



**BRINKS SECURITY SERVICES
LIMITED**

**PRE-QUALIFICATION/REGISTRATION OF
SUPPLIERS/CONTRACTORS**

**PROVISION OF GOODS, SERVICES AND WORKS
YEAR 2021/2022**

CLOSING DATE: 22nd DECEMBER, 2021

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TENDER NOTICE

PRE-QUALIFICATION OF SUPPLIERS FOR SUPPLY OF GOODS, SERVICES

Brinks Security Services Limited invites applications for prequalification from interested vendors for the supply of goods, and services to the organization for the period **January 1st , 2021 to December 31st , 2022**

CATEGORY NUMBER	CATEGORY DESCRIPTION
SUPPLY OF GOODS	
BSSL/01/2021-2022	SUPPLY OF STATIONERY
BSSL/02/2021-2022	SUPPLY OF MOTOR VEHICLE SPARE PARTS
BSSL/03/2021-2022	SUPPLY OF MOTOR BIKE SPARE PARTS & TOOLS
BSSL/04/2021-2022	SUPPLY OF FABRIC
BSSL/05/2021-2022	SUPPLY OF GUARD SWEATERS
BSSL/06/2021-2022	SUPPLY OF MILITARY BOOTS
BSSL/07/2021-2022	SUPPLY OF COMPUTER AND COMPUTER ACCESSORIES
BSSL/08/2021-2022	SUPPLY OF TONERS & INK FOR PRINTERS AND COPIERS
BSSL/09/2021-2022	SUPPLY OF SECURITY ALARM INSTALLATION EQUIPMENT
BSSL/10/2021-2022	SUPPLY OF VEHICLE TYRES
BSSL/11/2021-2022	SUPPLY OF MOTOR VEHICLE BATTERIES
BSSL/12/2021-2022	SUPPLY OF OFFICE FURNITURE
BSSL/13/2021-2022	SUPPLY OF STAFF CORPORATE SUITS
BSSL/14/2021-2022	SUPPLY OF TAILORING MACHINES & SPARE PARTS
BSSL/15/2021-2022	SUPPLY OF FIRE AND SAFETY EQUIPMENTS
BSSL/16/2021-2022	SUPPLY OF DOG FOOD
BSSL/17/2021-2022	SUPPLY OF DOG SHAMPOO
BSSL/18/2021-2022	SUPPLY OF VETERINARY SERVICES & DOG DEWORMERS
BSSL/19/2021-2022	SUPPLY OF DOG CHAINS AND COLLARS
BSSL/20/2021-2022	SUPPLY OF BATONS, LANYARDS & WHISTLES
BSSL/21/2021-2022	TOOLS & EQUIPMENTS FOR MOTOR VEHICLE WORKSHOP
SERVICES	
BSSL/22/2021-2022	PROVISION OF TOWING SERVICES
BSSL/23/2021-2022	PROVISION OF FUMIGATION SERVICES
BSSL/24/2021-2022	PROVISION OF BRANDING SERVICES
BSSL/25/2021-2022	PROVISION OF CLEANING SERVICES
BSSL/26/2021-2022	MOTOR VEHICLE MAINTENANCE
BSSL/27/2021-2022	MOTOR CYCLE MAINTENANCE

A non-refundable fee of Kenya Shillings Three Thousand (Kes. 3,000) per category is payable.

Payment should be made to Brinks Security Services Kingdom bank, Account number: 0011688039001 Koinange Branch

Submission of Pre-qualification Documents

The completed pre-qualification documents clearly indicating tender number and category should be send by **(each category MUST be submitted in a separate email)** and the email subject clearly labelled:

PRE-QUALIFICATION OF SUPPLIERS 2021-2022:

CATEGORY DESCRIPTION... (e.g. Category A and NO.....(e.g. G/001/2019-2020) and

Send by email to procurement@brinkssecurity.co.ke

Bank deposit slips for the payment of the tender documents should be attached as the first document on the pre-qualification documents

2. PRE-QUALIFICATION INSTRUCTIONS

2.1 Introduction

Brinks Security Services Limited referred to as the “Company” would like to invite interested candidates who must qualify by meeting the set criteria as provided by Brinks Security Services Limited to perform the contract of supply and delivery or provision of goods and services to the Company.

2.2 Pre-qualification Objective

The main objective is to supply and deliver assorted items and also provide services under relevant tenders/quotations to Brinks Security Services Limited as and when required during the stated period.

2.3 Invitation of Pre-qualification

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their Pre-Qualification documents to the Chief Executive Officer –Brinks Security Services Limited so that they may be pre -qualified for submission of quotations. Bids will be submitted in complete lots singly or in combination. The prospective suppliers are required to supply mandatory information for pre-qualification.

