Islamic Relief Kenya

TENDER DOCUMENT FOR CIVIL WORKS AT KUBI BOREHOLE, IN MANDERA NORTH, MANDERA COUNTY

TENDER REFERENCE: IRK/MA/WORKS-BH/ 007/05/2023

MAY 2023

INSTRUCTION TO BIDDERS

Established in 1984 in the UK, Islamic Relief is an international NGO seeking to promote sustainable economic and social development by working with local communities through relief and development activities regardless of race, color and religion, and without expecting anything in return.

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 and in January 2012 expanded to Garissa and Dadaab, and in October 2017 opened a programme office in Kilifi County.

Islamic Relief Kenya focuses on resilience projects namely: Food Security and Livelihoods, Water Sanitation and Hygiene, Cash Transfer Programming, Orphans Support and Sponsorship, women Empowerment, Education and Peace-building.

In Mandera IRK is implementing a 18 months project ***"Integrated Community Support Project"*** aiming to empower the vulnerable communities in Mandera county through the provision of integrated Community Support interventions with components on education, livelihoods and WASH. The project will enhance access to inclusive and accessible education, improved alternative livelihood to the target households and increased availability of water for household use and food production.

The program activities will be in line with the local government strategic plans including the Mandera CIDP 2018-22 & IR Kenya 2022 Business Plan, NDMA Plan. IRK intends to take deliberate steps to support Mandera communities in their journeys to self-reliance through capacity building of relevant ministries at the National, County and Sub-counties levels, and increased efforts to involve county department officials in the routine monitoring and supervision of education, Livelihood and WASH interventions. IRK will also provide adequate training for direct beneficiaries with the end goal of sustainable programming.

The projects seeks to empower the vulnerable communities in Mandera county through the provision of integrated interventions with components on education, WASH and Livelihood. The project seeks to enhance access to inclusive and accessible education, improved alternative Economic Empowerment to the target households and increased availability of water for household use and food production.

IRK is planning to undertake civil works at Kubi Borehole in Mandera North, Mandera County to enable increased access to potable water for the targeted local communities.

Interested and eligible individuals/companies specializing in Water Works with sound capacity, relevant experience in similar work and duly registered with NCA are hereby invited to to download the tender document from the Islamic Relief Kenya website https://islamic-relief.or.ke/tenders-2/ and submit their dated, stamped, and signed bids on or before Friday 9th June 2023 1300hrs vide **hand delivery to Islamic Relief Kenya office, Kirichwa Road, off Ngong Rd. Nairobi, Kenya. Bids submitted after the deadline will be automatically disqualified.**

The deadline for submission of bids is **9th June 2023 at 1500hrs**, any tender documents received later than the deadline will not be accepted. The bid document submitted shall comprise of a maximum of 150 pages. spiral bound and submitted in sealed envelopes clearly marked with tender reference number. The envelope shall be dropped in the tender box in the reception at Islamic Relief Kenya, Nairobi Office, located on Kirichwa Road, next to Kirichwa Height Apartment, Tel: 0727 531220*, Tel: 0727 531220*

Note: Tenders will be opened on 9th June 2023 at 1300hrs in the presence of bidders or their representatives who choose to attend at IRK Country Office Board room.

Complains Contact Detail
Email Address: complains@islamic-relief.or.ke
Tel: 0700200849

INSTRUCTIONS

Bidders are strictly advised to carefully read all the instructions and respond appropriately to the instructions, failure to fulfill them, will entail rejection of the bid submitted by the bidder.

1. Work Scope and Sites Details

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

- Civil Works at Kubi Borehole in Mandera , Mandera County

2. Eligible Bidders

The invitation for the bids is open to all interested eligible Companies/individuals who are duly registered with the national government, respective County governments, National construction authority and Energy and Petroleum Regulatory 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 will in no case 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** within seven days from the day of publication from 5th May 2023 to 12th May 2023. 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) CR12
c) Tax Compliant Certificate (TCC), **MUST** be verifiable online –itax
d) KRA PIN certificate
e) Valid registration with County Government / Business permit
f) Copy of ID/Passport for Company Owner/Director
g) Registration with NCA 7 – Water works.
h) Registration with NCA 7 and above – Electrical works (Verifiable Online)
i) Active Solar PV Contractors/Vendor License with EPRA
j) Company Profile with detailed physically verifiable contact address
k) Evidence of Past Experience in similar work done the past 3years e.g., at least 5 signed Contract/PO / Completion certificate.
l) Bid bond at least 10% of the quoted amount valid for 180 days or More
m) Key Technical staff and their CVs

n) List of Key Equipment
o) Detailed work plan and methodology statement
p) Bank Statements for six months 1st November 2022 – 30th April 2023
q) Audited Reports for 2022.
r) Duly filled Tender B.o.Q and forms in the format provided.
s) Serialization of the tender documents using Paginated Numbering Machine
t) All copies of certificates/mandatory documents must be Certified by a **commissioner** of Notary/Oath.

