

SECTION III – EVALUATION AND QUALIFICATION CRITERIA

S/No	Mandatory Preliminary Evaluation Requirements	Evidence Yes/No
1.	Must submit a copy of Certificate of company Business Registration / Incorporation	
2.	Must submit a copy of valid Tax Compliance Certificate issued by Kenya Revenue Authority	
3.	Must submit a valid Business Permit/ License from the County Government	
4.	Must submit a Tender Security of Kshs. 200,000/= from a bank Registered in Kenya or from an Insurance Company Approved by PPRA and must remain valid for an additional thirty (30) days after tender validity period	
5.	Must submit CR12 Form issued by the Registrar of Companies produced in the last 6 months (for Limited Companies)	
6.	Must submit duly Filled, signed and stamped Form of Tender (See forms attached) in the firm's letter head	
7.	Must submit a dully filled and stamped Confidential Business Questionnaire Form (See form attached)	
8.	Must duly fill, sign and stamp Certificate of Independent Tender Determination – to declare that the bidder has completed the tender without colluding with other tenderers. (See form attached).	
9.	Must duly fill, sign and stamp self-declaration that the person/tenderer is not debarred in the matter of the public procurement (SD 1) (See form attached).	
10.	Must duly fill, sign and stamp self-declaration That The person/Tenderer Will Not Engage In Any Corrupt Or Fraudulent Practice (SD 2) (See form attached).	
11.	Must duly fill, sign and stamp declaration and commitment to the Code of Ethics for persons participating in Public Procurement and Asset Disposal (See form attached).	
12.	Letter of compliance issued by Ministry of Labor and showing compliance with labor requirements and in particular compliance to minimum wage.	
13.	Must submit current compliance certificate from NSSF	
14.	Must submit current compliance certificate from NHIF	
15.	Provide valid Communication Authority of Kenya (CAK) Radio frequency license	
16.	Membership of a Kenya Security Industry Association (KSIA) or Protective Security Industry Association (PSIA)	
17.	Registration with Private Security Regulatory Authority (PSRA) (Provide a 5-year certificate)	

18.	Must submit a Guard Force Numbers (GFNs) issued by the Authority for their Private Security Officers (Security Guards)	
19.	Commissioned Power of Attorney authorizing the person signing documents on behalf of the Tenderer	
20.	Entire Bid document must be well presented (bound or filed), chronologically serialized (paginated) and initialized	
	NB: Failure to meet any one of the above requirements shall lead to automatic disqualification	