



Islamic Relief Kenya

**TENDER DOCUMENT SOLARIZATION OF
300 HOUSEHOLDS IN MANDERA AND
WAJIR COUNTIES.**

TENDER REFERENCE:

**IRK/WJR&MND/SUPPLIES/HHs SOLIRIZATION/001/06/2022
(Re-advert)**

June 2022

SECTION I: INSTRUCTION TO BIDDERS

Islamic Relief Kenya (IRK) is a humanitarian and developmental organization with a mission to provide emergency relief and development interventions to alleviate poverty, suffering and build communities resilience to shocks.

IR started operations in Kenya in 1993 on orphan's sponsorship programme through a local CBO in Mandera District, Northern Kenya. It opened its fully fledged office in March in 2006 at the height of drought in the Horn of Africa. Since then, IR has been providing humanitarian and development assistance to vulnerable communities. Over these years it has implemented various development and relief activities in Mandera. This has remarkably changed the lives of the vulnerable and disadvantaged communities. In January 2010, IRK extended its operation to Wajir County, neighboring Mandera, in January 2012 expanded to Garissa and Dadaab, and in October 2017 opened a programme office in Kilifi County.

In Mandera and Wajir Counties IRK is implementing project ***“Empowering Local Communities through Integrated Interventions in Mandera & Wajir Counties project”*** specifically in three sub-counties namely, Wajir North, Wajir East and Eldas sub counties of Wajir and East and North Mandera. The project seeks to strengthen the resilience of the target communities to future shocks through increased availability of water for production, inclusive and accessible education for children, incorporation of solar as a source of energy for domestic and commercial use, and increased income for women entrepreneurs. It seeks to address existing gaps in the access to and utilization of financial resources, entrepreneurial skills and networking as important ingredients in growth and expansion of women MSMEs in the County. In addition, the project aims to advocate for gender balanced participation in business and inclusiveness and responsive policies by financial institutions in the county. The project focuses on the following sub-goals.

1. **Sub Goal 1:** Increased access to portable water through rehabilitation / development of strategic water sources
2. **Sub-Goal 2:** Increased access to education for children/students with special needs through access to adapted learning materials, assistive devices, and physical facilities
3. **Sub-Goal 3:** Strengthened community and stakeholder's capacity to promote peace and enhancing social cohesion at the community level in an inclusive manner.
4. **Sub-Goal 4:** Improved access to and utilization of available financial resources for women entrepreneurs
5. **Sub-Goal 5:** Increased utilization of solar PV technologies as an alternative green energy solution.

IRK is planning to undertake solarization of 300 households in Mandera and Wajir counties. Interested and eligible individuals/companies specializing in construction with sound capacity, relevant experience in similar work are hereby invited to request for the tender documents via this email procurement.irk@islamic-relief.or.ke and submit their dated, stamped, and signed bids on or **before** 22nd June 2022, 4.30pm via hand delivery to **Islamic Relief Kenya office, Kirichwa Road, off Ngong Rd. Nairobi, Kenya. Bids submitted after 22nd June 2022, 4.30pm will be automatically disqualified.**

The following are the mandatory requirements for one to bid:

- a) Valid Registration Certificate

- b) Valid Registration Certificate
- c) CR12
- d) Company Profile with detailed physically verifiable contact address
- e) Key Technical staff and their CVs
- f) Registration with NCA 7 and above – Electrical works (Verifiable Online)
- g) Active Solar PV Contractors/Vendor License with EPRA
- h) Valid registration with County Government / Business permit
- i) Copy of ID/Passport for Company Owner/Director
- j) Bank Statements for eight months 1st
- k) k) PIN certificate
- l) Tax Compliant Certificate (TCC), **MUST** be verifiable online –itax
- m) Evidence of Past Experience in similar work done the past 3years e.g., at least 5 signed Contract/PO / Completion certificate.
- n) Bid bond.

The deadline for submission of bids is 22nd June 2022, 4.30pm, **any tender documents received later than the deadline will not be accepted.** The bid document pages must be numbered.

Procurement Committee Islamic Relief Kenya Nairobi

Instructions

Bidders are strictly advised to carefully read all the instructions and respond appropriately to the instructions, failure to fulfill them shall result in rejection of the bid.

