

**INTERNATIONAL CENTRE OF INSECT PHYSIOLOGY AND
ECOLOGY (ICIPE)**

REQUEST FOR PROPOSALS (RFP)

**TENDER FOR THE PROVISION OF SECURITY
CONSULTANCY SERVICES TO ICIPE**



JUNE 2017

Release Date: Monday, 12th June 2017
Submission Deadline: Tuesday, 4th July 2017

For any enquiries/clarifications, please contact: icivetenders@icipe.org

TABLE OF CONTENTS

1.0 BACKGROUND..... 3

2.0 OBJECTIVE..... 3

3.0 GENERAL INFORMATION AND NOTICE..... 3

4.0 SCOPE OF SERVICES 4

5.0 MANDATORY REQUIREMENTS 4

6.0 TECHNICAL PROPOSAL..... 5

7.0 FINANCIAL PROPOSAL 5

8.0 SUBMISSION DEADLINE AND REQUIREMENTS:..... 5

1.0 BACKGROUND

The International Centre of Insect Physiology and Ecology (*icipe*) (www.icipe.org) is a world-class research Centre with a mission to alleviate poverty, by ensuring food security, improving health, protecting the environment and building the capacity of researchers and communities across the developing world through the application of insect sciences. Employing more than 500 national and international staff, *icipe* is headquartered in Nairobi, Kenya with outposts in Ethiopia and on the shores of Lake Victoria in western Kenya.

icipe has identified a need to upgrade the existing security systems at both its campuses in Duduville, Nairobi and Mbita Point, Homabay County.

2.0 OBJECTIVE

The objective of this consultancy service is aimed at improving the features of the existing physical security infrastructure at *icipe* Duduville campus and at *icipe* Thomas Odhiambo Campus, Mbita Point. The Centre wishes to engage an independent security consult/expert to carry out a SWOT (*Strengths, Weaknesses, Opportunities and Threats*) analysis of the existing CCTV surveillance systems as well as to provide specifications for setup of a modern control room complete with a 24hr manned helpline desk linked to radio communication.

The assignment will involve a survey and an evaluation of the existing infrastructure with a view of identifying the current strengths and weaknesses of the existing physical security systems and present the best fit physical security infrastructure for the institution that would create a proactive security position.

Upon completion of the survey, the security consultant would be required to make realistic recommendations which when adopted will result in an attainment of a robust and state of the art CCTV Surveillance and Control Room infrastructure for the attainment of the desired performance levels.

The independent consultant will also be required to assist in the development of an RFP and participate in the evaluation process as part of *icipe* evaluation team during design, tendering and construction stages in addition to supervision of the project implementation. The recommendations as provided for in the RFP by the independent expert/consultant will form the specifications in the tendering document. The institution will thereafter invite suitable contractors and service providers for bidding.

3.0 GENERAL INFORMATION AND NOTICE

- All the information contained in this RFP will be handled with confidentiality by both the Consulting firm and *icipe*.
- Any information given by the Consulting firm will form the basis of any contract that may be entered into between *icipe* and the Consulting firm, pertaining to this RFP.
- *icipe* shall not be liable for or be required to pay any costs, expenses or losses that may be incurred by the Consulting firm in the preparation of their Proposal.
- All required information will be submitted on the documents specified in this RFP.

- *icipe* does not bind itself to accept the lowest bid of any Proposal and reserves the right to accept or reject any proposal without assigning any reasons thereof.
- The Consulting firm is to submit a fully qualifying proposal.

