

AGRO CHEMICAL AND FOOD COMPANY LIMITED



ADDEDUM NO 1.

PROVISION OF SECURITY SERVICES -ACFC/HR/02/2026/2027

This addendum is issued in line with the provision of section 75 of the public procurement and Asset Disposal Act ,2015 in response to an inquiry by a candidate. The addendum has **now** provided for scoring the technical evaluation criteria as tabulated below:

No.	Requirements	Marks
Proof of Physical Presence		
1	Proof of Presence in the following regions; i. Nairobi ii. Nyanza Region <i>Attach copy of Office Lease Agreement, Business Permit or Contract of existing assignment in these regions. 5marks each</i>	10
Security Operations Team:		
2	Directors of the Firm: • At least one director has a Degree/Diploma with 5 years' experience in security field. (<i>attach CV</i>) • A valid certificate of security trainings issued by institution recommended by the Privates Security Regulatory Authority (PSRA) or Any other authorized body.	5 5
3	Operations Managers – 1 No. • Minimum qualifications for the Operations Manager should be a Degree in Security management or any other security related studies with 5 years' experience in security management in a corporate set up. (<i>Provide a certified copy of appointment letter for the operations manager, copies of certified copies of certificates and current certified CVs</i>) • A valid certificate of security trainings issued by an institution recommended by the Privates Security regulatory Authority or Any other authorized body	10 10
4	Supervisors –5 . • Have at least Five (5) supervisors with previous Security experience gained in busy manufacturing firms or equivalent. (2 marks each) • Holders of Diploma in security management with 5 years' experience in security management in a busy manufacturing company or equivalent <i>attach certified copies of academic certificates, their appointment letters and current CVs</i> a) A Valid Certificate of Police Clearance b) Valid National Identification Document c) Diploma level or equivalent in either, Security, Criminology, Business Studies, Social studies, Customer care, Front desk and public relations d) Computer literacy	10

	e) Proficiency in English or Kiswahili f) Proven experience as supervisor, team leader (2marks each) Security training from recognized institutions will be an added advantage valid certificate of security trainings issued by institutions recognized by the Privates Security regulatory Authority or Any other authorized body	10
5	Guards: - The firm should demonstrate the minimum qualifications for the guards recruited, which should be a minimum of D + Plus in KCSE and equivalent to five (5) years' experience in security guarding in a busy institution. <i>(provide evidence of at least 10 guards' qualifications CVS and testimonials)</i> 4marks - Valid Certificate of Police Clearance 2marks - Valid National Identification Document 2marks - Registered with Private Security Regulatory Authority (PSRA) and or Issued with Guard Force Number. 2marks	10
6	Selection, recruitment and vetting policies and procedures <i>(Attach selection, recruitment and vetting policies and procedures)</i>	5
7	The bidding firms should ensure that their guards will be updating medical certificates as required by Public Health Act <i>(attach evidence of at least 10 guards whose medical certificates have been updated before)</i> 1mark each	10
8	The firm should demonstrate that guarding assignments are checked at least three times per day/night and spot checked by senior management at least once per week <i>(provide evidence of frequency of checks/spot checks/visits by managers per shift).</i>	10
9	The firm should demonstrate that all its guards and supervisors usually undergo annual mandatory security training at an institution recognized by the Private Security Regulatory Authority(PSRA) or any other authorized body <i>(provide evidence of training plan and institution providing the training or a copy of the training agreement if external. Attach a copy of list of trainees and their certificates for a particular year where applicable).</i>	10
FIRMS Operational capacity: The bidding firm should provide evidence of its operational capacity which should be confirmed through the following:		
10	A copy of a valid license issued by the Communication Authority of Kenya for the use of any communication equipment {VHF radio, UHF communication and presence of a control room <i>(Must prove existence of radio network with central command. Indicate the number of radios in each region and licenses by CAK (Attach copies of Receipts/Tools inventor)</i>	10

11	Provide evidence of ownership of rapid response back up system: ➤ Unlimited Alarm Response, Police presence (High Risk Areas), Roadside Support for Products on Transit, Security SMS Alerts, Weekly Security Bulletins. <i>(provide evidence)</i> 2marks ➤ Provides random or scheduled patrols of our sites at specified intervals during the day and/or night <i>(provide patrols schedule systems)</i> 1 mark ➤ Crisis Management & Communication, by Demonstrating Comprehensive Security Reporting; Regular and detailed updates on security status, incident reports, and actionable safety advisories – <i>Attach the evidence of having reporting system</i> 2marks ➤ Modern Communication infrastructure <i>(attach licenses from CAK)</i> 2marks ➤ Ultra-Modern Security Operations Control room and its location 2marks ➤ Qualification of the controllers and their years of experience <i>{attach certified copies of their appointment letters/Cvs/ qualifications}</i> 2marks ➤ Provide evidence of conducting the following to your servicing clients; Risk Assessment/Travel Risk Assessments & Incident management/Private/Security Investigations, – <i>Attach a letter of referee from reputable company or organization that you are or have provided such services to in the last three years.</i> 2marks ➤ Dog & handling services - (German shepherds, Rottweilers and Malinois) – <i>Attach copies of current and authentic dog vaccination certificates indicating the dogs clinic and their address</i> 2marks	15
12	Security Systems; The bidding firms should demonstrate abilities to provide; • Access Control Systems: Handheld Metal Detectors, vehicle inspection mirrors <i>(Attach copies of Receipts/Tools Inventory indicating prove of ownership)</i> 5marks • Alarm monitoring, with a nationwide control center <i>(attach reference letter from a reputable company you have provided such services)</i> 3marks • CCTV surveillance control solutions <i>(attach reference letter from a reputable company you have provided such services)</i> 2marks	10
13	Have at least Three (3) years' experience and contracts with two busy/major Manufacturing company or equivalent (Provide evidence with reference letters) -5 marks	5
14	Kitting and weapons/tools or equipment's issued to guards <i>(Attach inventory/sample kit card)</i>	10
Financial Capability		
15	Provide at least Five(5) contracts (provision of security guarding services)	

	From Different clients of at least Ksh. 10, 000,000.00 per year serviced in the last three years (<i>Provide evidence of at least 5 copies of contracts or LSOs from different clients</i>) 2marks each	10
16	Copy of a valid Contractual Liability Insurance policy with a minimum of KShs 20,000,000 per event per year(<i>attach evidence</i>)	10
17	Company's turn over. Average annual turnover of at least (Ksh) 60,000, 000 million for the previous 3 years. (2023,2024 and 2025) i.e 20,000,000 per year <i>Attach copies of certified audited accounts for last 3 years. 5marks per year</i>	15
18	Mode of paying salaries to guards: Through banking or any other government institutions. <i>(Attach a refence letter from any commercial bank or government institution offering such services)</i>	5
19	Latest dates by which salaries are paid to guards At least 10 th day of every month <i>(Attach evidence of past salary payments for the last three months(April May ,June 2026), (Certified copies of Payroll for the last three months) 2marks per month</i>	5
	Total Marks	200 Marks
	Pass Mark	160 Marks

Note:

- The total marks shall be computed to 100%, and the pass mark shall be 80%.
- Bidders who do not attain the pass mark shall not proceed to the next evaluation stage.

Sign

Geoffrey Rotich
Manager supply Chain Management
For Resident Director
29th July 2026.