



## Islamic Relief Kenya

TENDER DOCUMENT FOR

**REHABILITATION OF BOREHOLE AT KUMBI VILLAGE, TANA RIVER SUB-COUNTY, TANA RIVER COUNTY**

REF NO: **IRK/TANARIVER/WAVES/003/10/2024**

ISSUED ON: Wednesday, 31<sup>st</sup> October 2024

CLOSING DATE: Thursday, 14<sup>th</sup> November 2024 **11.00 AM**

NAME AND CONTACT OF PROCURING ENTITY:

Islamic Relief Kenya  
Kirichwa Road, off Ngong Road  
P.O.BOX 417 – 00202 KNH, Nairobi  
Email: [procurement.Irk@islamic-relief.or.ke](mailto:procurement.Irk@islamic-relief.or.ke)

## **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.

The Wash, Vocational Training, and Education Support (WAVES) Project is an 18-month project to enhance education and water, sanitation, and hygiene (WASH) facilities in Tana River County. Building on the success of the Tana River Integrated Wash and Education project, which effectively integrated education and WASH components, the WAVES project seeks to further improve access, retention, and transition of learners in primary schools within the target communities.

Through the WAVES Project, IRK is planning to undertake the **Rehabilitation of borehole at Kumbi Village, Tana River sub-county, Tana River County** to improve access to water for livestock and domestic use.

A complete set of tender documents may be obtained Free of Charge by interested candidates by downloading from the link provided: Islamic Relief Kenya website: <https://islamic-relief.or.ke>

Complete one tender document in pdf format (max 15mb) with subject as tender name and reference number

**REHABILITATION OF BOREHOLE AT KUMBI VILLAGE, TANA RIVER SUB-COUNTY, TANA RIVER COUNTY.**  
**TENDER: IRK/TANARIVER/WAVES/003/10/2024** to be submitted via email [tenders@islamic-relief.or.ke](mailto:tenders@islamic-relief.or.ke) no later than Thursday, 14<sup>th</sup> November 2024 at 11:00 am

Tenders will be opened immediately. Any tender documents received later than the deadline will not be accepted.

Prices quoted should be inclusive of all taxes, must be in Kenya shillings and shall remain valid for (60) days from the closing date of tender.

#### **INSTRUCTION TO BIDDERS**

**PROCURING ENTITY:** ISLAMIC RELIEF KENYA. P.O BOX 417-00202 KNH, Nairobi

**TENDER TITLE:** REHABILITATION OF BOREHOLE AT KUMBI VILLAGE, TANA RIVER SUB-COUNTY, TANA RIVER COUNTY

1. All Tenders above must be accompanied by a Bid Bond at least 10% of the quoted amount valid for 180 days.
2. **Only** tenders submitted electronically will be accepted. Late tenders will be rejected

#### **3. Work Scope and Sites Details**

The tender is for undertaking the following components as per Annex I – BoQ and Annex II – Drawings: Rehabilitation of borehole at Kumbi Village, Tana River sub-county, Tana River County

#### **4. Services**

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

#### **5. 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.

#### **6. Clarification of Bidding Documents**

*Rehabilitation of borehole at Kumbi Village, Tana River sub-county, Tana River County*

Interested eligible candidates who may want to obtain further information or seek for clarification can do so by sending an email to [Procurement.Irk@islamic-relief.or.ke](mailto:Procurement.Irk@islamic-relief.or.ke) OR **+254 727531220 / 2543861216**. IRK will respond in writing to any request prior to the deadline.

If you have any concerns – relating to this tender or otherwise – or want to make a complaint please: Call us on +254 700 200 849: Email us at: [complaints@irworldwide.org](mailto:complaints@irworldwide.org)

### **7. Amendment of Bidding documents**

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.

