**EGERTON UNIVERSITY SACCO SOCIETY LIMITED**

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# REQUEST FOR QUOTATION (RFQ)

## PROVISION OF SECURITY GUARDING AND ALARM SERVICES – 2027

**RFQ REF: EUSACCO/RFQ/SEC/2027**

Egerton University Sacco Society Limited invites quotations from qualified and licensed security firms for the provision of security guarding and alarm services for a period of **one (1) year**.

## 2. SCOPE OF SERVICES

The successful service provider shall provide the following:

## A. SECURITY GUARDING SERVICES

Deployment of trained, uniformed and properly identified security guards as follows:

| Location | Number of Guards |
|---|---|
| Head Office – Njoro | 3 |
| Laikipia University Branch | 2 |
| Kisii University Branch | 2 |
| **Total** | **7** |

The service provider shall:

1. Provide trained, competent and disciplined security personnel.
2. Ensure continuous security coverage as per the agreed duty schedules.
3. Maintain proper supervision and discipline of guards.
4. Ensure confidentiality, integrity and professionalism.
5. Provide uniforms, identification and necessary security equipment.
6. Provide comprehensive insurance cover for its personnel.

## B. ALARM SYSTEM SERVICES

Provide alarm system services for the Sacco offices at:

- Head Office – Njoro.
- Laikipia University Branch.
- Kisii University Branch.

The services shall include:

1. Installation and maintenance of appropriate alarm systems.
2. Continuous alarm monitoring.
3. Emergency response in case of security alerts.
4. Regular inspection and servicing of alarm equipment.

## 3. DOCUMENTS TO ACCOMPANY THE QUOTATION

Interested firms should submit:

1. Company profile and relevant experience.
2. Valid business registration certificate.
3. Valid security service provider licence.
4. Valid Tax Compliance Certificate.
5. Evidence of insurance cover for security personnel.
6. Details of proposed security arrangements and alarm systems.
7. At least two relevant client references.

## 4. FINANCIAL QUOTATION

The quotation should provide a breakdown of costs as follows:

| No. | Description | Monthly Cost (KES) | Annual Cost (KES) |
|---|---|---|---|
| 1 | Security guarding – Head Office | | |
| 2 | Security guarding – Laikipia Branch | | |
| 3 | Security guarding – Kisii Branch | | |
| 4 | Alarm services – Head Office | | |
| 5 | Alarm services – Laikipia Branch | | |
| 6 | Alarm services – Kisii Branch | | |
| | **TOTAL** | | |

All prices should be inclusive of applicable taxes and other charges.

## 5. SUBMISSION OF QUOTATIONS

Quotations should be submitted by email to: **procurement@egertonsacco.coop**

**Deadline: Tuesday, 8th December 2026.**

Email subject: **RFQ – SECURITY GUARDING AND ALARM SERVICES**

Late submissions will not be considered.

## 6. EVALUATION

Quotations will be evaluated based on compliance with the requirements, licensing, experience, capacity to deliver and financial competitiveness.

The Sacco reserves the right to accept or reject any quotation and is not obligated to accept the lowest-priced quotation.