



**VISION: Christ-Centered Church; Strong Families; Transformed Nations.**

**MISSION: A worshipping community of the Lord Jesus Christ that is advancing the Kingdom of God through the power of the Holy Spirit.**

**TENDER NO: NBC/PROC/01/09/2023-2026**

**TENDER NAME: PROVISION OF PRIVATE SECURITY GUARD SERVICES FOR NAIROBI BAPTIST CHURCH.**

**Mobile:** (+254)734330006, 733821180, 722821180, 720430335

**Website:** [www.nairobibaptist.co.ke](http://www.nairobibaptist.co.ke) **Email:** [info@nairobibaptist.co.ke](mailto:info@nairobibaptist.co.ke)

**P.O BOX 44128-00100. NAIROBI, KENYA.**

## **SECTION A – INVITATION TO TENDER**

### **TENDER NAME; PROVISION OF PRIVATE SECURITY GUARD SERVICES FOR NAIROBI BAPTIST CHURCH.**

**TENDER REF: NBC/PROC/ 01/09/2023-2025**

**COMMENCEMENT DATE: TUESDAY, 5<sup>TH</sup> SEPTEMBER 2023.**

**CLOSING DATE: MONDAY, 25<sup>TH</sup> SEPTEMBER 2023.**

- 1.1 NBC invites sealed tenders from eligible candidates for the Provision of Private Security Guard Services. This invitation is made through the NBC website ([www.nairobibaptist.co.ke](http://www.nairobibaptist.co.ke)) and notice boards within NBC assemblies.
- 1.2 A complete set of tender documents will be availed to the bidders from NBC Website in the Resources download tab. Tenderers must notify Procurement office upon successful download and payment via email to [procurement@nairobibaptist.co.ke](mailto:procurement@nairobibaptist.co.ke) indicating the name and number of the tender downloaded, the Company name and address of the tenderer.
- 1.3 Prices quoted should be inclusive of all taxes and delivery costs, must be expressed in Kenya shillings and shall remain valid for a period of 90 days (about 3 months) from the closing date of the tender.
- 1.4 Completed tender documents are to be enclosed in plain sealed envelopes, marked with the **Tender. No. NBC/PROC/01/09/2023-2026 Provision of Private Security Guard Services** and be deposited in the Tender Box at the NBC Head Office to be addressed to:

**Pastor In-Charge of Operations  
Nairobi Baptist Church  
P.O Box 44128 - 00100  
NAIROBI.**

To be received on or before **Monday, 25<sup>th</sup> September at 12.00 noon-East African Time.**

- 1.5 Tenders must be accompanied by a **Bid Bond/Tender Security** of at least **2% of the tender sum** in the format specified in the tender documents. Failure to attach the bid bond will lead to automatic rejection of the tender.
- 1.7 Tenders will be opened immediately thereafter in the presence of the tenderers' representatives who may choose to attend the opening at the **NBC Ngong Road at Bethel Sanctuary.**

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# TENDER FORM

**PASTOR IN-CHARGE OF OPERATIONS  
NAIROBI BAPTIST CHURCH  
P.O. BOX 44128 – 00100  
NAIROBI.**

Dear Sir,

**RE: PROVISION OF PRIVATE SECURITY AND GUARDING SERVICES FOR  
NAIROBI BAPTIST CHURCH.**

In accordance with the Instructions to Tenderers and Specifications for the execution of the above services, we, the undersigned offer to undertake the above services (comprising of provision of private security and guarding services to the entire satisfaction of the Church for the annual fee of:

Amount of Tender (Annual Fee): Kshs.....  
.....

In words, Kenya Shillings:

.....  
.....  
.....  
...

1. We acknowledge that the Appendix to the Tender Form forms part of our tender.
2. We undertake, if our tender is accepted, to commence the works as soon as is reasonably possible after the receipt of the Letter of Acceptance.
3. We agree to abide by this tender for a period of 90 days (about 3 months) from the date of the tender opening and it shall remain binding upon us and may be accepted at any time before the expiry of this period.
4. Unless and until a formal agreement is prepared and executed, this tender together with your written acceptance thereof shall constitute a binding Contract between us.
5. We understand that you are not bound to accept the lowest tender or any Tender you may receive.

**Name of Tenderer:** .....

**Signature of the Director** .....

**Address**.....

**Date**.....**Company Seal**.....

**SECTION B: INTRODUCTION**  
**PRELIMINARIES AND GENERAL INFORMATION**

Tenderers are required to carefully read the following specifications and conditions that will apply when the contract is awarded to the successful bidder and seek any clarification required before submission of their tender.

Any act of collusion that may distort normal competitive conditions may cause the rejection of the tenders concerned. By participating in this tender, Tenderers certify not to be involved in such acts of collusion.

Tenders must be returned complete and will be opened in the presence of Tenderers or their assigned representatives at the time and venue stated in the letter of invitation to tender. Incomplete tenders or tenders received after the stated time will be returned unopened.

