

**PUBLIC PROCUREMENT REGULATIONS  
REQUEST FOR QUOTATION**

To:

Box  
Tel.  
Nairobi

Quotation No. **NACC 086/2016/2017**  
Date 10/6/2017

From:

The Director  
National AIDS Control Council  
P.O Box 61307-00200  
NAIROBI

NOTES - You are invited to submit quotation for the provision of listed items below:-

- a) **THIS IS NOT AN ORDER.** Read the conditions and instructions on reverse before quoting
- b) This quotation should be submitted in a plain wax sealed envelope Marked "Quotation **NACC 086/2016/2017** And placed in a Tender Box at Landmark Plaza 8<sup>th</sup> Floor not later than **14/6/2017 by 10.00 am**
- c) Your quotation should include all costs for delivery of the goods including duty tax, VAT, delivery charges, etc to National AIDS Control Council
- d) Return one copy and retain the other for your record.

<i>ref</i>	<i>Item Description</i>	<i>Unit</i>	<i>Quantity</i>	<i>UNIT COST</i>	<i>TOTAL COST</i>	<i>Remarks</i>
<i>1</i>	<i>Quote for repairs, maintenance services and installation of Biometric and CCTV System for NACC's Landmark Offices as per the schedule attached</i>		<i>As per the attached list of requirements</i>			
Attach copies of registration documents (VAT, CERTIFICATE OF REGISTRATION, PIN, TAX COMPLIANCE, YAGPO etc)						

FOR OFFICIAL USE

Candidate's Signature ..... Opened by: 1) ..... Designation..... Signature .....

2) ..... Designation..... Signature .....

Company Stamp.....

3)..... Designation..... Signature.....

Date .....

Date ..... Time .....

## CONDITIONS

1. *The General Conditions of the Contract with the Government of Kenya apply to this transaction. This form properly submitted constitutes the agreement to supply or provide the service shown at the prices and within the delivery period stated overleaf.*
2. *The offer shall remain valid for 30 days from the closing date unless otherwise stipulated by the candidate.*
3. *The Procuring Entity shall not be bound to accept the lowest or any other offer, and reserves the right to accept any offer in part unless the contrary is stipulated by the candidate.*
4. *Samples of offers when required will be provided free and before the closing date of the quotation. If not destroyed during tests they will, upon request, be returned at the candidate's expenses, or may be collected by the owner.*

## INSTRUCTIONS

1. *All entries must be typed or written in ink. Mistakes must not be erased but should be crossed out and corrections made and initialed by the persons who signed the quotation.*
2. *Quote for each item separately, and in units as specified.*
3. *This form must be signed by an authorized representative of the candidate and preferably it should also be rubber stamped.*
4. *Each quotation should be submitted separately in a sealed enveloped with only the Quotation Number endorsed on the outside. Descriptive literature or samples of the items offered may be forwarded with the quotation.*
5. *If you do not wish to quote, please endorse the reasons on this and return it, otherwise, your name may be deleted from the Procuring Entity's mailing list for the items listed hereon.*

**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

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 Email .....

Nature of Business .....

Registration Certificate No. ....

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

Name of your bankers.....

Branch.....

Part 2 (a) – Sole Proprietor

Your name in full.....Age.....

Nationality.....Country of Origin.....

Citizenship details .....

Part 2 (b) – Partnership

Given details of partners as follows

Name	Nationality	Citizenship details	Shares
1. ....	.....	.....	.....
2. ....	.....	.....	.....
3. ....	.....	.....	.....
4. ....	.....	.....	.....

Part 2 (c) – Registered Company

Private or Public

State the nominal and issued capital of company

Nominal Kshs.

Issued Kshs.

Given details of all directors as follows

Name	Nationality	Citizenship details	Shares
1. ....	.....	.....	.....
2. ....	.....	.....	.....
3. ....	.....	.....	.....
4. ....	.....	.....	.....

Date.....Signature of Candidate.....