1. Work Scope and Sites Details

The tender is for undertaking the following components as per Annex I – BoQ.

- ✦ Solarization of 300 selected house hold in Mandera and Wajir Counties.

2. Eligible Bidders

The invitation for the bids is open to all interested eligible Companies/individuals who are duly registered with the national government, county government and National construction authority.

3. Services

All services to be done under the contract shall have their measurement and shall not be subcontracted.

4. Cost of Bidding

The bidders shall bear all costs associated with preparation and submission of its bid & IRK shall not be responsible for those costs, regardless of the conduct or outcome of the bidding process.

5. Clarification of Bidding Documents

A prospective bidder requiring any clarification on the bidding documents may notify the IRK through email or by telephone +254 727531220 / 2543861216 or E-mail address: Procurement.Irk@islamic-relief.or.ke 7th – 14th June 2022, IRK will respond in writing to any request prior to the deadline.

6. Amendment of Bidding Document

At any time prior to the deadline for submission of bids, IRK May for any reason, at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents & will be binding on them. The amendment will be notified in writing to all prospective bidders, who have received the bidding documents & will be binding on them. In order to allow prospective bidders responsive time in which to take the amendment into account in preparing their bids, IRK may, at its discretion, extend the deadline for bid submission.

7. Language of the Bid

The bid prepared by the bidder, as well as all correspondence & documents relating to the bid, supporting documents and printed literature furnished by the bidder shall be written in English language.

8. Bid Document Comprises.

The bid document prepared by the bidder shall comprise of the following:

- a) Valid Registration Certificate
- b) Valid Registration Certificate
- c) CR12
- d) Company Profile with detailed physically verifiable contact address
- e) Key Technical staff and their CVs
- f) Registration with NCA 7 and above – Electrical works (Verifiable Online)
- g) Active Solar PV Contractors/Vendor License with EPRA
- h) Valid registration with County Government / Business permit
- i) Copy of ID/Passport for Company Owner/Director
- j) Bank Statements for eight months
- k) KRA PIN certificate

- l) Tax Compliant Certificate (TCC), **MUST** be verifiable online –itax
- m) Evidence of Past Experience in similar work done the past 3years e.g., at least 5 signed Contract/PO / Completion certificate.
- n) Bid bond.

NB: - NB: - Partial delivery of the documents will lead to disqualification. Preference shall be given to qualified local supplier with valid licenses.

9. **Bid Currencies** The bids prices shall be quoted in Kenya Shillings (KES).

10. **Bids Prices**

- The potential contractor shall submit his/her bid in the BOQ format provided in Annex I.
 - The bidders shall indicate the unit price where possible and the total bid price as indicated in the BOQ.
 - Prices quoted by the bidder shall be fixed during the performance of the contract.
 - The prices quoted by the bidder shall be inclusive of VAT.
-

11. Withholding Tax

IRK shall retain 5% of contract value as withholding tax and remit to the government. A receipt shall be issued for this.

12. IRK's right to vary quantities at the time of the award.

IRK reserve the right at the time of award of contract to increase or decrease by up to 10% the quantity of work specified in the technical specification without change of unit price or other terms of condition.

13. IRK's right to accept any bid and/or reject any or all bids.

IRK reserves the right to accept any bid and to annul the bidding processes and reject all bids at any time prior to award of contract, without, thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders on the grounds of its action.

14. Submission of Bids

The bidders shall submit their bids in one envelope marked with Tender Name and Reference.

15. Evaluation

15.1 IRK will examine the prequalification documents to determine completeness, sufficiency in responsiveness, price, and product brand.

15.2 The potential suppliers shall not contact IRK on matters relating to their bid from the time of opening to completion and official communication sent to them. Any effort by the potential supplier to influence IRK in the evaluation shall result in disqualification.

15.3 Prequalification will be based on meeting the minimum criteria regarding the applicant's legal status, general and experience, personnel and financial position as demonstrated by their responses.

15.4 The applicants must have registered offices and IRK reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the assorted food items.

15.5 Due diligence will be undertaken, and any bidder found to be in breach or has provided false information shall be disqualified.

