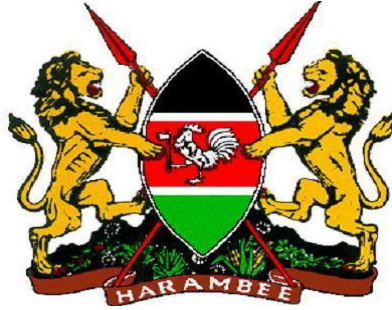


COUNTY GOVERNMENT OF KIAMBU



**PREQUALIFICATION FOR PROVISION OF
CLEANING & SANITARY SERVICES.**

KCG/PRQ/017/2017/2019

CLOSING DATE 12TH FEBRUARY 2018

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**SECTION I
INVITATION TO PREQUALIFICATION
FOR THE PROVISION OF CLEANING & SANITARY SERVICES.**

County Government of Kiambu invites sealed tenders from eligible candidates for the provision of security guards services for a period of **two year**.

Interested eligible candidates may obtain a complete set of the tender document from the County Government of Kiambu’s websites: **www.kiambu.go.ke for free**.

Completed tender documents are to be enclosed in plain sealed envelopes, marked with the tender number and be deposited in the tender box situated at 1st floor of Thika sub county office ,outside the [procurement office room -15B](#) and be addressed to:

County Government of Kiambu,

P. O. Box 2344 – 00900,

KIAMBU.

To be received on or before **12th February 2018 at 11.00am.**

Tenders will be opened immediately thereafter in the presence of the tenderers representatives who choose to attend the opening at the Thika Sub County Hall.

SECTION II

INSTRUCTIONS TO TENDERERS

The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderers risk and may result in the rejection of its tender.

Clarification of Documents.

A prospective candidate making inquiries of the tender document may notify the Procuring entity in writing or by post, fax or email at the entity's address indicated in the Invitation for tenders. The Procuring entity will respond in writing to any request for clarification of the tender documents, which should be received not later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers who have received the tender documents.

The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender

Language of Tender

The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and the Procuring entity, shall be written in English language.

Documents Comprising the Tender

The tender prepared by the tenderer shall comprise the following components:

- (a) Documentary evidence that the tenderer is eligible to Tender and is qualified to perform the contract if it's tender is accepted; referees of previous services offered.

(b) Confidential business questionnaire.

(c) List of Directors.

Validity of Tenders

Tenders shall remain valid for 120 days or as specified in the invitation to tender after date of tender opening prescribed by the Procuring entity, A tender valid for a shorter period shall be rejected by the Procuring entity as nonresponsive.

In exceptional circumstances, the Procuring entity may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.

The tenderer shall put the tender document in a sealed plain envelope and be addressed to the,

County Government of Kiambu,

P. O. Box 2344 - 00900,

Kiambu.

Opening of Tenders

The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend on **12th February 2018 at 11.00am**. The tenderers' representatives who are present shall sign a register evidencing their attendance.

The tenderers' names, and such other details as the Procuring Entity, at its discretion, may consider appropriate, will be announced at the opening.

The procuring entity will prepare minutes of the tender opening which will be submitted to the tenderers that signed the tender opening register and will have made the request.

Clarification of tenders

To assist in the examination, evaluation and comparison of tenders the procuring entity may at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance shall be sought, offered, or permitted. Any effort by the tenderer to influence the procuring entity in the procuring entity's

tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers tender.

Preliminary Examination and Responsiveness

The Procuring entity will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required securities have been furnished whether the documents have been properly signed, and whether the tenders are generally in order.

Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its tender will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.

The Procuring entity may waive any minor informality or nonconformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any tenderer.

Prior to the detailed evaluation, the Procuring entity will determine the substantial responsiveness of each tender to the tender documents. A substantially responsive tender is one which conforms to all the terms and conditions of the tender documents without material deviations. The Procuring entity's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

If a tender is not substantially responsive, it will be rejected by the Procuring entity and may not subsequently be made responsive by the tenderer by correction of the nonconformity.

Evaluation and comparison of tenders.

The procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive.

SECTION III

EVALUATION CRITERIA

a) Mandatory Requirements (16 Marks)

1. Valid tax compliance certificate (2 marks)
2. Company Registration/ Incorporation Certificate (2 marks)
3. Valid Single Business permit. (2 marks)
4. Recent referees letters from 2 major clients (2 marks)
5. Certificates of good conduct of the firm from Directorate of Criminal Investigations (2 marks)
6. Confidential business questionnaire. (2 marks)
7. List of Directors and certificate of good conduct of each director listed (2 marks).
8. Original and Copy of Tender document. (2 marks)

b) Experience of the firm to the current assignment (4 marks).

