



ADDENDUM 1 - OPEN TENDER NOTICE

DATE: 7/07/2020

This addendum is hereby issued to correct the **Evaluation criteria** for **Tender no. PU/OT/04/2020/2021: Provision of Security Services** as below: -

Appendix to instructions to tenderers

The following information for procurement of services shall complement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provisions of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers

Instructions to tenderers	Particulars of appendix to instructions to tenderers
2.1	Particulars of eligible tenderer: Open to Firms offering security services registered in Kenya
2.12	Particulars of eligibility and qualifications documents of evidence required: Copies of all the documents requested in the evaluation criteria
2.14	Particulars of tender security: Tender Security of 2% of the tender price for NON-AGPO or submit duly filled, signed and stamped Tender Securing declaration form together with a valid AGPO certificate
2.15	Particulars of tender validity: Tender shall remain valid for 120 days from closing date and time.
2.18	Particulars of day, date and time of closing: Monday, 20th July 2020 1:00 pm
2.24	<p><i>Evaluation Criteria</i></p> <p>The following requirement must be met by the tenderer not withstanding other requirements in the tender documents.</p> <p>a) Mandatory Requirements (MR)</p>

No.	Requirements	Responsive or Not Responsive
MR1	Must submit a copy of certificate of Registration/Incorporation	
MR2	Must submit a copy of PIN certificate	
MR3	Must submit copy of membership certificate with either Kenya Security Industry Association (KSIA) or Protective Security Industry Association (PSIA)	
MR4	Must submit copy of NSSF compliance certificate	
MR5	Must submit copy of current NHIF compliance certificate	
MR6	Must submit a copy of valid tax compliance certificate	
MR7	(a) Must submit a duly filled, signed and stamped Tender Securing declaration form for AGPO together with a valid AGPO certificate or (b) Must Submit tender security of 2% of total tender sum in the format provided valid for 120 days from closing date for Non-AGPO	
MR8	Must submit CR12/CR13 certificate	
MR9	Must fill the Price Schedule in the format provided	
MR10	Must submit a duly filled, signed and stamped Form of Tender in the format provided valid for 120 days from closing date.	
MR11	Must submit copy of valid contractual liability cover of over 30 million from a reputable insurance provider	
MR12	Must submit a certified copy of valid WIBA insurance	

MR13	Must submit a copy of certified copy of valid Public liability insurance cover	
MR14	Must submit a copy of certified group personal accident cover	
MR15	Must submit a duly filled, signed and stamped self-declaration form in the format provided	
MR16	Must submit a duly filled, signed and stamped Confidential Business Questionnaire in the format provided	
MR17	Must submit copy of labor compliance certificate	
MR18	Document should be serialized to entirety	
MR19	Must submit evidence of having applied for vetting by Private Security Regulatory Authority	

At this stage, tenderer's submission will either be responsive in all the mandatory (MR) requirements above or non-responsive. Non-responsive submissions will be eliminated from the entire evaluation process and will not be considered further.

b) Technical Evaluation

The maximum score under overall technical evaluation is 100 points and bidders must score at least 70 points under this overall technical evaluation to proceed to the next stage (Financial Evaluation).

Technical Scores

No.	Evaluation Attribute	Weighting Score	Max Score
TS1	Number of years in the business of providing private guarding services	5 years and above (5 marks) Below 5 years prorated	5

			No. of years x 5/5	
	TS2	Provide list of 5 corporate clients 3 of whom should be with institutions of higher learning you currently serving. Show proof with e.g. contracts and award letter etc.	3 or more clients with evidence (15 marks) Below 3 evidences prorated at No. of clientsx15/3	15
	TS3	Key personnel competency profiles (Operations Manager, Technical and Supervisory staff)	Qualification of Operations manager (Served in Police/Military) for 10 years and above, good discharge certificates and have a minimum of a degree in the relevant field. Attach CV and relevant certificates as evidence. (max. 5 marks) Qualification of Technical personnel in security (Police or Military) sector with or 5 years' experience and above in private security industry. Attach CV and relevant certificates as evidence (max.3 marks) Qualification of Supervisory personnel in security sector 5 years' experience and above. Attach CV and relevant certificates as evidence (max. 2 marks)	10

