

PREQUALIFICATION OF SUPPLIERS OF GOODS AND SERVICES FOR THE PERIOD 2025 TO 2027



Category: _____

Category Ref. No: _____

SECTION I - REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES

Riley Falcon Security Services Limited is one of the largest and well-established security companies in Kenya. We have been in the security industry in Kenya since 1987. We pride our self in delivering customer solutions. Our products are custom made and are synonymous with quality and value. We are on a mission to exceed your expectations and form a long-term, mutually beneficial relationship with you. For further information visit our website at www.rileyfalconsecurity.co.ke

Riley Falcon Security Services Ltd is updating its supplier database and is therefore inviting interested and eligible suppliers to submit their applications for the prequalification of suppliers for various goods, services for the period of prequalification 2025-2027 under the categories listed.

Interested bidders can access the pre- qualification document through our website www.rileyfalconsecurity.co.ke.

Riley Falcon Security Services reserves the right to accept or reject any application in whole or in part, and is not bound to give reasons for its decision.

Canvassing will lead to automatic disqualification.

SECTION II – INSTRUCTIONS TO APPLICANTS

1. Riley Falcon Security Services Ltd invites applicants who meet the criteria set out by the organization to apply for registration of pre-qualification.
2. This invitation of application for Pre-qualification is open to potential applicants who are able to demonstrate proven technical, financial and managerial capacity to supply the listed goods and services.
3. Interested bidders can access our website www.rileyfalconsecurity.co.ke.
4. There is a non- refundable access fee of KES 5,000 per category payable via M-pesa Business Number 329550 Account Number (Enter business name or Full names)
5. Please note that this notice does not constitute an invitation to bid for goods and services indicated but it is meant to enable preparation of a list of suppliers and service providers from whom goods and services may be procured when need arises.
6. The successful applicants will be registered in the organization's suppliers list for a two-year period and the organization will only deal with the firms that are registered.
7. The Organization reserves the right to request for submission of additional information from applicants or any other credible source, and to visit and inspect the business premises of the applicant to verify the information given.
8. The organization will ensure that information received from Companies is treated with utmost confidentiality and shall be for the sole use of the organization.
9. The pre-qualified suppliers are required to immediately advise the organization of any significant change in its financial, technical capacity, ownership or holdings it may have.
10. The application of this call closes on 22nd August your sealed prequalification document should be dropped in the tender box at Riley Falcon Security Services at Riley House 26 Masaba Road.
11. The Applicant shall bear all costs associated with the preparation and submission of its Application. The Procuring Entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

SECTION III. EVALUATION CRITERIA

1. Evaluation team will examine the applications to determine completeness, general orderliness and sufficiency in responsiveness.
2. Applicants shall not contact Riley Falcon Security or evaluation team on matters relating to their application from the time of opening to the time the evaluation is finalized and official communication sent to them. Any effort by the applicant to influence Riley Falcon Security Services Ltd or evaluation team in the evaluation may result in the cancellation of their application.
3. Registration will be based on meeting the criteria regarding the applicant's legal status, general and Particular experience, personnel and financial position as demonstrated by their responses.
4. The applicants must have registered offices and Riley Falcon Security Services reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said goods, works or services.
5. Applicants who qualify according to the selection criteria will be invited to submit their quotations or bids for the supply of goods, works or services as and when required.
6. Riley Falcon Security Services Ltd has the right to accept or reject any or all applications.
7. There shall be two phases of carrying out the evaluation of registration applications:
 - a. Preliminary Evaluation
 - b. Main Evaluation
8. Candidates must pass the preliminary evaluation to move on to the main evaluation phase

a. Preliminary Evaluation

Preliminary Examination is to assess the document formality required in the Prequalification, for each applicant with pass-or-fail criteria on categories that have special conditions. It is necessary to confirm whether the submitted documents and their format are in conformity with the requirement.

