

**CRITERIA FOR EVALUATION OF SECURITY SERVICES PROVISION AT MAGADI, KAJIADO AND MOMBASA**

	FACTOR	WEIGHTAGE
A	Well Trained Guard force	30
B	Established Fire Service	20
C	Established Dog Unit/Section	5
D	Firm's Presence in Kenya	15
C	Clients Base	5
D	Membership of a Professional Body KSIA,PROSAK	5
E	Established Physical Location	10
F	Experience in Agricultural/Mining or large manufacturing assignments.	10
		100

## General Information

Tata Chemicals Magadi Limited (TCML) is Africa's largest natural Soda Ash manufacturer. The site is situated 120kms South West of Nairobi at Lake Magadi, having branches in Kajiado and Mombasa.

We, **Tata Chemicals Magadi Ltd** are planning to contract a service provider to offer guarding services at our operations sites in Magadi, Kajiado and Mombasa.

## QUALIFICATION FOR TENDERING

### Mandatory Requirements

The following must be submitted together with bid:

- i) Certified copy of Certificate of incorporation
- ii) Copy of Valid Tax Compliance Certificate
- iii) Certified copy of Current Single business permit
- iv) CR12 certificate
- v) Valid WIBA certificate
- vi) Valid NHIF & NSSF compliance certificates
- vii) Certificate of good conduct

All information in the attached forms should be provided in full and failure to do so will constitute grounds for disqualification.

There shall be a mandatory pre-tender site visit in Magadi as specified in the table below:

Date	12 <sup>th</sup> February 2019
Time	11.00 am
Venue	Lake Magadi

NOTE: Every bidder shall be represented by one person bearing a letter from the company participating in tendering.

The bidders must submit the Technical and The Financial proposals separately.

**A. TECHNICAL PROPOSAL –**

Two copies in sealed envelopes clearly marked **"TECHNICAL PROPOSAL FOR TENDER FOR SECURITY GUARDING SERVICES"** One copy marked as **"ORIGINAL"** and One other copy marked as **"COPY"**. All to be finally put in one sealed envelope. (The firms will ensure that there is no reference at all on their financial proposal within the technical proposal envelope)

**B. FINANCIAL PROPOSAL -**

Two copies in sealed envelopes clearly marked **"FINANCIAL PROPOSAL FOR TENDER FOR SECURITY GUARDING SERVICES"** One copy marked as **"ORIGINAL"** and One other copy marked as **"COPY"**. All to be finally put in one sealed envelope (The financial proposal shall include all taxes applicable)

Addressed to:

The Head of Procurement,  
TATA Chemicals Magadi Limited,  
P.O. Box 1-00205,  
MAGADI.

The same will be deposited in the tender box situated in Administration Block, Magadi OR Collection Centre, and Enterprise Road – Avon house, Industrial area so as to reach him/her on or before **10.00 a.m. on 22<sup>TH</sup> FEBRUARY, 2018.**

The Management reserves the right to accept or reject any bids and does not bind itself to any reasons for doing so.

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TENDER FOR PROVISION OF SECURITY SERVICES AT MAGADI, KAJIADO AND MOMBASA SITES OF TATACHEMICALS MAGADI LIMITED. (TCML)

SCOPE:

TATA CHEMICALS MAGADI LIMITED GUARDS DEPLOYMENT SUMMARY			
<b>MAGADI PLANT</b>			
GUARDING POST	DAY DEPLOYMENT	NIGHT DEPLOYMENT	<b>TOTAL</b>
Drivers	1	1	2
Supervisors	1	1	2
CCTV Control	1	0	1
Magadi Hospital	1	1	2
Sports Club	0	1	1
Water Plant (Undercover)	0	2	2
Cottages	0	2	2
Tented Eco-Camp	1	1	2
Magadi Soda Schools (Gate)	1	1	2
Magadi Soda School (Girls Hostel)	0	1	1
C1 Pump (Undercover)	0	2	2
Mowlem/Tanganyika Patrols (Undercover)	0	2	2
Check Point	2	2	4
Salt Plant	1	2	3
Fish Spring Water Pump	0	2	2
D1 Pump	0	2	2
D2 Pump	0	2	2
Permanent Way Service	0	2	2
Finance / Admin Office	0	1	1
Pump 17; D4; D3 pumps patrol (Undercover)	0	2	2
Works Gate	1	1	2
Construction Gate	1	1	2
Power House	0	2	2
Repair Shop Gate	1	1	2
Ngurumani intake	1	1	2

Kilonzo slaughterhouse	0	2	2
messenger	1	0	1
Firemen			4
Tallying clerks(Mgd, Kjd, KNTC)			5
Civil Yard	1	0	1
SUB TOTAL			62
<b>KAJIADO PLANT</b>			
Main Gate	1	1	2
Loco Shed	0	1	1
Permanent Way Stores	1	1	2
Warehouse	0	1	1
Estate Township Patrol	1	1	2
Konza Coach guard	1	1	2
Railway crossing gate	1	0	1
supervisor	1	1	2
SUB TOTAL			13
<b>MOMBASA PLANT</b>			
Main Gate	1	2	3
Rail Gate	1	1	2
Conveyor Walkway / Store area	1	1	2
EAS Barrier	1	1	2
Patrol guard	1	0	1
Northern / Weighbridge Area	1	1	2
Southern / Ship Loading Conveyor area	1	1	2
Rail Yard Area (Dog and Handler)	0	1	1
Rail Yard Area	2	1	3
Night Supervisor	0	1	1
Site Security Supervisor	1	0	1
SUB TOTAL			20
<b>GRAND TOTAL</b>			95

## **SERVICE LEVELS AND KEY PERFORMANCE INDICATORS**

- . Guards shall be well disciplined and of high integrity, already trained and regularly trained on guarding services and investigation of crime.
- . The guards shall have radio communication gadgets for ease of communication and quick response to emergencies.
- . The Service provider shall make available panic alarms to alert other security providers within the operation area e.g. KPA security and Port police in the event of emergencies alerts in Mombasa.
- . A log-in point within area of operation shall be availed, to ensure that the patrol guards log in every time during patrols or when on normal duty.
- . Guards on duty shall at all times be in Safety compliance equipment among them uniform, port passes in Mombasa, reflectors, helmets and safety shoes.
- . Guards while on duty SHOULD have search and detecting equipment for both visitors and Vehicles coming to TCML operation areas.
- . The guards shall be literate and able to maintain all the registers at the points of entry and exit within TCML operation areas.
- .The Security service provider must provide relievers and in charge guards who will be tasked with discipline and general order of the guard force.
- .Magadi and Kajiado guards shall double up as fire standby fighters and hence should have additional training on firefighting skills. Proof of training MUST be evident.
- .CCTV manning and operations training is mandatory for the control room controllers.
- .Capacity to provide properly trained dogs and handler at Mombasa site.
- .Trained tallying clerks to handle product tallying and dispatch.