*SEL DECLARATION FORMS (r 62)*

*REPUBLIC OF KENYA*

*PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)*

*FORM SD1*

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

I, .....of P. O. 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 (r 62)*

*REPUBLIC OF KENYA*

*PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)*

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

I, .....of P. O. Box ..... being a resident of  
..... in the Republic of --- do 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)  
Bidder's Official Stamp

(Signature)

(Date)

***BANK DETAILS FORM- MANDATORY***

*Provide the following bank details for electronic transfer purposes*

*Name of the Bidder:.....*

*Bank Name :.....*

*Bank branch name ;.....*

*Bank code :.....*

*Bank account :.....*

*PIN Number :.....*

*VAT Number :.....*

*Bank signatory(s) :.....*

.....

*Signed/ date.....*

**LIST OF REQUIREMENTS AND EVALUATION CRITERIA**

**PROVISION OF REPAIRS, MAINTENANCE SERVICES AND INSTALLATION OF BIOMETRIC AND CCTV SYSTEM FOR NACC'S LANDAMARK OFFICES**

**EVALUATION CRITERIA**

**1) PRELIMINARY REQUIREMENTS (MANDATORY)**

***Preliminary Mandatory Requirements***

<b>S/NO</b>	<b>REQUIREMENTS</b>	<b>YES/NO</b>
<b>1.</b>	<p><i>a) The Proposed system MUST be based on a TRUE open Platform with ACM-Software to integrate ALL the existing Access Control/Biometric system at NACC's Landmark Office Headquarter in Nairobi allowing common point of Administration and Management.</i></p> <p><i>b) The additional CCTV Camera must be routed to integrate with the already existing CCTV system with the server located at the server room, further, all the cameras MUST be routed to draw power from one centralized location from a Multi-Channel Power supply unit in the same location</i></p> <p><i>c) The Proposed system MUST have provision for integration/interface with leading IP/network cameras CCTV Brands, Alarm and Intrusion/detection system with Certified NITGEN Installers and Manufacturer's Dealership Certificate.</i></p>	
<b>2.</b>	<i>Must submit brochures and where necessary technical literature of the equipment they intend to supply in order to repair/maintain the system</i>	
<b>3.</b>	<i>The bidder must demonstrate by proof of having an established &amp; reliable technical service and support Centre. Provide CVs and copies of certificates of technical staff.</i>	
<b>4.</b>	<i>The bidder MUST be certified or accredited to work on Nitgen Biometric Product Solution. (Please provide proof in the form of a certificate issued in the name of the company or resources allocated to this project)</i>	
<b>5.</b>	<i>Mandatory Site Survey by bidder through NACC's ADMINISTRATION directorate representative and the bidders representative (This is useful for the bidder to understand the full scope of works)</i>	

***Note: Only bidders who pass ALL the mandatory requirements will proceed to the technical evaluation.***

## 2) TECHNICAL EVALUATION CRITERIA

<i>FEATURE</i>	<i>MINIMUM REQUIREMENTS</i>	<i>SCORE (100 Marks)</i>
<i>Dealership Certificate</i>	<i>a)Valid Nitgen Biometrics Certificate; (attach Proof certificate)</i>	5 marks
	<i>b) Must be a member of a Computer Association (attach Proof Certificate)</i>	2Marks
	<i>b)Certificate of Dealership with other leading Security system Brands like IDTECK, Suprema, Samsung, Panasonic, Honeywell, Axis, Anviz, Nitgen, iCantek, Bosch, etc@ 1mark (attach evidence)</i>	5 marks
<i>Warranty policy</i>	<i>Highlight Warranty in terms of Duration, Coverage, initialization dates, exclusions, disclaimer and limitations for spare parts supplied and services rendered.</i>	5 marks
<i>Supervisory Personnel</i>	<i>Provide proof of one lead Project Manager who will be in charge and shall be responsible for the whole schedule. a)Provide a CV and copies of Certificates of lead engineer with at least 3 years post qualification experience - with a. BSc. Degree in relevant ICT field - 6 marks. - Each Year of Experience@ 2 marks. Total: 6marks</i>	12 marks
	<i>b)Certification in security management or security systems (Attach documentary evidence) 4marks</i>	4 marks
<i>Qualified Key Personnel's</i>	<i>a)Provide CVs &amp; copies of ICT Certificates of at least 2 technical staff (2 mark each, Total 4 marks) with at least 3 years' experience in similar assignment (Each Year of Experience @ 2 mark. Total 12 marks).</i>	16 marks
	<i>b)Provide Proof of three (3) Technicians with Biometric Products or CISCO(Switching &amp; Routing) Networking Certified Personnel's Certificates.@ 3marks (Please provide proof in the form of a certificate issued in the name of the company or resources allocated to this project)</i>	9 Marks
<i>Reference sites</i>	<i>The bidder MUST demonstrate relevant experience in installation and maintenance of Biometric Component Systems. Provide proof of similar works done in the last 3years (Attach documentary evidence from at least 3 Corporate clients, signed by the clients) 3marks per ref site</i>	9 marks



