



GEOHERMAL DEVELOPMENT COMPANY LTD

P.O. BOX 100746-00101, NAIROBI, TEL: 0719037000

Website: www.gdc.co.ke

**PRE-QUALIFICATION OF SERVICE PROVIDERS FOR
PROVISION OF SECURITY SERVICES
FOR A PERIOD OF TWO YEARS (2017-2019) IN NAIROBI, NAIVASHA,
NAKURU, MENENGAI , BARINGO-SILALI**

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TENDER NO.GDC/SS/PQ/001/2017-2018

CLOSING DATE AND TIME: 1st AUGUST, 2017 at 2.00Pm

TABLE OF CONTENTS

	Page	
SECTION I.	Letter of Invitation	4
SECTION II.	Information to Tenderers.....	5
SECTION III.	Preliminary Evaluation	6
SECTION IV.	PQ SUBMISSION FORM	8
SECTION V.	CONFIDENTIAL QUESTIONNAIRE	9
SECTION VII:	DECLARATION OF UNDERTAKING	13

PREQUALIFICATION OF SECURITY SERVICE PROVIDERS

THIS PQ QUESTIONNAIRE IS TO BE COMPLETED BY PROSPECTIVE SERVICE PROVIDERS WHO WISH TO BE ENGAGED BY GDC FOR PROVISION OF SECURITY SERVICES TO GDC OPERATION SITES I.E NBI, NAIVASHA, NAKURU, MENENGAI AND BARINGO - SILALI

THE INFORMATION IS STRICTLY CONFIDENTIAL AND SOLELY FOR THE USE OF GDC

Company Name/Business Name-----

Postal Address-----

Tel/Fax-----

E-mail-----

Date Submitted:-----

SECTION 1: LETTER OF INVITATION TO PREQUALIFICATION

Tender No. GDC/SS/PQ/001/2017:2018

Tender Name: PREQUALIFICATION OF SUPLIERS FOR PROVISION OF SECURITY SERVICES FOR A PERIOD OF TWO YEARS (2017-2019)

The Geothermal Development Company Ltd hereinafter referred as “Procuring entity” intends to prequalify firms for provision of Security Services at all GDC installations in Nairobi, Naivasha, Nakuru, Menengai, Baringo-Silali.

Prequalification is open to eligible candidates. Tenderers may obtain the prequalification document from and inspect the tender document between 9.00am to 4.00pm during normal working hours.

The document can be viewed and downloaded from the website www.gdc.co.ke or <http://supplier.treasury.go.ke> free **of charge or at no cost**. Bidders who download the tender document from the website **MUST** forward their particulars immediately to procurement@gdc.co.ke for records and any further tender clarifications and addenda.

Applications for prequalification must be submitted enclosed in plain sealed envelopes marked with the tender name and reference number and deposited in the tender box at **GDC Kawi House Office**, South C, off Mombasa Road, Red cross road Ground Floor

The Managing Director & CEO
Geothermal Development Company Ltd (GDC)
P.O. Box 100746 – 00101
NAIROBI, KENYA

So as to be received on or before **1st August 2017 at 2.00Pm (14.00hrs)**

All candidates whose applications will have been received before the closing date and time will be advised in due course, of the results of their applications. Only candidates prequalified under this prequalification process will be invited to tender.

Tenders will be opened immediately thereafter in the presence of the tenderers or their representatives who choose to attend at GDC Kawi House Office, ground floor.

MANAGER, SUPPLY CHAIN

SECTION II: GENERAL INSTRUCTIONS/INFORMATION

Carefully read the instructions before completing the questionnaire. Note that Submission of false information will lead to automatic disqualification.

1. Responses to the prequalification questionnaire must be in accordance with the requirements for information in the document.
2. **Submission of tenders:** The prequalification for security services should be submitted in sealed envelopes properly labeled with the PQ Reference Number and tender description.
3. GDC will short-list only those firms that are able to demonstrate their competence to provide security services.
4. The application document should be signed by the authorized representative of the organization under Company Seal/ stamp and submitted with relevant supporting documents as provided for in the prequalification document.
5. The bidders **MUST** comply with all the instructions, terms and conditions and particularly ensure that all the forms, questionnaires required are properly completed and submitted to the;

**THE MANAGING DIRECTOR
GEOTHERMAL DEVELOPMENT COMPANY LTD
P.O BOX 100746 -00101
NAIROBI**

And deposited in the Tender Box Ground Floor at Kawi House, South C, Off Mombasa Road, Red Cross Road on or **before indicated dates.**

Tender will be opened immediately thereafter in the presence of candidates' representatives who choose to attend at GDC Kawi House, South C, Off Mombasa Road, Red Cross Road Boardroom on ground floor.

