



Islamic Relief Kenya

TENDER FOR THE SUPPLY AND DELIVERY OF FARM INPUTS AND SEEDS IN WAJIR COUNTY

TENDER REFERENCE: IRK/IRUSA /WJR/01/008/2024.

August 2024

SECTION I: INSTRUCTION TO BIDDERS

Islamic Relief is a faith-inspired humanitarian and development agency dedicated to saving and transforming the lives of some of the world's most vulnerable people. Established in the UK in 1984, Islamic Relief operates in over 40 countries. Islamic Relief began working in Kenya in 1993 and has since provided various forms of assistance to communities in need, offering lifesaving humanitarian aid during crises and ongoing development assistance to help communities adapt to climate change, earn a sustainable living, and access basic needs and services, including food, healthcare, and education.

We aim to alleviate poverty and suffering regardless of race, political affiliation, gender, or belief. Our mission is rooted in Islamic principles of sincerity, excellence, compassion, social justice, and custodianship.

IRK is planning to procure agricultural inputs and assorted seeds for distribution to farmers in Wajir West and Wajir South sub-counties. Therefore, Islamic Relief is seeking a supplier, preferably a producer or authorized distributor, to help deliver these items.

Interested eligible bidders can download a complete set of tender documents with evaluation criteria from the Islamic Relief Kenya website: <https://islamic-relief.or.ke>. The sealed bid, with the tender titles and reference numbers, should be dropped in the Tender Box at the Islamic Relief Kenya Office no later than Friday, August 14th August, 2024, at 11:00 am.

Address for Submission

Procurement Committee

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

Tenders will be opened immediately thereafter in the presence of bidder representatives who choose to attend in the Islamic Relief Boardroom. Any tender documents received after the deadline will not be accepted.

The following are the mandatory requirements for one to bid:

- a) Valid Registration Certificate
- b) CR12
- c) Copy of ID/Passport for Company Owner/Director
- d) Valid registration with County Government / Business permit
- e) PIN certificate (VAT Obligation) MUST be verifiable online – I tax.
- f) Tax Compliant Certificate (TCC), MUST be verifiable online – I tax.
- g) Evidence of Electronic Tax Register (ETR).
- h) A valid Kenya Plant Health Inspectorate Service (KEPHIS) seeds seller's licence
- i) Company Profile with detailed physically verifiable contact address
- j) Bank statements for the last seven months.
- k) Certified Letter of Credit.
- l) Bid bond (10% of the quoted amounts)
- m) Evidence of Past Experience in similar work done for the past 3 years e.g., at least 4 signed Contract/PO / Completion certificate.

Instructions

Bidders are strongly advised to carefully read all instructions and respond appropriately. Failure to comply with these instructions will result in the rejection of the bid.

1. Scope:

- a) Supply and Delivery of Agricultural/ farm inputs and assorted seeds to Wajir West and South sub counties in Wajir County.
- b) The quote should encompass delivery to Wajir Town with transportation costs factored in during the quoting process.
- c) Suppliers deliver the seeds and farm inputs to Islamic Relief Office in Wajir town to designated staff to receive
- d) **Note that the seeds will be planted in an arid area and should be drought resistant and fast maturing.**

List of seeds and farm inputs.

	Item	Number of Packets/sachets/ pieces needed
1	Maize- DHO4	17 packets of 2kgs each
2	Cow peas-KVU27-1	9 packets of 2kgs each
3	Sorghum-Gadam	21 packets of 2 kgs each
4	Onions-Red creole	85 packets of 10 grams each
5	Hot peppers-Cayenne long slim	6 packets of 10 grams each
6	Watermelon-FAHARIF1	17 packets of 1000 seeds per packet
7	Dania	10 packets of 100 grams each
8	PawPaw-Red royale	30 packets of 10 seeds packet
9	Spinach-Ford hook giant	10 packets of 100 grams each
10	Sweet pepper-Super wonder	9 packets of 100 grams each
11	Oranges-Pixie 4 months	100 pieces
12	Green gram	21 packets of 2 kgs each
13	Tomatoes-Nyota F1	9 packets of 25 grams each
14	Simsim-local variety grown in Northeastern Kenya	9 packets of 1 kg each
15	Wheelbarrow	20 pieces
16	Fork jembe- 2.5 LB	100 pieces
17	Jembes 2.5 LB	100 pieces
18	Spades with metallic handles	40 pieces
19	14 teeth Rake	40 pieces
20	knapsack sprayer (16lts)	20 pieces
21	Metallic hay baler	10 pieces
22	Pangas 16 inch curved	40 pieces
23	sickle knives 12 inch	60 pieces
24	Foliar fertilizer	20 tins of 0.5 litres each
25	Easy grow starter fertilizer	20 packets of 0.5kgs each
26	Easy grow calcium fertilizer	20 packets of 0.5kgs each
27	Easy grow fruit and flower	20 packets of 0.5kgs each
28	Cenchrus ciliaris pasture seeds	420 packets of 1kg each
29	Sudan grass pasture seeds	120 packets of 1 kgs each

2. Eligible Bidders

The invitations for the bids are open to all interested eligible suppliers.