<p><b>Fault(s) reporting and escalation</b></p>	<p><i>Please state your speed of addressing reported faults in the NACC's Biometric system; using the format below. The reported faults will constitute corrective maintenance.</i></p> <table border="1" data-bbox="443 353 1321 757"> <thead> <tr> <th><i>Level</i></th> <th><i>Situation</i></th> <th><i>Response Time</i></th> <th><i>Average Fix Time</i></th> </tr> </thead> <tbody> <tr> <td><i>1.</i></td> <td>Minor faults</td> <td></td> <td></td> </tr> <tr> <td><i>2.</i></td> <td>Medium faults(faults that may require replacement of parts)</td> <td></td> <td></td> </tr> <tr> <td><i>3.</i></td> <td>Major faults and replacement s/provision of stand-by equipment</td> <td></td> <td></td> </tr> </tbody> </table>	<i>Level</i>	<i>Situation</i>	<i>Response Time</i>	<i>Average Fix Time</i>	<i>1.</i>	Minor faults			<i>2.</i>	Medium faults(faults that may require replacement of parts)			<i>3.</i>	Major faults and replacement s/provision of stand-by equipment			<p>3 marks</p>
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<p><b>Schedule of Maintenance Routines</b></p>	<p>The Contractor shall be responsible for all of the maintenance necessary to ensure that the complete Biometric system (including repair of faulty equipment such as Hardware and softwares)as specified in this Maintenance Agreement achieves a constant high quality operation. The Contractor is required here to state clearly how they will carry out ALL maintenance activities to be conducted in accordance with the equipment manufacturer's guidelines, recommendations, and good working practices. <i>(kindly use table format below);</i></p> <table border="1" data-bbox="443 1115 1321 1361"> <thead> <tr> <th><i>Item</i></th> <th><i>Description</i></th> <th><i>Service activity</i></th> <th><i>Frequency</i></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	<i>Item</i>	<i>Description</i>	<i>Service activity</i>	<i>Frequency</i>													<p>16marks</p>
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<p><b>Manufacturer's Authorization</b></p>	<p>Manufacturer's Authorization Letters for Nitgen Biometrics</p>	<p>5Marks</p>																
<p><b>Contract Sample and Spares</b></p>	<p>The Contractor MUST attach Detailed Contract Sample and also Provide list of likely spare parts.</p>	<p>9Marks</p>																

The pass mark to advance to Financial Evaluation is 80 marks FINANCIAL EVALUATION

The financial proposal will be evaluated against the following criteria/ financial costing structure: See Price Schedule / Summary of Implementation of Costs

The assignment is expected to commence immediately on signing the contract.

Award Criteria: THE BIDDER WITH THE LOWEST FINANCIAL QUOTE WILL BE AWARDED THE CONTRACT BASED ON TECHNICAL RESPONSIVENESS.

## ***POST QUALIFICATION/ CONFIRMATION OF QUALIFICATIONS***

*TSC reserves the right to undertake due diligence on the successful bidder prior to the award of the Tender; and even after the award of the Tender to ascertain the correctness of the information provided.*

## ***SCHEDULE OF REQUIREMENTS AND TECHNICAL SPECIFICATIONS***

### ***DESCRIPTION OF SERVICES***

#### ***1.0 BACKGROUND***

National AIDS Control Council (NACC) would therefore like to invite sealed bids from experienced and professional firms that deal with Maintenance and Repair of Components of Biometric System.

