



Islamic Relief Kenya

**TENDER DOCUMENT FOR DRILLING OF GARADE VILLAGE BOREHOLE IN
GARIKILO LOCATION, WAJIR NORTH SUB-COUNTY, WAJIR COUNTY**

TENDER REFERENCE: IRK/MA/DRILLING-GARADE /001/05/2023

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.

IRK is implementing an 18 months project named ***“Drought Response and Recovery in the Eastern Horn Africa (DREEHA)”*** in Kenya, IRK is undertaking an integrated drought response and recovery project to support drought affected communities in Mandera and Wajir Counties who are among the most affected by the recent drought experienced in Kenya.

The project aims to support 3000 families (18,000 rightsholders) in Mandera (East and North Sub-counties) and Wajir County (Eldas, Wajir West and North Sub-counties) who have been severely affected by the drought. The project entails emergency response and resilience/ recovery interventions which will immensely contribute to reduce the effects of the drought to the affected communities and also promote resilience once the drought exits.

IRK is planning to undertake the Drilling of Garade Village Borehole in Garikilo location, Gurar Ward, Wajir North Sub-county of Wajir County and the Drilling of Yabicho A Borehole in Yabicho Location, Rhamu Dimtu Ward in Mandera North Sub-county of Mandera County to enhance water supply to the affected communities.

Interested and eligible individuals/companies specializing in Building Works with sound capacity, relevant experience in similar work, and duly registered with NCA are invited to apply and submit their dated, stamped, and signed bids or before Monday 2.00 Pm on 30th May 2023 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 following are the mandatory requirements for one to bid:

- i. Valid Registration Certificate
- ii. CR12
- iii. Tax Compliant Certificate (TCC), **MUST** be verifiable online –itax
- iv. KRA PIN certificate
- v. Valid registration with County Government / Business permit
- vi. Copy of ID/Passport for Company Owner/Director
- vii. Valid Registration with NCA 7 and above – Water works (verifiable Online)
- viii. Company Profile with detailed physically verifiable contact address
- ix. Evidence of Past Experience in similar work done the past 3years e.g., at least 5 signed Contract/PO / Completion certificate.
- x. Bid bond at least 10% of the quoted amount valid for 180 days or More
- xi. Key Technical staff and their CVs
- xii. List of Key Equipment
- xiii. Detailed work plan and methodology statement
- xiv. Bank Statements for six months 1st November 2022 – 30th April 2023
- xv. Audited Reports for 2022
- xvi. Serialization of the tender documents using Paginated Numbering Machine
- xvii. All copies of certificates/mandatory documents must be Certified by a commissioner of Notary/Oath.

The deadline for submission of bids is 2:00 pm on 30th May 2023, any tender documents received later than the deadline will not be accepted. The bid document submitted shall comprise a maximum of 150 pages. spiral bound and submitted in sealed envelopes clearly marked with a 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*, addressed to,

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

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.

- Drilling of Garade village borehole in Garikilo location, Wajir North sub-county, Wajir 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 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 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

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.

Drilling of Garade village borehole in Garikilo location, Wajir north sub-county, Wajir county

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) Valid Registration with NCA 7 and above – Water works (Verifiable online).
- h) Company Profile with detailed physically verifiable contact address
- i) Evidence of Past Experience in similar work done the past 3years e.g., at least 5 signed Contract/PO / Completion certificate.
- j) Bid bond at least 10% of the quoted amount valid for 180 days or More
- k) Key Technical staff and their CVs
- l) List of Key Equipment
- m) Detailed work plan and methodology statement
- n) Bank Statements for six months 1st November 2022 – 30th April 2023
- o) Audited Reports for 2022.
- p) Duly filled Tender B.o.Q and forms in the format provided.
- q) Serialization of the tender documents using Paginated Numbering Machine
- r) 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 Mandatory Evaluation <u>Pass- 5 Fail-1</u>	in
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	Valid Registration with (NCA7 and above)- Water works (verifiable Online)	PASS/FAIL
8.	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	10
2	Bid bond	10
	10% bid bond valid 180days, signed, stamped-10. Less 10% bid bond or valid less than 180 days or not signed or stamped - 5	
3	List of Key Equipment	10
	Owned (Max 10 marks)	
	50% Owned – 50% leased (Max - 7)	
	100% leased (Max. 5 Marks)	
4	List of Key Personnel	10
	(Degrees- 10, HNDS – 6, Diplomas – 4)	
5	Number of Years in Operation at least 5 years	10
	1yr - 2 marks 2yrs- 4 marks 3yrs- 6 marks 4yrs- 8 marks 5yrs & above – 10 marks	
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)	20
	-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	

7	Detailed work plan and methodology statement	<ul style="list-style-type: none"> - 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 1 st January 2022 to 31 st 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%. – 20 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