- a) All the applications shall be sorted out according to the various categories contained in the application for registration form.
- b) Pre-screening shall be done for all the applications in each category to determine responsiveness by providing copies of below requirements:
- c) A list shall be compiled for those applicants who pass the preliminary evaluation to be evaluated in detail.

b. Main Evaluation

Main evaluation is to examine whether submitted documents comply with the qualification requirements by using a scoring criterion.

- a) The evaluation committee shall undertake a thorough and objective analysis of the suppliers contained in the list.
- b) A detailed assessment of each applicant will be made in the course of evaluating the application.
- c) Applications will be evaluated against the criteria in the table below: -

EVALUATION CRITERIA

A. Preliminary Evaluation

i) Mandatory Requirements

Bids MUST meet all requirements in the Table below in order to be considered for further evaluation

#	Mandatory Requirements	Required (Yes/No)	Max Score
1.	Copy of Certificate of Incorporation/Business Registration	Yes	Pass/ fail
2.	Copy of a valid and current Tax Compliance Certificate	Yes	Pass/ fail
3.	Copy of PIN/VAT Certificate	Yes	Pass/ fail
4.	Copy of Current Trade License / Business Permit	Yes	Pass/ fail
5.	Copy of memorandum of association or CR 12 or CR 13	Yes	Pass/ fail
6.	Specific category requirements e.g. Valid Practicing certificates, Manufacturers or distributors license, Special Licenses, Registration with Professional bodies	Yes	Pass/ fail

If you fail to meet the mandatory requirements you will not progress to section B which is the main evaluation.

ii) Other needed requirements but not mandatory

	Other Need Requirements		
1.	Valid AGPO Certificate where applicable for the disadvantaged groups	Yes	Pass/ fail

B. Main Evaluation

Demonstration of Past Experience	
a) Age of Company	5
Above 10 years (5 Marks)	
Between 7-10 Years (4 Marks)	
Between 4-6 Years (3 Marks)	
Between 1-3 Years (2 Marks)	
Below 1 Year (1 Marks)	
b) Three letters of recommendation from your major clients - 5 marks each, Total 15 Marks	15
c) At least three copies of LPOs or Contracts from your major clients for the last 3 years (Matching to recommendation letters)- 5 marks each, Total 15 Marks	15
d) Quality assurance policy ✓ Provide copy of your quality assurance policy ✓ Outline principles under which the policy is based on ✓ Outline quality assurance accreditation that your company holds ✓ Outline how the policy extends to the products and services supplied 1 mark for each, Total 5 Marks	5
e) Environmental policy ✓ Provide copy of your environmental policy ✓ Outline how the policy extends to the products and services supplied ✓ Outline how the policy complies with relevant environmental laws 1 mark for each, Total 3 Marks	3
f) Customer service and support policy ✓ Provide copy of your customer service and support policy ✓ Outline how customers follow up on their orders ✓ Outline how customer complaints are monitored and resolved 1 mark for each, Total 3 Marks	3
g) Evidence of physical address and premises supported by tenancy agreement, lease, title, OR a utility bill utility bill=1 Mark; tenancy agreement/lease/title= 3 Marks	3

