

PROVISION OF GUARDING SERVICES
LOT 1: MANDATORY REQUIREMENTS - AMENDED

	REQUIREMENTS	COMPLIANCE (YES/NO)
1.	Duly filled and signed Form of Tender	
2.	Duly filled and signed Price Schedules	
3.	Power of Attorney (exempt for sole proprietors)	
4.	Tender security of KES 1,000,000.00 valid for 365 days from the date of tender closing ie valid until 18 th September 2025	
5.	Attach copy of Registration of Business/Certificate of Incorporation.	
6.	Duly filled and signed Confidential Business Questionnaire Form	
7.	Duly filled Certificate of Independent Tender Determination form (in the format provided in the bidding document)	
8.	Duly filled Form SD1 Self declaration confirming that the person/tenderer is not debarred in the matter of The Public Procurement and Asset Disposal Act 2015 (in the format provided in the bidding document).	
9.	Duly filled Form SD2 Self Declaration Confirming that the person/tenderer will not engage in any corrupt or fraudulent practice (in the format provided in the bidding document)	
10.	Duly filled and signed Declaration and commitment to the Code of Ethics	
11.	Certified copies of audited accounts for the last three years (2021, 2022 and 2023) with an annual turnover of Kshs 900 Million for each financial year.	
12.	Social Obligations Submit Valid Tax Compliance Certificate	
13.	Valid current membership Certificate of Kenya Security Industry Association (KSIA) OR, Protective Security Industry Association (PSIA)	
14.	Valid Frequency License from Communication Authority of Kenya (CAK).	
15.	Valid NSSF Compliance certificate.	
16.	Valid NHIF Compliance certificate.	
17.	Valid Labour Compliance Certificate .	

18.	Valid Registration Certificate with Private Security Regulatory Authority	
19.	Proof of currently having one thousand five hundred security guards (1500). Attach copies of staff payrolls within the last three months (June, July and August 2024) duly certified by your bank where salaries of the 1500 guards were remitted through.	
20.	Site visit Form stamped by KRA representatives or Local Government Administration officer for all listed stations under Annex 1 .	
21.	Owned or leased control room for guard real time monitoring system with the capacity to monitor guards in the field. Attach a title document or lease agreement.	
22.	Owned or leased security guards training facility. Attach a title document or lease agreement.	
23.	Valid insurance cover for WIBA of Kshs 50Million.	
24.	Valid insurance covers for Fidelity guarantee minimum of Kshs. 10 Million.	
25.	Valid insurance covers for Contractual Liability minimum of Kshs. 50 Million.	
26.	Valid insurance covers for Public Liability minimum of Kshs 20 million.	
27.	Proof of presence in twenty three (23) counties. Tabulate and attach local county licenses.	
28.	Copy of CR12/ CR13 certificate which must be dated within the last twelve months from the tender closing date	
29.	A written commitment on company's letter head that the service provider shall pay the salaries by 5th of every subsequent month and remittance of statutory deduction by due date	
30.	Bidder to provide a written commitment that they shall be liable for any loss suffered by KRA caused by the contractor's employee's act of commission or omission and the same shall be compensated forthwith by way of credit notes during payment at the end of the month the loss is noted. NB: No payment shall be made until the credit note is provided.	
31.	A consent letter from the bidder allowing KRA to conduct background check on the bidders submitted documents.	

Bidders to note that, the above documents are mandatory. Lack of any of the above document will lead to disqualification at the mandatory/preliminary evaluation stage