<u>Task</u>	<u>Date</u>
Advertising of tender	17 th May 2023
Closing of tender	31 st May 2023 2.00 Pm
Opening of tender	31 st May 2023 at 2.30 Pm
Evaluation	31 st May 2023 – 2 nd June 2023
Award	5 th May 2023

*Note: IRK reserves the right to extend the tender publication period, revise the opening and evaluation. The deadline for submitting bids/quotation on 30th May 2023
Bids to be sent to IRK Nairobi offices in a hard copy marked:*

Tender Ref: IRK/MA/DRILLING-GARADE/001/05/2023

***Chairman
Tender Committee
Islamic Relief Kenya.
Nairobi.***

Note:

- 1. Bidders are required to sign bid receipt form while submitting their bid documents***
- 2. Tenders will be opened immediately after the deadline date and time specified above. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend.***

MANDATORY QUESTIONNAIRE

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 <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? 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 Supply

<i>Bid Value for the Work</i>	<i>Kshs.</i> _____
<i>Payment Terms</i>	
<i>Duration of Delivery</i>	
<i>Remarks</i>	

E - Financial

1	BANK INFORMATION	
1.1	<i>Bank</i>	
	<i>Branch</i>	
	<i>Account Name</i>	
	<i>Account Number</i>	
	<i>Swift Code</i>	
	<i>Letter From Bank Confirming Account & Credit Facility</i>	

F Declaration Declaration

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 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.</p> <p style="text-align: center;">FORM COMPLETED BY</p>	
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 DRILLING OF GARADE VILLAGE BOREHOLE IN GARIKILO
LOCATION, WAJIR NORTH SUB-COUNTY, WAJIR COUNTY**

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
1	BILL No.1: PRELIMINARIES AND GENERAL ITEMS				
	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 to the satisfaction of the Engineer.	Item	1		
	TOTAL CARRIED TO SUMMARY				
2	BILL No. 2: DRILLING, DEVELOPMENT AND TEST PUMPING OF THE BOREHOLE				
2.1	Mobilization, transportation of machinery, erection of camps and sanitary facilities, and demobilization zone	Ls	1		
2.2	Erecting & dismantling of the drilling equipment and allied machinery at the site.	Ls	1		
2.3	Drilling of borehole with minimum 252mm diameter through all types of strata including the disposal of excavated materials, taking any remedial measures to overcome caving-in, or over drilling to accommodate sloughed material and keeping drilling records as specified between ground level and 50m below the ground level	M	100		
2.4	Ditto item 2.3 but between 100m and 200m below ground level	M	100		
2.5	Supply and install 204mm internal diameter plain casings in the borehole	M	128		

2.6	Ditto 2.5 Above but 204mm diameter slotted casings	M	72		
2.7	Allow for taking samples of drill cuttings at two (2) meter intervals	No.	100		
2.8	Supply and install gravel pack (rounded 2-4mm diameter)	TON S	15		
2.9	Grout between the casings and the borehole for top ten (10) meter	Ls	1		
2.10	Physical & chemical development of borehole including inserting and removal of development equipment	Hrs	12		
2.11	Undertake constant discharge test as specified (24 hours of actual test pumping and for insertion and removal of test pumping equipment)	Hrs	24		
2.12	Undertake water level observation and record recovery.	Ls	1		
2.13	Install wellhead, well cap, serial number and cement slab dimensions of 1.0mx1.0mx1.0m around the well-head.	Ls	1		
2.14	Supply of water and drilling fluids for drilling operations and field camp	Ls	1		
2.15	Take water samples for laboratory analysis (1No for chemical analysis-15 liters.)	Ls	1		
2.16	Allow for making good and surface reinstatement at the borehole to the Project Manager's satisfaction	Ls	1		
2.17	Supply and Install 4" diameter 9M high approved standard borehole gantry	Ls	1		
	<i>SUB-TOTAL 1</i>				
	<i>Add: CONTINGENCIES – 10 PER CENT OF SUB-TOTAL 1</i>				
	TOTAL CARRIED TO SUMMARY				
SUMMARY OF PROJECT COMPONENTS					
BILL	DESCRIPTION			AMOUNT	
1	PRELIMINARIES AND GENERAL ITEMS				

2	DRILLING, DEVELOPMENT AND TEST PUMPING OF THE BOREHOLE	
	SUB-TOTAL	
	Add VAT 16%	
TOTAL FOR THE DRILLING OF GARADE VILLAGE BOREHOLE		

Name of Bidder: _____

Authorized signature: _____

Director's Id number: _____

Name of authorized signatory: _____

Functional Title: _____ Tel Number _____

Delivery Period: _____

Email: _____ Date and Stamp: ____/____/2023

Location: _____