Tenders are invited in accordance with the documents issued. Counteroffers submitted with tenders will not be considered; letters of qualification with tenders may be ignored if they have the effect of modifying either the terms of a tender or the comparability of a tender with other tenders. Should a Tenderer, in good faith, wish to propose modifications to the terms, conditions and contents for the purpose of reducing the tender amount, then he shall contact the Procuring Entity in writing well before the date of tender opening. Should the proposed modification be approved by the Procuring Entity, all Tenderers will be advised in good time for the modification of their tenders. No proposed modification will be considered unless this procedure has been adopted.

All deletions, additions and corrections to figures inserted in the tender documents are to be countersigned by the Tenderer.

**The details of the Employer are:**  
**NAIROBI BAPTIST CHURCH.**  
**P.O. BOX 44128 -00100.**  
**NAIROBI-KENYA**  
**Tel: +254720430335**

**Email: [procurement@nairobiapist.co.ke](mailto:procurement@nairobiapist.co.ke)**

## **SECTION C: INSTRUCTIONS TO TENDERERS**

### **2.1 Eligible tenderers**

- 2.1.1. This Invitation to tender is open to all tenderers eligible as described in the instructions to tenderers. Successful tenderers shall provide the services for the stipulated duration from the date of commencement (hereinafter referred to as the term) specified in the tender documents.
- 2.1.2. The procuring entity's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender unless where specially allowed as per the church procurement policy manual.
- 2.1.3. Tenderers shall provide the qualification information statement that the tenderer (including all members, of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the services under this Invitation for tenders.
- 2.1.4. Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

### **2.2 Cost of tendering**

2.2.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

2.2.2 The price to be charged for the tender document shall be Kshs. 1,000/=.

2.2.3 Payment for the tender document shall be done via Nairobi Baptist Church Bank account and copy of the receipt attached in the first page of the tender document.

<b>BANK NAME:</b>	<b>KCB GROUP</b>
<b>BRANCH:</b>	<b>PRESTIGE PLAZA</b>
<b>BRANCH CODE:</b>	<b>259</b>
<b>ACCOUNT NAME:</b>	<b>NAIROBI BAPTIST CHURCH</b>
<b>ACCOUNT NUMBER:</b>	<b>1114430323</b>
<b>PAYMENT CURRENCY:</b>	<b>Kenya Shillings</b>
<b>BANK SWIFT CODE:</b>	<b>KCBLKENX</b>

## **2.3 Contents of Tender Documents**

**2.3.1** The tender document comprises of the documents listed below and addenda issued in accordance with the instructions to tenders

- i) Instructions to tenderers
- ii) General Conditions of Contract
- iii) Special Conditions of Contract
- iv) Schedule of Requirements
- v) Details of service
- vi) Form of tender
- vii) Price schedules
- viii) Contract form
- ix) Confidential business questionnaire form
- x) Tender security form
- xi) Declaration Form

**2.3.2** The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderer's risk and may result in the rejection of his/her tender.

## **2.4 Clarification of Documents**

**2.4.1** A prospective candidate making inquiries about the tender document may notify the Procuring entity in writing or by post, or email at the entity's address indicated in the Invitation for tenders. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives not later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers who have received the tender documents.

**2.4.2** The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.



## **2.5 Amendment of documents**

- 2.5.1 At any time prior to the deadline for submission of tenders, the Procuring entity, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by issuing an addendum.
- 2.5.2 All prospective tenderers who have obtained the tender documents will be notified of the amendment by post, or email and such amendment will be binding on them.
- 2.5.3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the Procuring entity, at its discretion, may extend the deadline for the submission of tenders.

## **2.6 Language of tender**

- 2.6.1 The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and the Procuring entity, shall be written in English language. Any printed literature furnished by the tenderer may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

## **2.7 Documents Comprising the Tender**

- 2.7.1 The tender prepared by the tenderer shall comprise the following components:
- (a) A Tender Form and a Price Schedule completed in accordance with clause 2.8, 2.9 below.
  - (b) Documentary evidence established in accordance with Clause 3.2 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
  - (c) Confidential business questionnaire.

## **2.8 Form of Tender**

- 2.8.1 The tenderers shall complete the Form of Tender and the appropriate Price Schedule furnished in the tender documents, indicating the services to be performed.

## **2.9 Tender Prices**

- 2.9.1 The tenderer shall indicate on the Price schedule the unit prices where applicable and total tender prices of the services it proposes to provide under the contract.
- 2.9.2 Prices indicated on the Price Schedule shall be the cost of the services quoted including all customs duties and VAT and other taxes payable and/or applicable.
- 2.9.3 Prices quoted by the tenderer shall remain fixed during the term of the contract unless otherwise agreed by the parties. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.
- 2.9.4 Contract price variations shall not be allowed for contracts not exceeding one year (12 months)

- 2.9.5 Where contract price variation is allowed, the variation shall not exceed 5% of the original contract price.
- 2.9.6 Price variation requests shall be processed by the procuring entity within 30 days (about 4 and a half weeks) of receiving the request.

