



**Kenya Bureau of  
Standards**

Standards for quality life

**Q U O T A T I O N   F O R   S E C U R I T Y   S E R V I C E S   K E B S  
K I S U M U   O F F I C E ,  
A T   K I B O S R O A D  
K I S U M U**

**Q U O T A T I O N   N O .  
K E B S / L A R / Q U O T / 1 0 / 2 0 1 8 / 2 0 1 9**

**Tel: +254 206005490 /6948000**

**Fax: +254 20 6004031**

**Email: info@kebs.org**

**Website: www.kebs.org**

**A U G U S T , 2 0 1 8**



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**QUOTATION NO. KEBS/LAR/QUOT/10/2018/2019: QUOTATION  
SECURITY SERVICES FOR KEBS KISUMU OFFICE** Completed quotation  
documents in plain sealed envelopes clearly marked:

**“KEBS/LAR/QUOT/10/2018/2019:QUOTATION FOR SECURITY  
SERVICES FOR KEBS KISUMU OFFICE** should be deposited in the  
Quotation Box at **KEBS Kisumu Office at the Main Reception** marked  
**“QUOTATION BOX”** so as to be received on or before **10.00am** on  
**Tuesday 4<sup>th</sup> SEPTEMBER, 2018.**



**CONDITIONS**

1. The General Conditions of Contract with the Kenya Bureau of Standards apply to this transaction. This form properly submitted constitutes the entire agreement.
2. The offer shall remain firm for 90 days from the closing date unless otherwise stipulated by the seller.
3. The Kenya Bureau of Standards shall not be bound to accept the lowest or any other offer, and reserves the right to accept any offer in part unless the contrary is stipulated by the seller.

**INSTRUCTIONS**

1. All entries must be typed or written in ink. Mistakes must not be erased but should be crossed out and corrections be made and initialed by the persons signing the quotation.
2. Quote on each item separately, and in units as specified.
3. This form must be signed by a competent person and preferably it should also be rubber stamped.
4. Each quotation should be submitted separately in a sealed envelope with the quotation number endorsed on the outside.
5. If you do not wish to quote, please endorse the reason on this and return it, otherwise your name may be deleted from the buyer's mailing list for the items listed herein. Your quotation should include all Government taxes.



**A 1    QUOTATION FOR SECURITY SERVICES FOR KEBS KISUMU  
REGIONAL OFFICE**

We the undersigned (hereinafter referred to as “The Contractor”) are writing to contract to perform fully the SECURITY SERVICES FOR KEBS KISUMU REGIONAL OFFICE in accordance with the Specifications, and Conditions of the contract and to the satisfaction of KEBS (hereinafter called “The Client”), for the sum stated below. Other deliverables shall be outlined in the contract document.

**A 2    QUOTATION PRICE**

Kenya shillings (in words)... ..

In figures ... ..



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**A 3 VALIDITY PERIOD**

The bid shall remain valid for a period of 90(ninety) days from the date of submission.

**A 4 TIME FOR CONTRACT**

The contract is for one year renewable subject to satisfactory performance.

**A 5 EXAMINATION OF DOCUMENTS**

Further, we the undersigned have examined all the documents forming part of this contract and have no further questions relating to them and have personally signed each document as identification.

**A 6 MODE OF PAYMENT**

Payments shall be on monthly basis.

- The rates shall be inclusive of all government taxes including **V.A.T** and therefore not included as a percentage.



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**S i g n a t u r e   o f   B i d d e r   . . . . .**

**N a m e   o f   B i d d e r   ( i n   C A P I T A L S )   . . . . .**

**A d d r e s s   . . . . .**

**D a t e                      . . . . .**

**W i t n e s s e d   b y :**

**S i g n a t u r e   o f   w i t n e s s . . . . .**

**N a m e   o f   w i t n e s s   ( i n   C A P I T A L S )   . . . . .**

**A d d r e s s   . . . . .**

**D a t e :                      . . . . .**



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## **B PRELIMINARIES**

### **B1 CLIENT**

Kenya Bureau of Standards

P.O. Box 2949-40100,

KISUMU

### **B2 DESCRIPTION OF SITE**

The site of the proposed works is situated along Kibos road in Kisumu. The new Kisumu KEBS offices are located at Kibos road.

