



TENDER FOR PROVISION OF SECURITY SERVICES

BACK GROUND AND CONTEXT

About SOS Children's Villages

SOS Children's Villages Kenya is a locally rooted, independent Non-Governmental social development organization affiliated to SOS Children's Villages International and working in the spirit of the United Nations Convention on the Rights of the Child. SOS Children's Villages Kenya is governed by an independent Board of Trustees, working closely with line Ministries in the Government of the Republic of Kenya and the SOS Children's Villages International East Africa Regional Office.

SOS Children's Villages Kenya's mission is to build families for children in need, help them shape their future and share in the development of their communities. The vision of the organization is that "every child belongs to a family and grows with love, respect and security".

Our facilities comprise of SOS Children's Villages, Herman Gmeiner Primary Schools, Herman Gmeiner Secondary School, Medical Centers, Family Strengthening Programs and a Technical Training Institute.

Our facilities are located in Nairobi, Eldoret, Mombasa, Meru, Kisumu, Busia and Suba.

Objectives

To execute its mandate SOS Children's Villages Kenya has substantial investments in the 7 locations mentioned which contribute to the provision of long term child care and community development activities. The amount of investment necessitates effective security measures for children who are paramount to our work; property and staff who are in charge of both the children and the organizational assets.

SOS Children's Villages Kenya is seeking bids from qualified and eligible **private security service providers** to fulfil the security requirements of the organizations as described in this tender document and as per deployment schedule here below, for the period FY2022 and FY 2023.

2. GENERAL CONDITIONS OF TENDER

SOS Children's Villages Kenya invites offers for the goods, services and/or works described and summarized in this document, and in accordance with procedures, conditions and contract terms

presented herein. SOS Children's Villages Kenya reserves the right to vary the quantity of work or materials specified in the tender package without any changes in unit price or other terms and conditions and to accept or reject any, all, or part of submitted offers.

2.1 Unethical Behavior & Other Grounds for Exclusion:

SOS Children's Villages Kenya demands ethical conduct from our potential suppliers in the procurement process. The following practices are intolerable and bidders proven to be involved with such activities will have their bids rejected and any existing contracts terminated.

- **Bribery and Kickbacks** : This includes any request from any SOS Children's Villages Kenya employee, consultant or agent for anything of value from any company or individual in exchange for the employee, consultant or agents taking or not taking any action related to the award of a contract or the contract once awarded. It also applies to any offer from any company or individual to provide anything of value to any SOS Children's Villages Kenya employee, consultant or agent in exchange for that person taking or not taking any action related to the award of the contract or the contract.
- **Collusion**: This includes the active or tacit co-ordination of potential contractors' competitive behavior, with the likely result that prices rise, output is restricted and the profits of the *colluding* companies are higher than they would otherwise be (e.g. price fixing agreements).
- **Coercive practice**: This includes threats or harm of persons made in order to influence procurement processes.
- **Fraud**: This includes the use or presentation of false, incorrect or deliberately incomplete statements and documents. It can also mean the misapplication of funds for purposes other than those for which they were originally intended
- **Conflicts of interests in the awarding or management of contracts** : If a company is owned by, whether directly or indirectly, in whole or in part, any SOS Children's Villages Kenya employee or any person who is related to an SOS Children's Villages Kenya employee, the company must ensure that it and the employee disclose the relationship as part of or prior to submitting the offer.

2.2. Social Consideration

SOS Children's Villages Kenya is a social development organization. We base our conduct on ethical standards and take into account the social effects of our conduct. SOS Children's Villages Kenya will at all-time act in a socially responsible manner when it comes to procuring goods or services. We make a contribution to local development of the communities where we work by procuring locally as much as possible. We promote fair trade, and proper, legal conduct in the market place.

We require that our supply chain does not use exploitative child labor (as defined in the ILO conventions nos. 138, 182) and forced labor (ILO conventions nos. 29, 105) and is in compliance with basic social rights and working conditions (ILO core labor standards).

We require that potential contractors comply with Social Accountability Standard SA8000. This standard is based on international workplace norms in the ILO conventions and the UN's Universal

Declaration of Human Rights and the Convention on the Rights of the Child. In ensuring that our suppliers adhere to these standards we make an active contribution to an equitable social development and the enforcement of basic human rights.

