

Appendix 5 – Tenderer’s response form

security services 2025

Contents

[1. General details 3](#_Toc536622154)

[1.1. Activities to be performed by consortium members / principal contractors / subcontractors 3](#_Toc536622155)

[2. Requirements 3](#_Toc536622156)

[3. Further award criteria 4](#_Toc536622157)

[4. Statement of agreement 6](#_Toc536622158)

# General details

|  |  |
| --- | --- |
| Name of company | Click here to enter text. |

**If applicable:** Consortium member B / subcontractor B

|  |  |
| --- | --- |
| Name of Consortium member B / subcontractor B | Click here to enter text. |

## Activities to be performed by consortium members / principal contractors / subcontractors

If you are submitting a joint request to participate, you should indicate in the table below how the activities (or services, tasksver, deployment of staff) will be divided between the consortium members or contractors.

|  |  |  |  |
| --- | --- | --- | --- |
| Division of tasks between consortium members / between principal contractor and subcontractors | % performed by tenderer A / lead party of consortium / principal contractor  | % performed by consortium member B / subcontractor B | % performed by consortium member C / subcontractor C |
| service X (describe) |       |       |       |
| service Y (describe) |       |       |       |
| service Z (describe) |       |       |       |

By signing the Statement of Agreement, the consortium members / the principal contractor declare/declares that, if they are / it is awarded the contract, the lots will be performed in accordance with the percentages shown in this table.

# Requirements

#

|  |  |
| --- | --- |
| **Requirement 1** |  |
| Financial statements submitted including signed copy of Appendix 4 | [ ] yes [ ] no |
| **Requirement 2** |  |
| Documented Technical and Service requirements submitted including signed copy of Appendix 6 | [ ] yes [ ] no |
| **Requirement 3** |  |
| Documented Environmental requirements submitted | [ ] yes [ ] no |
| **Requirement 4** |  |
| Documented Gender Equality and Anti-discrimination requirement submitted | [ ] yes [ ] no |
| **Requirement 5** |  |
| Documented Social and Labour requirements submitted | [ ] yes [ ] no |
| **Requirement 6** |  |
| Acceptance of the ToR Appendix 3 | [ ] yes [ ] no |
| **Requirement 7** |  |
| Acceptance of draft contract security services Appendix 2 | [ ] yes [ ] no |
|  |  |

# Further award criteria

|  |  |  |
| --- | --- | --- |
| **Further award criteria** | **Weighting factor** | **Maximum score** |
| **Quality** |
|  |
| **Criteria 1** | **Guard profile**  | **20%** | **50 points** |
|  | ***Assessed on:*** |
| 1. In the ToR training possibilities (basic training and refresher training) and facilities are mentioned, please describe guaranteed method, how are guards trained to an appropriate level of response in case of an incident concerning an attack, or any forced attempt to gain access to the diplomatic facilities or the premises of the diplomatic staff. What training facilities are offered as under the proposed contract (4%).2. How, where and how often are guards drilled/exercised in response skills e.g. fire, intrusion, bomb threat or assistance with medical issues (4%).3. What guaranteed guard-control measures (technical and non-technical) are being used under the proposed contract to check the alertness of the Guards on duty(4%)?4. How are guards delivered for the operation trained or found suitable and understanding of how to manage the diplomatic environment in terms of behavior, care, appearance and responsiveness of the diplomatic mission (4%).5. How are guards delivered for the operation trained to an appropriate level in using and understanding technical security equipment such as cameras, metal detectors, electric fences, breach detectors, fire alarm systems etc (4%).Your proposal should not exceed three A4. | The proposal will be assessed on : -the quality and frequency of the training facilities and how these training facilities are incorporated in the company. - Flexibility regarding changing circumstances is required in the ToR and written down as a general requirement.- The frequency of the training.- The variety of the measures.- The type of training |
| *Write here your proposal*  |
| **Criteria 2** | **Social conditions for the guards** | **10%** | **10 points** |
| *Assessed on:* |
| *Write you proposal here* | 1.The proposal will be assessed on the **basic salary provision** **over and above** the statutory basic minimum salary for the sector. |
| **Criteria 3** | **Alarm procedure and rapid response** | **30%** | **30 points** |
|  | ***Assessed on:*** |
| Describe your approach to an alarm. Take in your proposal what the response time will be and which role the alarm centre has in this. Also describe the communications and the type of rapid response. Your proposal should not exceed one A4. |  | The proposal will be assessed on 1. response time, (10%)
2. The role and operations of the alarm centre and communications. (10%)
3. The type of rapid response service offered (10%)
 |
| *Write your proposal here* |
| **Price** |
| **Criteria 4** | **Price** | **40%** | **10 points** |
|  |
|  | *1st year from*  | *2nd Year*  | *3rd year*  | *4th year*  | *Total price in**KES*  |
| *Price per Day Guard* *per month* | *KES* | *KES* | *KES* | *KES* | *KES* |
| *Price per Night Guard* *Per month* | *KES* | *KES* | *KES* | *KES* | *KES* |
| *Price per supervisor per month*  | *KES* | *KES* | *KES* | *KES* | *KES* |
| *Price per dog handler day guard per month*  | *KES* | *KES* | *KES* | *KES* | *KES* |
| *Alarm and rapid response per house per month* | *KES* | *KES* | *KES* | *KES* | *KES* |
| *Price per information alert per person per month via SMS* | *KES* | *KES* | *KES* | *KES* | *KES* |
| *Total* |  |  |  |  |  |
| **Total score for quality and price** | **100%** | **100** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Option for Rosslyn Valley*** | *year from 2026* | *Year from**2027* | *Year from* *2028* | *Year from* *2029* | *Total price in**KES* |
| *Price per Day Guard per month*  | *KES* | *KES* | *KES* | *KES* | *KES* |
| *Price per Night Guard per month* | *KES* | *KES* | *KES* | *KES* | *KES* |
| *Price per supervisor per month* | *KES* | *KES* | *KES* | *KES* | *KES* |
| *Total* |  | *KES* | *KES* | *KES* | *KES* |
| **Total score for quality and price** | **100%** | **100** |

# Statement of agreement

By signing this statement, the tenderer declares that it agrees with all the information supplied and the conditions set by the contracting authority, and that the information is complete, accurate and regular. The tenderer also declares that the accuracy of all information may be verified without its prior approval.

The signatory must have authority to sign.

|  |  |
| --- | --- |
| Name of tenderer: |       |
| Name and position of authorised signatory: |       |
| Signature and date: |       |