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.

11. Withholding Tax
IRK shall retain 3% of contract value as withholding tax and remit to the government. A receipt shall be issued for this.

12. Retainer
IRK shall retain 10% of the contract value for a period of 6 months being defect liability.

13. 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.

14. 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.

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

16. Evaluation
16.1 IRK will examine the prequalification documents to determine completeness, general orderliness, sufficiency in responsiveness, price and product brand.

16.2 The potential contractor 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 contractor to influence IRK in the evaluation shall result in disqualification.

16.3 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 as set in

clause 8.

16.4 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 execute the contract.

16.5 Due diligence shall be undertaken, and any bidder found to be in breach by providing false information shall be disqualified.

17. 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.

.18. 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.

BID EVALUATION RATING SCALE

MANDATORY REQUIREMENTS

No	Description	Weighting in Mandatory Evaluation Pass- 5 Fail-1
1.	Company Registration Certificate – Mandatory	**PASS/FAIL**
2.	CR12- Mandatory	**PASS/FAIL**
3.	Registration with the county government/valid and genuine business permit.	**PASS/FAIL**
4.	Active KRA PIN	**PASS/FAIL**
5.	Valid Tax Compliance	**PASS/FAIL**
6.	Copy of ID/ Passport of the directors	**PASS/FAIL**
7 **8.**	Registration with (NCA7 and above). Water Works (Water Works)	**PASS/FAIL**
8.	Registration with NCA 7 and above – Electrical works (Verifiable Online)	**PASS/FAIL**
9.	Active Solar PV Contractors/Vendor License with EPRA	**PASS/FAIL**
10.	Duly filled Tender B.o.Q and forms in the format provided (Organization details, Grounds for Mandatory Rejection, Grounds for Discretionary rejection form, Bid Value, Financial and declaration)	**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	Brief Company Profile with verifiable physical location/address, Areas of expertise, Organograms, list of all projects and list of referees	10
2	Bid bond	10% bid bond valid 180days, signed, stamped-10. Less 10% bid bond or valid less than 180 days or not signed or stamped - 5	10
3	List of Key Equipment	Owned (Max 10 marks) 50% Owned – 50% leased (Max - 7) 100% leased (Max. 5 Marks)	10
4	List of Key Personnel	(Degrees- 10, HNDs – 6, Diplomas – 4)	10
5	Number of Years in Operation at least 5 years	1yr - 2 marks 2yrs- 4 marks 3yrs- 6 marks 4yrs- 8 marks 5yrs & above – 10 marks	10
6	Evidence of past similar works --Completion certificates, contracts. Provide at least Water works -based projects with list of referees with their contract details (name, telephone number, email, location, and organization)	-5 or More = (Max. 20 marks 4 LPOs/contracts/completion cert (Max 16 marks) 3 LPOs/contracts/completion cert (Max 12 marks) 2 LPOs/contracts/completion cert (Max 8) 1 LPO/contracts/completion cert (Max 4 Marks) Note: the contract/LPOs/completion certificate must be readable, signed and stamped by the issuing authority for ease of verification	20
7	Detailed work plan and methodology statement	- Not to exceed 2 Months work period. - Programme narrative that describes the mechanisms, assumptions made in preparation. - a critical path analysis for the works which shall clearly show the float times available, earliest start earliest finish, late start/ late finish for every activity.	10
8.	Certification of all mandatory documents by a commissioner of Notary/Oath.		10
9.	Serialization of the tender documents using Paginated Numbering Machine		5
10.	Tender Envelopes Sealed, clearly marked with company details & stamped.	Envelop clearly marked with the details- 5 Envelop not clearly marked -0	5
	TOTAL		**100**

Pass mark -80%

N/B: Bids that will not score 80% and above in the technical analysis will automatically be disqualified and shall not be considered for financial evaluation.

FINANCIAL ANALYSIS

No.	Description		Maximum
1	Within Allowable Budget	Within budget (10% variance-above or below PR value)- 30 Above budget (more than 10% variance)- 5 Under budget (more than 10% variance) – 5	30
2	Certified Bank statement for the past six months. The bank statement must have a balance to cater for the quoted amount).	Certified bank statement for 6 months with a balance to cater for the quoted amount- 30. Uncertified bank statement with less balance -0	30
3	Certified audit report for the past Year (2022)	Certified audit report for the period of 1st January 2022 to 31st December 2022	20
4	Evidence of Certified letter of credit facilities from the reputable bank, cash/ bank balance.	Certified letter of credit (signed & stamped) with maximum allowable credit-10%. Uncertified letter of credit with no credit amount indicated -0	20
	TOTAL		**100**

Pass Mark: 75%

NB: - Bids who will not score 75% and above in the financial analysis shall not be considered for the due diligence.