2.3 Tender Basis:

- All offers shall be made in accordance with these instructions, and all documents requested should be furnished, including any required (but not limited to) supplier-specific information, technical specifications, drawings, bill of quantities, and/or delivery schedule. If any requested document is not furnished, a reason should be given for its omission.
- No respondent should add, omit or change any item, term or condition herein.
- If suppliers have any additional requests and conditions, these shall be stipulated in an exception sheet.
- Each offeror may make one response only.
- Each offer shall be valid for the period of [180 days] from its date of submission.
- All offers should indicate whether they include taxes, compulsory payments, levies and/or duties, including VAT, if applicable.
- Suppliers should ensure that financial offers are devoid of calculation errors. If errors are identified during the evaluation process, the unit price will prevail. If there is ambiguity on the unit price, the Selection Committee may decide to disqualify the offer.
- Any requests for clarifications regarding the project that are not addressed in written documents must be presented to SOS Children's Villages Kenya in writing. The answer to any question raised in writing by any offeror will be issued to that offeror. In some cases SOS Children's Villages Kenya may choose to issue clarifications to all offerors. It is a condition of this tender that no clarification shall be deemed to supersede, contradict, add to or detract from the conditions hereof, unless made in writing as an Addendum to Tender and signed by SOS Children's Villages Kenya or its designated representative.
- This Tender does not obligate SOS Children's Villages Kenya to execute a contract nor does it commit SOS Children's Villages Kenya to pay any costs incurred in the preparation and submission of bids. Furthermore, SOS Children's Villages Kenya reserves the right to reject any and all offers, if such action is considered to be in the best interest of SOS Children's Villages Kenya.

2.4 Supplier Eligibility

Suppliers may not apply, and will be rejected as ineligible, if:

- They are bankrupt, being wound up, having their affairs administered by the courts, having entered into an arrangement with creditors, having suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- They have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- They have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- They have not fulfilled obligations relating to the payment of taxes and other statutory contributions in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;

- They have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organization or any other illegal activity;
- Found to be in serious breach of contract in previous contracts with SOS Children's Villages or its partners.

Additional specific eligibility criteria, if applicable, are stated in this tender package under evaluation summary.

2.5 Acceptance of Successful Response

Documentation submitted by offerors will be verified by SOS Children's Villages Kenya. The winning offeror will be required to sign a contract for the stated, agreed upon amount.

3 INSTRUCTIONS TO BIDDERS.

This bid is open to **security service providers** who are legally constituted and can provide the requested services locally. The bidder shall bear all costs of the bid; costs of preparing and submitting a bid cannot be included as a direct cost of the assignment. The bid and all supplementary documents have to be submitted in English. Financial bid needs to be stated in Kenya Shillings.

Process of Submission of Bids

Bids should be submitted in two copies i.e **one hard copy AND one soft copy by email** in pdf format as follows:

For **email submission**, the bids duly stamped and signed and well paginated can be done electronically in PDF format and sent to National Office Procurement email Nationaloffice.procurement@soskenya.org with the Subject line "Provision of security services".

For **hard copy submission**, the bids spiral bound and well paginated should be submitted in sealed envelope clearly marked ' Provision of security services" and dropped into the Tender Box located at SOS Children's Villages Kenya National Office; Gate 7, Marcus Garvey Road, Off Argwings Kodhek, Hurling ham, P.O. Box 40653-00100, Nairobi, Kenya.

3.1 Documents to submit

- All documents required to support mandatory eligibility, technical and financial evaluation process as described below.
- Company Profile.
- Any other useful information for the purpose of evaluation and selection.

3.2 Deadline for submission

The bid has to be received by latest **Friday 19th November, 2021 at 1600 hrs.** Bids received after the deadline will not be considered.

3.3 Modification and withdrawal of bids

Bids may be withdrawn on written request prior to the closing date of this invitation. Any corrections or changes must be received prior to the closing date. Changes must be clearly stated in comparison with the original proposal. Failure to do so will be at bidder's own risk and disadvantage.

3.4 Signing of the contract

SOS Children's Villages Kenya will inform the successful bidder who shall sign a contract. After the contract is signed by both parties, the successful bidder shall deliver the services in accordance with the agreed terms of the contract.

3.5 Rights of SOS Children's Villages

- contact any or all references supplied by the bidder(s);
- request additional supporting or supplementary data (from the bidder(s));
- arrange interviews with the bidder(s);
- reject any or all proposals submitted;
- accept any proposals in whole or in part;
- negotiate with the service provider(s) who has/have attained the best rating/ranking, i.e. the one(s) providing the overall best value proposal(s);
- contract any number of candidates as required to achieve the overall evaluation objectives

4.0 Evaluation of Bids

Based on the evaluation criteria set, SOS Children's Villages Kenya Procurement Committee will conduct a tender evaluation process. SOS Children's Villages Kenya reserves the right to accept or reject any or all bids, and to accept the offer(s) deemed to be in the best interest of SOS Children's Villages Kenya. SOS Children's Villages Kenya will not be responsible for or pay for any expenses or losses which may be incurred by any Offeror in the preparation of their tender.

