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/006/SS/26-27/JN/eo **10th November 2026**

ALL BIDDERS,

Dear Sir/Madam,

ADDENDUM NO.2 TO THE TENDER NO. KP1/9A.2/OT/006/SS/26-27 FOR PROVISION OF SECURITY GUARDING SERVICES

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

1. **RELATIONSHIP WITH THE PRINCIPAL TENDER DOCUMENT – RFx 1000003311**

Save where expressly amended by the terms of this Addendum, the Principal Tender Document (PTD) 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 PTD.

2. **AMENDMENT OF SECTION III – PART I - OF THE PRELIMINARY EVALUATION**

Clause 2.1.7 of the Preliminary Evaluation has been amended to read as follows:

Clause	Amended Requirement
Clause 2.1.7	*2.1.7 A bidder with a record of unsatisfactory or default in performance obligations in any contract where the factors relating to the non-performance are attributed to the service provider shall Be considered non-responsive. This shall be restricted to instances where:* (a) Where a bidder has had Contracts terminated by KPLC within the last three years, due to material breach of contract, persistent failure to perform or failure to meet contractual obligations attributed to the bidder (b) Where a bidder has any pending undisputed contractual liabilities arising from previous contract with KPLC and has remained unsettled for more than sixty (60) days after formal written notification and demand for settlement or remedying. 2.1.14 Evaluation criteria on the outstanding orders have been removed and therefore not applicable for this tender. 2.2.2.4 Evaluation criteria clause 2.2.2.4 has been merged with Clause 2.1.7; therefore, Clause 2.1.7 shall prevail.

Clause 2.1.6	*Submission of certificates of good conduct shall apply to the key personnel to be deployed for the assignments on contract and as indicated in the Tender at the tendering stage, i.e.,* *a) Head of Operations* *b) Head of Human Resources* *c) Head of Training*

3. **AMENDMENT OF SECTION III – PART I - OF THE PRELIMINARY TECHNICAL EVALUATION 2.2.1.1 , 2.2.1.2 and clause 2.2.1.3 for Class A ,B and C Bidders Requirements**

Clause 2.1.1.1, 2.2.1.2 and class 2.2.1.3 for Class A, B and C Bidders Requirements of the Preliminary Technical Evaluation have been amended herewith as **Appendix 1**.

4. **AMENDMENT OF SECTION III- TECHNICAL EVALUATION REQUIREMENTS SCHEDULE: 2.2.3**

The Requirements in the Table for the **Detailed Technical Evaluation (Scoring Criteria).** Clause B (i) have been amended herewith as attached **Appendix 2.**

5. **AMENDMENT OF PART III – FINANCIAL EVALUATION CRITERIA. CLAUSE 3.3.7.2**

The requirement of cluse 3.3.7.2 has been expunged and replaced with the following requirements:

The evaluation shall be based on consideration of the information contained in the submitted Audited Financial statements prepared in accordance with applicable accounting standards. The following ratios shall be considered:

a) Liquidity Position: The tenderer shall demonstrate a current ratio of not less than 1:1,calculated as current assets divided by current liabilities. The tenderer shall demonstrate a positive working capital

b) Financial leverage: The tenderer shall demonstrate a debt- to – equity ratio not exceeding 2:1

6. **AMENDMENT OF SECTION VII – THE SCHEDULES OF SERVICES REQUIREMENTS/ACTIVITIES Clause 3.1.1**

The contract period in Clause 3.1.1 has been amended to read as follows;

The Company seeks to procure Guarding Services for its offices and installations spread countrywide including guarding Offices, Control centres, Substations and Stores for the period **1st January 2027 to 31st December 2028.**

7. **SECTION IV - TENDERING FORMS- SELF DECLARATION FORM -SD2 AND DECLARATION AND COMMITMENT TO THE CODE OF ETHICS FORM**

The Self Declaration Form -SD2 and Declaration and Commitment to the Code of Ethics form are attached herewith as **Appendix 3** .

8. **TENDER CLOSING DATE**

The tender closing date has changed from **16th November 2026** to **19th November 2026** at 10.00am. The tender will be opened at 10.30 a.m.

9. CLARIFICATIONS

Clarifications for the queries received are attached herewith as **Appendix 4** and shall be deemed to be part of the Addendum.

All the other terms and conditions remain as per the tender document.

Yours faithfully,
For: KENYA POWER & LIGHTING COMPANY LIMITED.

