****

**Unim Research &Training Center**

 **Lumumba Sub County Hospital compound**

**P.O. Box 1764**

**Kisumu, Kenya**

**Tel:** **O713113 275**

 **Tender Notice:**

**Nyanza Reproductive Health society is a National Organization promoting Reproductive Health Services in Kenya. NRHS is currently seeking quotation for:**

|  |  |  |
| --- | --- | --- |
| **REQUEST FOR QUOTATION NUMBER** | **QUOTATION DESCRIPTION** | **DEAD LINE** |
| NRHS/SAS-B/08/25-27 | SECURITY AND ALARM SERVICES | **30th September 2025** |

**All interested bidders MUST attach copies of the following documents:**

1. **Certificate of registration**
2. **Valid Tax Compliance Certificate.**
3. **County Government Current business License**
4. **Registered as a private security service provider with the GoK Security Regulatory Authority.**
5. **Audited books of accounts for the past 2 financial years**
6. **Proof of conducting similar services**
7. **Must provide evidence of being registered with NSSF and submission of proof of remittance of employees’ contributions for the last three (3) months.**
8. **Must provide evidence of being registered with NHIF and also submit evidence of remittance of employees’ contributions for the past three (3) months.**
9. **Must provide salary rates for the security guards in compliance with the existing Labour/Employment laws applicable in Kenya.**

**Completed tender documents must be submitted through hand delivery in plain sealed envelopes clearly marked with respective tender numbers and addressed to;**

**The Tender Committee
NYANZA REPRODUCTIVE HEALTH SOCIETY
P.O.Box 1764-40100
KISUMU**

 **Unim Research & Training Center (within Lumumba Health Center Compound) deposited in the tender box on or before 2.00 pm on Tuesday 30th September 2025. The tender will be opened immediately thereafter in NRHS board room in the presence of all bidders or their representatives.**

 **Nyanza Reproductive Health Society***:*

TENDER DOCUMENT FOR SECURITY AND ALARM SERVICES FOR THE YEAR 2025-2027

 TENDER DOCUMENT

**CONTENTS**

1. Introduction 3
2. Important Notes for Supplier 4
3. Mandatory Requirements 5
4. Tendering Questionnaire 6

Part A-General Information 7

Part B-Financial Information 8

Part C-Trade References 9

Part D-Personnel Responsibilities 10

Part E-Verification of Business Sustainability 11

Part F- Certification 12

**INTRODUCTION**

The Nyanza Reproductive Health Society (NRHS) is registered under the Kenyan Societies Act and was initiated when the UNIM (Universities of Nairobi, Illinois and Manitoba) randomized controlled trial of male circumcision for reduction of HIV incidence began.

The Nyanza Reproductive Health Society (NRHS) is active in conducting reproductive health, HIV & STI prevention research and the implementation of HIV and STI intervention services in Kenya.
.

NRHS wishes to engage supplier(s) in order to maintain and improve its service level while getting value for money by procuring goods and services from competent and trustworthy organization at the most competitive prices.

The Tender document and the response thereof shall be the **ONLY** basis for the competitive evaluation and selection of potential suppliers and contractors for the financial year 2025-2027

Please read through this document carefully and provide the requested information together with all required supporting documents.

**The Nyanza Reproductive Health Society (NRHS) reserves the right to accept or reject any tender either wholly or in part and is not bound to accept the lowest or any tender or assign reasons thereof**.