6. Interested applicants may download a copy of the registration document from the GDC website www.gdc.co.ke or <http://supplier.treasury.go.ke>. This registration does not amount to any contractual obligation on the part of GDC and GDC is not obliged to invite any tenders or quotations from any or all candidates that have expressed their interest by responding to this invitation.
7. GDC has the right to invite Open Tenders for services as and when required in line with the Public Procurement and Asset Disposal Act 2015 and the Regulations.
8. **GDC reserves the right to authenticate any information provided in response here to without notice to the participant by visiting the applicants premise.**

SECTION III: PRELIMINARY EVALUATION

A) MANDATORY REQUIREMENTS

To be eligible, the candidate must prove that they qualify to participate in public procurement by providing the **MANDATORY REQUIREMENTS** as provided in **section III**.

Mandatory Requirements for Pre-Qualification - will determine the satisfactory responsiveness of a Tenderer, failure to meet any of these set requirements as noted hereunder will render a tender non responsive and will automatically be disqualified. Only shortlisted firms will be considered to submit detailed proposals for the provision of security services to GDC operational areas.

No.	Requirement	Tick appropriately	
		Yes	No
1.	Attach a copy of Certificate of Incorporation/Registration in Kenya		
2.	Submit Tax Compliance Certificate valid at the time of opening. The tax certificate shall be verified from KRA tax checker.		
3.	Submit copies of Audited Financial Statements/Accounts for the last three year i.e 2013, 2014 and 2015 with turnover not less than Kshs. 60,000,000.00 for each year.		
4.	Proof of fleet capacity and patrol vehicles (proof of ownership or lease) and a declaration that the service provider shall comply with provision of patrol vehicles within operation areas		
5.	Proof of compliance with prevailing Labour laws (Attach security guards payment schedules for the last six months)		
6.	Attach a Valid Frequency License (Not Payment Receipts) from Communication Authority of Kenya (CAK)		
7.	Evidence of registration with kennel club/KSPCA		
8.	Current NHIF and NSSF compliance certificate.		
9.	Experience of at least 10 years in provision of private security services in Kenya. (Attached 10 Recommendation letters from past/current reputable		

	clients other than GDC, offered similar nature of service: include contact person, value of contract, telephone and period of contract)		
10.	Evidence of membership of the Kenya Security Industry association (KSIA) or any other professional Body/organization whether local or International.		
11.	The service provider MUST NOT have been withdrawn, terminated or warned against poor service in whole or in part in any Kenyan due to breach of contract, insecurity breaches or poor quality services. Provide a signed declaration		
12.	Duly filled and signed Section V & VI – Supplier Questionnaire & Confidential Business Questionnaire		
13.	Dully filled and Signed Declaration of Undertaking not to engage in corrupt practices – Section VII		
14.	Copy of current Single Business Permit		
15.	Sworn affidavit on litigation history in energy sector assignments)		
16.	Evidence of physical office address (attach copies of title of ownership or lease and/or rental agreement) in either Nairobi, Naivasha, Nakuru and Baringo-Silali		
17.	Demonstrate capability to man CCTV installations attach at least 3 CVs for personnel manning CCTV		

Note:

Only bidders who will have complied with the above mandatory requirements will qualify for the next stage of tender process.

SECTION IV: - PRE-QUALIFICATION SUBMISSION FORM.

To:

Date: _____

Tender No.: _____

Managing Director & CEO,
Geothermal Development Company Limited
Kawi House,
South C, Off Red Cross Road,
P.O. Box 100746-00101,
NAIROBI, KENYA

Dear Sir,

We/I, the undersigned, offer to provide the required services in accordance with your instructions and we hereby submit our Pre-qualification Document.