2.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government/Corporation/ NGOs/ institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

2.5 Pre-qualification Document

This document includes questionnaire forms and documents required of prospective suppliers. In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested and any bidder who does not meet all the relevant **mandatory requirements** will be disqualified

2.6 Distribution of Pre-Qualification Documents

A copy of the completed pre-qualification data and other requested information shall be submitted to reach: procurement@brinkssecurity.co.ke

Not later than 22nd DECEMBER, 2021

2.7 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the Tender Committee on the following address not later than **22nd December, 2021 at 12:00 noon**

THE TENDER COMMITTEE
BRINKS SECURITY
SERVICES LIMITED
Email: procurement@brinkssecurity.co.ke

2.8 Additional Information

Brinks Security Services Limited reserves the right to request submission of additional information from prospective bidders.

2.9 Request for quotations

Request for quotations will be made available only to those bidders whose qualifications are accepted by Brinks Security Services Limited at the disclosure of the tender committee after the completion of the pre – qualification process.

3. BRIEF CONTRACT REGULATIONS/GUIDELINES

3.1 Taxes on Imported Materials

Brinks Security Services Limited is not exempted from any tax.

3.2 Customs Clearance

The contractors shall be responsible for custom clearance of their imported goods and materials.

3.3 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the authority of the Chief Executive Officer or Tender Committee. Prices quoted should be inclusive of all delivery charges and valid for 90 days.

3.4 Payments

All local purchase shall be on credit of a minimum of sixty (60) days or as may be stipulated in the Contract Agreement.

4. PRE-QUALIFICATION DATA INSTRUCTIONS

4.1 Pre-Qualification Data Forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, PQ-8, are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for the specific tender.

- 4.1.1** The pre-qualified application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in ink.

4.2 Qualification

- 4.2.1** It is understood and agreed that the pre-qualification data on prospective bidders is to be used by Brinks Security Services Limited in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

- 4.2.2** Prospective bidders will not be considered qualified unless in the judgment of Brinks Security Services Limited they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

4.3 Essential Criteria for Pre-qualification

4.3.1 Experience:

- (a) Prospective bidders shall have at least 2 years' experience in the supply of goods, services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract.
- (b) Prospective supplier requires special experience and capability to organize supply and delivery of items, or services at short notice.

4.3.2 Personnel

The names, pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form PQ-3.

4.3.3 Financial Condition

The Supplier's financial condition will be determined by latest financial statement submitted with the prequalification documents as well as letters of reference from their bankers regarding suppliers/contractors' credit position. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.

- 4.3.4** Special consideration will be given to the financial resources available as working capital, considering the amount of uncompleted orders on contract and now in progress. Data to be filled/ provided on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.

4.3.5 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form PQ-6 (at least from three organizations- attach copy of LPO/LSO/Contract)

4.4 Statement

Application must include a sworn statement Form PQ-8 by the Tenderer ensuring the accuracy of the information given.

4.5 Withdrawal of Prequalification

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, then Brinks Security Services Limited reserves the right to reject the tender from such a bidder even though they have been initially pre-qualified.

4.6 Information on Suppliers

The firm must have a fixed Business Premise and must be registered in Kenya, with certificate of Registration, Incorporation, copies of which must be attached.

- 4.6.1** The firm must show proof that it has paid all its statutory obligations and have current PIN Certificate and Tax Compliance Certificate or any other relevant certificate
- 4.6.2** The firm must declare any conflict of interest in relation to any member of staff. Brinks Security Services Limited will not procure goods or services from suppliers where the employees have not declared conflict of interest
- 4.6.3** Brinks Security Services Limited may carry out a due diligence exercise for the shortlisted prequalified suppliers
- 4.6.4** Any effort by the tenderer to influence Brinks Security Services Limited in the tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

4.7 Prequalification Criteria

Required Information	Form Type	Points Score
1. Registration Documentation	PQ-1	30
2. Pre-qualification Data	PQ-2	5
3. Supervisory Personnel	PQ-3	10
4. Financial Position	PQ-4	20
5. Confidential Report	PQ-5	15
6. Past Experience	PQ-6	10
7. Litigation History	PQ-7	<u>10</u>
	<u>TOTAL</u>	<u>100</u>

4.8 The qualification is 70 points and above

5. FORM PQ-1 REGISTRATION DOCUMENTATION

Mandatory Requirements:

1. Proof of payment for tender documents (Bank Deposit Slip)
2. Copy of Certificate of Registration/Incorporation of Business Name.
3. Copy of PIN Certificate of firm/company/individual from Kenya Revenue Authority.
4. Must submit certified bank statements for the most recent 12 months
5. Copy of valid Tax Compliance Certificate from Kenya Revenue Authority e.g. Electronic Tax Register (ETR) certificates where applicable
6. Copy of valid Trade License/ Current business licenses from relevant authorities e.g. City council.
7. Copy of Letter of recommendation from 3 previous organizations served with similar works
8. Copy of Practicing Certificate for all professionals e.g. certificate of affiliated bodies/associations (Pharmacist license, legal, medical)
9. Where mandatory for service provision, each firm must attach evidence of registration with Professional bodies/Authorities e.g. IATA, Municipal / City Council Certificates of health for food stuffs handling,
10. Copy of quality assurance certificates if any e.g. ISO 9000/9001