The solution provider should be able to do the following:-

#### ***SCOPE OF WORKS:***

1. Repairs and restoration of faulty CCTV & Biometric Door Access Control System
2. Service and maintenance of CCTV & Biometric Door Access Control System
3. Supply & Installation of additional CCTV Camera & Biometric Access Control System at NACC's Registry Office

#### ***2.0 OBJECTIVES***

The objectives of this procurement exercise are:-

- i. To provide effective and efficient support services that are essential for smooth operations.
- ii. To improve and enhance the work environment for the staff by attending to repair request on timely basis.
- iii. Improve the life span of the equipment and to continuously maintain them in good working condition.

To maintain high standard working environment to meet the objective and the performance target of the Authority.

#### ***3.0 Duration of the Contract***

The contract shall be for a period of one year with an option for renewal for a further period for one year at the sole discretion of NACC subject to Satisfactory Performance.

#### *4.0 Technical Specifications for Provision of Repairs, Installations, and Maintenance Services for NACC-HQS Biometric And CCTV System*

##### *4.1 Repairs, replacements, and Maintenance of Components for Biometric Systems.*

###### *Scope of Services -*

- a) To service the equipment, the provider will service, check faults and repair.
- b) Clean the lens and remove all dust.
- c) Checking, repairing and or replacing of power adapters within the offices.
- d) Relocation and replacement of cameras to identified locations.
- e) Installation of Components for Biometric Equipment at Identified locations.
- f) Service, maintenance or repair of Database Host Server.
- g) Checking cleaning, programming and setting of Optical Recognition Devices.
- h) Ensure the entire system is in good working condition at all times
- i) To facilitate Backup and retrieval of Data and Information.
- j) To service computer hardware, blowing dust and cleaning.
- k) Replacement of external Hard Disks and transferring data.
- l) Advice the client on best practices and ways of improving the system.
- m) Identification and replacement of faulty cables parts.
- n) Keep a record of maintenance schedule as per equipment.
- o) Prepare and forward Quarterly Time Attendance reports.
- p) Replacement of faulty power adapters and batteries.
- q) Collecting and sending data for all terminals.
- r) Replacement of faulty cables.
- s) Replacement of transformers for magnets and controllers for the system.
- t) Advice management on any changes in technology.
- u) Repair doors fitted with electronic door access system.
- v) Change controllers from 240V to 12v and vice versa.
- w) Maintain a record of repairs.

Conducting additional configurations on the already existing system in order to enhance additional required services as and when requested by the user (NACC).The additional configurations include:

- a) Additional configurations on the already existing system
- b) Hardware upgrade in the already existing system
- c) Software upgrade on the already existing system

Providing an alternative solution for the entire system in cases where the critical hardware-power supply unit, proximity reader units and bio guard units have broken down within reasonable time without adversely affecting the organization's business processes.

In cases where hardware breakdown requires replacement, the bidder should be able to provide a compatible replacement of the same as soon as possible without adversely affecting the organization's business processes.

The successful tenderer will be awarded a one year contract which will be renewed for further period of one year at the sole discretion of the Authority subject to satisfactory performance.

## ***5.0 THE RESPONSIBILITY OF THE CONTRACTOR***

The responsibility of the contractor shall include but not limited to the Terms of Reference stated in the Scope of Works Highlighted in above.

### ***5.1 QUALITY OF WORKS***

The contractor shall be responsible for the provision of equipment, as well as the quality and end result of the workmanships. The cost of remedying any defective works as result of negligence shall be borne by the contractor.

### ***5.2 TOOLS AND EQUIPMENT***

The contractor shall ensure the availability of all necessary tools and equipment to adequately discharge his maintenance responsibility at all time as per the requirement of this document.

### ***5.3 SITE PROCEDURES***

The contractor is to adhere to the following procedures when working on site.

- I. Every employee of the contractor who attends to the site shall be appropriately dressed in overall with name and the log of the contractor displayed.
- II. All the contractor employees must be clean and respectable in appearance and have the appropriate appearance and behavior when working on site.

### ***5.6 EMERGENCIES***

The contractor shall be available on telephone on a 12 hour basis and respond to any emergency immediately.