Evaluations will be conducted as described in the following subsections:

4.1 Specific Mandatory Eligibility Criteria

Eligibility criteria must be met and the corresponding supporting documents **must** be submitted with offers. Offerors who do not submit these documents may be **disqualified** from any further technical or financial evaluation.

- i. Company certificate of incorporation/registration.
- ii. Valid Tax Compliance certificate.
- iii. Valid Local Business Permit.
- iv. Valid Certificate of membership with Kenya Security Industry Association (KSIA) or other certified private security professional bodies.
- v. Valid Certificate from the Private security Regulatory Authority.(PSRA)
- vi. Tender Bid security from a reputable bank/insurance company equal to at least 5 % of your total bid offer and valid for a period of at least 180 days.
- vii. Company Profile
- viii. CR12 Certificate
- ix. Price offers as per price sheets as indicated in the Terms of reference below.

4.2 Technical Evaluation

SOS Children's Villages Kenya Procurement Committee will conduct technical evaluation which will score technical criteria as per the criteria and rationale indicated here below. Only offerors who pass the minimum technical score i.e pass mark will move on to the next round of evaluation.

Technical Criteria and Scoring Rationale

Experience	<p>State the number of years you have been involved in provision of security services (Attach documentary evidence){15 marks}</p> <p>(0-2) years -5 marks</p> <p>(2-7) years -10 marks</p> <p>(Over 7 years) -15 marks</p>
Experience	<p>Provide reference letters from at least three corporates and or preferably NGOs, where you have provided security services of similar magnitude within the last ten years (Attach documentary evidence) {15 marks}</p> <p>(1 letter) -5 marks</p> <p>(2 letters) -10 marks</p> <p>(3 letters and above) -15 marks</p>
Geographical Presence	<p>Physical presence in SOS Children's Villages Kenya locations (Attach documentary evidence e.g relevant valid local business permits) {15 marks}</p> <p>Nairobi (3 marks)</p> <p>Mombasa (2 marks)</p> <p>Kisumu (2 marks)</p> <p>Eldoret (2 marks)</p> <p>Meru (2 marks)</p> <p>Busia (2 marks)</p> <p>Suba (2 marks)</p>
Regulatory	<p>Provide Certified True copy of clearance Letter from NHIF and NSSF confirming remittance of statutory deductions for your staff and guards. {20 marks}</p> <p>NHIF- 10 marks</p> <p>NSSF-10 marks</p>
Regulatory	<p>Conformity to minimum wage requirements for guards as per Kenya Government labor laws and regulations. (Provide Documentary evidence) (10 marks)</p>
Financial capacity	<p>Turnover of at least 50 million per year for the last three years (Provide audited financial statements for last three years) {15}</p> <p>Financial statement 2020; TO 50 Million (5 marks)</p> <p>Financial statement 2019 ; TO 50 million(5 marks)</p> <p>Financial statement 2018; TO 50 million (5 marks)</p>
Corporate structure	<p>Provide your organization's Board of Directors structure; committees; roles and responsibilities; and management structure organogram {10}</p>

	Board (5 marks) Management (5 marks)
PASS MARK	70/100

4.3 Financial Evaluation and Price/Cost Analysis

All suppliers who pass the set pass mark will move on to the financial evaluation where the lowest price offer(s) will be accepted as the winning offeror(s) assuming the price is deemed fair and reasonable and subject to the additional due diligence

4.4 Additional Due Diligence

Upon completion of both the mandatory, technical and financial evaluations SOS Children's Villages Kenya may choose to engage in additional due diligence processes with a particular offeror or offeror(s). The purpose of these processes is to ensure that SOS Children's Villages Kenya engages with reputable, ethical, responsible Suppliers with solid financials and the ability to fulfill the contract. Additional due diligence may take the form of the following processes (though it is not limited to):

- Reference Checks
- Supplier's facility visits
- Further analysis of audited financial statements
- Determination of relations and affiliations between offerors
- Other appropriate documented method giving SOS Children's Villages Kenya increased confidence in the supplier's ability to perform.