Financial Capacity	
a) Audited financial statements for the last 2 years (2024, 2023) signed by qualified registered auditors– 3 marks each, Total 9 Marks	10
If Audited financial statements are not provided, please provide Bank statement for the last 6 months - 5 marks (allocated as below):	
Above Kes 10M (5 Marks)	
Between Kes 6M to 10M (4 Marks)	
Between Kes 1M to 5M (3 Marks)	
Between Kes 500K to 900K (2 Marks)	
Below Kes 500K (1 Mark)	
b) Accept 30 days credit - 5 marks	5
Manpower and staffing	
a) Company Profile (organogram, business overview, products/services, clients, vision, mission, markets)– 1 mark each, Total 8 Marks	8
b) At least 3 CVs of key management personnel and supervisory team -2 marks each, Total 8 Marks	8
c) Academic and professional qualification (e.g. masters, bachelors, diploma degree certification) of at least 3 key staff (1 Management personnel and 2 technical staff)- 3 marks each, Total 6 Marks	7
d) Indicate the number of staff in your organization:	5
Above 20 (5 Marks)	
Between 11-20 (4 Marks)	
Between 6-10 (3 Marks)	
Between 1-5 (2 Marks)	
Bids Documents Presentation	
a) Well-presented bid documents as per Tender Format and easy to reference on the required supporting evidence: (2Marks)	8
a) Proper Binding and paginating of all documents without any breaks(2Marks)	
b) Clarity of information(2Marks)	
c) Proper labeling of contents(1Mark)	
d) Proper referencing of contents(1Mark)	
8 Marks	
TOTAL (Weighted to 100%)	100

SECTION IV. REGISTRATION CATEGORY

Code	Category Description	Geographical Area where service is required
RFSL/PRQ/001/FY25	Supply and delivery of general office stationery	Nairobi
RFSL/PRQ/002/FY25	Supply and delivery of IT equipment's and accessories e.g. computers, laptops, printers, mouse, keyboards, toners, cartridges	Nairobi
RFSL/PRQ/003/FY25	Supply and delivery of branded promotional items e.g. diaries, pens, notebooks, banners, polo shirts	Nairobi
RFSL/PRQ/004/FY25	Provision of plastic security seals	Nairobi
RFSL/PRQ/005/FY25	Supply and delivery of uniforms e.g. ladies suits, mens suit, sweaters, pilot shirts, riding suits, reflective jackets, jungle uniforms, dustcoats, overalls, askari caps, belts, whistles, lanyards	Nairobi
RFSL/PRQ/006/FY25	Supply and delivery of dog feed	Nairobi
RFSL/PRQ/007/FY25	Supply and delivery of security personal protective equipment's e.g. helmets, safety goggles, safety harness	Nairobi
RFSL/PRQ/008/FY25	Supply of lubricants	Nairobi, Kisumu
RFSL/PRQ/009/FY25	Repair and maintenance of office equipment(telephones, air conditioner, PABX)	Nairobi, Kisumu

RFSL/PRQ/010/FY25	Supply and delivery of foot wear e.g. security boots, official shoes, safety shoes	Nairobi
RFSL/PRQ/011/FY25	Supply and delivery of office cleaning materials ,detergents	Nairobi
RFSL/PRQ/012/FY25	Supply and delivery of motor vehicle spare parts	Nairobi, Mombasa, Kisumu, Nakuru, Embu, Eldoret,
RFSL/PRQ/013/FY25	Supply and delivery of motor vehicle tyres	Nairobi, Kisumu
RFSL/PRQ/014/FY25	Supply and delivery of office furniture e.g. chairs, tables, cabinets	Nairobi, Kisumu, Nakuru, Embu, Eldoret
RFSL/PRQ/015/FY25	Provision of veterinary services	Nairobi
RFSL/PRQ/016/FY25	Supply of alarm equipment's	Nairobi
RFSL/PRQ/017/FY25	Repair and maintenance of photocopier machines	Nairobi, Kisumu
RFSL/PRQ/018/FY25	Supply of motor vehicle batteries	Nairobi, Kisumu
RFSL/PRQ/019/FY25	Supply of GSM Fixed wireless desktop phones 6588	Nairobi
RFSL/PRQ/020/FY25	Provision of garage services: repair and service of motor vehicle and motor cycles	Nairobi,Kisumu,Mombasa, Embu
RFSL/PRQ/021/FY25	Design and printing services	Nairobi
RFSL/PRQ/022/FY25	Provision of insurance services e.g. medical insurance, life and general insurance	Nairobi

RFSL/PRQ/023/FY25	Provision of training service e.g.(staff capacity building and development training, security and guarding skills training, regulatory and compliance training	Nairobi, Kisumu
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