

<u>PROCURING</u> <u>ENTITY</u>	 Good Neighbors Kenya KENYA GOOD NEIGHBORS, P.O BOX 76327-00508, NAIROBI KENYA. EMAIL procurement@goodneighbors.ke
<u>TENDER NAME</u> <u>& REF NO</u>	SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF CLOSED-CIRCUIT TELEVISION (CCTV) SURVEILLANCE SYSTEM AT KENYA GOOD NEIGHBORS OFFICES. KGN/CCTV/HO/BS/MG/OG/2025/010
<u>SITE OF WORKS</u>	1. KENYA GOOD NEIGHBORS HEAD OFFICE IN RUIRU, KIAMBU COUNTY 2. KENYA GOOD NEIGHBORS ILBISSIL OFFICE IN KAJIADO COUNTY 3. KENYA GOOD NEIGHBORS KILGORIS OFFICE IN MEAGUARRA, NAROK COUNTY 4. KENYA GOOD NEIGHBORS OGEMBO OFFICE IN KISII COUNTY
<u>CLOSING DATE</u>	FRIDAY THE 7th OF NOVEMBER 2025
<u>CLOSING TIME</u>	1600 HRS
<u>CONTENTS</u> • TENDERING PROCEDURES • BILL OF QUANTITIES	

1. Tendering Procedures

- 1.1. **KENYA GOOD NEIGHBORS** invites sealed tenders for the Supply, delivery, installation and commissioning of closed-circuit television (CCTV) surveillance system at Kenya Good Neighbors offices listed above.
- 1.2. Completed tenders must be delivered to the address stated in **Clause 9.2** on or before **Friday the 7th of November 2025, at 1600Hrs.**
- 1.3. There will be a **MANDATORY** Site Visit on the construction sites on **the 24th of October 2025** from 1400 Hours, at Kenya Good Neighbors Head Office in Ruiru, Kiambu County with the following google link <https://maps.app.goo.gl/zN5WX5aB4K5SbMcA6>
- 1.4. **For the other sites the bidders are encouraged to visit the sites at the times of their convenience.**
- 1.5. Kenya Good Neighbors will not accept nor consider bids from those who do not attend the aforementioned site visit in Clause 1.3.
- 1.6. The procuring entity shall not be responsible for any costs incurred by the prospective bidders while attending the site visit.

2. SCOPE OF PROPOSED TENDER

- 2.1. The works under consideration shall be as per the specifications and quantities attached in the bills of quantities.

3. ELIGIBLE TENDERERS

- 4.1. This tender shall only be open for Contractors registered within Kenya.
- 4.2. A Tenderer shall not have a conflict of interest. Any tenderer found to have a conflict of interest shall be disqualified. A tenderer may be considered to have a conflict of interest for the purpose of this tendering process, if the tenderer:
 - a. Is a direct relative of any employee of the Procuring entity;
 - b. Is a direct relative of any management team (i.e, staff, Board of Directors) closely working with the Procuring entity;

- c. Directly or indirectly controls, is controlled by or is under common control with another tenderer;
- d. Receives or has received any direct or indirect subsidy from another tenderer;
- e. Has the same legal representative as another tenderer;
- f. Any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the goods or works that are the subject of the tender;
- g. Any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity as a consultant for Contract implementation.

4. CLARIFICATION OF TENDER DOCUMENTS, SITE VISIT AND PRE-TENDER MEETING

4.1. Should the tenderer be in any doubt of the precise meaning of any item and/or figure for any reason whatsoever and should he/she find any page missing, or in duplicate, or indistinct, he must inform the client during the site visit or in writing through email address procurement@goodneighbors.ke. Provided such enquiry shall have arrived **Three (3)** days prior to the tender closing date (that is, by 4:00p.m. of Tuesday, the 4th of November 2025), the Client will respond, with copies to all other tenderers, if deemed necessary.

4.2. No liability will be admitted nor claim allowed in respect of errors in the Contractor's Tender due to mistakes in the tender documents which should have been rectified by timely enquiries.

4.3. Any **Telephone canvassing** from any of the tenderers shall not be allowed and will lead to automatic disqualification.

5. SCHEDULE OF REQUIRED DOCUMENTS

5.1. The Tenderer shall submit the following mandatory documents for the procuring entity to evaluate:

- a. Valid Tax Compliance Certificate.
- b. Valid K.R.A Pin
- c. Valid Certificate of Incorporation/Registration.

