



REQUEST FOR PROPOSAL

FOR

MANNED SECURITY SERVICES FOR KENYA PROPERTIES EXTENDED

Method: Selective Bidding

Date of issue: December 5, 2025

Reference Number: EADB/SVRCS/2025/0011

1. Introduction and Background

The East African Development Bank (EADB) is a regional development banking institution established in 1967. Following the collapse of the East African Community (EAC) in 1977, the Partner States re-established EADB independently by signing another Treaty Amending and Re-enacting the Charter of EADB in 1980. The 1980 amendment conferred existence on the Charter independent of the Treaty for EAC. Membership of the EADB has since 2008 been extended to include Rwanda as one of the Partner States.

The EADB primary role is to foster sustainable social and economic development in Member States. The Bank carries out this role by financing a broad range of projects in all productive sectors of the economies of its Member States through provision of long-term loans, working capital, trade finance, asset leasing facilities and guarantees and participates in equity investments in private sector enterprises.

The Bank has its Head Office in Kampala, Uganda and Country Offices in Kenya based in Nairobi, Tanzania with offices in Dar-es-Salaam and Rwanda with offices in Kigali.

The purpose of this Request for Proposals (RFP) is to outline the requirements and expectations for a qualified security company in Kenya to provide manned security services for our properties in Kenya. The property is located at block 1/29 off Waiyaki way Nairobi, Kenya.

2. Objectives

- a) Protect EADB premises against theft, vandalism, trespassing, and unauthorized access.
- b) Ensure 24/7 security coverage at all designated locations.
- c) Safeguard EADB personnel, clients, and visitors.
- d) Respond promptly and effectively to security incidents and emergencies.
- e) Maintain a professional, disciplined, and well-trained security workforce

3. Scope of Works

Please find below the scope of works for your review. You are kindly requested to identify and include any additional services that may have been omitted.

To ensure accurate planning for any supplementary requirements, please refer to the bid timelines for the scheduled site visit, which will provide a comprehensive understanding of the operational area.

Guard Deployment	The security company shall provide: <ul style="list-style-type: none">• Uniformed security guards stationed at all designated posts.• Day and night shifts, offering 24-hour coverage.• Adequate backup personnel to cover absences, leave, or emergencies.• At least one supervisor responsible for routine inspections and incident follow-up.
Access Control Duties	Guards shall: <ul style="list-style-type: none">• Control and monitor entry and exit of staff, tenants, contractors, vehicles, and visitors.• Maintain detailed visitor and vehicle logs.• Verify identification and authorization before allowing access.• Prevent unauthorized entry into restricted areas.• Conduct inspections of bags, vehicles, or equipment when authorized.
Patrols and Surveillance	Guards shall perform: <ul style="list-style-type: none">• Regular internal and external patrols of the premises.• Surveillance of vulnerable areas such as fences, parking lots, generators, storage zones, and building perimeters.

	<ul style="list-style-type: none"> • Immediate reporting of suspicious activities or security breaches. • Use of assigned patrol checkpoints and tracking systems.
Protection of Assets	<p>Security personnel shall:</p> <ul style="list-style-type: none"> • Safeguard EADB's physical assets: buildings, equipment, furniture, records, vehicles, etc. • Report any unsafe conditions or unauthorized handling of equipment. • Ensure strict control of keys and access cards where applicable.
Emergency Response	<p>The company shall ensure guards are trained to respond to:</p> <ul style="list-style-type: none"> • Fire outbreaks (coordinating with fire marshals and using extinguishers). • Medical emergencies. • Security breaches or attempted break-ins. • Public disorder or threatening behaviour. • Evacuation procedures. <p>A clear Emergency Response Plan (ERP) must be implemented and followed.</p>
Incident Reporting	<p>Guards must:</p> <ul style="list-style-type: none"> • Record all incidents in the Occurrence Book (OB). • Submit written incident reports within a defined timeframe. • Report immediately to EADB's designated contact persons. • Keep records of patrols, access logs, and daily security activities.
Customer Care	<p>Security personnel shall:</p> <ul style="list-style-type: none"> • Treat all employees, visitors, and tenants respectfully. • Provide basic information or directions when required. • Manage conflicts calmly and professionally.
Security Equipment Management	<p>The security company shall provide and maintain:</p> <ul style="list-style-type: none"> • Guard uniforms and boots. • Communication devices (radios/phones). • Handheld metal detectors (if required). • Flashlights and batteries. • Occurrence books, checkpoint tags, and reporting tools. • First aid kits (if required). <p>Use of EADB-provided equipment (e.g., CCTV, access control systems) must follow EADB guidelines.</p>
Training Requirements	<p>All guards must be trained in:</p> <ul style="list-style-type: none"> • Basic security and protection procedures. • Customer care and professional conduct. • First aid and fire safety. • Emergency and evacuation protocols. • Incident reporting and communication skills. • Anti-terrorism awareness. <p>Supervisors must have advanced training and leadership capability.</p>