3. Services

All services to be done under the contract. IR Kenya contracts supplier(s) to deliver the items to IRK offices in Wajir.

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 clarification on the bid documents may notify IRK through email at the following address: procurement.irk@islamic-relief.or.ke. IRK will respond in writing to any request within three days. Clarifications must be requested no later than three days before the deadline.

6. Amendment of Bidding Document

Prior to the bid submission deadline, IRK reserves the right to modify the bidding documents for any reason, either on its own initiative or in response to a clarification requested by a prospective bidder. Such modifications will be binding on all bidders. Notifications of amendments will be provided by uploading them to the IRK website. To accommodate prospective bidders and allow sufficient time to incorporate amendments into their bids, IRK may, at its discretion, extend the submission deadline.

7. Language of the Bid

The bid prepared by the bidder, any correspondence & documents relating to the bid, supporting documents shall be in English language.

8. Bid Currencies

The bids prices shall be quoted in Kenya Shillings (KES).

9. Bids Price

- The potential contractor shall submit his/her bid as provided in Annex I. The bid to be in the bidder's letter head, stamped, dated and signed
- Bidder to indicate the unit price and total for each item or cost per household allocation and total costs.
- The bid prices shall be inclusive of branding, packaging and transportation to sites.
- The prices quoted by the bidder shall be inclusive of VAT
- Prices quoted by the bidder shall be fixed during the performance of the contract. (For a period of 3 month).

10. Delivery

This is an emergency Non-food items supply for flood victims, and delivery should occur within 10 calendar days from the signing of the contract. The foodstuffs are to be delivered to respective locations in the target counties.

11. 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 30% of the assorted items without change of unit price or other terms and condition.

12. 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.

14.0 Evaluation

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

14.2 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.

14.3 Evaluation 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.

14.4 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 Non-food items.

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

1. 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.

2. 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.

15. Rating for Mandatory Requirements

a) MANDATORY REQUIREMENTS

No	Description	Yes/No
1	Company Registration Certificate – Mandatory	
2	CR12 - Mandatory	
3	Duly filled forms (Organization details, Grounds for Mandatory Rejection, Grounds for Discretionary rejection form, Bid Value, Financial and declaration)	
4	Valid and genuine business permit.	
5.	Active KRA PIN (VAT Obligation is a MUST) Verifiable on KRA I tax	
6.	Valid Tax Compliance Certificate Verifiable on KRA I tax	
7.	Copy of ID/ Passport of the directors/Owners	

PASS MARK – 100%.

NB: Bids lacking any of the documents listed as Mandatory will lead to automatic disqualification and shall Not be considered for technical evaluation.

b) TECHNICAL ANALYSIS

No.	Description		Score
1.	Brief Company Profile with verifiable physical location/address, Areas of expertise, Organograms etc.		10
2.	Number of Years in Operation at least 5 years.	Below 5 Years will not be considered for a mark (Will be Treated as a Zero score)	5
3.	Evidence of past similar works - Completion certificates, LPOs, contracts. Provide at least 3 with list of referees with their contact details (name, telephone number, official email, location, and organization)	1LPO/contract/completion Cert/signed and stamped Delivery Note – 10. 2LPOs/contract/completion Cert/ signed and stamped Delivery Note - 20 3 & above LPOs/contract/completion Cert/ signed and stamped Delivery Note - 30. Note: List of referees with contacts/ email address be provided for previous works done	30

4.	Tender Envelopes Sealed, clearly marked with tender name and reference number company details & stamped.	Envelop clearly marked with the details- 10 Envelop not clearly marked -5	5
5.	Bid Bond-10% of the amount quoted and valid for 180days. Should be stamped and signed by the issuing authority (Insurance/Bank).	10% bid bond valid 180days, signed, stamped- 20.	20
6.	A valid Kenya Plant Health Inspectorate Service (KEPHIS) seeds seller's license		10
7.	Certification of all mandatory documents by a commissioner of Notary/Oath.		5
8.	Serialization of the tender documents using paginating Documents.		5
TOTAL			100