The Contractor is recommended to visit the site and he/she shall be deemed to have acquainted himself/herself with the nature, position and means of access etc.

### **B3 DESCRIPTION OF SERVICE AND SCOPE OF CONTRACT**

The service will comprise of security services, as per the specifications.



#### **B 4    D E F I N I T I O N S   &   A B B R E V I A T I O N S**

Abbreviations used in these Bills of Quantities shall be interpreted as follows:

D C I                -        D e p a r t m e n t o f C r i m i n a l I n v e s t i g a t i o n

K E B S                -        K e n y a B u r e a u o f S t a n d a r d s

K S I A                -        K e n y a S e c u r i t y I n d u s t r y A s s o c i a t i o n

N o .                        -        N u m b e r

P S I A                -        P r o t e c t i v e S e c u r i t y I n d u s t r y A s s o c i a t i o n

V A T .                        -        V a l u e A d d e d T a x

W I B A                -        W o r k I n j u r y B e n e f i t s A c t





## **B 5 SUPERVISION**

The service be executed under the direction and to the satisfaction of the Client's representative specifically delegated by the Client for the purposes.

## **COMPLIANCE WITH STATUTORY REQUIREMENTS**

Supplier should ensure compliance with the statutory requirements such as labour laws particularly for fair wages, age and provision of motivational amenities; Health and Safety Act (WIBA) to protect the workers from injuries; and provision of certificate of good conduct as proof of vetting by the DCI for the guards. Our expectation is to have a team of security guards that shall execute security duties exemplary in support our vision and mission. Laxity and under performance may lead to termination of the contract.

## **C SPECIFICATIONS**

### **SPECIFICATIONS FOR SECURITY SERVICES AT KEBS KISUMU OFFICE**

#### **1.0 SECURITY SERVICES SPECIFICATIONS**

##### **Scope of work**

1. To ensure full adherence to the Company's policies and procedures.
2. To provide first class customer service to visitors coming into the KEBS Kisumu premises.
3. To ensure that visitors are vetted at the gate by recording their identification details.
4. To ensure all official cars are booked in car movement forms on exit and entry and mileage recorded.
5. To ensure all private vehicles registration are recorded and searched at the gate on entry and exiting KEBS premises.



6. To conduct search to persons/cars leaving the KEBS Kisumu premises
7. To carry out patrols around the office building and compound at large to ensure protection of property from theft or damage during day and night.

### **REQUIREMENTS**

	<b>ITEM</b>	<b>NUMBER</b>	<b>REMARKS</b>
1.	Security guards	4 guards	2 day guards and 2 night guards (1 female guard for day duties)
2.	Uniforms	At least 2 pairs per guard	Uniforms must be neat and branded with the service provider's name/logo.
3.	Metal detectors	2 pcs.	For screening visitors to KEBS premises.
4.	Security Batons	4 pcs.	For self defense
5.	Demonstrate compliance to payment of minimal wage as per the requirements of labour laws		Provide latest 3 months payroll details as proof.
6.	Proof of current insurance cover against liabilities and own employees.		Service providers to provide proof insurance cover(s)
7.	Flash lights	2 pcs.	For the night duty guards. Service provider to ensure the gadgets are serviceable at all times.
8.	Affiliate to relevant security association bodies e.g. KSIA / PSIA		Provide valid certificates for control and



			regulatory measures.
9.	Demonstrate security guards have been trained		Proof of certificates issued by guards' training institution.
10.	Communication gadgets i.e walkie talkies		To be supported by a valid certificate from communications authority of kenya

### **W a g e s**

Wages paid to employees to be deployed must conform to the Ministry of Labour Guidelines on Minimum wages and the KENYA BUREAU OF STANDARDS shall be at liberty to confirm this

### **U n i f o r m   a n d   b a d g e s**

The contractor shall provide security staff with uniform and identification badges which they shall be required to put on at all times.

