

TERMS OF REFERENCE

MAIN DOOR ACCESS IMPROVEMENTS AT PLAN INTERNATIONAL KENYA COUNTRY OFFICE **TENDER NO.KCO/31/04/FY25**

Background

Plan International is an international humanitarian child-centred community development organization, without religious, political or government affiliation. Plan started its operations in Kenya in 1982 and is committed to improving the lives of poor children, their families and communities using a rights-based approach to development. In Kenya, Plan's Regional Office (MEESA) and Country Office is located in Nairobi with program offices in Homabay, Kisumu, Machakos, Tharaka Nithi, Kajiado, Kwale, Kilifi, Tana River, Marsabit, Turkana and Isiolo.

Project Proposal

Main door access improvements at Plan International Kenya Country Office in Nairobi

1. To Install Reader in, Switch out at the main entrance door into the Office
2. To Install Reader in, Reader out at the main entrance door into the Server Room
3. The system will be used for Access Control

System Specifications

The main components of an access control system are:

- The Card and Fingerprint reader
- The magnetic contact
- The magnetic locks

The Intelligent System Controller

The proposed reader to have an in-built controller. The controller is the main item for control access system, when specifying, the engineer has to do the following:

1. Biometric/ card reader
 - Should be able to read either Card or fingerprint for access control
 - The Suprema BioEntry P2 is a compact fingerprint access control device featuring a powerful 1.0GHz CPU for unparalleled matching speed, a high-precision OP6 optical sensor, and the latest Suprema fingerprint algorithm for best-in-class performance. With a mullion-type design, the BioEntry P2 fits perfectly in narrow spaces and door frames.
 - Variable Tones for valid/invalid transactions.
 - Lon Works cabling Interface should be done using unshielded twisted pair cable in free topology. (Transceiver FTT10A, 78Kbps)
 - Meets IP31 level of protection
 - It should be able rated to operate within 0°C ÷ +50°C temperature range
 - It should be rated to operate up to a relative humidity 95% without condensation or as otherwise specified by the engineer for special cases.
 - Must meet all laid down international Electromagnetic Compatibility standards
2. Magnetic door lock
 - They shall be of the magnetic reed switch and with appropriate magnet able to handle at least a minimum of 200KN and also of the normally open type

3. 3A power supply

- This shall be a power supply with output rating able to provide power to the controller access system for a minimum of 8 hours in case of power failure.
- It shall be microprocessor- based so that both output voltage and frequency are closely regulated and continuously monitored and also provide system diagnostic and shut down protection functions.
- It shall feature a maintenance by-pass to enable normal routine maintenance operations to be performed without interruptions to the system.

Bill of Quantities

Price schedule				
No	Description	Qty	Unit cost	Total cost
1	Suprema BioEntry P2 Biometric Fingerprint reader	2		
2	Suprema BioEntry R2 Biometric Fingerprint Slave reader	1		
3	Override key switch c/w Patress	3		
4	Break Glass(Resettable)	2		
5	Door Magnetic Lock	2		
6	Power Supply Unit 12V, 3A Big box	2		
7	7.0 Ahr. Battery	2		
8	Cables and other accessories	Lot		
9	Installation, Testing and Commissioning	Lot		
			Subtotal	
			16% VAT	
			Grand Total	

Project Time frames

This assignment is expected to be completed within two weeks (14 calendar days) from receipt of our commitment document.

Technical and Financial proposal

The bidders will be expected to present a detailed technical and financial proposal on how they intend to approach the assignment. Please take note that you will be expected to conduct a site survey and visit our offices at Methodist Ministries Center, Oloitoktok Rd, Block C, 2nd Floor.

Mandatory Requirements

1. Must be a registered company (Attach Certificate of Incorporation)
2. KRA VAT, PIN registered and current/valid Tax Compliance Certificates (Attach documentations)
3. Attach details of similar works completed within the last two years
4. Attach site visit letter
5. Indicate delivery lead time on your quotation
6. Indicate whether Prices are Inclusive or Exclusive of VAT where Applicable
7. Indicate if you accept to supply as per credit policy of payment within 30 days after delivery.

Submission of applications

The completed proposals should be sent to Plan International Kenya on or before **Wednesday 30th April 2025 by COB** through the email address: Kenya.Bids@plan-international.org referencing **“KCO/31/04/FY25 Main Door Access Improvements”** as the subject line.

Queries related to the tender should be addressed to KenyaProcurement.Nairobi@plan-international.org

(Plan International Kenya Office reserves the right to accept or reject any Bid and is not bound to give reasons for its decision).

Plan International

Kenya Country Office,

Methodist Ministries Centre, Block C, 2nd Floor

Oloitokitok Road - Lavington, Nairobi, Kenya

RE: TENDER NO KCO/31/04/FY25: MAIN DOOR ACCESS IMPROVEMENTS

This letter confirms that the bidder:

(Name)

.....Date.....has visited the
above site prior to their submission of bid documents as required of them.

Yours Sincerely,

.....
Stamp & signature

.....
Date

Plan International Kenya Country Office