



NOTICE OF REQUEST FOR EXPRESSION OF INTEREST (EOI)

(Leading to Request for Proposals for Consultancy Services for the Provision of a Biometric time attendance and Identification System.)

EOI Ref: CGK/EOI/FEP/02/2022-23

Issue date: 29th September 2022

Contacts:

Director, Supply Chain Management
County Government of Kiambu
P.O Box 2344-00900 Kiambu
TEL: 0202540022 / 0113326142
Email: dscm@kiambu.go.ke or tenders@kiambu.go.ke

Submission Address:

Submit manually by dropping-off sealed envelopes on the Tender box located at:
COUNTY GOVERNMENT OF KIAMBU HEADQUARTERS
GROUND FLOOR, MAIN RECEPTION-GOVERNOR'S OFFICE
KIAMBU ROAD

To be received on or before the submission deadline at: 1200hrs, Friday, 14th October 2022

DESCRIPTION OF REQUIREMENTS

The County Government of Kiambu seeks to acquire an innovative system for assisting the County Executive monitor and optimize staff attendance and identification. Firms are invited to express their interest in the provision of these services.

The scope of work will be at minimum as follows:

- Provide Biometric time attendance for all county staff
- Manage reports
- Provide all related hardware to support the system implementation.
- To provide for staff identification badges with biometric and verifiable features
- To provide for reporting for management.
- To provide associated networking and integration requirements including IP address

In providing the biometric attendance and identification system to the county, the following shall apply

1. The interested Partner Company/ Companies, Consortium must demonstrate capacity to offer the services with modern technology including GPS, GIS, GSM, Dashboards etc
2. The interested partner should have been in operation for at least 5 years and can demonstrate success in the biometric time attendance space.
3. Able to provide all necessary hardware to support the da-to-day running of the system

Submission Of Responses

Hard copy of the EOI and USB Flash drives containing soft copy versions must be submitted manually to the address below on or before Friday, 14th October 2022 before 1200hrs East African Time in a sealed envelope clearly marked EXPRESSION OF INTEREST FOR PROVISION KIAMBU COUNTY BIOMETRIC TIME ATTENDANCE AND IDENTIFICATION - CGK/EOI/FEP/02/2022-23

Participants who download the EOI documents should forward their particulars immediately for records and arising communication of any EOI clarifications to the emails tenders@kiambu.go.ke

For clarifications and questions, prospective bidders may call the numbers 0202540022 or 113326142 or email their questions to dscm@kiambu.go.ke . All prospective bidders are invited to attend the Pre-Bid Conference meeting on Wednesday, 5th October 2022.

ADDRESS FOR SUBMISSION OF BIDS

DROP-OFF SEALED BID ENVELOPES IN THE TENDER BOX LOCATED AT
COUNTY GOVERNMENT OF KIAMBU HEADQUARTERS
GROUND FLOOR, MAIN RECEPTION-GOVERNOR'S OFFICE
P.O. BOX 2344-00900 KIAMBU
KIAMBU TOWN, KIAMBU ROAD.

Late submissions shall be rejected.

EXAMINATION FOR ELIGIBILITY

The Applicants will be examined for eligibility on the following basis. Those who do not qualify will not be subjected to more detailed evaluation.

ELIGIBILITY CRITERIA		
1	The Firm is registered in Kenya or if registered/incorporated outside Kenya it has a local Partner eligible to bid.	
2	The firm's line of business fits in with the requirements of the assignment.	
3	If a firm is a state enterprise: a. Firm is Legally autonomous - a legal entity is separate from the state government and any public administration. b. Firm is Financially autonomous - not receiving any significant subsidies or budget support from any public entity or government. c. Firm is Operating under commercial law - means being vested with legal rights and liabilities similar to any commercial enterprise. d. Firm is not a dependent agency of the Kenya Government.	
4	Firm is not debarred from participating in procurement by PPRA or by any National agency or an International Organization. The Key individuals listed by the Firm's Team Leader are also not debarred.	
6	Firm has no conflict of Interest - consultant may be perceived to provide biased services so that its own or its affiliates interests prevail over the interests of the Procuring Entity.	
7	The Firm has provided all the information provided in the EOI to enable Client to assess it qualification.	
8.	The Firm has provided a certified copy of certificate of Incorporation/ Business Registration	
9.	The Firm has provided a certified copy of certificate of valid tax compliance certificate.	
10.	The Firm has provided a certified copy of certificate of valid operating licences.	
11.	The Firm has provided a tender security in the form of a bid bond of KES.500,000.00 valid for 120 days	
	RESULT - RESPONSIVE OR NOT RESPONSIVE (R or NR)	