### **8. 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.

### **9. Bid Document Comprises.**

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

- a) Each page of the tender document serialized.
- b) Form of tender signed and stamped by the authorized person.
- c) Tender submitted with tender security as required (bid bond 10% of the quoted amount)
- d) Completed and signed confidential business questionnaire form.
- e) Certified Copy of Certificate of Incorporation/Registration.
- f) Disclosure of business ownership (Directors/ Partners /Sole Proprietor). Attach a copy of CR12 Form
- g) Certified Copy of Current Tax Compliance certificate from Kenya Revenue Authority – must verifiable online –itax
- h) KRA PIN with VAT obligation
- i) Certified Copy of Valid and current Business Permit
- j) Certified copy of Valid registration for National Construction Authority NCA 7 and above – Water Work and Building works
- k) Bidder to provide self-declaration that the person/tenderer will not engage in any corrupt or fraudulent practice.
- l) Only certified Statement of comprehensive income for the last three years (**Max. 3 pages**) signed by auditors.
- m) Company Profile with brief business description, physical location, address and company structure (Max. 5 pages).
- n) Evidence of Past Experience in Similar work done for the last 5 years e.g. at least 5 signed

- contracts supported by LPO and Certificate of completion
- o) Copy of ID/Passport for Company Owner/Director
  - p) Bid bond (10% of the quoted amounts)
  - q) Key Technical staff and their CVs (Key people but not more than four CVs)
  - r) List of Key Equipment (**only** relevant equipment).
  - s) Detailed workplan and methodology statement: Work plan demonstrating flow of work from inception to site hand over) (Max 3 pages)
  - t) Bank Statement for 6 months (1st April 2024 – 30<sup>th</sup> September 2024)
  - u) Duly filled Tender B.O.Q and forms in the format provided
  - v) All copies of certified/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.*

- *It is advisable that the bidder at own cost and convenience to undertake a physical visit and assessment of the particular site for the proposed works prior to the compilation of the bid.*

#### **10. Bid Currencies**

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

#### **11. 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.

#### **12. Withholding Tax**

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

#### **13. Retainer**

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

#### **14. 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.

#### **15. 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.

#### **16. Submission of Bids**

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

## 17. Evaluation

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

18.2 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.

18.3 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

18.4 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.

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

## 19. 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.

## 20. 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	Mandatory Evaluation (YES/NO)
1	Company Registration Certificate – Mandatory	
2	CR12- issued within the last 3 months	
3	Duly filled forms (Organization details, Grounds for Mandatory Rejection, Grounds for Discretionary rejection form, Bid Value, Financial and declaration)	
4.	Valid Registration with the county government/valid and genuine business permit.	

5.	Valid Registration with (NCA7 and above). (Building Works)	
7	Active KRA PIN – With VAT Obligation	
8	Valid Tax Compliance	
9	Copy of ID/ Passport of the directors	
10	Serialization of the Bid – Bidders shall sequentially serialize all pages of the	

Note: Bids that do not include any of the mandatory documents will not be considered for either technical or financial evaluation.

#### TECHNICAL ANALYSIS

No.	Description	Score
1	Brief Company Profile with verifiable physical location/address	10
2	List of Key Equipment	Owned (Max 15 marks)
		50% Owned – 50% leased (Max - 7)
		100% leased (Max. 5 Marks)
3	List of Key Personnel (Degrees- 10, HNDs – 6, Diplomas – 4)	20
4	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
5	Evidence of past similar works – Contract, LPO & Completion certificates.	5 or More = (Max. 30 marks)
		4 LPOs, contracts & completion cert. (Max 24 marks)
		3 LPOs, contracts & completion cert. (Max 18 marks)
		2 LPOs, contracts & completion cert. (Max 12)
6	Detailed work plan and methodology statement Detailed workplan and methodology statement: Work plan demonstrating flow of work from inception to site hand over) (Max 3 pages)	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 authentication
<b>TOTAL</b>		<b>100</b>

Note: Bids that do not score 80% or above in the technical analysis will be automatically disqualified and will not be considered for financial evaluation.

#### FINANCIAL ANALYSIS

*Rehabilitation of borehole at Kumbi Village, Tana River sub-county, Tana River County*

No.	Description		Maximum
1	Certified Bank statement for the past six months.	Certified bank statement for 6 months(1 <sup>st</sup> April 2024- 30 <sup>th</sup> September 2024 .	25
2	Evidence of Certified letter of credit from the reputable from reputable bank.	Certified letter (signed & stamped) of credit.	25
<b>TOTAL</b>			<b>50</b>

**Pass mark 50%.**

**NB: Bids that do not meet either of the three requirements in the financial evaluation will not be considered for offer.**

### **Tender Schedule**

Task	Tentative Tender Schedule
Advertising of tender	31 <sup>st</sup> October 2024
Closing of tender	Wednesday, 14 <sup>th</sup> November 2024 11:00 am
Opening of tender	Wednesday, 14 <sup>th</sup> November 2024 11:00 am
Evaluation	14 <sup>th</sup> – 22 <sup>nd</sup> November 2024
Award	22 <sup>nd</sup> November 2024