(Max 36 points)

Three (4) marks each for every requirement where applicable

6. FORM PQ-2: PRE-QUALIFICATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We..... hereby apply for registration as supplier(s)
(Name of Company/Firm)

of
(Item Description)

.....
(Category No.)

Post Office Address

.....

Town

Street

Name of building

Room /Office No. Floor No.

Telephone Nos.

Email address (MUST).....

Full Name of applicant

Other branches location

Organization & Business Information

Management Personnel

Chief Executive

Secretary

General Manager

Treasurer

Other.....

Partnership (if applicable)

Names of Partners

- 3. Business founded or incorporated
- 4. Under present management since
- 5. Net worth equivalent
Kshs.....
- 6. Bank reference and address
- 7. Bonding company reference address.....
- 8. Enclose copy of organization chart of the firm indicating the main fields of activities
.....
- 9. State any technological innovations or specific attributes which distinguish you from your competitors
- 10. Indicate terms of trade/sale

(5 Points)

PQ-3 5 NO. OF PERSONNEL

Name

Age

Academic Qualification

Under graduate.....

Post graduate.....

Diploma.....

High School.....

Professional Qualification

.....

(Attach Certificates if any)

Length of service with Contractor or Supplier position held

.....

(Attach copies of certificates of at least 2 key personnel in the organization)- 5marks each

(10 Points)

7.FORM PQ-4: FINANCIAL POSITION AND TERMS OF TRADE

- (1) Attach a copy of the most recent two years audited accounts (From 2019 and above) -
7 marks
- (2) Attach letters of recommendation from the firm's bankers- 7 marks
- (3) State Credit period (minimum proposed is 60 days) – 6 marks

(20 Points)

8. FORM PQ-5: CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c), whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this form

*if Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration.

Part I - General

Business Name

Location of business premises.....

Plot No. Street/Road.....

Postal Address.....Tel. No.....

Email address (MUST).....

Nature of business.....

Current Trade License. No.....Expiring date.....

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

Name of your bankers.....Branch

Account No.....Branch.....

Swift code.....Branch code.....

Bank Currency.....

Part 2 (b) Partnership

Given details of partners as follows:

Name	Nationality	Citizenship Details
Shares		
.....		
.....		
.....		
.....		

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.....**

(15 Points)

9. FORM PQ-6: PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

- i) Name of Client (organization)
 - ii) Address of Client (organization)
 - iii) Name of Contact Person at the client (organization)
 - iv) Telephone No. of Client
 - v) Value of Contract
 - vi) Duration of Contract (date)
(Attach documental evidence of existence of contract)
2. Name of 2nd Client (organization)
- i) Name of Client (organization)
 - ii) Address of Client (organization)
 - iii) Name of Contact Person at the client (organization)
 - iv) Telephone No. of Client
 - v) Value of Contract
 - vi) Duration of Contract (date)
(Attach documental evidence of existence of contract)
3. Name of 3rd Client (organization)
- i) Name of Client (organization)
 - ii) Address of Client (organization)
 - iii) Name of Contact Person at the client (organization)
 - iv) Telephone No. of Client
 - v) Value of Contract
 - vi) Duration of Contract (date)
(Attach documental evidence of existence of contract)
4. Others

(10 Points)

Three (3) marks each and an additional point for one other

10. FORM PQ-7: LITIGATION HISTORY

Name of Contract Supplier

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT)

(5 Points)

11. FORM PQ-8: SWORN STATEMENT

Having studied the pre-qualification information for the above project we/I hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c. When the legal status, financial conditions, technical or contractual capacity of the firm changes such that it affects our/my ability to respond to quotations /tenders, we commit ourselves to inform you and acknowledge your right to review the pre-qualification made.
- d. We enclose all the required documents and information required for the pre-qualification evaluation.

Date:

Applicant's Name/Company Name:

Represented by:

Signature:

(Full name and designation of the person signing and stamp or seal)

12. FORM PQ-9: SUPPLIER CONTACT DETAILS

NO.	SUPPLIER CONTACT DETAILS-	
1.	Name of Supplier/Contractor	
2.	Postal Address	
3.	Physical Location of the office	
4.	Name of contact person	
5.	Official email Address	
6.	Office telephone/Mobile number	
7.	Website address	
8.	Categories(s) numbers applied for	

(5 points)