



Kibo Seed Co. Ltd, P.O BOX 25 Arusha, Tanzania
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OPEN TENDER

Provision of Security & Guarding Services for KSCL Headquarters and KSCL Regional Offices TENDER No. KSCL/TEND/S&GS/2026/2027

Dear Sir/Madam:

We kindly request you to submit your tender for the *Provision of Security & Guarding Services* for Headquarters and Kibo Seed Company Limited regional offices as detailed in Annex 1 of this document. When preparing your tender, please be guided by the form attached hereto as Annex 2.

Tender must be submitted on or before **31st August 2026** not later than **10:00am** in the tender box located at the Kibo Seed Company Ltd Headquarter in Arusha, Okaseni Street off Arusha – Namanga Road.

Tender must be submitted in a sealed envelope with the heading **TENDER REFERENCE: KSCL/TEND/S&GS/2026/2027: Provision of Security & Guarding Services for Headquarters and Kibo Seed Company Limited regional offices.**

Tender opening will be done immediately and representatives are invited to attend the opening.

TENDER EVALUATION CRITERIA

The evaluation of bids will be conducted in three stages as follows:

A. Preliminary (Mandatory) Evaluation

At this stage, bidders must submit the following mandatory documents. Failure to submit any of the mandatory requirements shall result in disqualification.

Mandatory Requirements

1. Valid Business License.
2. Certificate of Incorporation/Registration.
3. Valid TIN Certificate.
4. Valid Tax Clearance Certificate.
5. VAT Registration Certificate
6. Company Profile indicating company address and contacts.
7. Valid Security Company License issued by the relevant regulatory authority.
8. Proof of compliance with statutory obligations (NSSF, WCF, NHIF and OSHA).
9. Public Liability Insurance (The bidder shall submit a valid Public Liability Insurance Cover to protect the Employer against claims arising from bodily injury, death, or damage to third-party property caused by the bidder, its employees, or security personnel during the execution of the contract. Failure to submit a valid insurance cover shall render the bid non-responsive.)

Evaluation Method: Pass/Fail

Only bidders who pass the mandatory stage shall proceed to the Technical Evaluation.

B. Technical Evaluation

The minimum technical score required to qualify for the Financial Evaluation shall be **70 out of 100 marks**.

Technical Criteria	Marks
Company experience in providing security services as per registration certificate submitted (minimum 5 years)	20
Experience in similar assignments (must attach 3 current contracts indicating duration, contact person, and contract value).	20
Qualifications and experience of key management personnel (must attach 3 CV of the key personnel).	10
Attach evidence showing number of trained security guards.	15
Availability of supervision structure and operational capability (The bidder shall submit an organization structure, deployment methodology, duty rosters	10

and evidence of a 24-hour operations/control room)	
Quality Management System and Health & Safety procedures (The bidder shall submit documented Quality Management and Occupational Health and Safety policies, Standard Operating Procedures and incident reporting procedures.	5
Must attach 3 (three) signed and stamped recommendations letter from other clients.	10
Must attach a documented Work Methodology and Risk Management Plan	10
Total	100%

C. Financial Evaluation

Only technically responsive bidders scoring 70% marks or above shall have their financial proposals opened and evaluated

The financial evaluation shall consider:

- Correct completion of the Price Schedule.
- Comparison of the bid prices.
- Must attach two recent years audited financial statements which indicate financial capacity and stability giving summary of assets and current liabilities.

The contract shall be awarded to the lowest evaluated responsive bidder who satisfies all mandatory, technical, and financial requirements.

Scope of Services

The successful bidder shall provide, among others:

- 24-hour manned guarding services.
- Access control.
- Visitor management.
- Patrol services.
- Emergency response.
- Incident reporting.
- Protection of company assets.
- Fire watch and emergency evacuation support.
- Crowd control during company events.
- Security risk reporting.

Minimum Qualifications of Security Guards

Each deployed security guard shall:

- Be above 18 years of age.
- Be physically fit.
- Have no criminal record.

- Have completed recognized security training.
- Be able to communicate effectively in Kiswahili and basic English.
- Wear complete company uniform with identification badge.

Contract Duration

The contract shall be for **one (1) year**, renewable for an additional year subject to satisfactory performance and mutual agreement.

ANNEX 1: DESCRIPTION OF SERVICES REQUIRED

Kibo Seed intends to procure security services for its premises, installations and compounds at the following locations indicated in the table below: The Contract shall be for one year from 1st October 2026 to 30th September 2027 renewable once subject to satisfactory performance and mutual agreement.

S/n	Description of Service	Unit of Measure	Number of Guards		Total No. of guards
			Day time guards	Night time guards	
1	Arusha Head Office Ngaramtoni	Premises	1	1	2
2	Arusha Shop	Premises	1	1	2
3	Mwanza Branch	Premises	1	1	2
4	Mwanza Nanenane	Premises	1	1	2
5	Morogoro Branch	Premises	1	1	2
6	Mbeya Branch	Premises	1	1	2
7	Makambako Office	Premises	1	1	2
8	Makambako Godown	Premises	1	1	2
9	Makambako leased Godown	Premises	1	1	2
Total number of Guards					18
8	Response alarm system installation- Makambako godown				1
9	Response alarm installation- Arusha Head Office (Ngaramtoni)				1

10	Response alarm installation – Arusha Shop	1
11	Alarm Back up (monthly)	3

ANNEX 2: FORM FOR SUBMISSION OF QUOTATION

(This form must be submitted only using the applicant's official letterhead indicating contact details- addresses, email, phone, and fax numbers for verification purposes)

Sn	Description of Services	Qty	Unit price (V.A.T inclusive)	Total price (V.A.T inclusive)
1	Guarding services day time	9		
2	Guarding services night time	9		
Total Guards per Day		18		
Alarm Back up (monthly)		3		
Total Sum Per Month				
Total Sum Per Year				
Response Alarm Installation		3		
Grand total				

NOTE THAT:

- 1) Quotations should be presented in **Tanzania shillings** (Tsh) detailing the unit prices of each item outlined in the categories of the table above.
- 2) In case of deviations between unit and total prices, the unit price shall prevail.
- 3) The prices quoted should be final and inclusive of all costs and applicable taxes.
- 4) Payment will be made on a monthly basis upon submission of invoices.
- 5) Performance will have to be confirmed by Kibo Seed before payments are processed.

Thank you and we look forward to receiving your tender.
Sincerely yours,

General Manager
Kibo Seed Co. Ltd
P.O. Box 25, Arusha
07th August 2026