### **MANDATORY QUESTIONNAIRE**

#### **A: Organization and Contact Details**

<b>Full Name of Organization</b>			
<b>Date of Registration</b>			
<b>Registration Certificate Number</b>			
<b>Street</b>		<b>Road</b>	
<b>Address</b>		<b>Code</b>	
<b>Town</b>			
<b>Email</b>		<b>Telephone No.</b>	
<b>PIN No.</b>			



<b>Name of Parent Company</b>		
<b>Type of Organization</b>	A Public Limited Company	
	A Limited Company	
	A Limited Liability Partnership	
	Other Partnership	
	Sole Trader	
	Other (Please Specify)	

**Name of Owners**

<b>Name</b>	<b>ID/Passport No.</b>	<b>Nationality</b>

<b>DETAILS FOR CONTACT PERSON</b>	
Contact details for enquiries about this PQQ/Business Issues	
<b>Name of Staff</b>	
<b>Address</b>	
<b>Post Code</b>	
<b>Town</b>	
<b>Phone</b>	
<b>Mobile</b>	
<b>Email</b>	

**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.

<b>Has your organization or any directors or partner or any other person who has powers of representation, decision or control been</b>	<b>Answer</b>
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<b>convicted of any of the following offences?</b>	
(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”	
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**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.

<b>Is any of the following true of your organization?</b>	
(a) Is <u>bankrupt</u> or under receivership or bankruptcy restrictions order made against the organization	
(b) Is <u>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?	
<b>Has your organization</b>	
(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**

<b>1</b>	<b>BANK INFORMATION</b>	
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 &amp; Credit Facility</i>	

<b>F</b>	<b>Declaration</b>	<b>Declaration</b>
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<b>2.</b>	<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;"><b>FORM COMPLETED BY</b></p>	
2.1	Name:	
2.2	Position:	
2.3	Signature:	
2.4	Date:	

2.5	Stamp:	
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**ANNEX I: B.O.Q**

**BILL OF QUANTITIES FOR REHABILITATION OF BOREHOLE AT KUMBI VILLAGE, TANA RIVER SUB-COUNTY, TANA RIVER COUNTY**

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
<b>1</b>	<b>BILL No. 1: PRELIMINARIES AND GENERAL ITEMS (provisional sums)</b>				
1.1	<b>Project visibility</b> Allow KSh. 100,000 for the provision, fabrication and installation of MS Signboard (8ftx4ft) raised 1.0m above ground complete with appropriate paintwork, Islamic Relief Logo and Project details on either side.	ITEM	1		
1.2	<b>Mobilization and demobilization of machinery</b> Allow KSh. 200,000 for Mobilization and Demobilization of machinery and equipment	ITEM	1		
	<b>SUB-TOTAL CARRIED TO SUMMARY</b>				
<b>2</b>	<b>BILL No.2: REHABILITATION WORKS</b>				
2.1	Allow for borehole flushing	ITEM	1		
2.2	Increase 8" casing by 3.0m from existing level	ITEM	1		
2.3	Replacement of Draw pipes with 3m long, 50mm diameter High Pressure Heavy Duty 3m PVC pipes. Include all the required fittings)	M	51		
2.6	Supply and install 2.5mm <sup>2</sup> x 4 core PVC flat submersible cable	M	60		
2.4	Excavate trench to receive supply pipe n.e 1.0m deep and backfill.	M	3,000		
2.5	Supply, deliver and fix diameter 2" PVC pipes class C with all necessary fittings and accessories.	M	3,000		
	<b>SUB-TOTAL CARRIED TO SUMMARY</b>				
<b>SUMMARY OF PROJECT COMPONENTS</b>					
ITEM	DESCRIPTION				AMOUNT
1	PRELIMINARIES AND GENERALS				
2	REHABILITATION WORKS				
	<b>SUB-TOTAL</b>				
	Add 5% Contingency				
	SUB-TOTAL 2				
	Add 16% VAT				
<b>REHABILITATION OF BOREHOLE AT KUMBI VILLAGE, TANA RIVER SUB-COUNTY, TANA RIVER COUNTY</b>					

Name of Bidder: \_\_\_\_\_

Authorized signature: \_\_\_\_\_

Name of Authorized signatory: \_\_\_\_\_

Functional Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date: \_\_\_/\_\_\_/2024

Official