- d. CR12 form.
- e. Current utility bill (Utility Bills: any of water, electricity, internet, gas, waste management bills of August or September 2025, under the name of the bidder/ firm)
- f. Trade License
- g. **Company profile, including a detailed organization structure, Contact, Office Location. Please include the office phone number and email address on the first page of company profile.**
- h. List of Key and relevant Personnel to be involved in the CCTV installation for the Client:
 - i. Updated and complete CVs must be attached.
 - ii. A minimum of Four (4) Personnel will be submitted.
 - iii. Submission of the Director's CV is mandatory.
 - iv. Submission of the Foreman to be engaged on the project is mandatory
 - v. Submission of a resume only or tender forms from other procurement applications shall not be accepted.
 - vi. Incomplete CVs will not be accepted.
- i. Valid NCA license **(NCA 6 and above)/Applicable industry licenses or certificates.**
- j. Work Profile- A list of ongoing and previous projects with evidence shall be attached, which includes the previous Client's Contact persons, Phone Numbers, email address, LPOs, contracts, Practical Completion Certificates, recommendation letters, etc. Recommendation letters without evidence will not be treated as related experience.
- k. Proposed Work Methodology (Specific to this project).
- l. Proposed Programme of works.
- m. Priced Bills of Quantities.
- n. Litigation history (sworn affidavit).
- o. Audited Financial Statements for the last Two (2) Financial Years (2023 and 2024). The reports should be authentic and valid audited final reports and accounts which meet

all the requirements set by Auditing bodies. External audit reports not signed and stamped by the Auditor and the company Director are not treated as authentic reports.

5.2. All the documents submitted shall have all of their four corners be visible, and no text, signature, or image may be obscured.

5.3. For electronic submission, the tenderer must name the email subject as follows:

“Name of Company - CCTV” i.e “BIDII CONTRACTORS – CCTV”.

5.4. The documents listed in Clause 5.1 shall be separate PDFs, properly named, compressed together, and submitted as ONLY ONE ZIP FILE.

6. VALIDITY OF TENDER

6.1. Tenders shall remain valid for a period of one hundred and fifty (150) days from the date of submission. However, in exceptional circumstances, the procuring entity may request the tenderers to extend the period of validity for a specified additional period.

The request and the tenderers’ responses shall be made in writing.

7. AMENDMENT TO TENDER DOCUMENTS

7.1. At any time prior to the deadline for submission of tenders, the employer may, for any reason, whether at his own initiative, or in response to clarification requested by a prospective tenderer, amend the tender documents by the issuance of an “Addendum”. The “Addendum”, the receipt of which must be acknowledged shall be sent in writing. Should the Employer be of the opinion that the issuance of an “Addendum” has created a need to extend the deadline of the submission of tenders, then at his discretion he shall, in writing, grant such an extension.

8. TENDER PRICES AND DISCOUNTS

8.1. Only the shortlisted Tenderer will be contacted by the Client, should there be need for negotiations on the tender sum.

8.2. Tenderers are reminded that they are required by law to pay all government Taxes and levies arising from or related to the execution of the works. The tenderer must therefore include in their rates all taxes as aforesaid.

8.3. The rates provided by the tenderer shall be inclusive of all the scope of works, i.e supply, delivery, labor, taxes, etc. The procuring entity shall not price any item of work separately than in the tender document.

9. SUBMISSION OF TENDERS

9.1. The Tenderer shall deliver the Tender in a single sealed envelope bearing the name and Reference number of the Tender, addressed to the Procuring Entity.

9.2. Tenders and all Documents in connection therewith, as specified above shall be delivered at the client premises which is ***along 3rd Sunrise Avenue in Ruiru off Eastern Bypass Between Greenspot Gardens/Brook breeze Apartments and Deliverance Church. Left-hand side After Greenspot Gardens Carpark and of Coordinates (-1.16637,36.96845).***

9.3. The Tenderers shall also submit a softcopy of their bids to the following email address procurement@goodneighbors.ke.

9.4. The deadline for physical (hardcopies) and electronic submissions (softcopies) shall be on **Friday the 7th of November 2025 at 1600 Hrs.**

9.5. For a tender to be considered responsive, **it shall be mandatory to submit both hardcopy and softcopy on time.**

10. RESPONSIVENESS

10.1. Prior to the detailed evaluation of tenders, the Procuring entity will determine whether each tender is substantially responsive to the requirements of tender documents. For the purpose of this clause, a substantially responsive tender is one which conforms to all the terms, conditions and specifications of the tender documents without material deviation or reservation. A material deviation or reservation is one which affects in any substantial way the scope, quality, or performance of the work, or which limits in any substantial way,

inconsistent with the tender documents, the Procuring entity's rights or the tenderer's obligations under the Contract and the rectification of which deviation or reservation would affect unfairly the competitive position of other tenderers presenting substantially responsive tenders.

10.2.If a tender is not substantially responsive to the requirements of the tender documents, it will be rejected by the procuring entity and may not subsequently be made responsive tenderer having corrected or withdrawn the non-conforming deviation or reservation.

11. ARITHMETICAL ERRORS.

11.1.The tender sum shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or entity.