Tender Schedule

Task	Date
Advertising of tender	26th May 2023
Closing of tender	9th June 2023 at 1500hrs
Opening of tender	9th June 2023 at 1500hrs
Evaluation	9th June 2023 – 12th June 2023
Award	13th June 2023

Note: IRK reserves the right to extend the tender publication period, revise the opening and evaluation.
The deadline for submitting bids/quotation ……9th June 2023……...
Bids to be sent to IRK Nairobi offices in a hard copy marked Ref: **IRK/MA/WORKS-BH/ 007/05/2023** Addressed,

TO,

Procurement Committee
Islamic Relief Kenya
Kirichwa Road, off Ngong Road
P.O. Box 417 - 00202 (KNH)
Nairobi, Kenya.

MANDATORY QUESTIONNAIRY

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.			
Name of Parent Company			
Type of Organization		A Public Limited Company	
		A Limited Company	
		A Limited Liability Partnership	
		Other Partnership	
		Sole Trader	
		Other (Please Specify)	

Name of Owners

Name	**ID/Passport No.**	**Nationality**

DETAILS FOR CONTACT PERSON	
Contact details for enquiries about this PQQ/Business Issues	
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 any of the following offences?	**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? 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) Is bankrupt or under receivership or bankruptcy restrictions order made against the organization	
(b) Is insolvent,	
(c) Is 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 Supply

Bid Value for the Work	*Kshs.* _____
Payment Terms	
Duration of Delivery	
Remarks	

E - Financial

1	**BANK INFORMATION**	
1.1	*Bank*	
	Branch	
	Account Name	
	Account Number	
	Swift Code	
	Letter From Bank Confirming Account & Credit Facility	

F Declaration Declaration

2.	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 to be invited to tender for Islamic Relief's requirement and I am signing on behalf of my organization. I understand that the Contracting Authority may reject this bid if there is a failure to answer all relevant questions fully or if I provide false/misleading information. By signing the bid document, I certify that all of the above statements are accurate and factual. **FORM COMPLETED BY**

2.1	Name:	
2.2	Position:	
2.3	Signature:	
2.4	Date:	
2.5	Stamp:	

ANNEX I: B.O.Q

ISLAMIC RELIEF KENYA

Kirichwa Road
P.O Box 417-00200, KNH
Nairobi, Kenya

Tel: 0727531220/0734740074
Email: info@islamic-relief.or.ke

Ref:

Date:

BILL OF QUANTITIES FOR CIVIL WORKS AT KUBI BOREHOLE IN MANDERA NORTH, MANDERA COUNTY

1	**BILL No.1: PRELIMINARIES AND GENERALS**				
ITEM	**DESCRIPTION**	**UNIT**	**QTY**	**RATE**	**AMOUNT**
1.1	Provide, fabricate and install MS Signboard (1.5mx1.5m) raised 1.5m above ground complete with appropriate paintwork, Islamic Relief Logo and Project details on either side.	Item	1		
TOTAL CARRIED TO MAIN SUMMARY					
2	**BILL No.2: CONSTRUCTION OF 50 CUBIC METRES MASONRY TANK**				
2.1	**Foundation**				
A	Excavate over site and remove top soil to an average depth of 150mm	SM	30.2		
B	Excavation for foundation in from stripped level but not exceeding 1.5m deep and Cart away	SM	13.6		
C	300mm thick hand packed (stones) Hardcore well rolled and rammed	SM	30.2		
D	50mm lean concrete (1:4:8) blinding	SM	30.2		
E	Supply, cut and fix Y12 bars for reinforcement include for binding wire	KG	592		
F	150mm thick reinforced concrete class 20/20 for foundation slab. (Include for formwork to the sides of the slab)	CM	5		
G	30mm thick water proof cement: sand (1:2) mortar screed to directed slope	SM	26		
2.2	**Wall**				
A	Provide and construct a 225mm thick Masonry Walls in 1:3 water proof cement: sand mortar circular in plan	SM	51		
B	Provide and fix D10mm diam.s bars Reinforcements for the walls in between courses as detailed.	KG	290		
C	20mm thick 1:2 water proof limed cement /sand mortar plaster to wall in three courses of 5mm,5mm and 10mm to both internal and external surfaces of tank	SM	283		