**IMPORTANT NOTES TO THE SUPPLIER**

1. The purpose of this document is to assist Nyanza Reproductive Health Society (NRHS) in the identification and evaluation of potential suppliers who may subsequently be invited to give quotations for the supply of goods or services within the specified category**.**
2. All documents must be submitted in English.
3. Provide certified copies of all supporting documents requested under the questionnaire
4. Nyanza Reproductive Health Society (NRHS) will examine the documents to determine completeness, general orderlies and sufficiency of response. Failure to complete this questionnaire and/or to provide written answers to any further questions or requested additional information for clarification will result in the supplier’s elimination from further consideration
5. Please note that by responding to this questionnaire you accept that all answers provided in this questionnaire are LEGALLY BINDING and should need arise, may be used as evidence in any court of law, which has jurisdiction. Further Nyanza Reproductive Health Society (NRHS) reserves the right without further recourse to verify at its own cost the accuracy of any answers provided therein.
6. Information given by the applicant shall be treated in strict confidence.
7. Applicants to kindly note that this DOES NOT amount to any contractual obligation on the part of Nyanza Reproductive Health Society (NRHS) and Nyanza Reproductive Health Society (NRHS) is not obliged to invite tenders/quotation from any or all who express interest by responding to this pre-qualification process.
8. Where insufficient space has been provided on the questionnaire, additional answers may be provided as supplementary on separate sheet bearing rubberstamp and signature of a senior person in the Organization.
9. The original document shall be prepared in indelible ink. It shall not contain interlineations or overwriting, except as necessary to correct errors made by the supplier. Any such corrections must be initialed by the person(s) who sign(s) the document.
10. The completed document shall be signed off and initialed by the Director/Partner of the organization and rubber stamped on each page and signed on the last page in the space provide.
11. Applicants will meet all cost associated with the preparation and submission of their applications.
12. Canvassing will lead to automatic disqualification of the applicant.
13. Late submission will not be acceptable. Any application(s) received after the date and time of closure will not be considered.

**MANDATORY REQUIREMENTS**

You shall be required to attach the following mandatory documents where applicable.

1. Certificate of registration
2. Valid Tax Compliance Certificate.
3. County Government Current business License
4. Registered as a private security service provider with the GoK Security Regulatory Authority.
5. Audited books of accounts for the past 2 financial years
6. Proof of conducting similar services
7. Must provide evidence of being registered with NSSF and submission of proof of remittance of employees’ contributions for the last three (3) months.
8. Must provide evidence of being registered with NHIF and also submit evidence of remittance of employees’ contributions for the past three (3) months.
9. Must provide salary rates for the security guards in compliance with the existing Labour/Employment laws applicable in Kenya

TENDERING QUESTIONNAIRE

**PART A: GENERAL INFORMATION**

|  |  |  |
| --- | --- | --- |
| 1 | Name of Organization |  |
| 2 | Postal Address | P.O Box…………………Code………………….. |
| 3 | Principal Contact Person | Name……………………………………………..Position……………………………………………… |
| 4 | Contact: | Telephone:…………………………………….Fax no:……………………………………………Email:……………………………………………… |
| 5 | Physical Location of Business Premises | Town:………………………………………………..Street:……………………………………………….Building Name:……………………………………………..Floor:………………………………………………………… |
| 6 | Nature of Organization (e.g. Sole proprietorship, Public Limited Company, Partnership) |

|  |  |  |
| --- | --- | --- |
| Limited LiabilityCompany (1) | Partnership (2) | Sole Proprietorship (3) |

 |
| 7 | Names Of the ProprietorsDirectors or Partners | 1……………………………………………………………….2……………………………………………………………3……………………………………………………………… |
| 8 | Geographical area of Operations |  |
| 9 | Business Operations | Year established…………………………………………Duration of Business Operation…………………………. |
| 10 | Company Registration No:(*Attach copy)* Tick one | Number:……………………………………. |
| 11 | Valid Tax Compliance Certificate (Attach copy) | Attached Copy?YES…………………….NO……………….. |
| 12 | Provide a brief description of Services that you offer |  |

**PART B: FINANCIAL INFORMATION**

|  |  |
| --- | --- |
| Banker | NAME OF BANKER(S) |
| Address of Banker ………………………………………………………………………………………Telephone Contact name and title…………………………………………………………………………………………Fax Email |
| Financial information in Kshs. | Actual: Projected:Previous five years next two year |
| 1 | 2. | 3. | 4. | 5. | 1  | 2 |
| a).Total assets |  |  |  |  |  |  |  |
| b). Current assets |  |  |  |  |  |  |  |
| c). Total Liabilities |  |  |  |  |  |  |  |
| d). Current Liabilities |  |  |  |  |  |  |  |
| e). Profit before taxes |  |  |  |  |  |  |  |
| f). Profit after tax |  |  |  |  |  |  |  |
| Major Sources of finance as a percentage of total financial requirements (e.g. loans, share capital, e.t.c) | Percentage % |
| 1. |  |
| 2. |  |
| 3. |  |