### **3.1 Tender Currencies**

- 3.1.1 Prices shall be quoted in Kenya Shillings unless otherwise specified in the appendix to in Instructions to Tenderers

### **3.2 Tenderers Eligibility and Qualifications.**

3.2.1 Pursuant to Clause 2.1 the tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if its tender is accepted.

- 3.2.3 The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall establish to the Procuring entity's satisfaction that the tenderer has the financial and technical capability necessary to perform the contract.

### **3.3 Validity of Tenders**

3.3.1 Tenders shall remain valid for 90 days or as specified in the invitation to tender after date of tender opening prescribed by the Procuring entity, pursuant to paragraph 2.16. A tender valid for a shorter period shall be rejected by the Procuring entity as nonresponsive.

3.3.2 In exceptional circumstances, the Procuring entity may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender security. A tenderer granting the request will not be required nor permitted to modify its tender.

### **3.4 Format and Signing of Tender**

3.4.1 The tenderer shall prepare two copies of the tender, clearly / marking each —ORIGINAL TENDER and —COPY OF TENDER, as appropriate. In the event of any discrepancy between them, the original shall govern.

3.3.3 The original and copy of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. All pages of the tender, except for unamended printed literature, shall be initialed by the person or persons signing the tender.

3.3.4 The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person or persons signing the tender.

### **3.5 Sealing and Marking of Tenders**

- 3.5.1 The tenderer shall seal the original and copy of the tender in separate envelopes, duly marking the envelopes as —ORIGINAL and —COPY. The envelopes shall then be sealed in an outer envelope. The inner and outer envelopes shall:
- 3.5.2 be addressed to the Procuring entity at the address given in the invitation to tender
- 3.5.3 bear tender number and name in the invitation to tender and the words:  
—DO NOT OPEN BEFORE **Monday, 25<sup>th</sup> September 2023 at 12.00 noon.**
- 3.5.4 The inner envelopes shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared —late. —
- 3.5.5 If the outer envelope is not sealed and marked as required by paragraph 3.5.2, the Procuring entity will assume no responsibility for the tender’s misplacement or premature opening.

### **3.6 Deadline for Submission of Tenders**

- 3.6.1 Tenders must be received by the Procuring entity at the address specified in the invitation to tender not later than **Monday, 25<sup>th</sup> September 2023 at 12.00 noon.**
- 3.6.2 The procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 6, in which case all rights and obligations of the procuring entity and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.
- 3.6.3 Bulky tenders which will not fit in the tender box shall be received and registered at the Procurement Office.

### **3.7 Modification and withdrawal of tenders**

- 3.7.1 The tenderer may modify or withdraw its tender after the tender’s submission, provided that written notice of the modification, including substitution or withdrawal of the tender is received by the procuring entity prior to the deadline prescribed for the submission of tenders.
- 3.7.2 The Tenderer’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.15. A withdrawal notice may also be sent by cable, but followed by a signed confirmation copy, postmarked no later than the deadline for submission of tenders.
- 3.7.3 No tender may be modified after the deadline for submission of tenders.
- 3.7.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer on the Tender Form. Withdrawal of a tender during this interval may result in the Tenderer’s forfeiture of its tender security.
- 3.7.5 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

- 3.7.6** The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

### **3.8 Opening of Tenders**

3.8.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend on Monday, 25<sup>th</sup> September 2023 at 12:00 noon at NBC Ngong Road, Bethel sanctuary.

3.8.2 The tenderers' names, tender modifications or withdrawals, tender prices, discounts, and the presence or absence of requisite tender security and such other details as the Procuring Entity, at its discretion, may consider appropriate, will be announced at the opening.

3.8.3 The procuring entity will prepare minutes of the tender opening which will be submitted to the tenderers that signed the tender opening register and will have made the request.

### **3.9 Clarification of tenders**

**3.9.1** To assist in the examination, evaluation and comparison of tenders the procuring entity may at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance shall be sought, offered, or permitted.

**3.9.2** Any effort by the tenderer to influence the procuring entity in the procuring entity's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers tender.

### **4.0 Preliminary Examination and Responsiveness**

4.1.1 The Procuring entity will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required securities have been furnished whether the documents have been properly signed, and whether the tenders are generally in order.

4.1.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

4.1.3 The Procuring entity may waive any minor informality or nonconformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any tenderer.

4.1.4 Prior to the detailed evaluation, pursuant to paragraph 4.3, the Procuring entity will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one which conforms to all the terms and conditions of the tender documents without material deviations. The Procuring entity's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

4.1.5 If a tender is not substantially responsive, it will be rejected by the Procuring entity and may not subsequently be made responsive by the tenderer by correction of the nonconformity.

## **4.2 Conversion to a single currency**

4.1.6 Where other currencies are used, the procuring entity will convert those currencies to Kenya shillings using the selling exchange rate on the date of tender closing provided by the Central Bank of Kenya.

## **4.3 Evaluation and comparison of tenders.**

4.3.1 The procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 4.1

4.3.2 The comparison shall be of the price including all costs as well as duties and taxes payable on all the materials to be used in the provision of the services.