D	25mm thick bondex or silant "sika" at the interface of the wall and slabs	KG	20		
E	25mm Water proof cement	KG	15		
F	Lime	KG	15		
2.3	**Top Cover Slab**				
A	150mm thick reinforced concrete class 20/20 for on roof slab (Include for shuttering).	CM	5		
B	Reinforcement for Top Cover Slab Y10bars	KG	315		
C	20mm thick cement: sand (1:3) mortar screed on slab as per the directed slope.	SM	40		
2.4	**Inlet and Outlet Pipework**				
A	75mm Dia G.I Pipe Class B	No.	4		
B	75mm Dia G.I Class B Elbows	No.	8		
C	75mm DiaBacknuts	No.	4		
D	75mm Dia sluice Valves	No.	3		
E	75mm Valve Sockets	No.	4		
2.5	**Paints to Tank**				
A	White paint to outside of wall three coats mixed with lime	SM	51		
B	Bituminous paint to inside of wall	SM	51		
C	Black gloss paint on plinth area	SM	10		
D	Provide branding and paintwork with Islamic Relief Logo and Project details	ITEM	1		
2.6	**Valve Chambers**				
A	Construct 1200 x 1200 x900 Valve Chambers with Lockable Steel cover at Inlet and outlet and respective control gate valves	No.	2		
B	Provide and fix both internal and external access ladders	No.	2		
C	Provide and fix tank breather pipes	No.	2		
	TOTAL CARRIED TO MAIN SUMMARY				
3	**BILL No. 3: REPAIR OF 2 No. ANIMAL TROUGHS**				
3.1	Hack and demolish existing wall finishes on internal,external walls and floor surfaces including deep cracks and cart away debris.	Item	1		
3.2	Inject cement mortar to all hacked deep cracks and fix with chicken wire and plaster (1:3)	SM	9		
3.3	25mm thick plaster, cement and sand mortar (1:3) to floor with water proof cement steel trowelled to smooth finish.	SM	8		

3.4	15mm thick plaster, cement and sand mortar (1:3) to internal side of walls with water proof steel trowelled to smooth finish.	SM	10		
3.5	12mm thick plaster, cement and sand mortar (1:3) to external side of walls	SM	17.1		
3.6	Hacking, and providing 75mm thick C20 mass Concrete benching laid to appropriate fall on all directions at animal stepping platform.	SM	25		
	Total for the Rehabilitation of 1 No. Trough (A)				
	Total for the Rehabilitation of 2 No. Troughs (B)				
	TOTAL CARRIED TO MAIN SUMMARY (B)				
4	**BILL No. 4: WATER SUPPLY LINES**				
4.1	**Rising Main from the Borehole to New Masonry Tank and other connections**				
A	Excavate and backfill pipeline trench (after laying of pipe) 450mm wide and between 0.6m and 1.5m deep. Cost to include excavations in rocky formations.	LM	100		
B	Provide and lay 2.5" HDPE pipe PN 12 rising mains from borehole to connect to Masonry Tank and other existing tank connections.	LM	100		
C	Supply of assorted fittings and other accessories	Item	1		
D	Construct 1200 x 1200 x900 Valve Chambers with Lockable Steel cover at storage tanks connection complete with control gate valves and adjoining fittings	No.	2		
	CARRIED TO COLLECTION				
4.2	**Distribution lines from New Masonry Tank to 2 Animal Troughs**				
A	Excavate and backfill pipeline trench (after laying of pipe) 450mm wide and between 0.6m and 1.5m deep. Cost to include excavations in rocky formations.	LM	150		
B	Provide and lay 2" HDPE pipe PN 10 distribution mains from Masonry Tank to 2 Animal Troughs.	LM	150		
C	Supply and fixaton of assorted fittings and other accessories	Item	1		
D	Construct 1200 x 1200 x900 Valve Chambers with Lockable Steel cover at troughs connection complete with control gate valves and adjoining fittings. Cost to include inlet GI pipes to the troughs	No.	2		
E	Allow for a lump sum amount to cater for contingencies, disinfection, testing and commissioning of the system	Item	1		
	CARRIED TO COLLECTION				

	SUMMARY				
4.1	RISING MAIN FROM THE BOREHOLE TO NEW MASONRY TANK AND OTHER CONNECTIONS				
4.2	DISTRIBUTION LINES FROM NEW MASONRY TANK TO 2 ANIMAL TROUGHS				
	TOTAL CARRIED TO MAIN SUMMARY				

MAIN SUMMARY OF PROJECT COMPONENTS		
BILL	**DESCRIPTION**	**AMOUNT**
1	PRELIMINARIES AND GENERALS	
2	CONSTRUCTION OF 50 CUBIC METRES MASONRY TANK	
3	REPAIR OF 2 No. ANIMAL TROUGHS	
4	WATER SUPPLY LINES	
	Sub-Total	
	Add VAT 16%	
TOTAL FOR CIVIL WORKS AT KUBI BOREHOLE IN MANDERA NORTH, MANDERA COUNTY		