### **The following requirements must be met by the contractors:**

Bidders are required to submit copies of the following **MANDATORY DOCUMENTS** which will be used during Preliminary Examination to determine responsiveness:

- 1) Copy of certificate of Registration/Incorporation
- 2) A Copy of Current/Valid Tax Compliance Certificate issued by the Kenya Revenue Authority
- 3) Must submit a duly completed and signed Confidential Business Questionnaire in format provided.
- 4) Provide letters of reference from at least five clients references for provision of similar services and approximately similar contract values.
- 5) Must demonstrate capacity to provide adequate labor to cater for the requirements of the KENYA BUREAU OF STANDARDS. Provide evidence.(Evidence may be in form of the latest payroll).



- 6) Must provide evidence of being registered with NSSF. Submit either valid compliance or Registration certificate.
- 7) Must provide evidence of being registered with NHIF. Submit either Valid Compliance or Registration certificate from NHIF
- 8) Evidence of relevant current and valid insurance covers e.g workman compensation, fidelity, public liability and all risks covers.
- 9) A certified declaration that the service provider shall comply with minimum wage regulations.
- 10) Must provide a list of equipment to be used in provision of security services (Includes proof of ownership.)
- 11) Site Visit Certificate at KEBS Kisumu Office.
- 12) Must provide a list of equipment to be used in provision of security services (Include proof of ownership.)
- 13) A certified declaration that the service provider shall comply with minimum wage regulations

**MANDATORY SITE MEETING FOR BIDDERS SHALL BE HELD ON  
Friday 31<sup>st</sup> August, 2018. AT FROM 10.00AM-1.00 PM AS PER  
THE DETAILS BELOW.**

**SITE VISIT CERTIFICATE SHALL BE SIGNED AND WILL BE  
USED AS A REQUIREMENT FOR EVALUATION.**



## **PRELIMINARY AND TECHNICAL EVALUATION RESPONSE FORMS**

### **Preliminary Evaluation Checklist**

Bidders are advised that at this stage, the bidder's submission will either be responsive or non-responsive. The non-responsive submissions will be eliminated from the entire evaluation process and will not be considered thereafter.

<b>No.</b>	<b>Requirements</b>	<b>Responsive or Non Responsive</b>
1	Copy of certificate of Registration/Incorporation	
2	A Copy of Current/Valid Tax Compliance Certificate issued by the Kenya Revenue Authority	
3	Must submit a duly completed and signed Confidential Business Questionnaire in format provided	
4	Must have a minimum of five (5) years' experience in provision of services of a similar nature.	
5	Must provide letters of reference from five (5) client references for provision of similar services.	
6	Must demonstrate capacity to provide adequate labour to cater for the requirements of the KENYA BUREAU OF STANDARDS by providing evidence that they have a minimum of 10 staff. Evidence may be in form of the latest payroll.	
7	Must provide evidence of being registered with NSSF. Submit either valid compliance or Registration certificate.	
8	Must provide evidence of being registered with NHIF. Submit either Valid Compliance or Registration certificate from NHIF.	
9	Evidence of relevant current and valid insurance covers e.g workman compensation, fidelity, public liability and all risks covers	
10	A certified declaration that the service provider shall comply with minimum wage regulations	
11	Site Visit Certificate at KEBS Kisumu Office	



No.	Requirements	Responsive or Non Responsive
12	Must provide a list of equipment to be used in provision of security services (Include proof of ownership.)	
13	A certified declaration that the service provider shall comply with minimum wage regulations	

**Failure to submit any of this documents/information will lead to automatic disqualification.**



**Technical Evaluation Response Form / Criteria**

In this section the bidder is expected to provide information to enable The KENYA BUREAU OF STANDARDS assess their capability. Marks will be awarded as below to arrive at the technical score.