16. Employment of Minors

The Contractor shall not employ children in executing the contract. The Contractor shall observe international conventions relating to child labor namely the UN Convention No.182 on worst forms of child labor and convention No. 138 on the minimum age for admission to employment.

17. Criminal Act

The Contractor undertakes to comply with all applicable laws and to ensure that it does not engage in any kind of criminal activity including but not limited to bribery, fraud, corruption, terrorism and to maintain ethical business practices as well as not to commit any Prohibited Acts defined as: - i) To offer, promise or give any person a financial or other advantage. ii) To request, agree to receive or accept any financial or other advantage not expressly provided for as an inducement or a reward for the performance of any function or activity in connection with this Agreement.

18. Bid Evaluation Rating Scale.

The bidders shall be rated on the following: -

BID EVALUATION RATING SCALE

MANDATORY REQUIREMENTS

No	Description	Weighting in Mandatory Evaluation
1	Company Registration Certificate – Mandatory	PASS/FAIL
2	CR12- Mandatory	PASS/FAIL
3	Duly filled forms (Organization details, Grounds for Mandatory Rejection, Grounds for Discretionary rejection form, Bid Value, Financial and declaration)	PASS/FAIL
4.	Registration with the county government/valid and genuine business permit.	PASS/FAIL
5.	Registration with (NCA 7 and above). (Building Works)	PASS/FAIL
6	Active KRA PIN	PASS/FAIL
7	Valid Tax Compliance	PASS/FAIL
8.	Copy of ID/ Passport of the directors	PASS/FAIL
9.	Fully filled Tender Dossier (Mandatory Questionnaire and BOQ) in the provided format.	PASS/FAIL
10.	Certification of Documents	PASS/FAIL
11.	Bid Bond (10%)	PASS/FAIL

- N/B: Bids lacking any of the documents listed as Mandatory will not be considered for both technical and financial evaluation.

TECHNICAL ANALYSIS

No.	Description	Score
1	Brief Company Profile with verifiable physical location/address	15
2	List of Key Equipment/EPRA	10
3	CVs of Key Personnel	10
4	Number of Years in Operation at least 5 years	10
5	Evidence of past similar works - Completion certificates, contracts. Provide at least 30 construction-based projects with list of referees with their contact details (name, telephone number, official emails, location, and organization)	30
6	Detailed work plan and methodology statement	15
7	Tender Envelopes Sealed, clearly marked with company details & stamped.	10
	TOTAL	100

Protection (electrical) -

Overload and short circuit Low battery disconnect

Power factor capability-

-1 to +1

SOLAR CHARGE CONTROLLERS

Main features -Series type, constant-voltage, modulation (PWM) charging/Maximum power point tracker (MPPT) with a battery type (sealed/gel and flooded lead) selection provision and temperature compensation.

Nominal Voltage: 12/24Vdc (specified in the BoQ)

Rated Solar Charging Current – As per description in the bills of quantities

Earthing Metering- Negative Earth, Digital metering for currents and voltages Operating temperature-
-40 to +60⁰

SOLAR BATTERIES

Dry sealed batteries (Maintenance Free) Flat plate or Tubular acceptable

Gel Type

20-55⁰C at Discharge and Storage Up to 55⁰C at Charge

Nominal Voltage- 12V supply may be in 12v or 6V mono-blocks

Self-discharge per month

3% maximum at 25⁰C Temperature

1Cycle Life Casing material Warranty

Rated capacity -As per Description in the Bills of Quantities

Maximum 20 Hours

SOLAR PHOTOVOLTAIC MODULES

Module Type: - High efficiency crystalline silicon modules (monocrystalline or polycrystalline)

Voltage at maximum power-16.5 V (minimum)

Warranted minimum Power rating: -As per description in the bills of quantities

Open circuit Voltage (Minimum) – 20Vdc

Number of cells per module -36

Maximum system voltage: -600V

Mechanical Load test passed -Atleast 2400 Newtons per square metre

Front Cover -Tempered Solar Glass 3.2 mm

Junction Box -Minimum IP 67 Environmental Protection

Guarantee: -15 years

Electrical fittings, Switchgear and Accessories

Electrical switchgear (such as switches, sockets, consumer units, lamp holders, fuses etc) must be high quality certified to the relevant Kenyan (KS), IEC, British (BS) or equivalent. Proof of such certification may be requested.