Pass mark -80%

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

c). FINANCIAL ANALYSIS

No.	Description		Maximum
1	Within Allowable Budget	Within budget (10% variance-above or below market estimates value)	30
2	Certified Bank statement for the past seven months (1 st January 2024 – 31 st July 2024). The bank statement must have a balance to cater for the quoted amount).	Certified bank statement for 8 months with a balance to cater for the quoted amount- 40. Uncertified bank statement with less equivalent amount to the quoted value - 0	40
3	Evidence of Certified letter of credit facilities from the reputable bank, indicating maximum credit allowed.	Certified letter (signed & stamped) of credit with maximum allowable credit- 10%. Above the Quoted Amount Uncertified letter of credit with no credit amount indicated -0	30
TOTAL			100

Pass mark 75%

N/B: Bids who will not score 75% and above in the financial analysis will automatically be disqualified and shall not be considered for further evaluation.

Tender Schedule

Task	Date
Advertising of Tender	2 nd August 2024
Closing of Tender	14 th August 2024 at 11.00 AM
Opening of Tender	14 th August 2024
Evaluation & Due diligence	15 th -16 th August 2024
Award	19 th August 2024



25.0 Supplier Code of Conduct

1 Islamic Relief Worldwide requires all suppliers to adhere to:

- i. The Modern Slavery Act 2015
- ii. The International Labour Standards as defined by the ILO (International Labour Organisation).
- iii. The United Nations Global Compact's 10 principles as stated below:

Human Rights

Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and

Principle 2: Make sure that they are not complicit in human rights abuses.

Labour

Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

Principle 4: The elimination of all forms of forced and compulsory labour;

Principle 5: The effective abolition of child labour; and

Principle 6: The elimination of discrimination in respect of employment and occupation.

Environment

Principle 7: Businesses should support a precautionary approach to environmental challenges;

Principle 8: Undertake initiatives to promote greater environmental responsibility; and

Principle 9: Encourage the development and diffusion of environmentally friendly technologies.

Anti-Corruption

Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.

Disclaimer!

Forgery of bidding documents will lead to automatic disqualification and blacklisting from further irk engagements

SECTION II: 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	
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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.

<u>Is any of the following true of your organization?</u>	
(a) <u>Is bankrupt</u> or under receivership or bankruptcy restrictions order made against the organization	
(b) <u>Is insolvent,</u>	
(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?	
<u>Has your organization</u>	
(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>	Kshs. _____
<i>Payment Terms</i>	
<i>Expected Duration of Delivery</i>	
<i>Remarks-</i>	

E – Financial

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>	

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

ANNEX 1 – BID SCHEDULE

No.	Product	Quantity	Pack size	Unit Cost (KES)	Total Cost (KES.)
1	Maize- DHO4	17 packets	2kgs		
2	Cow peas-KVU27-1	9 packets	2 kgs		
3	Sorghum-Gadam	21 packets	2Kgs		
4	Onions-Red creole	85 packets	10 grams		
5	Hot peppers-Cayenne long slim	6 packets	10 grams		
6	Watermelon-FAHARIF1	17 packets	1000 seeds		
7	Dania	10 packets	100gms		
8	PawPaw-Red royale	30 packets of 10 seeds packet	10 seeds		
9	Spinach-Ford hook giant	10 packets of 100 grams each	100gms		
10	Sweet pepper-Super wonder	9 packets of 100 grams each	100gms		
11	Oranges-Pixie 4 months	100 pieces			
12	Green gram	21 packets of 2 kgs each	2kgs		
13	Tomatoes-Nyota F1	9 packets of 25 grams each	25grams		
14	Simsim-local variety grown in Northeastern Kenya	9 packets of 1 kg each	1kg		
15	Wheelbarrow	20 pieces	pcs		
16	Fork jembe- 2.5 LB	100 pieces	pcs		
17	Jembes 2.5 LB	100 pieces	pcs		
18	Spades with metallic handles	40 pieces	pcs		
19	14 teeth Rake	40 pieces	pcs		
20	knapsack sprayer (16lts)	20 pieces	pcs		
21	Metallic hay baler	10 pieces	pcs		
22	Pangas 16 inch curved	40 pieces	pcs		
23	sickle knives 12 inch	60 pieces	pcs		
24	Foliar fertilizer	20 tins of	0.5 litres		
25	Easy grow starter fertilizer	20 packets	0.5 kgs		
26	Easy grow calcium fertilizer	20 packets	0.5Kgs		
27	Easy grow fruit and flower	20 packets	0.5 kgs		
28	Cenchrus ciliaris pasture seeds	420 packets	1 kg		
29	Sudan grass pasture seeds	120 packets	1 kg		

30	Transportation cost including delivery to IRK Wajir office				
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Name of Bidder: _____

Authorized signature: _____

Name of authorized signatory _____