Museums – Mombasa**

	<b>Item description</b>	<b>No. required</b>	<b>Unit price</b>	<b>Total price</b>
1	Security guards	16		
			<b>Total</b>	

**11.Kitale museum**

	<b>Item Description</b>	<b>No. required</b>	<b>Unit Price</b>	<b>Total Price</b>
1	Security guards	4		
			<b>Total</b>	

## 5 SECTION V- SCOPE OF WORK

The successful bidder will be expected and encouraged to:

- a. Hire and pay competitive salaries to the guards, supervisors and managers without depending on monthly payment from NMK.
- b. Provide sound and effective security guarding dogs with ability to track and detect, with trained dog handlers
- c. Provide sound radio communication including alarm systems. HF and VHF with established base station and suitable electronic communication, deployment and routine check patrols vehicles, motor bikes (provide details of motor vehicles and motor bikes) together with CCK radio communication licenses.
- d. Guards provided to be enough for guarding NMK property.
- e. Have back-up systems in cases of emergencies. These include chase cars to assist in quick response to needy security situations at NMK.
- f. Provide educated and trained guards capable of using radios and modern equipment like Close Circuit Television (CCTVs) at NMK.
- g. Be able to control industrial disputes/assembly control and riots.
- h. Be able to summon police, fire brigade and ambulances in cases of emergencies.
- i. Appoint personnel who have knowledge in the legal and practical limitations in relation to searching of persons, property and vehicles at NMK.
- j. All security officers and personnel subjected to a thorough medical inspection fit for their duties. Relevant medical certificates to be produced on request.
- k. All security officers and personnel to be subjected to an effective supervisory arrangement and procedures and NMK shall make periodical checks/visits.
- l. All guard dogs used by such security firms will be required to be medically examined and medical certificates provided. The quality of breeds of such dogs must be indicated and certified by a veterinary doctor.

### 5.1 Terms of Reference (Scope of Work)

The service provider will be required to provide an elaborate security plan not limited to the below among others:

- a) Security services shall be performed on 7 days per week on a 24-hour basis.
- b) Contracted Security Guards shall have the following shifts:
  - (i) One from 0600 hrs to 19=800 hrs and
  - (ii) From 1800 hrs to 0600 hrs.The number of guards per shift will depend on the assignment and the related contract performance.
- c) Job Description
  - (i) The security service shall include control of entries and exits, body search and ID card check/verification of the incoming people other than the staff/residents working/staying at the assignment.
  - (ii) Securing peace of the inhabitants in the company premises and overall security of the buildings on entire premises.
- d) Description of the premises and responsibilities of the security officers is as follows:
  - (i) Main Entrance Gate to NMK: This is the entrance where people enter and exit and visitors are searched and ID cards checked.

- (ii) Main /Gate to NMK, vehicles entering and leaving NMK will be checked for any foreign object that may prejudice peace and security and to prevent theft.
- e. Assisting visitors upon their arrival at the respective floors within NMK building in an effective, kind and professional manner, registering their names and directing them to the relevant offices. Knowledge of English language is essential. The guards may perform reception duties during weekends and public holidays.
- f. All visitors coming to the building and wishing to pay a visit shall, irrespective of their identity, be visually searched thoroughly without letting him/her notice it, as if he/she were a suspect.
- g. The project manager or supervisors will always establish coordination with, and receive work related instructions, if any, from the Security Officer or his assignee responsible for security of the building / property and shall accommodate the instructions so given and shall escalate any issues that may go beyond their power.
- h. The service provider shall be provided with the list of names of the staff authorized to park in NMK so that they can control the entries to the premises and to the parking lot accordingly.
  - (i) Entries and exists after normal working hours by the staff and tenants shall be recorded in the OB and the Security Officer shall be notified of the same the next morning.
- i. The contracted firm shall maintain an occurrence book(s) in which all matters of security concern shall be recorded.
- j. The contracted firm shall at the end of every month compile a report on matters of security concern related to the Company. The report shall be addressed to the Director General, NMK.
- k. A high security performance in the execution of work is expected. Poor performance and substandard quality work arising from the Monthly Performance Assessment Report will be sufficient grounds for termination of the agreement.
- l. There will be no extra charges for Saturdays, Sunday and Public Holidays.
- m. Maintenance of an Occurrence Book – the procuring entity will provide OB as required where daily occurrences will be recorded and supervisors will sign to certify their physical visits of guards, i.e. Occurrence Books and note any incidences during the execution of the works. The Occurrence Book will be the property of NMK shall be presented to the Security Officer.
- n. Escorts. If need be, there shall be escorts provided by the Security company either backup or on board escort.