Installation hardware

Mounting structures should be Iron or Aluminium, strong enough to withstand windstorms of 100km/hr and be painted to reduce corrosion

Fasteners and other installation accessories (screws, bolts, etc) should be galvanized or stainless steel **System**

Configurations

All systems are AC

SECTION III: QUESTIONNAIRE

It is mandatory that a potential bidder avails the information required in the questionnaire (i.e. section A to F) then sign and stamp same.

A: Organization and Contact Details

Full Name of Organization			
Date of Registration			
Registration Certificate Number			
Street		Road	
Address		Code	
Town			
Email		Telephone No.	
PIN No.			
Other Certificate			
Type of Organization	A Public Limited		
	A Limited Company		
	A Limited Liability		
	Other Partnership		
	Sole Trader		
	Other (Please Specify)		

Name of Owners/Director

No.	Name	ID/Passport No.	Nationality
1.			
2			
3			

DETAILS FOR CONTACT PERSON

Contact details for enquiries about this tender

Name of Staff	
Address	

Post Code	
Town	
Phone	
Mobile	
Email	

B - Grounds for Mandatory Rejection

Important Notice:

In some circumstances IRK is required by law to exclude you from participating further in a procurement. If you cannot answer ‘no’ to every question in this section it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form.

Please state ‘Yes’ or ‘No’ to each question.

Has your organization or any directors or partner or any other person who has powers of representation, decision or control been convicted of <u>any of the following offences?</u>	Answer
(a) A crime	
(b) Corruption	
(c) The offence of bribery;	
(d) Fraud within the meaning of:	
i) Money laundering	
ii) Any other offence	
Has your organization fulfilled obligations related to the payment of social security contributions or the payment of taxes in accordance with the legal requirement? Answer with a “Yes” or “No”	

C - Grounds for Discretionary Rejection



Important Notice:

IRK is entitled to exclude you from consideration if any of the following apply but may decide to allow you to proceed further. If you cannot answer ‘No’ to every question it is possible that your application might not be accepted. In the event that any of the following do apply, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by IRK in considering whether or not you will be able to proceed any further in respect of this procurement exercise.

Please state ‘Yes’ or ‘No’ to each question.

Is any of the following true of your organization?	
---	--

(a) <u>Is bankrupt</u> or under receivership or bankruptcy restrictions order made against the organization	
(b) <u>Is insolvent</u> ,	
(c) <u>Is</u> the subject of an order by the court winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or had a receiver, manager, or administrator on behalf of a creditor appointed in respect of the company's business or any part thereof or is the subject of similar procedures under the law of any other state?	
Has your organization	
(a) been convicted of a criminal offence relating to the conduct of your business or profession;	
(b) committed an act of grave misconduct in the course of your business or profession;	
(c) failed to fulfil obligations relating to the payment of social security contributions	
(d) failed to fulfil obligations relating to the payment of taxes under the	
(e) been guilty of serious misrepresentation in providing any information required	

D – Bid Value & Duration of Work

<i>Total Bid Value for the Tender</i>	<i>Kshs.</i> _____
<i>Payment Terms</i>	
<i>Expected Duration of Delivery</i>	
<i>Remarks-</i>	

E – Financial

F - Declaration

1	BANK INFORMATION	
	<i>Bank</i>	
	<i>Branch</i>	
	<i>Account Name</i>	
	<i>Account Number</i>	
	<i>Swift Code</i>	
	<i>Letter from Bank</i>	
2.	<p>I declare that to the best of my knowledge the answers submitted in this bid document are correct. I understand that the information will be used in the process to assess my organization's suitability for the tender to meet IRK's requirement. I hereby sign on behalf of my organization and understand that IRK may reject this bid if there is a failure to answer all relevant questions fully or should we provide false/misleading information. By signing the bid document I certify that all the above statements are accurate and factual.</p>	
2.1	Name:	
2.2	Position:	
2.3	Signature:	
2.4	Date:	
2.5	Stamp:	

Name of Bidder: _____

Authorized signature: _____

Name of authorized signatory: _____

Functional Title: _____

Date: _____ / _____ / 2022