



Kenya Power

---

The Kenya Power & Lighting Co. Ltd.  
**Central Office** – P.O. Box 30099, Nairobi, Kenya  
Telephone – 254-02-3201000  
Fax No. 254-02-3201889  
Stima Plaza, Kolobot Road

Our Ref: **KP1/9A.2/OT/55/SS/18-19**

**17<sup>th</sup> June 2019**

M/s .....

Dear Sir/Madam,

**ADDENDUM NO. II TO THE TENDER NO. KP1/9A.2/OT/55/SS/18-19/ FOR PROVISION OF SECURITY GUARDING SERVICES.**

*The following clarifications are made to the specified provisions of the Tender document.*

**1. RELATIONSHIP WITH THE PRINCIPAL TENDER DOCUMENT**

Save where expressly amended by the terms of this Addendum, the Principal Tender Document shall continue to be in full force and effect. The provisions of this Addendum shall be deemed to have been incorporated in and shall be read as part of the Principal Tender Document.

**2. CLARIFICATIONS**

The following responses are made to clarification sought on various issues in the tender document and shall be deemed to form the addendum;

**a) SECTION VI - EVALUATION CRITERIA**

Tenderers are hereby notified of the revised Detailed technical evaluation criteria.

**TECHNICAL EVALUATION REQUIREMENTS SCHEDULE:**

	Description of Criteria	Requirement	Confirm submission Yes/ No	Total Marks 100	Cut off marks 70
<b>1.</b>	<b>Physical facilities and operational tools</b>				
<b>A</b>	Evidence of physical address. Attach copies of title, valid lease or rental agreement (5 marks)	Authentic Copy of title/ lease agreement for every region tendered for	.....Y/N	10	
<b>B</b>	Proof of running fleet capacity – Marked <b>motor vehicles</b> dedicated to security operations (attach copies of log books and areas where such vehicles are deployed, minimum 2 vehicles) 5 Vehicles and above (10marks) 3 Vehicles (6marks) 2 Vehicles(2marks)	Attach <b>copies of log books</b> owned or leased (with lease agreement)	.....Y/N	10	
<b>C</b>	Provide evidence of <b>dogs that</b> are vaccinated. ( minimum 5 dogs)	Current and authentic copies of vaccination certificates indicating the dogs clinic and their respective address	.....Y/N	5	
<b>d</b>	Provide evidence of ownership of rapid response backup system.	Proof to be provided	.....Y/N	5	
	<b>TOTAL</b>			<b>30</b>	
<b>2.</b>	<b>Company Profile</b>				
<b>a</b>	Number of years that the firm has been providing security services. a. more than 10 years – (10 marks) b. Between 5 and 10 years – (5 marks) c. below 5years – (2 marks)	Avail a copy of Certificate of Registration/Incorporation	.....Yrs/N	10	
<b>b</b>	State if your company has got; 1) Nil criminal case pending before court (2 mark) 2) Nil claims ( 3 marks)	Either bidder or contracting firm has right to prove their cases.	.....Y/N  .....Y/N	5	
<b>c</b>	State with relevant evidence any two (2) social welfare programs provided for guards e.g. medical or Sacco facilities etc.	Attach Policy	.....Y/N	5	

d	Provide Evidence of Quality Management Standards e.g. ISO Compliance. - Certified..... (5 marks)  In the process of being certified..... (2 marks)	Attach copy of certificate or documents to show progress.	.....Y/N  .....Y/N	5	
<b>TOTAL</b>				<b>25</b>	
3.	<b>Personnel Competency Profiles</b>				
a	Submit your firm's organizational chart indicating competencies of key contract supervisory personnel in your employment. (5 marks)	(Attach prove of the same)	.....Y/N	5	
b.	Provide valid evidence of availability and appropriate qualification of key personnel. <b>a) Operations Manager</b> Graduate level & diploma in security Management.- <b>3marks</b> <b>b) Recruitment Manager</b> Graduate level & diploma in Human Resource Management. <b>2 marks</b>	Attach CV's and certificates.	.....Y/N	5	
c	State with relevant evidence any other allowance(s) paid to the guards on monthly basis. (10 marks)	Attach copy of guards' salary structure (NHIF, and NSSF compliance certificates)	.....Y/N	10	
d	Provide framework for; 1) Guards' duty Rostering Methodology (5 marks) 2) Selection, recruitment and vetting policies (5 marks) 3) Training schedules (5 marks)	Attach documents to demonstrate recruitment policy/training schedules for basic, professional skills and recurring courses.	.....Y/N	15	
<b>TOTAL</b>				<b>35</b>	

4.	<b>Reputation</b>			
Indicate the current principal assignments of similar service with OTHER institutions <b>except</b> Kenya Power and contact person(s) 4 and above – 10 marks 3 - assignments- 7 marks 2- assignments – 5 marks 1 - Assignment – 2 marks	<b>Four (4) copies of Contracts assignments of similar magnitude( to be verified by the contractees)</b>	.....Y/N	<b>10</b>	
	<b>TOTALS</b>		<b>10</b>	

Any inconsistencies noted in any of the above requirements shall lead to automatic disqualification of award. You may be required to produce original Certificates for ease of verification. The procuring entity reserves the right to carryout independent investigations/physical verification to confirm the accuracy of information provided and any fraudulent information/documentation provided may lead to prosecution.

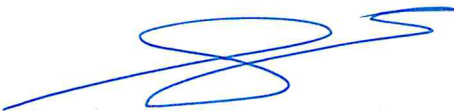
**b) TENDER CLOSING DATE**

The tender closing date remain **4<sup>th</sup> July 2019 at 10:00 am.**

All other terms and conditions remain as per the Principal Tender Document (PTD).

Yours faithfully,

For: **THE KENYA POWER & LIGHTING CO. LTD.**



**JANE NDINYA**  
**AG. SUPPLY CHAIN MANAGER, PROCUREMENT**