EVALUATION SCORING CRITERIA

S/NO	EVALUATION SUB-CRITERION	MAX POINTS	SUB CRITERIA FOR SCORING	
			SPECIFIC EXPERIENCE	SCORE
1	Firm's experience of not less than Five years it has been in operational in that line business	30 Points	a) Firm has evidence of at least 3 Contracts within the last five years (5 points for each) Maximum 15 Points or Firm has been subcontracted for related services within the last five years (2 points for each) maximum 10 Points) b) Firm has evidence of applicable operating licences for similar or related services (max 5 Points) c) Firm has at least five recommendations from past or current clients for related services (Maximum 10 Points)	
2	Firm's Consultants Relevant Experience for the Assignment	30 Points	a) Firm has evidence of engaging at least 6 Consultants (3 marks for each CV and Certificates attached) Maximum 24 Points b) Firm has prepared list of experts and their roles in the assignment (6 Points)	
3	Firm has prepared a proposal that meets the minimum requirements requested in the EOI.	20 Points	a. Has responded to the requirements of biometric clocking/ time attendance, staff badges, visitor management, and management reporting. 12 Points b. Has provided additional innovative features for consideration 8 Points	
4	Firm's /Consultant's Experience in the region under similar conditions to the Procuring Entity's area	20 Points	Has experience in delivering the required services in Kenya or outside Kenya (Experience in years of operation 2 Points per Year) Maximum 20 Points	
TOTAL SCORES		100 Points	PASSMARK 70 Points	

SELF-DECLARATIONFORMS

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 Post Office 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 here in above is true to the best of my knowledge, information and belief.

..... (Title) (Signature)

Bidder Official Stamp

FORM SD2

DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I (person) on behalf of (*Name of the Business/ Company/Firm*) declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act,2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal Activities in Kenya and my responsibilities under the Code.

I do here by commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of Authorized signatory.....

Sign.....

Position.....

Office address..... Telephone.....

E-mail.....

Name of the Firm/Company.....

Date.....

(Company Seal/ Rubber Stamp where applicable)

Witness

Name

Sign.....Date.....

FORM OF TENDER SECURITY-[Option 1–Demand Bank Guarantee]

Beneficiary: _____

Request for Tenders No:

Date: _____

TENDER GUARANTEE No.: _____

Guarantor: _____

1. We have been informed that _____ (here inafter called "the Applicant") has submitted or will submit to the Beneficiary its Tender (here inafter called" the Tender") for the execution of _____ under Request for Tenders No. _____ ("the ITT").
2. Furthermore, we understand that, according to the Beneficiary's conditions, Tenders must be supported by a Tender guarantee.
3. At the request of the Applicant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of _____ (_____) upon receipt by us of the Beneficiary's complying demand, supported by the Beneficiary's statement, whether in the demand itself or a separate signed document accompanying or identifying the demand, stating that either the Applicant:
 - (a) has withdrawn its Tender during the period of Tender validity set forth in the Applicant's Letter of Tender ("the Tender Validity Period"), or any extension thereto provided by the Applicant; or
 - b) having been notified of the acceptance of its Tender by the Beneficiary during the Tender Validity Period or any extension there to provided by the Applicant, (i) has failed to execute the contract agreement, or (ii) has failed to furnish the Performance.
4. This guarantee will expire: (a) if the Applicant is the successful Tenderer, upon our receipt of copies of the contract agreement signed by the Applicant and the Performance Security and, or (b) if the Applicant is not the successful Tenderer, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Tendering process; or (ii) thirty days after the end of the Tender Validity Period.
5. Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

[signature(s)]

FORMAT OF TENDER SECURITY [Option 2–Insurance Guarantee]

TENDER GUARANTEE No.: _____

1. Whereas [*Name of the tenderer*] (hereinafter called “the tenderer”) has submitted its tender dated [*Date of submission of tender*] for the [*Name and/or description of the tender*] (hereinafter called “the Tender”) for the execution of under Request for Tenders No. _____ (“the ITT”).
2. KNOW ALL PEOPLE by these presents that WE of [**Name of Insurance Company**] having our registered office at (hereinafter called “the Guarantor”), are bound unto [*Name of Procuring Entity*] (hereinafter called “the Procuring Entity”) in the sum of (Currency and guarantee amount) for which payment well and truly to be made to the said Procuring Entity, the Guarantor binds itself, its successors and assigns, jointly and severally, firmly by these presents.
Sealed with the Common Seal of the said Guarantor this ____ day of _____ 20 ____.
3. NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the Applicant:
 - a) has withdrawn its Tender during the period of Tender validity set forth in the Principal's Letter of Tender (“the Tender Validity Period”), or any extension thereto provided by the Principal; or
 - b) having been notified of the acceptance of its Tender by the Procuring Entity during the Tender Validity Period or any extension thereto provided by the Principal; (i) failed to execute the Contract agreement; or (ii) has failed to furnish the Performance Security, in accordance with the Instructions to tenderers (“ITT”) of the Procuring Entity's Tendering document.

then the guarantee undertakes to immediately pay to the Procuring Entity up to the above amount upon receipt of the Procuring Entity's first written demand, without the Procuring Entity having to substantiate its demand, provided that in its demand the Procuring Entity shall state that the demand arises from the occurrence of any of the above events, specifying which event(s) has occurred.

4. This guarantee will expire: (a) if the Applicant is the successful Tenderer, upon our receipt of copies of the contract agreement signed by the Applicant and the Performance Security and, or (b) if the Applicant is not the successful Tenderer, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Tendering process; or (ii) twenty-eight days after the end of the Tender Validity Period.
5. Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

[Date]

[Signature of the Guarantor]

[Witness]