Performance Standards	<p>The security company must:</p> <ul style="list-style-type: none"> • Maintain a clean disciplinary record for all deployed guards. • Ensure guards are punctual, sober, and appropriately dressed. • Replace any guard found incompetent or in breach of conduct. • Conduct regular supervisory visits and quality checks. • Maintain confidentiality regarding EADB operations and information.
Administrative Requirements	<p>The company must:</p> <ul style="list-style-type: none"> • Ensure guards are fully vetted and background checked. • Provide proof of compliance with Kenya's Private Security Organizations regulations. • Maintain valid licenses, insurance, and staff welfare compliance (NSSF, contracts, medical cover). • Submit monthly performance and deployment reports to EADB.
Health, Safety & Environment (HSE)	<p>Security personnel must:</p> <ul style="list-style-type: none"> • Promote safe practices within the premises. • Report hazards or HSE violations. • Comply with EADB's HSE policies.
Deliverables	<p>The security company shall provide:</p> <ul style="list-style-type: none"> • Monthly deployment reports. • Incident reports. • Asset protection assessments (if required). • Updated guard roster and contact list. • Monthly invoices with supporting documentation.

4. Eligibility criteria

Only companies fulfilling the following will be eligible for the next phase of evaluation.

- Valid and compliant company registration documents
- Proof of general liability insurance coverage
- Compliance with Insurance and social security requirements (proof of insurance policies and NSSF certificate is a must).
- Proof of compliance with Kenya's Private Security Organizations regulations.
- Licence to possess and operate firearms from the relevant government body (companies that possess firearms).
- Documented work methods and quality assurance procedures
- Updated company policies, including staff rules and regulations

Please note that, for any company to meet the eligibility criteria, it must comply with all the requirements listed in section (4) above."

5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

Description of Criteria	Maximum Score
<p>Company Profile Suitability of Service Provider:</p> <ul style="list-style-type: none"> • Status of registration and compliance (registration documents, permits, tax compliance (2.5%) • Experience with similar companies; international organizations/large corporate companies (5%) • Environment where work has been previously done; type, size and number of sites (5%) • List of current and previous works; at least 5 indicating name, period and duration of contract (5%) • Financial strength of the company (2.5%) 	20%
<p>Proposed methodology to provide the security services as detailed in the Terms of Reference:</p> <ul style="list-style-type: none"> • Service implementation, supervision and reporting (10%) • Reinforcement arrangement including 24-hour standby supervision (10%) • Deployment strategy and implementation (5%) • Submit a concise outline of how the bidder would handle cases for the following events (not more than 2 pages per event): <ul style="list-style-type: none"> • Theft of property (5%) • Fire outbreak at the premises (5%) 	35%
<p>Staff Competency Profiles Qualification of Key Staff and Capacity to deliver goods/service</p> <ul style="list-style-type: none"> • Provide a CV of the nominated team leader, supervisors who will be the Service Provider's contact. This person should have at least ten years' experience. Also include the operational structure (10%) • Provide a short CV as proof of skills and experience of staff and management team, in addition to the team Leader and supervisors. (10%) • Certificate of good conduct on key staff (5%) • Capacity building plans including training to staff (5%) 	30%
<p>Physical facilities, Equipment's & tools</p> <ul style="list-style-type: none"> • Physical office (2.5%) • Equipment available for work and proof of ownership or leasing arrangement (2.5%) 	5%
<p>Reputation</p> <ul style="list-style-type: none"> • Submission of positive references (2.5%) • Awards and recognitions (2.5%) 	5%
<p>Environment and social obligations</p> <ul style="list-style-type: none"> • Contractual arrangement in place with the workers (5%) 	5%
<p>Total Score (forms 80% of total evaluation)</p>	100%

The Financial proposal should be in local currency

6. Period of validity of bids

Bids shall have validity period of not less than 90 days from the last date of submission of tender document. However, the bank reserves the right to call for fresh quotes at any time during the period, if considered necessary.