5. TERMS OF REFERENCE

Tasks and scope of services

To provide the client with professional, family-friendly security services, ensuring that the Children, its properties on the premises and the staff are well guarded throughout the contract period.

Key deliverables by the supplier service provider.

- Safeguard the security and safety of the children within the compound at all times.
- Guarantee safe and secure working environment for the SOS Children's Villages Kenya staff at all times.
- Guard the organizations assets and property both during the day and night.
- Protect all the organisation data and information at all times.
- Reinforce security for the organisation when there are visitors and clients within the SOS Children's Villages Kenya compound.
- Keep up to date visitors register at all entry points (gates) at all times and ensure COVID-19 control measures are adhered to including temperature checks for all visitors and staff.
- Work in consultation with the facility heads and keep them abreast on the security issues including monthly security status reports.
- Provide general advisory to SOS Children's Villages Kenya management/facility heads on security matters

Schedule of Deployments

Location	Facility	Physical Location	Guards	Other Services
Nairobi {Total 16 guards, 1 supervisor, Dog and Dog handler}	<ul style="list-style-type: none"> SOS Children's Villages Kenya National Office 	Marcus Garvey Road, Hurling ham.	1 day & 1 night	None
	<ul style="list-style-type: none"> SOS Children's Village Nairobi 	BuruBuru Phase 1	2 day & 4 night	Dog & Handler and
	<ul style="list-style-type: none"> SOS Children's Village Medical Center Nairobi 	BuruBuru Phase 1	1 day & 2 night	1 Supervisor
	<ul style="list-style-type: none"> SOS Herman Gmeiner Primary School and SOS Technical Training Institute 	BuruBuru Phase 3	2 day and 3 night	

Mombasa (15 guards; 1 supervisor)	<ul style="list-style-type: none"> SOS Children's Village Mombasa Herman Meiner Primary School 	<p>Nyali Estate</p> <p>Nyali Estate</p>	<p>4 day and 6 night</p> <p>2 day and 3 night</p>	1 Supervisor
Eldoret {9 Guards, 1 supervisor}	<ul style="list-style-type: none"> SOS Children's Village Eldoret Herman Meiner Secondary School Eldoret 	<p>Kapsoya</p> <p>Kapsoya estate</p>	<p>1 day and 4 night</p> <p>1 day and 3 night</p>	1 Supervisor

Meru {6 guards}	SOS Children's Village Meru	Meru	2 day and 4 night	
Kisumu {6 guards, 1 dog and dog handler}	SOS Children's Village Kisumu • SOS Children's Village Medical Centre Kisumu	Kisumu Kisumu	1 day and 3 night 1 day and 1 night	Dog and Handler
Suba {2 guards}	• SOS Children's Village (Suba Office)	Suba	1 day and 1 night	
Busia {2 guards}	• SOS Children's Village (Busia Office)	Matayos centre- Busia	1 day and 1 night	

Price Offer Sheets Per Location

Location		Pax	Cost per unit per month	Total
Nairobi	Security Guards	16		
	Supervisor	1		
	Dog and Dog handler	1		
	Sub Total			
	VAT			
	Total per month (Kes.)			
	Total 24 months (Kes)			

Location		Pax	Cost per unit per month	Total
Mombasa	Security Guards	15		
	Supervisor	1		

	Sub Total	
	VAT	
	Total per month (Kes.)	
	Total 24 months (Kes)	

Location		Pax	Cost per unit per month	Total
Eldoret	Security Guards	9		
	Supervisor	1		
	Sub Total			
	VAT			
	Total per month (Kes.)			
	Total 24 months (Kes)			

Location		Pax	Cost per unit per month	Total
Meru	Security Guards	6		
	Sub Total			
	VAT			
	Total per month (Kes.)			
	Total 24 months (Kes)			

Location		Pax	Cost per unit per month	Total
Kisumu	Security Guards	6		
	Dog and Dog handler	1		
	Sub Total			
	VAT			
	Total per month (Kes.)			
	Total 24 months (Kes)			

Location		Pax	Cost per unit per month	Total
Suba	Security Guards	2		
	Sub Total			
	VAT			

	Total per month (Kes.)	
	Total 24 months (Kes)	

Location		Pax	Cost per unit per month	Total
Busia	Security Guards	2		
	Sub Total			
	VAT			
	Total per month (Kes.)			
	Total 24 months (Kes)			

Total Bid Price for all locations for 24 months (Kes)	
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Sample Contract Template



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