4.3.3 The Procuring entity's evaluation of a tender will take into account, in addition to the tender price, the following factors, in the manner and to the extent indicated in paragraph 4.1 and in the technical specifications:

4.3.3.1 operational plan proposed in the tender;

4.3.3.2 deviations in payment schedule from that specified in the Special Conditions of Contract;

4.3.4 Pursuant to paragraph 4.3.1 the following evaluation methods will be applied:

### **(a) Operational Plan.**

The Procuring entity requires that the services under the Invitation for Tenders be performed at the time specified in the Schedule of Requirements. Tenders offering to perform longer than the procuring entity's required delivery time will be treated as non-responsive and rejected.

### **(b) Deviation in payment schedule.**

Tenderers shall state their tender price for the payment on a schedule outlined in the special conditions of contract. Tenders will be evaluated based on this base price. Tenderers are, however, permitted to state an alternative payment schedule and indicate the reduction in tender price they wish to offer for such alternative payment schedule. The Procuring entity may consider the alternative payment schedule offered by the selected tenderer.

4.3.5 The tender evaluation committee shall evaluate the tender within **30 days** from the date of opening the tender.

4.3.6 To qualify for contract awards, the tenderer shall have the following: -

- (a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.
- (b) Legal capacity to enter a contract for procurement
- (c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing

- (d) Shall not be debarred from participating in public procurement.

#### **4.7 Contacting the procuring entity**

4.7.1 Subject to paragraph 3.9, no tenderer shall contact the procuring entity on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

4.7.2 Any effort by a tenderer to influence the procuring entity in its decisions on tender evaluation tender comparison or contract award may result in the rejection of the tenderer's tender.

#### **4.8 Award of Contract**

##### **4.8.1 Post qualification**

- a) The Procuring entity will determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.
- b) The determination will take into account the tenderer's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 4.3, as well as such other information as the Procuring entity deems necessary and appropriate.
- c) An affirmative determination will be a prerequisite for award of the contract to the tenderer. A negative determination will result in rejection of the Tenderer's tender, in which event the Procuring entity will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

##### **5.1 Award Criteria**

5.1.1 Procuring entity will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

5.1.2 To qualify for contract awards, the Tenderer shall have the following: -

- a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.
- b) Legal capacity to enter a contract for procurement
- c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
- d) Shall not be debarred from participating in public procurement

5.1.3 The procuring entity reserves the right to accept or reject any tender and to annul the tendering process and reject all tenders at any time prior to contract award, 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 procuring entity's action. If the procuring entity determines that none of the tenderers is responsive; the procuring entity shall notify each tenderer who submitted a tender.

5.1.4 A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

## **5.2 Notification of award**

5.2.1 Prior to the expiration of the period of tender validity, the Procuring entity will notify the successful tenderer in writing that its tender has been accepted.

5.2.2 The notification of award will signify the formation of the Contract subject to the signing of the contract between the tenderer and the procuring entity pursuant to clause 2.26. Simultaneously the other tenderers shall be notified that their tenders have not been successful.

## **5.3 Signing of Contract**

5.3.1 At the same time as the Procuring entity notifies the successful tenderer that its tender has been accepted, the Procuring entity will simultaneously inform the other tenderers that their tenders have not been successful.

5.2.3 Within fourteen (14) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the Procuring entity.

5.2.4 The contract will be definitive upon its signature by the two parties.

5.2.5 The parties to the contract shall have it signed within 30 days (about 4 and a half weeks) from the date of notification of contract award unless there is an administrative review request.

## **5.3 Corrupt or Fraudulent Practices**

5.3.1 The Procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

5.2.6 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;

5.2.7 Further, a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

## **5.4 APPENDIX TO INSTRUCTIONS TO THE TENDERERS**

The following information shall complement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provisions of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers.

## SPECIAL NOTES TO ALL TENDERERS

1. The Tenderer shall not alter or otherwise qualify the text of these specifications. Any alteration or qualification made without prior notification to the Procuring Entity and receipt of its written authority will be ignored and the text of the specification as printed will be adhered to.
2. The Tenderer will be required to submit his tender in accordance with the specifications and all conditions in this tender document.
3. Tenderers who may wish to familiarize themselves with location where guarding services are needed before tendering are free to do so. Arrangement for accessing the site during the tendering period will be made with the **Procurement Officer, NBC**. No claims for lack of information will be entertained after opening of the tenders.
4. All prices entered in the schedule of prices shall be **in Kenya Shillings** inclusive of all Government taxes and no claims for lack of understanding or omission in this regard will be accepted after the award of the tender. Therefore, Tenderers are required to ask for clarifications of where and if necessary, before submitting their tenders.
5. The Tenderer shall include all preliminaries e.g., insurance, security etc. in the priced items. A separate claim for preliminaries will not be honored.
6. The tender shall remain valid for 90 days from the date of tender opening.
7. The Tenderer shall provide a Tender Security of at least 2% of the tender sum from a bank or an insurance company approved by PPRA. The form of Tender Security is described, and format provided in the appendix of this Tender Document.
8. If the supplier has any specific conditions regarding this tender, he should specify them with the tender. Such conditions will not be accepted after the award of the tender.
9. The tenderers should indicate their personnel strength with indicative administrative structure, organization and arrangements in relation to guard supervision.
10. The tenders should have relevant infrastructure related to the provision of security guarding services such as vehicles, motorcycles, trained dogs, back-up arrangements etc.
11. The tenderers should have appropriate security equipment such as panic buttons, a twenty-four-hour manned control room, communication apparatus etc.
12. Tenderers should provide details of their personnel recruitment process highlighting the key security vetting strategies employed.
13. Tenderers should provide a general training schedule/ program of their guards