	TS4	Qualification of guards	State your policy on qualification of guards to be deployed indicating the minimum academic qualification and experience Recruitment vetting process (5 marks) Daily operation instruction procedure (5 marks)	10
	TS5	Relevant infrastructure for provision of guarding services, such as motor vehicles, motor cycles (attach copies of logbooks), 24 hr guard control, communication apparatus, back up arrangements	No. of vehicles: 5 vehicles and above (5 marks)	15
No. of motorcycles: 5 motorcycles and above (5 marks)				
Radio communication: attach CAK radio license/certificate as evidence (5 marks)				
	TS6	Guarding uniforms & buttons	Attach images of guards uniform and uniform guard dressed in full gear	4
	TS7	Security dogs	Evidence that dogs are vaccinated and evidence of certified (trained) dog handler	1
	TS8	General training schedule	(A) Attach evidence of guards training school: (1) Training curriculum areas like: - (2) Training program	5

			<p>(3) Antiterrorism training manual</p> <p>(4) Photos of trainers in session</p> <p>(B) Attach evidence of training in the following field:</p> <p>(a) Fire fighting</p> <p>(b) First aid</p> <p>(c) Customer care and public relations</p> <p>(d) Use of security equipment's</p> <p>(e) Physical security and threat identification</p> <p>(1 mark for each)</p>	
	TS9	Sound financial stability	Attach audited accounts for the last 3 years	6
	TS10	References	Evidence of favorable past performance in similar organization of higher learning (e.g. University/Technical institute). Attach copies of letters of award and recommendation letters (4 Mks) each	12
	TS11	Documents Conformity	The documents should be properly bound, logically arranged, neat and give ample evidence in terms of content and paginated	2
	TS12	ISO 18788: 2015	Provide copy of ISO 18788: 2015 certificate as evidence	5
	TS13	Evidence of physical location in Kilifi	Provide copy of lease agreement or title deed as evidence	5

	TS14	Mode of supervision: <ul style="list-style-type: none"> ▪ Real time supervision ▪ Manual supervision reporting 	Sample digital reports as evidence (5 marks)	5
			Sample manual reports as evidence (2 marks)	
		Total		100
<p>Only bidders who score 70 points and above will be subjected to financial evaluation. Those who score below 70 points will be eliminated at this stage from the entire evaluation process and will not be considered further.</p> <p>c) Financial evaluation (Price) Financial evaluation will be carried out against tenders that scored 70% and above in the technical evaluation. Those scoring below 70% will not be evaluated any further and will be disqualified. The financial costs indicated must be inclusive of all applicable taxes and also clearly show the unit cost chargeable per guard</p>				
2.24	Particulars of post – qualification if applicable Pwani University reserves the right to visit and inspect the premises of candidates to verify the information provided in the technical report. Site visit may be undertaken at short or no notice . Visit will thereafter be documented and deliberated in order to ascertain conformity to items tabled in the technical evaluation.			
2.24.4	Award Criteria: Award will be made to the lowest evaluated price having also complied with the minimum government wage rate policy			
2.30	Particulars of performance security if applicable Performance security shall be five percent (5%) of the contract sum			

Others as necessary	<p style="text-align: center;">Complete as necessary</p> <p>Negotiations may be held with the successful tenderer if the lowest evaluated price is in excess of available budget, and upon successful negotiations will be awarded the contract. If negotiations fail with the tenderer with the lowest evaluated bidder, the bidder with the second lowest evaluated bid will be invited by the University for negotiations, and upon successful negotiations, be awarded the tender.</p>
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Detailed tender documents can be downloaded free of charge from the Pwani University website: www.pu.ac.ke or www.tenders.go.ke

Completed tender documents are to be enclosed in plain sealed envelopes, marked with the tender number and name and be deposited in the tender box provided at **Old Administration Block, Ground Floor** or be addressed and posted to:

**The Vice Chancellor
Pwani University
P.O. Box 195-80108
Kilifi**

to be received on or before **Monday, 20th July 2020 at 1:00 p.m.** Tenders will be opened immediately thereafter in the presence of the tenderers representatives who choose to attend the opening at the **University's Boardroom**

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.

**Ag. Head of Procurement
For: Vice Chancellor**