HAROUN OTIENO

For: GENERAL MANAGER, SUPPLY CHAIN & LOGISTICS

APPENDIX 1

2.2.1.1 Class A Bidders Requirements:

i. Evidence of providing security services for at least ten (10) years in firms with similar capacity to KPLC. The tenderer shall demonstrate experience in provision of guarding services to Government Installations and large established corporate organizations - The tenderer shall provide at least four certified reference letters to demonstrate that they have been offering services within the last ten (10) years.

ii. The Tenderer shall demonstrate successful performance of at least Five (5) contracts of comparable scope and complexity undertaken within the last ten years. The contracts should demonstrate the ability to manage a large, multi-site security operation (Evidence shall include certified contracts). Each of the five contracts provided should be at least Kshs.50,000,000 per year within the last 10 years.

iii. Provide evidence of ownership of rapid response backup system through ownership of rapid response vehicles, communication infrastructure, alarm response, and functioning command and control room. i.e vehicle logbooks, CAK Licence, photos of rapid response vehicles.

iv. The Operations Manager to be assigned to run the contract should possess:

(a) A relevant Security management qualification or equivalent from an Institution recognized in Kenya.
(b) Experience in managing guarding operations for complex organization comparable to KPLC.
(c) Training from disciplined forces such as National Police Service, Kenya defence forces, National Youth Service

v. Provide evidence of ownership of an office or presence within the Zones quoted, including official address and contacts.

2.2.1.2 Class B Bidders Requirements:

(i) Evidence of providing security services for at least Seven (7) years

(ii) Provide at least 5 (Five) contracts of similar services rendered within the last Seven (7) years Each of the Five contracts provided should be at least Kshs.25,000,000 per year within the last 7 years

(iii) Provide evidence of ownership of rapid response backup system through ownership of rapid response vehicles, communication infrastructure, alarm response, and functioning command and control room i.e. vehicle logbooks, CAK Licence, photos of the rapid response vehicles.

iv. The Operations Manager to be assigned to run the contract should possess:

(a) A relevant Security management qualification or equivalent from an Institution recognized in Kenya.

(b) Experience in managing guarding operations for complex organization comparable to KPLC.
(c) Training from disciplined forces such as National Police Service, Kenya defence forces, National Youth Service

(iv) Provide evidence of ownership of an office or presence of provision of services within the Zones quoted.

2.2.1.3 Class 'C' Bidders Requirements

(i). Evidence of providing security services for at least Three (3) years

(ii) Provide at least 3 (three) contracts of similar services rendered within the last three (3) years Each of the three contracts provided should be at least Kshs.6,000,000 per year within the last 3 years.

(iv) Provide evidence of ownership of rapid response backup system through ownership of rapid response vehicles, communication infrastructure, alarm response, and functioning command and control room i.e. vehicle logbooks, CAK Licence, photos of the rapid response vehicles.

(v) The Operations Manager to be assigned to run the contract should possess:

(a) A relevant Security management qualification or equivalent from an Institution recognized in Kenya.
(b) Experience in managing guarding operations for complex organization comparable to KPLC.
(c) Training from disciplined forces such as National Police Service, Kenya defence forces, National Youth Service

(vi) Provide evidence of ownership of an office or presence of provision of services within the Zones quoted.

APPENDIX 2

TECHNICAL EVALUATION REQUIREMENTS SCHEDULE:

	Description of Criteria	Requirements	MAXIMUM SCORE (100 MARKS)
1.	**Company Profile**		
A	**CLASS A** Number of years that the firm has been providing security services. 1. Above 10 years – (8 marks) 2. 10-years (6) **CLASS B** Number of years that the firm has been providing security services. **1.** Above 7 years– (8 marks) **2.** 7 years – (6 Marks) **CLASS C** Number of years that the firm has been providing security services. **1.** Above 3 Years – (8 marks) **2.** 3 years (6 Marks)	Certificate of Incorporation	**8**
B(i)	Capacity of bidder to handle Class A assignments (4 marks for each contract) a) Above 100 Million – 20 Marks b) Above 50 - 100 million– 18 marks c) Upto 50 Million -16 Marks	1) *Provide copies of 5 (five) contracts of at least Ksh. 50,000,000 in Government Installations and large established corporate organizations. Each of the five contracts provided should be at least Kshs.50,000,000 per year within the last 10 years*	**20**
(ii)	Capacity of bidder to handle Class B assignments (4 marks for each contract) a) Above 50 Million – 20 Marks b) Above 25 - 50 million– 18 marks c) Upto 25 Million -16 Marks	1(Provide copies of at least Five (5) contracts amounting to Kshs 25 Million. Each of the five contracts provided should be at least Kshs.25,000,000 per year within the last 7 years	
	Capacity of bidder to handle Class C assignments (6.67 marks for each contract) a) Above 20 Million - 20 Marks b) Above 6 - 20 million-18 marks c) Upto 6 Million -16 Marks	Provide copies of three (3) contracts amounting to; *Kshs 6,000,000*. Each of the three contracts provided should be at least Kshs 6,000,000 per year within the last 3 years	
C	Evidence of guard force strength between; **CLASS A** a) 100 to 200 (10 marks) b) 201 to 300 (13marks) c) over 301 (15 marks)	Attach certified documentary evidence • NSSF, SHA and PAYE remittances for the last one year	**15**