11.2.Provided that the Tender is substantially responsive, the Procuring Entity shall handle errors on the following basis:

- a) Any error detected, arising from a miscalculation of unit price, quantity, subtotal, and total bid, if considered a major deviation (more than 20 %) that affects the substance of the tender, shall lead to disqualification of the tender as non-responsive.
- b) If there is a discrepancy between words and figures, the amount in words shall prevail.

12. TENDER AWARD

12.1.Kenya Good Neighbors reserves the right to accept or reject any tender, and to cancel the tendering process and reject all tenders, at any time prior to the award of Contract, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the action.

13. CORRUPT AND FRAUDULENT PRACTICES

13.1 Kenya Good Neighbors requires that tenderers observe the highest standards of ethics during procurement process and execution of contracts. A tenderer shall sign a

declaration that he/she has not and will not be involved in corrupt and fraudulent practices. The declaration shall be submitted together with bidding documents.

13.2 A tenderer shall not be involved in corrupt, coercive, obstructive or fraudulent practice. A tenderer that is proven to have been involved in any of these practices shall be automatically disqualified.

13.3 The Procuring entity will reject a proposal for award, if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

13.4 The procuring entity offers equal opportunity to the bidders and only awards the tenders based on merit of the bidders. The Procuring entity categorically puts across that it does not support offering of any gifts or commission with the intention of securing the award of the tender either to staff, managers, senior management, Board members, Consultants working or associated with the procuring entity.

14. **ADVANCE PAYEMENT**

14.1. The Client shall not pay monies as an **advance payment** or **mobilization fee** to the successful tenderer.

15. **PERFORMANCE SECURITY.**

15.1. The successful tenderer shall be required to submit a performance bond of **Ten percent (10%)** of the tender sum before commencement of works.

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ⁱ End of document

PROPOSED SUPPLY & INSTALLATION OF A CLOSED CIRCUIT TELEVISION NETWORK AT KENYA GOOD NEIGHBORS OFFICES IN RUIRU,BISSIL ,KILGORIS & OGEMBO.

BQ REF NO : KGN/HO/MG/ BS /OG/202510-001

Item	Description	Amount
	<u>BILL NO. 1</u> <u>GENERAL PRELIMINARIES</u> <u>PRICING OF ITEMS OF PRELIMINARIES AND PREAMBLES</u> A Prices shall be inserted against items of preliminaries in the Contractor's priced Bills of Quantities and Specifications. B Wherever, in the Contractor's priced Bills of Quantities, no price appears against an item of Preliminaries the value of such item shall be deemed to be included in his prices for the other items in the Bills of Quantities. <u>General Descriptions of works :</u> C The Works shall involve supply,install,test ,commission and servicing of a Closed Circuit Television Network as follows : 1. Head Offices -Ruiru Kiambu County. 2. Ilbissil Area Office -Kajiado County. 3. Meguarra Area Office - Narok County. 4.Ogembo Office - Kisii County	
	Carried to Collection	

Item	Description	Amount
A	<u>MATERIALS AND WORKMANSHIP</u> All materials and workmanship used in the execution of the works shall be of the best quality and description unless otherwise stated. The Contractor shall order all materials immediately after the contract and as early as necessary to ensure that they are onsite when require for use in the works. The Bills of Quantities shall not be used for the purposes of ordering materials.	
	<u>STORAGE OF MATERIALS</u> The Contractor shall provide at his own risk and cost where directed on the site weather proof lock-up sheds and make good damaged or disturbed surfaces upon completion to the satisfaction of the Client	
	The Contractor shall furnish at his own cost any samples of materials required for the works that may be called for by the CLIENT for his approval. Until such samples are approved by the CLIENT may reject any materials or workmanship not in his opinion not to the approved sample. The CLIENTshall arrange for testing of such materials as he/she may at his/her discretion deem desirable, but the testing shall be made at the expense of the Contractor. The Contractor shall allow in his tender for such samples and tests.	
	<u>GOVERNMENT ACT REGARDING WORK PEOPLE ETC</u> Allow for complying with Government Acts, order and Regulations in connection with the employment of Labor and other matters related to the execution of the works. In particular, the Contractors attention is drawn to the provisions of the Factory Act of , 1950 or the latest version and the tenderer must include for all costs arising or resulting from compliance with any Act, Order or Regulation relating to insurance, pensions, and holidays for workpeople or so the safety, and welfare of the work people. The Contractor must make himself fully acquainted with current Acts and Regulations, including police regulations regarding movements, housing, security and control of labor, labor camps, passes for transport, etc. It is important that the Contractor, before tendering obtains information regarding all such regulations and/or restrictions which may affect the organization of the works, supply and control of labor, etc, and allow accordingly in his tender. No claim shall be entertained for lack of knowledge in this respect.	
	<u>Carried To Collection</u>	

