



KENYA ELECTRICITY GENERATING COMPANY PLC

KGN-SEC-02-2023

PREQUALIFICATION OF SUPPLIERS FOR THE PROVISION OF SECURITY SERVICES FOR THE PERIOD 2023-2025- CATEGORY B.

(Olkaria Power Stations, Geothermal Plaza, Eburru Power Station, Kipevu Power Station ,Turkwel Power Station, Kitale office)

(Open National)

Dated: 2nd February, 2023

Addendum No.1.

In accordance with the **Prequalification of Suppliers for the Provision of Security Services for the Period 2023-2025- Category B**, KenGen issues an Addendum No.1 as follows:

1. REVISED MANDATORY REQUIREMENTS

No.	Description of Criteria	Requirement
MR1	Tax Compliance Certificate	KRA valid Tax Compliance Certificate
MR2	Number of years that the firm has been providing security services. At least 5 years and above	Certificate of Incorporation/Registration in Kenya
MR 3	Business Permit	Valid Business permit
MR 4	Certificate of Compliance with NSSF requirements	Certified copy of Certificate of compliance from NSSF with provision of sections 36 of the NSSF Act Cap 258 Laws of Kenya Last Six-Monthly statutory payment receipt (to be verified by NSSF) for the months of July 2022, August 2022, September 2022, October 2022, November 2022 & December 2022
MR 5	Certificate Compliance with NHIF requirements	Certified Copy Certificate of Compliance from NHIF with provision of the NHIF Act no 9 of 1998 Last Six-Monthly statutory payment receipt (to be verified by NHIF) for the months of July 2022, August 2022, September 2022, October 2022 & November 2022 and December 2022
MR 6	Duly filled signed Confidential Business Questionnaire.	Filled confidential Business Questionnaire as appended.

MR 7	Valid Frequency License for HF and VHF radio communication (Not payment Receipts) from Communication Authority of Kenya (CAK). <i>This will be verified with CAK.</i>	Copy of a valid CAK Frequency license
MR 8	Health and Safety Policy and procedures	Operational Health and Safety policy and procedures
MR 9	Minimum company annual turn over amounting to Ksh 500 million & above for the last three years	Evidence of an annual turnover of not less than Ksh 500 million Certified copies of Audited accounts for the last three Financial years 2018/2019, 2019/2020 and 2021/2022 (To be verified with KRA) (<i>Bidders to give out contact details, including email and physical address of the registered auditing firm to be contacted for verification</i>) <i>The audited financial statements by a registered audit firm for the last 3 years shall be submitted and must demonstrate the current soundness of the Bidder's financial position and its prospective long term profitability</i>
MR 10	Financial ratios	Current Ratio 2:1
MR 11		Positive net worth in their audited balance sheet
MR 12		At least two years out of the recent three years of positive Profit before Tax
MR 13	Evidence of a guard force. Minimum of 1000 Guards	Attach copies of master payroll containing names, NSSF & NHIF monthly submission on a company letter head for November and December 2022
MR 14	Insurance compliance	Valid Work Injury Benefit policy
MR 15	Good industrial relations	Certificate of compliance with labour laws from the ministry of labour
MR 16	Prequalification Submission Form	Duly filled and signed and stamped Prequalification Submission Form
MR 17	power of Attorney	The tender has been dully signed by the person lawfully authorised to do so through the power of Attorney
MR 18	Self-Declaration form –Form SD1	Dully filled signed and stamped Self Declaration form that the tenderer is not debarred in the matter of PPADA 2015
MR 19	Self-Declaration form-Form SD 2	Dully filled signed and stamped Self Declaration form that the tenderer will not engage in any corrupt or Fraudulent Practice.
MR 20	Private Security Regulatory Authority Certificate-Registration	Valid certification from Private Security Regulatory Authority established under the Private Security Regulatory Act, 2016
MR 21	Submission format	The Tender MUST be submitted in the required format and serialized on each page of the bid submitted, Sec.74.1.i. of the PPADA, 2015

c) Appendices:

- (i) Mandatory Confidential Business Questionnaire – **Appendix I.**
- (ii) Tender Prequalification Submission Form – **Appendix II.**

Appendix I: MANDATORY CONFIDENTIAL BUSINESS QUESTIONNAIRE

TENDERER'S ELIGIBILITY- CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

a) Instruction to Tenderer

Tender is instructed to complete the particulars required in this Form, *one form for each entity if Tender is a JV*. Tenderer is further reminded that it is an offence to give false information on this Form.