7. Submission Guidelines

A. General
The RFP Reference number of the Bidding Document is: EADB/SVRCS/2025/0011
B. RFP Document
For clarification purposes, send inquires to email address procurement@eadb.org
C. RFP timeline
Date for site visit: December 9, 2025, at 11:00am Deadline to receive questions: December 10, 2025 Deadline EADB to respond to questions: December 11, 2025 Submission deadline: December 12, 2025
Mode of submission: Proposals to be submitted via procurement email: procurement@eadb.org

8. Additional RFP instructions

- a. Provide a clear timeline including key milestones and implementation phase using a project management software (MS Project)
- b. Site visit is mandatory and only the contractors who will visit the site will be eligible for submission of their bid
- c. Add RFP reference number in the subject line to prompt acknowledgement of receipt

Bidding Forms

[This Bid Submission Sheet should be on the letterhead of the Bidder and should be signed by a person with the proper authority to sign documents that are binding on the Bidder]

Bid Submission Sheet

Date: [insert date *[as day, month and year]* of bid submission]

Procurement Reference No: EADB/SVRCS/2025/0011

To: *[East African Development bank]*

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Document.
- (b) We offer to supply in conformity with the Bidding Document and in accordance with the terms of reference in the RFP.
- (c) Our bid shall be valid until the date specified in RFP and it shall remain binding upon us and may be accepted at any time before that date.
- (d) We, including any subcontractors or providers for any part of the contract resulting from this procurement process, are eligible to participate in public procurement in accordance with RFP
- (e) We undertake to abide by the Code of Ethical Conduct for Bidders and Providers during the procurement process and the execution of any resulting contract.
- (f) We do not have any conflict of interest and have not participated in the preparation of the original Statement of Requirements for EADB.
- (g) We, our affiliates, or subsidiaries, including any subcontractors or Providers for any part of the contract, have not been suspended by any Public Procurement Authority in the East African region from participating in public procurement.

We understand that you are not bound to accept the lowest bid or any other bid that you may receive.

Signed: *[signature of person whose name and capacity are shown below]*

Name: *[insert complete name of person signing the bid]*

In the capacity of *[insert legal capacity of person signing the bid]*

Duly authorized to sign the bid for and on behalf of: *[insert complete name of Bidder]*

Dated on _____ day of _____, _____ *[insert date of signing]*.

Code of ethical conduct in business for business providers

1. Ethical Principles

Bidders and providers shall at all times-

- (a) Maintain integrity and independence in their professional judgement and conduct.
- (b) Comply with both the letter and the spirit of-
 - i. The laws of East Africa; and
 - ii. Any contract awarded.
- (c) Avoid associations with businesses and organizations which are in conflict with this code.

2. Standards

Bidders and providers shall-

- (a) Strive to provide works, services, and supplies of high quality and accept full responsibility for all works, services or supplies provided.
- (b) Comply with the professional standards of their industry or of any professional body of which they are members.

3. Conflict of Interest

Bidders and providers shall not accept contracts which would constitute a conflict of interest with any prior or current contract with EADB.

Bidders and providers shall disclose to all concerned parties those conflicts of interest that cannot reasonably be avoided or escaped.

4. Confidentiality and Accuracy of Information

- a) Information given by bidders and providers during procurement processes, or the performance of contracts shall be true, fair and not designed to mislead.
- b) Providers shall respect the confidentiality of information received during performance of a contract and shall not use such information for personal gain.

5. Gifts and Hospitality

Bidders and providers shall not offer gifts or hospitality directly or indirectly, to staff of EADB that might be viewed by others as having an influence on a procurement decision.

6. Inducements

- a) Bidders and providers shall not offer or give anything of value to influence the action of an official in the procurement process or in contract execution.
- b) Bidders and providers shall not ask an official to do anything which is inconsistent with the Act, Regulations, Guidelines, or the Code of Ethical Conduct in Business.

7. Fraudulent Practices

Bidders and providers shall not-

- a) Collude with other businesses and organizations with the intention of depriving EADB of the benefits of free and open competition.

- b) Enter business arrangements that might prevent the effective operation of fair competition.
- c) Engage in deceptive financial practices, such as bribery, double billing, or other improper financial practices.
- d) Misrepresent facts to influence a procurement process or the execution of a contract to the detriment of EADB, or utter false documents.
- e) Unlawfully obtain information relating to a procurement process to influence the process or execution of a contract to the detriment of EADB; and
- f) Withholding information from EADB during contract execution to the detriment of the bank.

I agree to comply with the above code of ethical conduct in business.

AUTHORISED SIGNATORY

NAME OF BIDDER/PROVIDER