Our Application 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 application you receive.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory

Name of Tenderer

Address:

SECTION V: SUPPLIER QUESTIONNAIRE (TO BE COMPLETED BY THE SUPPLIER)

A. COMPANY PROFILE

- 1. Company Name-----
- 2. Trading Name (if different from above)-----
- 3. Legal status (partnership/sole proprietor/ Ltd. Company etc)-----
- 4. Nature of business licensed to operate -----
- 5. Contact Person: Name-----

Title-----

Tel .No.-----

- 6. Postal Address: -----

Tel No:-----

Fax:-----

Physical location-----

- 7. E-mail address-----

Website-----

- 8. Names of Directors and their nationality:
 - i. _____
 - ii. _____
 - iii. _____
 - iv. _____

11. Name of Bank.....Branch.....

12. Name of Insurers.....

(B) ELIGIBILITY

- 13. Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons?.....If Yes, when.....(if yes, you must present legal documentary evidence that you are cleared and your business is now solvent)
- 14. Are you or your servants or agents subject of legal proceedings for corrupt or unethical business practice or offered any inducement to any procurement entity so that you can be considered for award of a tender? Yes.....No.....
- 15. Is the firm/ Company making this application or any of its directors been debarred or suspended from participating in public procurement or have any procurement entity initiated proceedings of that nature against the firm or one of its directors, for any reason whatsoever?.....

(C) CAPABILITY AND COMPETENCE TO PERFORM THE SERVICES

- 16. How many employees do you have?How many are permanent?.....How many are temporary?.....
- 17. Are you affiliated to a recognized accrediting body? Yes/No.....(**Attach documentary evidence of certification**)
- 18. Who have been your major corporate clients for the past 10 years? State client’s name and contact person.
- 19. To what extend is your firm/company e-enabled (electronically enable) with your suppliers and clients and how do you intend to carry out business with GDC?
.....
- 20. Our Payment Terms are 30 days from the date of invoice. Do you accept?
Yes.....No.....

(D) PAST AND CURRENT PERFORMANCE AND EXPERIENCE

Prospective security firms are required to demonstrate their experience by providing details of at least ten (10) previous contracts in the table provided below:

Serial No.	Name of organization	Value of contract	Contact person	Telephone

(E) DECLARATIONS

For purpose of transparent and fair dealing, all vendors shall make full disclosure of any past / existing business relationship with any GDC employee.

Do you have a relationship with any GDC employee that would cause any real or perceived conflict of interest?

Yes/No.....(specify).....

I.....declare, for and on behalf of.....

.....(Company/Firm) that all the information furnished to GDC in connection with this registration is true and accurate in all material respect. GDC is hereby authorized to make such inquiries relating to the said information including with the firms/ company`s clients and bankers as it may deem necessary without prior notice to the firm/company.

Information submitted by-----

Title-----

Signature-----

Date and Stamp-----

SECTION VI: CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 and either 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

Postal Address Tel No. Fax E mail

Nature of Business ,.....

Registration Certificate No.

Maximum value of business which you can handle at any one time – Kshs.

Name of your bankers Branch

	<p>Part 2 (a) – Sole Proprietor</p> <p>Your name in full Age</p> <p>Nationality Country of origin</p> <p>• Citizenship details</p>																				
	<p>Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship Details</th> <th>Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares	1.	2.	3.	4.
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1.																		
2.																		
3.																		
4.																		
	<p>Part 2 (c) – Registered Company</p> <p>Private or Public</p> <p>.....</p> <p>State the nominal and issued capital of company-</p> <p>Nominal Kshs.</p> <p>Issued Kshs.</p> <p>Given details of all directors as follows</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship Details</th> <th>Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares	1.	2.	3.	4.
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4.																		
<p>Date Signature of Candidate</p>																					

• If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration

SECTION VII: DECLARATION OF UNDERTAKING

We underscore the importance of a free, fair and competitive procurement process that precludes abusive practices. In this respect we have neither offered nor granted directly or indirectly any inadmissible advantages to any public servant or other person nor accepted such advantages in connection with our bid, nor will we offer or grant or accept any such incentives or conditions in the present procurement process or, in the event that we are awarded the contract, in the subsequent execution of the contract. We also declare that no conflict of interest exists in the meaning of the kind described in the Public Procurement & Disposal Act 2015

We also underscore the importance of adhering to the law in the implementation of the project. We will inform our staff about their respective obligations and about their obligation to fulfil this declaration of undertaking and to obey the laws of the country.

We also declare that our company/sub-contractors/all members of the consortium has/have not been debarred to engage in procurement/ included in the list of sanctions.

We acknowledge that, the client is entitled to terminate the contract immediately if the statements made in the Declaration of Undertaking were objectively false or the reason for exclusion occurs after the Declaration of Undertaking has been issued.

Dated this _____ day of _____ 20 _____

(Name of company)

(Signature(s))