## 5.2 Kitting / Equipment

All guards must be fully equipped with the right tools of their trade as follows:

- a) Peak Caps/Berets
- b) Whistles and Lanyards
- c) Torches and batteries
- d) Serviceable military boots
- e) Other security equipment like – electrical metal detectors, undercarriage mirrors etc.
- f) Grey coats
- g) Sweaters

- h) Clean, presentable uniforms at all times while on duty
- i) Clubs
- j) Identification badges
- k) Communication equipment for NMK assignments.
- l) Umbrellas and any other protective clothing.
- m) A performance Assessment report form shall be completed by both parties on monthly basis.

### 5.3 Logistics

The security company shall make arrangements and be responsible at their own cost for the following:

- a) General transport requirements for all its personnel to and from the assignment to be factored in the overall unit price.
- b) Provision of communication equipment at the assignment area and all patrol vehicles must be fitted with vehicular radio communication.
- c) Prepare assignment instructions for each post/Guard.

### 5.4 Insurance

General requirements of Insurance Policies

The security company shall procure insurance policies as follows:

- a) Professional Indemnity Insurance Policy  
The security company shall insure its security officers and dogs engaged in the performance of this Agent against injury sustained by them in the course of carrying out their duties in pursuance hereof and unless such injury shall be due to the act of default of NMK, its servants or agents, the security company will indemnify NMK against all actions claims and demands in respect of such injury, and;
- b) Work Injury Benefit Act (WIBA)  
Work Injury Benefit Act to cover all the employees for any liability as per the government regulations.
- c) Motor Insurance Policy  
The Security Company should ensure that all their operations vehicles have the mandatory minimum third party risk cover.

The Security Company shall;

- a. Produce insurance policies or certificates of all the above mentioned policies.
- b. Make no material alterations to the terms of any Insurance without NMK's approval. If any insurer makes any material alterations to the terms of Security Company shall forthwith notify NMK.
- c. In all respects comply with any condition stipulated in the insurance policy.

## 6 SECTION VI - STANDARD FORMS

### 6.1 Form of Tender

Date \_\_\_\_\_

Tender No. \_\_\_\_\_

To

**The Director General**

**National Museums of Kenya**

**P.O. Box 40658 - 00100**

**Nairobi**

1. Having examined the tender documents, which is hereby duly acknowledged, we, the undersigned, offer to provide Security Services in conformity with the said tender documents for the sum of . ..... 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 provide the services in accordance with the Scope of Work.
3. If our Tender is accepted, we will obtain the tender guarantee in a sum equivalent to 2 percent of the Contract Price for the due performance of the Contract, in the form prescribed by NMK.
4. We agree to abide by this Tender for a period of 120 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. 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.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Signature \_\_\_\_\_

Duly authorized to sign tender for and on behalf of \_\_\_\_\_

## 6.2 Contract Form

THIS AGREEMENT made the \_\_\_ day of \_\_\_\_\_ 20\_\_\_ between.....NMK on one part and .....[name of tenderer] of .....[city and country of tenderer](hereinafter called “the tenderer”) of the other part.

WHEREAS the NMK invited tenders for certain materials and spares. Viz.....[brief description of materials and spares] and has accepted a tender by the tenderer for the supply of those materials and spares in the sum of .....[contract price in words and figures]

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) the Tender Form and the Price Schedule submitted by the tenderer;
  - (b) the Schedule of Requirements;
  - (c) the Technical Specifications;
  - (d) the General Conditions of Contract;
  - (e) the Special Conditions of Contract; and
  - (f) the NMK’s Notification of Award.
3. In consideration of the payments to be made by the NMK to the tenderer as hereinafter mentioned, the tenderer hereby covenants with the NMK to provide the materials and spares and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The NMK hereby covenants to pay the tenderer in consideration of the provision of the materials and spares and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the NMK)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the tenderer)

in the presence of \_\_\_\_\_.

### 6.3 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. ....Fax 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

NO.	NAME	NATIONALITY	CITIZENSHIP	SHARE DETAILS
1.				
2.				
3.				

Date.....Signature of Candidate.....