4.0 SCOPE OF SERVICES

The objective of this RFP is to select an independent expert/consultant to carry out an evaluation of the below aspects of the institution physical security infrastructure and present recommendations of the most suitable solution to optimize the security arrangements for the Centre. The work will involve a review of the following:

- i) **CCTV Surveillance Infrastructure:**
Advise in terms of the optimal number of CCTV cameras required, positioning to ensure comprehensive coverage and technology for best output when view is required. Prepare a detailed Bills of Quantities complete with accompanying drawings.
- ii) **24-hour Manned Control Room Systems/Infrastructure:**
Provide specifications for the setup of a modern control room complete with a 24hr manned helpline desk. The desired control room should be able to integrate and accommodate/hoist systems such as Modern CCTV Surveillance Infrastructure, Intruder Alarm System, Fire Alarm System, Walkie-talkie Radio Communication, Access Control amongst others and provide an opportunity for scalability in the future. Prepare a detailed Bills of Quantities complete with accompanying drawings.
- iii) **Develop a Request for Proposal capturing items i & ii above:**
The independent consultant will be required to assist in the development of an RFP and participate in the evaluation process as part of *icipe* evaluation team during design, tendering and construction stages in addition to supervision of the project implementation. The recommendations as provided for in the RFP by the independent expert/consultant will form the specifications in the tendering document. The institution will thereafter invite suitable contractors and service providers for bidding.

5.0 MANDATORY REQUIREMENTS

The bidder shall furnish, as part of the bid documents in addition to the qualifications indicated above, the following:

- i) A short but inclusive company profile that will bring forth the bidding company's attributes as capable of providing the required service to *icipe*. If the bidding organization is fronting for a foreign firm, this must be clearly disclosed. Please include contact details and the firm's physical and postal address.
- ii) An illustration that will highlight an understanding of *icipe*'s requirements.
- iii) The consultancy system proposed to cover the scope as indicated.

- iv) Proposed Consultancy period – Not exceeding thirty (30) working days.
- v) Audited financial statements for the last three years (2016, 2015, 2014).

6.0 TECHNICAL PROPOSAL

Bidders must submit one (1) signed original copy of the Technical Proposal in a sealed envelope, which must contain all information and documents relating to the tender.

The Consultancy is open to firms that have the following qualifications:

- i) Must be registered as security consultancy service providers under the Company's Act and whose core business is the provision of security consultancy services.
- ii) Experience of having successfully offered such service to at least ten (10) organizations in the last three (3) years, five (5) of which should preferably be reputable organizations such as stand-alone Campuses in built up areas, Research Institutions like KEMRI, ILRI, ICRAFT among others, INGO's or embassies/High Commissions in Kenya and which must be attested by reference letters.
- iii) Must have been in business for the last ten (10) years.
- iv) Must demonstrate adequate security services consultancy strength, through:
 - a) A robust company management structure with a strong staff strength complete with good staff management policies and systems. These must be clearly highlighted in the submission.
 - b) Good knowledge of new technologies on the areas of CCTV and Control room which facilitates dynamic research.
 - c) Personnel strength - Have sufficient qualified personnel with over five (5) years' experience in the implementation of a similar project. Attach copy of CV's of at least two technical staff (*who will participate in the assignment*) detailing academic and professional qualifications and years of experience that demonstrate active participation in projects as listed.

7.0 FINANCIAL PROPOSAL

Bidders are requested to present their financial proposals in KShs showing the calculation for 16% VAT. The Consultancy fee shall be itemized per scope item, ensuring that each scope item indicated is covered adequately. It is to be understood that moneys paid out for services are subject to the applicable withholding tax under Kenyan law.

One (1) signed Price must be submitted in a separate and sealed envelope.

NB: Related costs of travel and accommodation are to be borne by the consultant.

8.0 SUBMISSION DEADLINE AND REQUIREMENTS:

The proposal must be submitted in one original, printed, bound, and completely enclosed in one sealed envelope. Both the Technical and Financial proposal **MUST** be submitted **ONE** envelope, in the format below.

Sealed Proposals must be deposited in the *icipe* Tender Box at the location below **on or before 11:00hrs EA Time, on Tuesday, 4th July 2017**. Proposals will be opened on the same day in the presence of representatives of those submitting, in the **Hive Meeting Room at 11:00 hrs**.

Procurement Manager
International Centre of Insect Physiology and Ecology (*icipe*)
The *icipe* Tender Box
Carroll Wilson Building
Duduville Campus, Off Thika Road, KISE Road
P.O. Box 30772, 00100 GPO
Nairobi, KENYA

All bidders must ensure that they **complete and sign the provided bid tracking register**.