

**PROCUREMENT OFFICE
PELT SECURITY SERVICES LIMITED
P.O 140-60200 MERU
Email:info@peltsecurity.com**

REF:PSSL/007/2024-2026.

Pelt Security Services Limited invites applications for per-qualification of suppliers for goods, services and works from interested eligible bidders for financial years 2024-2026

TENDER INSTRUCTIONS

1.1 Introduction

Pelt security services ltd would like to invite interested candidates (Existing suppliers and new suppliers) who must qualify by meeting the set criteria as provided by pelt security to perform the contract of provision of goods and services.

1.2 Invitation of tender

Vendors & Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their tender documents to the logistics/Procurement Office. Pelt security services ltd so that they may be per-qualified for submission of quotations. The prospective suppliers are required to supply mandatory information.

1.3 Experience

Prospective suppliers must have carried out successful supply and delivery of similar items/services to other institutions of similar size and complexity. Potential suppliers must demonstrate the willingness and commitment to meet the per-qualification criteria.

1.4 Tender Document

This document includes questionnaire forms and documents required of prospective suppliers.

1.5 In order to be considered for per-qualification, prospective suppliers must submit all the information herein requested.

1.6 Questions Arising from Documents

Questions that may arise from the tender documents should be directed to the logistics Manager Pelt security services ltd on the following address: PSS, P.O. Box 140-60200, Meru.

1.7 Additional Information

PSS reserves the right to request submission of additional information from prospective bidders.

1.8 Pelt security services ltd Request for quotations will be made available only to those bidders whose qualifications are accepted by PSS after scoring more than 70 points after the completion of the pre - qualification process.

1.9 Tender Submission

Tender documents should be addressed to **The Chief Executive Officer, P. O Box 140-60200 Meru not later than 5.00pm on Friday 15th March 2024 .**

SECTION II BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The Supplier shall pay custom duty and VAT as required by law.

2.2 Customs Clearance

The supplier shall be responsible for custom clearance of their imported goods and materials.

2.3 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the authority of the Tender Committee. Prices quoted should be inclusive of all delivery charges.

2.4 Payments

All local purchase shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

SECTION III TENDER DATA INSTRUCTIONS

3.1 Tender data forms

The attached questionnaire forms are to be completed by prospective suppliers who wish to be per-qualified for submission of tender for the specific tender.

3.1.1 The per-qualified application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in ink.

3.2 Qualification

It is understood and agreed that the per-qualification data on prospective bidders is to be used by PSS in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

- Prospective bidders will not be considered qualified unless in the judgment of PSS they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

3.2.2 Essential Criteria for tender

- (a) Experience: Prospective bidders shall have at least 1-year experience in the supply of goods, services and allied items in case of potential supplier should show competence, willingness and capacity to service the contract.

(b) Prospective supplier requires special experience and capability to organize supply and delivery of items, or services on short notice.

Personnel

The names pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form 3.

Financial Condition

The Supplier's financial condition will be determined by the latest financial statement submitted with

the qualification documents as well as letters of reference from their bankers regarding supplier's credit position. Potential suppliers will be pre-qualified on the satisfactory information given.

Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress. Data to be filled/ provided on Form 4. However, potential bidders should provide evidence of financial capability to execute the contract.

Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form 6

3.3 Statement

Application must include a sworn statement Form by the Tenderer ensuring the accuracy of the information given.

3.2.3 Withdrawal of tender.

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which could substantially change the performance and qualifications of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, PSS reserves the right to reject the tender from such a bidder even though they have been initially pre-qualified

3.2.4 The firm must have a fixed Business Premise and must be registered in Kenya, with certificate of Registration, Incorporation/Memorandum and Articles of Association, copies of which must be attached.

The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate.

Selection Criteria

Required Information	Points Score
1) Registration Documentation	30
2) Pre-Qualification Data	10
3) Supervisory Personnel	10
4) Financial Position	20
5) Confidential Report	15
6) Past Experience	10
7) Litigation History	5
TOTAL	100

3.2.5 The minimum score to qualify for prequalification shall be 70 points. Applicants who will not meet this minimum score shall be disqualified

FORM PQ – 1: REGISTRATION DOCUMENTATION

All firms must provide certified copies of the following: -

- 1) Certificate of Registration / Incorporation.
- 2) VAT Registration Certificate.
- 3) Valid Tax Compliance Certificate from Kenya Revenue Authority
- 4) Copies of Pin Certificate of firm/company
- 5) Letter of recommendation from previous organization served.
- 6) Evidence of physical registered office



PELT SECURITY SERVICES

P.O. BOX 140-60200, MERU
TEL. 0721 522762
TENDER FORM

From
.....
Date

To
.....
.....

RE: TENDER FOR

In accordance with Tender Number dated
Received from

I/we.....hereby
tender to

In accordance with the attached tender forms/conditions of tender/schedule of requirements at the price/fees/charges shown against each item and in conformity with the scheduled delivery arrangements stated.This applied to item numbers..... on in the schedule representing a total amount of KShs for..... per item, (this applies to fixed goods).attach a copy of the scheduled goods prices where applicable.

I/we the undersigned do hereby acknowledge that the terms of this tender shall remain binding for a period of 90 days after the last date of submission of this tender. The Organization reserves the **right to accept or reject** this tender in whole without assigning any reason(s) whatsoever.