**PART C: TRADE REFERENCES**

|  |
| --- |
| Provide contact details for 3 referees for previous/ current work that is similar or the same to the one now applied for. Note that the referees may be contacted without your further references to you**.** |
|  | How many references are you indicating? (Tick one) |

|  |  |  |  |
| --- | --- | --- | --- |
| 0 | 1 | 2 | 3 |
|  |  |  |  |

 |
| A | Have you supplied any goods of services to The Nyanza Reproductive Health Society (NRHS) before? (Tick one) |

|  |
| --- |
|  |

YES NO

|  |
| --- |
|  |

 Describe the services offered………………………………………………….When……………………..and for how long……………………..  |
| B1 | **Others** Organization Name & RubberstampContact Name PositionTelephone NoE-mail AddressService/Goods Supplied Total Annual Value supplied  | …………………………………………………………………………………………………………………………………………...…………………………………………Sign.……………….. Date…………..…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………Kshs……………………………………. |
| B2 | **Others** Organization Name & RubberstampContact Name PositionTelephone NoE-mail AddressService/Goods Supplied Total Annual Value supplied | …………………………………………………………………………………………………………………………………………...…………………………………………Sign.……………….. Date…………..…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………Kshs……………………………………. |
| B3 | **Others** Organization Name & RubberstampContact Name PositionTelephone NoE-mail AddressService/Goods Supplied Total Annual Value supplied | …………………………………………………………………………………………………………………………………………...…………………………………………Sign.……………….. Date…………..…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………Kshs……………………………………. |

**PART D: PERSONNEL CAPABILITIES OF YOUR KEY STAFF**

1). List key proposed management position

|  |  |  |
| --- | --- | --- |
| 1 | Title of position |  |
| Name of prime candidate |  |
| 2 | Title of position |  |
| Name of prime candidate |  |
| 3 | Title of position |  |
| Name of prime candidate |  |
| 4 | Title of position |  |
| Name of prime candidate |  |

2). Please attach at least two CVs of potential candidates that you will propose to The Nyanza Reproductive Health Society (NRHS) for each the categories specified in the Terms of Reference.

**PART E: VERIFICATION OF BUSINESS SUSTAINABILITY**

|  |
| --- |
| Can the applicant supply certify audited financial statements for the last two financial years? The supply of these financial statements will be mandatory for your tender to be considered responsive |
| Are you currently involved in any litigation or arbitration (or any other legal process which may result in legal of financial liability)?If yes what is the financial exposure as a result of the litigation, arbitration or other legal process and on what basis has this financial exposure been calculated?If yes, what other exposure could result from the litigation, arbitration or other legal process and will this financial exposure or other exposure materially prejudice the bidder’s financial position or its ability to successfully and timely implement any contract which may be awarded to it pursuant to this tender? |
| Have you ever : |
|  | Responsible(***tick)*** |
| Yes: | No: |
| Forfeited any payment on a contract? |  |  |
| Been declared in default of a contract? |  |  |
| Negotiated the premature termination of a contract? |  |  |
| Had an uncompleted contract assigned to another? |  |  |

**PART F: CERTIFICATION**

|  |
| --- |
| I/ We do hereby certify that the above information is correct in all respects:Full Name:…………………………………………………………………………………Designation/Position:……………………………………………………………………Signature:……………………………………………………………. Date:…………………………………………..Company Stamp/ Seal: |

NOTE:

1. ALL QUOTED PRICES MUST INCLUDE 16% VAT WHERE APPLICABLE.

THE DOCUMENT MUST BE FILLED IN **UNDELETABLE INK** WITHOUT ALTERATIONS

|  |  |  |  |
| --- | --- | --- | --- |
| **SECURITY SERVICES** |  |  |  |
| **SERVICE**  | **SERVICE** | **No** | **UNIT** | **TOTAL** |
| **DESCRIPTION** | **SPECIFICATION** |  | **COST** | **COST** |
| SECURITY STAFF | PROVIDING SECURITY AND GUARDING SERVICES TO A FENCED COMPOUND HOUSING VARIOUS OFFICES AND ORGANIZATION ASSETS INCLUDING SEVERAL MOTORVEHICLES AND MOTORCYCLES. | 01 GUARD |  |   |
|  |  |  |  |  |
| ALARM SYSTEM | MONTHLY CHARGES | 01 ALARM |  |   |