## **SECTION D: GENERAL CONDITIONS OF CONTRACT**

### **5.7 Definition of Terms**

In this contract the following terms shall be interpreted as indicated:

- a) —The contract means the agreement entered into between the Procuring entity and the tenderer as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- b) —The Contract Price means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations.
- c) —The services means services to be provided by the contractor including materials and incidentals which the tenderer is required to provide to the Procuring entity under the Contract.
- d) —The Procuring entity means the organization procuring the services under this contract in this case Nairobi Baptist Church.
- e) —The contractor means the individual or firm providing the services under this Contract.
- f) —GCC means general conditions of contract contained in this section
- g) —SCC means the special conditions of contract
- h) —Day means calendar day
- i) —NBC means Nairobi Baptist Church.

### **5.8 Application**

These General Conditions shall apply to the extent that they are not superseded by provisions of other part of contract.

### **5.9 Standards**

5.9.1 The services provided under this Contract shall conform to the standards mentioned in the Schedule of requirements

### **6.1 Use of Contract Documents and Information**

6.1.2 The Contractor shall not, without the Procuring entity's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring entity in connection therewith, to any person other than a person employed by the contractor in the performance of the Contract.

6.1.3 The Contractor shall not, without the Procuring entity's prior written consent, make use of any document or information enumerated in paragraph 6.1.2 above.

6.1.4 Any document, other than the Contract itself, enumerated in paragraph 6.1.2 shall remain the property of the Procuring entity and shall be returned (all copies) to the Procuring entity on completion of the contracts or performance under the Contract if so required by the Procuring entity.

## **6.2 Inspections and Tests**

6.2.1 Delivery of the services shall be made by the Contractor in accordance with the terms specified by the procuring entity in the schedule of requirements and the special conditions of contract

6.2.2 The Procuring entity or its representative shall have the right to inspect and/or to test the services to confirm their conformity to the Contract specifications. The Procuring entity shall notify the tenderer in writing, in a timely manner, of the identity of any representatives retained for these purposes.

6.2.3 The inspections and tests may be conducted on the premises of the tenderer or its subcontractor(s). If conducted on the premises of the tenderer or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring entity.

6.2.4 Should any inspected or tested services fail to conform to the Specifications, the Procuring entity may reject the services, and the tenderer shall either replace the rejected services or make alterations necessary to meet specification requirements free of cost to the Procuring entity.

6.2.5 Nothing in paragraph 6.2.4 shall in any way release the tenderer from any warranty or other obligations under this Contract.

## **6.3 Payment**

6.3.1 The method and conditions of payment to be made to the tenderer under this Contract shall be specified in SCC

6.3.2 Payment shall be made promptly by the procuring entity, but in no case later than sixty (60) days after submission of an invoice or claim by the contractor.

## **6.4 Prices**

6.4.1 Prices charged by the contractor for services performed under the Contract shall not, with the exception of any Price adjustments authorized in SCC, vary from the prices by the tenderer in its tender or in the procuring entity's request for tender validity extension as the case may be. No variation in or modification to the terms of the contract shall be made except by written amendment signed by the parties.

6.4.2 Contract price variations shall not be allowed for contracts not exceeding one year (24months)

6.4.3 Where contract price variation is allowed the variation shall not exceed 10% of the original contract price.

6.4.4 Price variation requests shall be processed by the procuring entity within 30 days of receiving the request.

## **6.5 Assignment**

3.9.1 The contractor shall not assign, in whole or in part, its obligations to perform under this contract, except with the procuring entity's prior written consent.

## **6.6 Termination for Default**

6.6.1 The Procuring entity may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the contractor, terminate this Contract in whole or in part:

- a) If the contractor fails to provide any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity.
- b) If the contractor fails to perform any other obligation(s) under the Contract.
- c) If the contractor, in the judgment of the Procuring entity has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

6.6.2 In the event the Procuring entity terminates the Contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, services similar to those undelivered, and the contractor shall be liable to the Procuring entity for any excess costs for such similar services. However, the contractor shall continue performance of the contract to extent not terminated

## **6.7 Termination for insolvency**

6.7.1 The procuring entity may at the anytime terminate the contract by giving written notice to the contractor if the contractor becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the contractor, provided that such termination will not produce or affect any right of action or remedy, which has accrued or will accrue thereafter to the procuring entity.

## **6.8 Termination for convenience**

6.8.1 The procuring entity by written notice sent to the contractor may terminate the contract in whole or in part, at any time for its convenience. The notice of termination shall specify that the termination is for the procuring entity convenience, the extent to which performance of the contractor of the contract is terminated and the date on which such termination becomes effective.