Item	Description	Unit	Qty	Rate	Amount
A	<u>Head Offices -Ruiru</u>				
	<u>SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF THE CCTV SYSTEM</u>				
	<u>Indoors Cameras</u>				
	<i>Dome Camera as HIKVISION, DS-2CD1147G2H-LIU of the following specifications :</i>				
	4 MP ColorVu with Smart Hybrid Light Fixed Dome Network Camera	No	10		
B	<u>Outdoor Cameras</u>				
	<i>IP bullet Camera as HIKVISION, DS-2CD1047G2H-LIU of the following specifications :</i>				
	4 MP ColorVu with Smart Hybrid Light Fixed Bullet Network Camera	No	9		
C	<i>IP bullet Camera as HIKVISION, DS-2CD1T47G2H-LIU(F) of the following specifications :</i>				
	4 MP ColorVu with Smart Hybrid Light Fixed Bullet Network Camera To be Installed at the Vehicle Entrance gates	No	1		
	<i>Pro Series with Acusense NVR of the following specifications :</i>				
D	Model DS-7732NXI-K4/16P(E) ; 32-ch PoE 1.5U K Series AcuSense 4K NVR	No	1		
E	Supply and Install Western Digital SATA Hardisk of Capacity 8TB	No	2		
F	Supply and Install CAT6 UTP Network Cable	Lm	700		
G	Supply and Install metallic 8 port unmanaged Power Over Ethernet Switch with a switching capacity of 20 Gbps	No	2		
	<u>Carried To Collection</u>				

Item	Description	Unit	Qty	Rate	Amount
A	<u>Ilbissil - Kajiado County</u>				
	<u>SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF THE CCTV SYSTEM</u>				
	<u>Indoors Cameras</u>				
	<i>Dome Camera as HIKVISION, DS-2CD1147G2H-LIU of the following specifications :</i>				
	4 MP Smart Hybrid Light with ColorVu Fixed Dome Network Camera	No	2		
B	<u>Outdoor Camera</u>				
	<i>IP bullet Camera as HIKVISION, DS-2CD1047G2H-LIU of the following specifications :</i>				
	4 MP ColorVu with Smart Hybrid Light Fixed Bullet Network Camera	No	1		
C	<i>Pro Series with Acusense NVR of the following specifications :</i>				
	Model DS-7608NI-M2/8P 8-ch 1U 8 PoE 8K NVR	No	1		
D	Supply and Install Western Digital SATA Hardisk of Capacity 4TB	No	1		
E	Supply and Install CAT6 UTP Network Cable	Lm	150		
F	Supply and Install wall mounted switch cabinet	No	1		
G	Rj 45 Connectors	No	1		
H	9U CABINET	No	1		
I	Allow for the provision for cabling,accessories , conduits and any other sundries required for the installation	Item	1		
	Carried to Collection				

Item	Description	Unit	Qty	Rate	Amount
A	<u>Meguarra and Ogembo Offices</u>				
	<u>SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF THE CCTV SYSTEM</u>				
	<u>Indoors Cameras</u>				
	<i>Dome Camera as HIKVISION, DS-2CD1147G2H-LIU of the following specifications :</i>				
	4 MP Smart Hybrid Light with ColorVu Fixed Dome Network Camera	No	8		
B	<u>Outdoor Cameras</u>				
	<i>IP bullet Camera as HIKVISION, DS-2CD1047G2H-LIU of the following specifications :</i>				
	4 MP ColorVu with Smart Hybrid Light Fixed Bullet Network Camera	No	5		
C	<u>NVR</u>				
	Model DS-7616NXI-I2/16P/S 16-Ch 1U POE AcuSense 4K NVR	No	1		
	Supply and Install Western Digital SATA Hardisk of Capacity 8TB	No	1		
E	Supply and Install CAT6 UTP Network Cable	Lm	350		
F	Supply and Install metallic 8 port unmanaged Power Over Ethernet Switch with a switching capacity of 20 Gbps	No	1		
	Supply and Install wall mounted switch cabinet	No	1		
	Rj 45 Connectors	No	1		
I	9U CABINET	No	1		
J	Supply a 27 inch FHD Monitor	No	1		
	<u>Carried To Collection</u>				

	<u>Grand Summary</u>	
1	B/f from Pg 1/11	
2	B/f from Pg 2/11	
3	B/f from Pg 3/11	
4	B/f from Pg 4/11	
5	B/f from Pg 5/11	
6	B/f from Pg 6/11	
7	B/f from Pg 7/11	
8	B/f from Pg 8/11	
9	B/f from Pg 9/11	
10	B/f from Pg 10/11	
11	Provide a provisional sum of Shillings One Hundred Thousand	<u>100,000</u>
12	S.Total	
13	Add V.A.T 16%	
14	Grand Total	
	In Words :	
	<u>Sign :</u>	
	<u>Stamp :</u>	