A. Tenderer's details

	ITEM	DESCRIPTION
1	Name of the Procuring Entity	
2	Name of the Tenderer	
3	Full Address and Contact Details of the Tenderer.	1. Country 2. City 3. Location 4. Building 5. Floor 6. Postal Address 7. Name and email of contact person.
4	Reference Number of the Tender	
5	Date and Time of Tender Opening	
6	Current Trade License No and Expiring date	
7	Maximum value of business which the Tenderer handles.	
8		

General and Specific Details

b) Sole Proprietor, provide the following details.

Name in full _____

Age _____

Nationality _____

Country of Origin _____

Citizenship _____

c) Partnership, provide the following details.

	Names of Partners	Nationality	Citizenship	% Shares owned

(d) Registered Company, provide the following details.

i) Private or public Company _____

ii) State the nominal and issued capital of the Company-

Nominal Kenya Shillings (Equivalent)

Issued Kenya Shillings (Equivalent)

iii) Give details of Directors as follows.

	Names of Director	Nationality	Citizenship	% Shares owned
1				
2				
3				

(e) DISCLOSURE OF INTEREST- Interest of the Firm in the Procuring Entity.

(i) Are there any person/persons in (*Name of Procuring Entity*) who has an interest or relationship in this firm? Yes/No.....

If yes, provide details as follows.

	Names of Person	Designation in the Procuring Entity	Interest or Relationship with Tenderer
1			
2			
3			

(ii) Conflict of interest disclosure

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tender has a relationship with another tenderer, directly or through common third parties that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process.		
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender Document.		
7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract?		

(f) Certification

On behalf of the Tenderer, I certify that the information given above is correct.

Full Name _____

Title or Designation _____

(Signature)

(Date)

Appendix II: PREQUALIFICATION SUBMISSION FORM (MANDATORY)

To: General Manager, Supply Chain
Kenya Electricity Generating Company PLC
Stima Plaza, Phase II, Kolobot Road: Parklands
P.O. box 47936 – 00100, GPO
NAIROBI, KENYA

FAX: 254-2-248848

Dear Madam/Sir,

We, the undersigned, offer to comply with the instructions stated in your Request for Pre-qualification for a period of **126 days** and we hereby submit our Tender Document.

Our Tender is binding to us and if found acceptable we shall be pleased to be included in the list of pre-qualified firms.

We understand you are not bound to accept any tender you receive.

We remain

Yours sincerely,

Authorized Signature: (Rubber Stamp).....

Name and Title of Signatory

Name of Tenderer

Address:

FORM SD1

SELF DECLARATION FORMS

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I..... of Post Office Box..... being a resident of in the Republic of do hereby make a statement as follows:-

1. THAT I am the Company Secretary/ 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 the Procuring entity) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
3. THAT what is deponed to hereinabove is true to the best of my knowledge, information and belief.

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

Bidder Official Stamp

FORM SD2

SELF DECLARATION FORMS

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

I,of P. O. Box being a resident ofin the Republic ofdo 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 the Procuring entity) 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 fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of.....(insert name of the Procuring entity) which is the procuring entity.

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 the procuring entity)

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

5. THAT what is deponed to hereinabove is true to the best of my knowledge information and belief.

.....

(Title) (Signature) (Date)

Bidder's Official Stamp

FORMAT OF POWER OF ATTORNEY

We..... (name and address of the registered office) do hereby constitute, appoint and authorize Mr. / Mrs. / Ms (name and residential address) who is presently employed with us and holding the position of as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for the project/goods/works/services“.....”, including signing and submission of all documents and providing information / responses to the Kenya Electricity Generating Company PLC, ("KenGen"), representing us in all matters before KenGen, and generally dealing with KenGen in all matters in connection with our Proposal for the said project/goods/works/services.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us

..... (Signature) (Name, Title and Address)

Accepted

..... (Signature) (Name, Title and Address of the Attorney)

NOTE; ALL OTHER TERMS REMAIN AS STATED IN THE PREQUALIFICATION DOCUMENT

SUPPLIER ACKNOWLEDGEMENT OF ADDENDUM NO.1

We, the undersigned hereby certify that the Addendum No.1 is an integral part of the document and the alterations set out in addendum has been incorporated in the prequalification document.

Signed.....

Tenderer.....

Date.....