1. Experience of similar works done before at least (4 Marks)

Award will be based on the above set standards .Pass mark will be at least 85%.

Contacting the procuring entity

No tenderer shall contact the procuring entity on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

Any effort by a tenderer to influence the procuring entity in its decisions on tender evaluation tender comparison or contract award may result in the rejection of the tenderers tender.

PREQUALIFICATION

The determination will take into account the tenderer's mandatory and technical capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, as well as such other information as the Procuring entity deems necessary and appropriate.

The Procuring entity will prequalify the successful tenderer whose tender has been determined to be substantially responsive, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

The procuring entity reserves the right to accept or reject any tender and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the procuring entity's action. If the procuring entity determines that none of the tenderers is responsive; the procuring entity shall notify each tenderer who submitted a tender.

A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

Notification of award.

Prior to the expiration of the period of tender validity, the Procuring entity will notify the successful tenderer in writing that its tender has been accepted.

The notification of prequalification will signify the formation of the Contract subject to the signing of the contract between the tenderer and the procuring entity. Simultaneously the other tenderers shall be notified that their tenders have not been successful.

Signing of Contract

At the same time as the Procuring entity notifies the successful tenderer that its tender has been accepted, the Procuring entity will simultaneously inform the other tenderers that their tenders have not been successful.

Within fourteen (14) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the Procuring entity.

The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.

Failure of the successful tenderer to sign the contract form within 14 days, the Procuring entity may make the award to the next lowest evaluated or call for new tenders.

Corrupt or Fraudulent Practices

The Procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

The procuring entity will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;

A tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in Public Procurement in Kenya.

SCHEDULE OF REQUIREMENTS.

1. CGK intends to contract a professional cleaning service firm to provide comprehensive services, a contract period of two year.
2. The service provider will be expected to engage staff on full time basis (both day and night).
3. The service provider will provide the staff with uniform, identification badges and tools of work which they will be required to put on and use at all times while working within the CGK premises.
4. Wages paid to employees to be deployed must conform to the Ministry of Labour Guidelines on Minimum wages and all other terms and conditions of employment as stipulated in the Labour laws. CGK will be at liberty to confirm compliance to this from whatever source.
5. Firm will provide serviceable sanitary bins,
6. Age of employees to be 18 years and above
7. Successful firm should be NHIF and NSSF compliant.

8. The successful firm should have thorough knowledge of employees' background and must provide a list of valid certificates of good conduct regarding its employees upon signing of contract.
9. The firm should have adequate reserve employees for replacement on unsatisfactory performance, sickness, absence or any other reason.
10. Successful firm should be ready to meet all the costs of loss or damage to any property within their areas of assignment.

**SECTION IV
COMPANY INFORMATION**

1. Company Name
2. Legal status (Partnership / Sole Proprietor / Limited Company)
3. Company Registration Certificate Number.(**Attach copy**)
4. Certification of regulatory bodies if any (**attach copies**).....
5. Nature of business licensed to operate
.....
.....
.....
6. Current Business Permit No.Expiring date(**Attach copy**)
7. VAT No.....(**Attach copy**)
8. Tax compliance certificate(**Attach copy**)
9. Contact Person
 - I. Name.....
 - II. Title.....
 - III. Tel. No.

- 10. Postal address:
- 11. Tel. No.....
- 12. Email address.....
- 13. Website
- 14. Physical Location

15. Names of Directors and their Nationality:

	Names of Directors	Gender	Age	Telephone No.	Nationality
1.					
2.					
3.					
4.					
5.					

16. Name of BankBranch

17. Insurers

SECTION V

SCOPE OF WORK.

The contractual services will include

- Cleaning of linen at the health facilities
- Mobbing of all types of floors
- High dusting
- Compound maintenance including trees cutting and grass trimming
- Fumigation services.

This will apply to all county entities /departments within the following zones:

1. Kiambu sub county
2. Ruiru sub county
3. Juja sub county
4. Gatundu North sub county
5. Gatundu South sub county
6. Lari sub county
7. Githunguri Sub county
8. Kabete Sub county
9. Thika sub county
10. Kikuyu sub county
11. Limuru sub county
12. Kiambaa Sub county