6.8.2 For the remaining part of the contract after termination the procuring entity may elect to cancel the services and pay to the contractor on agreed amount for partially completed services.

## **6.9 Resolution of Disputes**

6.9.1 The procuring entity and the contractor shall make every effort to resolve amicably by direct informal negotiations any disagreement or dispute arising between them under or in connection with the contract.

6.9.2 If after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute either party may require that the dispute be referred for resolution to the formal mechanisms specified in the SCC.

## **6.10 Governing Language**

The contract shall be written in the English language. All correspondence and other documents pertaining to the contract, which are exchanged by the parties, shall be written in the same language.

## **6.11 Force Majeure**

The contractor shall not be liable for forfeiture of its performance security, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

## **6.12 Applicable Law.**

The contract shall be interpreted in accordance with the laws of Kenya unless otherwise specified in the SCC

## **6.13 Notices**

Any notices given by one party to the other pursuant to this contract shall be sent to the other party by post or by fax or E-mail and confirmed in writing to the other party's address specified in the SCC

A notice shall be effective when delivered or on the notices effective date, whichever is later.

## SECTION E: DESCRIPTION OF SERVICES

### 1. Scope of the Service

The service involves provision of private guarding services to NAIROBI BAPTIST CHURCH facilities and assemblies as detailed below:

*(See Page 25)*

### 2. Commencement Date

The commencement date for the contract with the successful bidder shall be specified at the time of signing the contract.

### 3. Contract Period

The Contract with the successful bidder shall be for a period of three years.

### 4. Payment Procedures

Payment to the successful bidder shall be made on monthly invoice after certification of the services rendered by the Operations departments of Nairobi Baptist Church.

### 5. Termination of Contract

Termination of the contract shall be done by either party giving the other a one-month notice or due to a force majeure.

### 6. Arbitration

Any dispute pertaining to the contract that cannot be resolved amicably between the two parties shall be taken to Arbitration by either party in accordance with the Laws of Kenya.

## SECTION F: TENDER QUALIFICATION AND AWARD

### A. Mandatory Requirements (MR)

The following mandatory requirements must be met notwithstanding other requirements in the documents:

No	Requirements	Tenderer's Response
MR 1	Provide documentary evidence of the company's Certificate of Incorporation/ Business Registration Certificate	
MR 2	Provide copy of the company's <b>current</b> Certificate of Tax Compliance issued by Kenya Revenue Authority (KRA) <b>Valid as at Tender Closing Date</b>	
MR 3	Submit a completed company's profile using the Confidential Business Questionnaire <b>provided in this tender document.</b>	
MR 4	Provide a list of clients you have provided services of similar nature in the last three (3) years and contact addresses	
MR 5	Provide a bid bond ( <b>Tender Security</b> ) of at least 2% of the tender sum. The bid bond should be valid for up to thirty (30) days beyond the tender validity period i.e., 120 days	
MR 6	Provide copies of audited accounts for the company for the last three accounting years. (2020, 2021, and 2022)	
MR 7	Copy of Insurance cover for employees.	

### B. Tender Award Recommendation

The received tenders will be evaluated in three stages as detailed below:

1. Stage 1: Compliance with Mandatory Requirements;
2. Stage 2: The Technical Evaluation (Capacity to Deliver the Service)
3. Stage 3: The Financial Evaluation (quoted prices)

Tenderers who do not satisfy all the Mandatory Requirements will be discontinued from further evaluation.

### C: Technical Evaluation

	<b>Evaluation Category</b>	<b>Evaluation Attribute</b>	<b>Tenderer's Response</b>	<b>Max Score %</b>
T1	Number of years in the business of providing private guarding services	<input type="checkbox"/> 5 Years and above: <b>5%</b> <input type="checkbox"/> Others prorated at: <u>Number of years' x 5</u> 5		<b>5</b>
T2	Provide a list of corporate clients to which the company has offered similar services valued at least Kshs 300,000 and above in the last 3 years	<input type="checkbox"/> 5 or more clients: <b>10%</b> <input type="checkbox"/> Others prorated at: <u>Number of clients' x 10</u> 5		<b>10</b>
T3	Relevant infrastructure for provision of guarding services, such as motor vehicles, motor- cycles, alarms, panic buttons, 24-hour control room, communication apparatus, trained dogs, back-up arrangements.	<input type="checkbox"/> Number of vehicles - Ten (10) and above- 10% - Others prorate <input type="checkbox"/> Number of motor Cycles - Five and above - 5% - Others Prorate <input type="checkbox"/> Availability of alarm services and panic button (Specify type) - Specified- 10% - Unspecified – 0% <input type="checkbox"/> Back-up arrangements - Explained and specified – 5% - Unspecified- 0%		<b>30</b>
T4	Guarding uniforms & salaries	<input type="checkbox"/> Attach copy/picture of guard's uniform - Salary confirm adherence to minimum wage level		<b>10</b>
T5	General Training Schedule	<input type="checkbox"/> Attach a program/ training schedule		<b>5</b>