	CLASS B a) 50 to 100 (10 marks) b) 101 to 200 (13 marks) c) over 200 (15 marks) **CLASS C** a) 20 to 50 (10 marks) b) 51 to 100 (13 marks) c) over 100 (15 marks)		
D	• Provide Evidence of Current ISO certification in Security Management and/or Quality Management System from an accredited body. (2 marks) • Proof of most current process to certification from an accredited body. (1 marks)	**Attach copy of certificate**	**2**
	Total		**45**
2.	**Personnel Competency Profiles**		
a	Submit your firm's organizational chart of key supervisory personnel that will manage this contract, with a summary of their qualifications.	**(Attach Organizational Chart)**	**2**
b	Provide evidence of appropriate academic qualifications of key personnel. **a) Head of Operations** Graduate level - 5 marks Diploma – 3 marks **b) Head of Human Resources** Graduate level - 4 marks Diploma - 3 marks a) Head of Training Graduate level - 4 marks Diploma – 3 marks	**Attach Copies of academic certificates**	**13**
c	a) Letter from employer to confirm that the Operations Manager shall be available for the assignment (1 marks) b) Letter from employer to confirm that the Human Resource Manager shall be available for the assignment (1 marks)	**Attach letters of confirmation of availability**	**2**
d	Provide framework for; 1) Guards' duty Rostering Methodology (2 marks) 2) Recruitment policy (1 mark) 3) Training schedule (1 mark) 4) Training curriculum (1mark) 5) Training policy (1 mark) Provide documented procedures on	**Attach documents to demonstrate;** **-Guards deployment, guard relieving and off duty.** **-Recruitment policy document** **-Training schedules** **-Training curriculum** **-Training policy**	**8**

	6) Incidence Management ats (2 marks)	**-Documented Procedures on Incidence Management**	
d	Demonstration of professional qualification for; a) Head of operations (2 marks) b) Head of HR (2 marks) c) Head of Training (2 Marks)	**Attach valid certificate from a recognized professional body.**	**6**
	Total		**31**
3.	**Physical Facilities and Operational tools**		
A	Proof of running fleet capacity – Branded **motor vehicles** dedicated to security operations i) **Class A** (attach copies of 10 logbooks) - 10 marks (1 marks each) **ii) Class B and C** (attach copies of 5 logbooks) - 10 marks (2 marks each) **N/B:** For Leased vehicles provide copies of leasing contracts	-Attach **copies of logbooks** owned or leased (with lease agreement) - Attach corresponding photos with registration numbers visible	**10**
B	Provide evidence of **vaccinated and trained dogs** i) **Class A** (evidence of 15 dogs) (approx. i) Above 15 Dogs – 3 marks ii) 10- 15 dogs – 2 Marks iii) Less than 10 marks – 1 Mark **ii) Class B and C** (evidence of 5 dogs) i) Above 5 Dogs – 3 marks ii) 2- 5 dogs – 2 Marks iii) Less than 2 marks – 1 Mark Provide proof of ownership of dog carrier	Current and authentic copies of vaccination certificates indicating the dog's clinic and their respective address, dog's training certificate Provide logbook for carrier & Photos	**3** **1**
C	Provide evidence of technical capacity Proof to be provided i)(Guard Tracking/Monitoring System-(3 marks) ii) Communication infrastructure -(3 marks) iii) Command & control room) -(4 marks).	-Attach licences/certificates and corresponding photos.	**10**
			24
			100

Summary of requirement Scores

The table below gives overall summary of the scoring criteria.

	Description of Criteria	Maximum Score
1	Company Profile and Capacity	`45
2	Personnel Competency Profiles	31
3	Physical Facilities and Operational tools	24
	Total Score	100

APPENDIX 3

FORM SD2

SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE

I, ...of P. O. Box.....being a resident of .....

..... in the Republic of ..... do hereby make a statement as follows:-

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of .....