Item	Factor for Consideration	Marks
1	<p>Bidders experience and Capacity</p> <ul style="list-style-type: none"><li>➤ Experience in provision of security Services</li><li>➤ List of at least five sites where supplied</li><li>➤ Testimonials and reference letters from the clients and LPOs / Contracts for each contract</li></ul> <p><b>4 marks each for sites complete with reference letters and LPOs / Contracts</b></p>	20
2	<p>Personnel experience and Qualifications</p> <ul style="list-style-type: none"><li>➤ Provide number of qualified staff currently employed by your firm Please attach your organizational / Company structure /Academic qualification.</li></ul> <p>(i) Management Staff - at least two (2 No.)- 1 marks each</p> <p>(ii) Supervisory staff - at least four (4 No.) - 1 Marks each</p> <p>(iii) Other staff - at least ten (10 No.) - 1 mark each</p> <p>Attach CV and certificates</p> <ul style="list-style-type: none"><li>➤ Attach current organizational structure indicating designations, names and responsibilities of respective office holders</li></ul> <p><b>- 4 marks</b></p>	20



Item	Factor for Consideration	Marks
3	<p>List of Security Equipment / Machines owned by the Company e.g. communication gadgets, metal detector, batons. e.t.c (attach ownership evidence and photos)</p> <p><b>1 marks each upto a maximum of 5</b></p>	5
4	<p>Vehicles either owned or leased (If owned submit copy log books which must be in Company's name and if leased attach copy lease agreement)</p> <p><b>5 marks</b></p>	5
5	<p>Financial strength attach 6 months bank statements</p> <p><b>5 marks</b></p>	5
6	<p>Provide relevant documentation to demonstrate that your employees' salaries are as per or above Government minimum wage guidelines (G M W G).</p> <p>Attach Certified Copy of the payroll for permanently employed staff members for the last 3 months</p> <p><b>5 marks</b></p>	5





Item	Factor for Consideration	Marks
7	Mode of paying salaries to Employees  Attach a referee letter/statement from the institution  <b>5 marks</b>	5
8	Certificates of good Conduct - Provide copies of certificates of good conduct for at least 10 Security staff members  <b>1 mark each up to a maximum of 5 (The staff members must be in the payroll provided)</b>	5
9	Relevant Training program that the employees undergo  <b>Please provide details and at least 5 certificates</b>  <b>5 marks</b>	5
10	Affiliate to relevant security association bodies e.g. KSIA / PSIA  <b>5 marks</b>	5
	<b>TOTAL</b>	<b>80</b>

**THE MINIMUM TECHNICAL SCORE TO PROCEED TO FINANCIAL EVALUATION SHALL BE AS BELOW:**

- (I) TECHNICAL SCORES WILL BE 60% . A due diligence will be performed.**



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**STATION SITE VISIT CERTIFICATE**

Date\_\_\_\_\_

Q U O T A T I O N N o . K E B S / L A R / Q 1 0 / 2 0 1 8 - 2 0 1 9

To: **The Regional Manager**  
**Kenya Bureau of Standards**  
**P. O. Box 2949-40100**  
**KISUMU**

This is to certify that

\_\_\_\_\_ of \_\_\_\_\_

*(Name of Bidder)*

*(Address)*

Visited the station and has been shown all the areas as required in the quotation document for quotation purposes in the quotation for provision of Security Services.

**THE KEBS QUOTATION FOR SECURITY SERVICES:**

**Name -----Signature -----Date -----**

**Official Stamp**

**CONTRACTORS REP:**

**Name -----Signature -----Date -----**

**Official Stamp**



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**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		



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	1. .... 2. .... 3. .... 4. ....
	Date.....Signature of Candidate.....

**C O N T R A C T O R S**

**N A M E :**.....

**A D D R E S S :**.....  
.....

**D A T E :**  
.....  
.....

**S I G N A T U R E :**  
.....