T6	Qualification of guards - Attach certificates - CVs showing experience	<input type="checkbox"/> Proof of training such as KCPE and above certificates: or general security training certification. -twenty (20) guards and above- 10% - Certificates of good conduct for at least twenty (20)- (10%) - without academic certificates/other training and good conduct- 0%		<b>20</b>
T7	a) Profitability Margin	A margin above 20% will score 10 marks; 10-19% 5 marks and below 10% 3 marks		<b>10</b>
	b) Liquidity Ratio  Must attach company audited accounts for the last two consecutive years	2:1 – 10 marks; 1:1 – 5 marks; less than 0.5:1 3marks less than 0.5:1 no marks		<b>10</b>
	<b>Total</b>			<b>100</b>

**Note:**

$$\checkmark \text{ Profitability Margin} = \frac{\text{EBIT}}{\text{Gross Revenue/Sales}}$$

$$\checkmark \text{ Current Ratio} = \frac{\text{Current Assets}}{\text{Current Liabilities}}$$

$$\checkmark \text{ Ebit} = \text{Earnings Before Interest and Taxes}$$

**Financial Evaluation (Price)**

Tenderers should note that only tenders that **score 75% and above** on the Technical Evaluation will qualify to have their financial bids evaluated. Those scoring below 75% will not be evaluated further and will be disqualified.

**Recommended Tenderer**

The Lowest Evaluated Tender (LET) that will be recommended for the award of the contract will be the one found to be the most competitive tender under the Technical and Financial (Price) Evaluation Criteria.



## SECTION G: FINANCIAL SUBMISSION

### Price Schedule Of Services

Name of Tenderer \_\_\_\_\_ Tender Number \_\_\_\_\_.

Item	Description	Monthly Unit Cost	Number of Guards (Quantity)	Total Monthly charges (Kshs)	Total Annual Charges (Kshs)
1.	Day Time Guard Services		12		
2.	Night Time Guard Services		12		
3.	Dog & Handler Services		3 units		
4.	Alarm Services		As per the tenderer		
5.	On-site Supervisor		2		
6.	Extra Guard on Call or as per Demand		As per demand		
<b>Total (Kshs)</b>					

**The prices above are inclusive of all applicable taxes and relevant supplier charges.**

Signature of tenderer \_\_\_\_\_

Company Seal/Stamp: .....

**Note: In case of discrepancy between unit price and total, the unit price shall prevail.**

## **SECTION H: NOTES ON STANDARD FORMS**

### **Notes on the sample Forms**

#### **1. Form of Tender**

This form must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representative of the tenderer.

#### **2. Confidential Business Questionnaire Form**

This form must be completed by the tenderer and submitted with tender documents

#### **3. Tender Security Form**

When required by the tender document the tenderer shall provide the tender security either in the form included therein after or in another format acceptable to the procuring entity.

#### **4. Contract Form**

The Contract form shall not be completed by the tenderer at the time of submitting the tender. The contract form shall be completed after the contract award.

The contract form, the price schedules and the schedule of requirements shall be deemed to form part of the contract and should be modified accordingly at the time of contract award to incorporate corrections or modifications agreed by the tenderer and the procuring entity in accordance with the instructions to tenderers or general conditions of contract.

## SECTION I: STANDARD FORMS

### 1. COMPANY PROFILE (Confidential Business Questionnaire)

(You are advised that it is a serious commission to give false information under this section as it may render your bid being automatically disqualified).

#### PART I: GENERAL INFORMATION

- a) The questionnaire must be fully and comprehensively completed in all respects.
- b) Information given by the applicant shall be treated in strict confidence.
- c) Any information given and later found to be incorrect shall lead to disqualification of the Tenderer.
- d) Deliberately incorrect information leads to disqualification of the application.
- e) Canvassing will lead to automatic disqualification of the applicant.

#### PART II: BIDDER DETAILS

The purpose of this section is to provide the required background information of the bidder organization.

1)	Provide documentary evidence of the registered name and number of your company and date of Registration.		
	<b>Company Name</b>	<b>Company Registration Number</b>	<b>Registration Date</b>
2)	Give full details of your Bankers.		

**PART III: CONTACT PERSON(S) DETAILS**

3)	Provide the contact person (s) name(s), addresses, phone numbers etc.	
	<b>Contact Person Name</b>	
	<b>Landline Telephone Number</b>	
	<b>Cell Number</b>	
	<b>Company Website</b>	
	<b>E-mail</b>	
	<b>Postal Address</b>	
	<b>Physical Address</b>	
4)	Please provide evidence of the registered street and postal address of the bidding organization	
	<b>Registered Street Address</b>	<b>Registered Postal Address of your organization</b>

5)	<p><b>LR No.</b></p> <p>Please provide evidence of current registration with relevant regulatory body within your industry, if any.</p>

**PART IV: BIDDER ORGANIZATION PROFILE**

6)	<p>Who owns your organization? Provide details of the holding company and the main shareholders indicating the percentage of shares held.</p>
7)	<p>What is your organization's primary business activity? Provide a list with the estimated percentage of revenue earned from each of the primary business activities.</p>

**PART V: BIDDING ORGANISATION'S CLIENT BASE**

The purpose of this section is to get a view of the number and profile of customers that the bidding organization has.