..... *(insert name of the Company)* who is a Bidder in respect of Tender No..... ..... for .....*(insert tender title/description)* for .....*(insert name of KPLC)* and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or Management, Staff and/or employees and/or agents of..... *(insert name of KPLC)* which is KPLC.

3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of..... *(name of KPLC)*

4. THAT the aforesaid Bidder will not engage /has not engaged in any collusive practice with other bidders participating in the subject tender

5. THAT the aforesaid bidder is not insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing

6. THAT THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act

7. THAT the aforesaid bidder does not have any conflict of interest or pecuniary interest with any other tenderer participating in this tender

8. THAT what is deponed to here in above is true to the best of my knowledge information and belief.

....
(Title) (Signature) (Date)

.....Bidder's Official Stamp

Date _____

To:
The Kenya Power & Lighting Company Limited,
P.O Box 30099 – 00100,
Stima Plaza, Kolobot Road, Parklands,
Nairobi,

KENYA

DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I, ... (person) on behalf of ***(Name of the Business/ Company/Firm)*** ..... declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act, 2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal and my responsibilities under the Code.

I do hereby commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of Authorized signatory.....

Sign.....

Position.....

Office address.....Telephone.....

E-mail.....

Name of the Firm/Company.....

Date.....

(Company Seal/ Rubber Stamp where applicable)

Witness

Name.....

Sign.....

Date.....

Appendix 4

No.	Item	Section	KPLC Tender Requirements	Question	KPLC RESPONSE
1.	Certificates of good conduct	Part 1 Preliminary Evaluation Clause 2.1.6	Submission of certificates of good conduct for the individuals involved in the execution of contract.	Will a firm be required to provide certificates of good conduct for all the guards they will provide at bid submission b) For those who will be involved in signing and execution of the contract or do you mean the security officers involved in executing the assignment?	Bidders will be required to submit certificates of good conduct for the key personnel to be deployed for the assignments on contract and as indicated in the Tender at the tendering stage a) Head of Operations b) Head of Human Resources c) Head of Training
2.	Certification of reference letters	Part 2 – Technical Evaluation	2.2.1.1; Evidence of providing security services for at least ten (10) years in firms with similar capacity to KPLC. The tenderer shall demonstrate experience in provision of guarding services to Government Installations and large established corporate organizations - The 38 tenderer shall provide at least four certified reference letters to demonstrate that they have been	Who should certify the reference letters	The reference letters shall be certified by the institution issuing the letter

<table>
<tr><td></td><td></td><td></td><td>offering services within the last ten (10) years</td><td></td><td></td></tr>
<tr><td>3.</td><td>Confidential Business Questionnaire</td><td>Section IV - Tendering Forms</td><td>General & Specific Details for
b) Registered Company</td><td>Should bidders provide details of Directors or shareholders in the Table provided</td><td>Bidders should provide details of Directors as indicated in the Table</td></tr>
<tr><td>4.</td><td></td><td>Section iii Evaluation and Qualification Criteria - Part III Financial Evaluation Criteria; section 3.3.7.2 ;</td><td>That the bidder's quoted prices shall comply with the gazetted government minimum wage guidelines of May 2026. For avoidance of doubt, the bidder shall be required to declare from the quoted price the salary to be paid to the guards while factoring in statutory deductions through the table provided</td><td>The tender document has some Zones where there are installations in Cities, municipalities and in rural areas in the same zone.

Kindly clarify if;

(a) The quoted amount for such a zone should reflect the minimum wage for cities, municipalities and other areas as per the minimum wage guidelines of May 2026?

(b) Can a Tenderer quote different prices for different zones depending on the</td><td>The <u>Detailed Price Schedule</u> in the tender document will be the primary source of financial evaluation and the total quotation per Zone is what will be checked against the other bidders for the same zone.

If the Zone bided for has the three categories of sites (City, Municipality and other areas), fill one site for each as shown below. If it comprises of other Municipality only, fill one site as shown below. The quote filled in the table should therefore tally with the quotations on the detailed price schedule. Below is an example of what we would expect to see below every bided Zone

<table>
<tr><td>Zone (Name Eg. Nakuru)</td><td>Price Quote</td><td>SHIF</td><td>PAYE</td><td>Housing Levy</td><td>NITA</td><td>NSSF</td><td>Salary</td></tr>
<tr><td>Lanet (City)</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>Bomet (municipality)</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>Marigat (other areas)</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
</table>

Yes. Each Zone will be evaluated on its own</td></tr>
</table>

				prevailing Minimum Wage for the areas / regions in question or the price must be uniform for all zones quoted for?	