: 2. REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We(name of business)
Hereby apply for registration as suppliers of
.....(item description)
..... (Sub-category code number).

Post Office Address.....Town.....
Street.....
Name of building.....
Room /Office No.....
Telephone No.....

Full Name of applicant.....
Other branches location.....



Organization & Business Information

Management Personnel..... Chief

Executive.....

Secretary

General Manager.....

Treasurer.....

Other

Partnership (if applicable) Names of Partners

.....

.....

.....

Business founded or incorporated.....

Under present management since

Net worth equivalent.....

3. FINANCIAL POSITION AND TERMS OF TRADE

- 1) Attach a copy of firm's Bank statements for the previous four month.
2) Attach letters of reference from the bankers regarding supplier's credit position.
3) State Credit period (minimum proposed is 30 days)

4. CONFIDENTIAL BUSINESS QUESTIONNAIRE

(You are requested to give the particulars indicated in Part 1 and Part 2(a), 2(b) or 2(c) whichever applied to your type of business. You are advised that it is a serious offence to give false information on this form)

Part 1 - General:
Business Name.....
Location of business premises.....
Plot No..... Street/Road.....
PostalAddress..... TelNo..... Fax..... Email.....
Nature of Business.....
Registration Certificate No.....
Maximum value of business which you can handle at any one time-Kshs.....
Name of your bankers..... Branch.....



Part 2(a) - Sole Proprietor				
Your name in full.....Age.....				
Nationality.....		Country of origin.....		
Citizenship details.....				
Part 2(b) Partnership				
Given details of partners as follows:				
Name	Nationality	Citizenship Details	Shares	
1.....				
2.....				
Part 2(c) - Registered Company				
Private or Public..... State				
the nominal and issued capital of company -				
Nominal KShs.		Issued KShs.		
.....				
Given details of all directors as follows				
Name	Nationality	Citizenship Details	Shares	
1.....				
2.....				
3.....				
.....Signature Candidate.....				

If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization of registration.
NOTE: Attach copies of Directors’ identity cards/passports and color size photograph

5. PAST EXPERIENCE

Provide details of your some of your clients for the past two years, value and duration of contract/orders. (Attach documental evidence of existence of contract)
(10 points)

6. LITIGATION HISTORY

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.



Year	Award for or against	Name of client, cause of litigation and matter in dispute	Disputed amount

SWORN STATEMENT

Having studied the pre-qualification information for the above project we/I hereby state:

- 1) That the information furnished in our application is accurate to the best of our knowledge;
- 2) That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- 3) We enclose all the required documents and information required for the pre-qualification evaluation.

TENDERER'S DECLARATION

I/we do hereby confirm that upon acceptance of this tender either in part or in full, I/we agree to make an immediate supply and delivery of the specified items/service on the dates specified in an order/agreement signed by an authorized officer of the PSS and that failure on my/our part to meet the requirements herein shall constitute a breach of contract.

Witnessed byTenderer's name
 Address.....Tenderer's
 signature Signature of witness
Tenderer's Designation Date
Full Address
 Telephone No.
 Date.....

(Full name and designation of the person signing and stamp or seal)

The tenderer must provide the following information and provide documents to support the information given.

Criterion	Particulars Provided	Scores
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Tender Documents should be submitted sealed separate envelopes marked as such, the envelopes shall then be sealed in an outer envelope.		
Incorporation/Registration certificate		
Form of Tender- Duly completed and signed		
Business permit from local Authorities		
Form of Tender- Duly completed and signed		
Business Permit from local Authorities		
Tax Compliance Certificate PIN Certificate Vat Certificate		
Bank statements		
Name of at least 4 Clients Supplied with similar services		
Evidence of Site visit is mandatory and must be attached to the tender Document(site visit form duly completed and signed especially for construction category)		

B: TECHNICAL CAPABILITY ASSESSMENT

Criterion	Particulars Provided	Scores
Years in Business		
Conformity to Technical Specifications Same Alternative		



Relevant Experience with Other Public Organizations Others		
Maximum Value of Business indicated		
Delivery/implementation Schedule provided		
Rating by two clients served in the last one year		
Nature of businesses related to the tender applied for		
Maximum score		

C: FINANCIAL CAPABILITY

As deduced from the audited accounts

D: OPERATIONAL ASSESSMENT BY SITE VISIT

Criterion	Observations made	Scores
Confirmation of Business Name & physical Address		
Confirmation of Originals of Attached Documents		
capability to supply/ provide services		
Nature of operations (relevant) indicated		
Size of Business Large Medium Small		
Premises Owned Leased		
TOTAL		



TECHNICAL EVALUATION COMMITTEE'S RECOMMENDATION

Then evaluation of the tender and tenderer by Technical Evaluation Committee will be summarized as follows:

Major Area of Concern	Indicator from the Evaluation Exercise	Aggregated Scores
Responsiveness of Tender to NGO/ Public Requirements		
Responsiveness of Tender to NGO's Specifications		
Physical and Administrative Organization of Tenderer		
Technical ability of Tenderer to meet the Specific Performance Targets of the Tender		
Financial ability of the tenderer to meet the production, Delivery and payment terms of the Tender		

For Official Use Only

(The Team Leader of Evaluation Team will make comments below based on the findings about the supplier)

.....
.....
.....

Accept the Firm

Reject the Firm

Sign.....Date.....