The Church intends to contact these customers when checking references. You shall be expected to state any objections. If not stated, you shall be deemed to have authorized NBC to contact these customers.

8)	<p>Please provide references from your major clients where you have successfully carried out a similar or comparable assignment.</p>
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**PART VI: BIDDER’S STANDARD CONTRACTS**

9)	Describe your approach to contracting and negotiation specifically relating to the availability and use of standard contracts and whether you consider any of the standard contracts or specific clause to be not negotiable.
10)	Provide details of the preferred payment plan if not contained in the standard contract supplied.

**PART VII: VERIFICATION OF BUSINESS SUSTAINABILITY**

11)	Can the Tenderer supply certified audited financial statements for the last three financial years? The supply of these financial statements will be mandatory for your tender to be														
12)	<p>considered responsive.</p> <p>Are you currently involved in any litigation or arbitration (or any other legal process which may result in legal or financial liability)?</p> <p>If yes, what is the financial exposure as a result of the litigation, arbitration or other legal process and on what basis has this financial exposure been calculated?</p> <p>If yes, what other exposure could result from the litigation, arbitration or other legal process and will this financial or other exposure materially prejudice the bidder’s financial position or its ability to successfully and timely implement any contract which may be awarded to it pursuant to this Tender?</p>														
13)	<p><b>Have you ever:</b></p> <table border="1" data-bbox="267 1570 1412 1854"> <thead> <tr> <th data-bbox="267 1570 1146 1688" rowspan="2">Question</th> <th colspan="2" data-bbox="1146 1570 1412 1629">Response</th> </tr> <tr> <th data-bbox="1146 1629 1338 1688">Yes</th> <th data-bbox="1338 1629 1412 1688">No</th> </tr> </thead> <tbody> <tr> <td data-bbox="267 1688 1146 1747">Forfeited any payment on a contract?</td> <td data-bbox="1146 1688 1338 1747"></td> <td data-bbox="1338 1688 1412 1747"></td> </tr> <tr> <td data-bbox="267 1747 1146 1797">Been declared in default of a contract?</td> <td data-bbox="1146 1747 1338 1797"></td> <td data-bbox="1338 1747 1412 1797"></td> </tr> <tr> <td data-bbox="267 1797 1146 1854">Negotiated the premature termination of a contract?</td> <td data-bbox="1146 1797 1338 1854"></td> <td data-bbox="1338 1797 1412 1854"></td> </tr> </tbody> </table>	Question	Response		Yes	No	Forfeited any payment on a contract?			Been declared in default of a contract?			Negotiated the premature termination of a contract?		
Question	Response														
	Yes	No													
Forfeited any payment on a contract?															
Been declared in default of a contract?															
Negotiated the premature termination of a contract?															

Had an uncompleted contract assigned to another solution provider?		
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**PART VIII: TECHNICAL SUPPORT & CAPACITY BUILDING**

14)	State your policy on technological (maintenance) and operational support including capacity building (training) you offer to your clients.
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**PART IX: CERTIFICATION /DECLARATION FORM**

	<p>I/We do hereby certify that the above information is correct in all aspects.</p> <p><b>FULL NAME:</b> .....</p> <p><b>DESIGNATION/POSITION:</b> .....</p> <p><b>SIGNATURE:</b> .....</p> <p><b>DATE:</b> .....</p> <p><b>COMPANY SEAL AND/OR STAMP:</b> .....</p>
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2. **Form Of Tender Security**

WHEREAS..... (hereinafter called —the Tenderer) has submitted his tender dated..... for **Provision of Private Security Guard Services for NAIROBI BAPTIST CHURCH.**

By these presents that We, ..... having our registered office at ..... (Hereinafter called —the Insurer), are bound unto NAIROBI BAPTIST CHURCH (hereinafter called —the employer) in the sum of Kshs .....

Kenya Shillings..... (in words), for which payment well and truly to be made to the said Employer, the Bank binds itself, its successors and assigns by these presents, sealed with the Common Seal of the said Bank this.....day of .....2023.

THE CONDITIONS of this obligation are:

1. If after tender opening the Tenderer withdraws his tender during the period of tender validity specified in the instructions to Tenderers  
OR
2. If the Tenderer, having been notified of the acceptance of his tender by the Employer during the period of tender validity:
  - a) fails or refuses to execute the form of Agreement in accordance with the Instructions to Tenderers, if required; or
  - b) fails or refuses to furnish the Performance Security, in accordance with the Instructions to Tenderers;

We undertake to pay to the Employer up to the above amount upon receipt of his first written demand, without the Employer having to substantiate his demand, provided that in his demand the Employer will note that the amount claimed by him is due to him, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the said date.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Signature of the Bank Official)

\_\_\_\_\_(Witness)

\_\_\_\_\_(Seal)