### ***5.7 PROVISION OF RESOURCE AND MATERIAL***

Under this contract, it's the responsibility of the contractor to provide for resources and material required for the maintenance and the repair works that will be undertaken by the contractor.

## ***6.0 RESPONSIBILITY OF NATIONAL AIDS CONTROL COUCIL (NACC)***

The obligation of NACC will be as follows: -

- i. Ensure good working environment for the contractor;
- ii. Settle the contractor's bills upon receipt of the original invoice after satisfactory performance of the work
- iii. The preventive maintenance shall be carried out on quarterly basis. The contractor shall schedule the maintenance dates with NACC prior to the exercise.

## Methodology of Maintenance

<i>Item</i>	<i>Description</i>	<i>Bidder's Response</i>																
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### *PRICE SCHEDULE Appendix A*

#### *1) REPAIRS AND RESTORATION OF FAULTY CCTV SURVEILLANCE SYSTEM*

<i>No</i>	<i>Item/Activity Scope</i>	<i>Rate</i>	<i>Qty</i>	<i>Charge</i>
	<i>CCTV REPAIRS &amp; RESTORATION SUB-TOTAL;</i>			

### *PRICE SCHEDULE Appendix B*

#### *2) REPAIRS AND RESTORATION OF FAULTY BIOMETRIC DOOR ACCESS SYSTEM*

<i>No</i>	<i>Item/Activity Scope</i>	<i>Rate</i>	<i>Qty</i>	<i>Charge</i>

	<i>BIOMETRIC ACCESS CONTROL DOOR REPAIRS &amp; RESTORATION SUB-TOTAL;</i>			

*PRICE SCHEDULE Appendix C*

3) *SUPPLY & INSTALLATION OF ADDITIONAL CCTV CAMERA & BIOMETRIC ACCESS CONTROL SYSTEM AT NACC'S REGISTRY OFFICE*

<i>No</i>	<i>Item/Activity Scope</i>	<i>Rate</i>	<i>Qty</i>	<i>Charge</i>
	<i>REGISTRY CCTV &amp; BIOMETRIC SUB-TOTAL;</i>			

*PRICE SCHEDULE Appendix D*

4) *PROVISION OF CCTV AND BIOMETRIC ACCESS CONTROL SYSTEM MAINTENANCE SERVICES -1 YEAR FRAMEWORK CONTRACT*

<i>No</i>	<i>Item/Activity Scope</i>	<i>Total Cost per Year (Kshs)</i>
i)	<i>Maintenance Services of NACC HQs- CCTV Surveillance System and Biometric Access Control Systems together with Toughened Glass doors.</i>	
<i>ANNUAL MAINTENANCE SERVICE TOTAL;</i>		

<i>TOTAL COST FOR (1)+(2)+(3)+(4) ABOVE =</i>	
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**APPENDIX B: INVENTORY OF ITEMS**

<i>ITEM</i>	<i>QTY</i>		
<b>ACCESS CONTROL</b>			
Access Control-Proximity Biometric Reader	12		
Access Control Controllers	6		
Access Control Backup Power Supply Units	6		
Request-to-Exit(RTE)	2		
Magnetic Door lock	6		
Hydraulic Floor spring	12		
AC' Surge protectors	6		
Host Server+AC'Software	Lot		
<b>SUB -TOTAL</b>			
<b>CCTV</b>			
CCTV-Dome Camera	8		
CCTV-Bullet Camera	7		
CCTV-DVR, 16Channel	1		
CCTV-PSU, Backup	8		
Remote workstations	3		
CCTV Repairs+restoration	Lot		
<b>SUB -TOTAL</b>			
<b>GRAND TOTAL</b>			

**Appendix C: Model of the Equipment**

<i>No.</i>	<i>Description</i>	<i>Model</i>
1	Access Control-Proximity Bio-Readers	Nitgen 2500, Plus
2	Access Control-Controllers	Nitgen ACP2500-100
3	Access Control-Floorsprings	MAB3690
4	CCTV-Dome/Bullet Cameras	EBOOM, HIKVision
5	CCTV-16CHDVR	HIKVISION
6	Request-to-Exit(RTE)	Visonic
7	Keyboard controller	Briton