



Islamic Relief Kenya

**TENDER DOCUMENTS FOR
SUPPLY AND DELIVERY OF ASSORTED FARMING TOOLS 10 FARMER GROUPS IN TANA RIVER
COUNTY**

TENDER REFERENCE: IRK/IRUSA/MLD/004/10/2024

ISSUED ON: 31st October 2024

CLOSING DATE: 14TH November 2024

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

Tender Dossier for Supply of Assorted Farming Tools 10 Farmer Groups In Tana River County

INSTRUCTION TO BIDDERS

Islamic Relief Kenya (IRK) is an international humanitarian and developmental organization with its headquarters in UK. IR Kenya's mission is to provide emergency relief, alleviate poverty and suffering. IR started operations in Kenya in 1993 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, it has been providing humanitarian and development assistance to vulnerable communities. Over the years IRK has remarkably changed the lives of the vulnerable and disadvantaged communities. In January 2010 and October 2011, IRK extended its operation to Wajir and Garissa County; to serve both the local community and Refugee at Dadaab Camp. Islamic Relief also operates in Moyale, Kajiado and Kilifi Counties.

Islamic Relief Kenya is currently focusing on three major goal/themes i.e. Sustainable Community Empowerment (around areas of Health and Nutrition; WASH (Water, Sanitation and Hygiene); Sustainable Livelihoods and Disaster Risk reduction (DRR); Disaster and Humanitarian Response and Education and Child Development. Since 2006 IRK has remarkably changed the lives of the vulnerable and disadvantaged communities. Following this great success in Mandera, most of the programmes and best practices have been, and continue to be replicated in other parts of the country; mostly in Northern Kenya. For instance, in January 2010, IRK extended its operation to Wajir County, neighboring Mandera. In 2011, the programme was extended to Garissa and Dadaab and in 2012, to Nairobi Slums (Korogocho slums). In 2018, IRK opened offices in Moyale, Kajiado and Kilifi to replicate its best practices in supporting and empowering communities.

IRK is thus dedicated and committed to the reconstruction of communities through direct contact with the locals and effective programming thus positively contributing towards improving the living standards and conditions of target beneficiaries.

IRK is planning to undertake the procurement of Assorted Farming Tools 10 Farmer Groups in Tana River County

Tender Dossier for Supply of Assorted Farming Tools 10 Farmer Groups In Tana River County

Interested and eligible individuals/companies with sound capacity and relevant experience in similar supplies are hereby invited to download the tender document from Islamic relief kenya website <https://islamic-relief.or.ke> and submit their dated, stamped, and signed bids on or before **Thursday, 14th November 2024 11.00 am** vide soft copies to tenders@islamic-relief.or.ke **Bids submitted after 14th November 2024 after the deadline will be disqualified.**

Instructions

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

1. Details for supply and delivery of assorted farming tools 10 farmer groups in tana river county.

	<u>Item</u>	<u>Unit Required</u>
1	Jembe	150Pcs
2	Panga	150Pcs
3	Fork Jembe	150Pcs
4	Slasher	150Pcs
5	Rack	150Pcs
6	Knapsack	150Pcs
7	Wheelbarrow	20Pcs
8	Gumboots	250Pcs
9	Overall	250Pcs
10	Reaper Machine	2Pcs
11	Spade	150pc
12	Watering Cans	150pc

Seedlings

	<u>Seedling</u>	<u>Units Required</u>
13	Maize DK777-DK380	200 seedlings
14	Green grams KS 20	200 seedlings
15	Tomato RIO GRAND YUNA F. I	200 seedlings
16	Tomato RIO GRAND ROYAL	200 seedlings
17	Tomato NYOTA F.I	200 seedlings
18	Watermelon SUGAR BABY	200 seedlings
19	Watermelon PRINCE	200 seedlings
20	Watermelon ZEBRA F.I	200 seedlings
21	Watermelon MARIDADI F.I	200 seedlings

Tender Dossier for Supply of Assorted Farming Tools 10 Farmer Groups In Tana River County

Chemicals

	<u>Type</u>	<u>Unit Required</u>
22	Prosper	50Pcs
23	Escort	50Pcs
24	Easy Grow	50Pcs
25	Booster	50Pcs

2. Cost of Bidding

The bidders shall bear all costs associated with the 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.

3. Clarification of Bidding Documents

A prospective bidder requiring any clarification on the bidding documents may notify IRK through email: Procurement.Irk@islamic-relief.or.ke from **31st October 2024 to 14th November 2024** IRK will respond in writing to any request within this timeframe.

4. Complaint and Recommendations

Prospective bidders may notify Islamic relief Kenya through Complains Contact Detail Email Address: complaints@irworldwide.org, Tel: 0700200849.

5. 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 the 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.

6. 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.

7. Bid Currencies

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

8. Bids Prices

- The potential contractor shall submit his/her bid as indicated in Annex I.
- The bidders shall indicate the price per goat and the total bid price.

Prices quoted by the bidder shall be fixed for **Sixty (60) calendar days** from the date of Tender opening. Price changes during the bid validity period after the contract award will not be accepted

Tender Dossier for Supply of Assorted Farming Tools 10 Farmer Groups In Tana River County

9. Bid Document Comprises.

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

- a. One bid document in PDF format (Maximum: 15mbs)**
- b. Each page of the tender document is serialized.
- c. Form of tender signed and stamped by the authorized person.
- d. Tender submitted with tender security as required (bid bond 10% of the quoted amount)
- e. Completed and signed confidential business questionnaire form.
- f. Certified Copy of Certificate of Incorporation/Registration.
- g. Disclosure of business ownership (Directors/ Partners /Sole Proprietor). Attach a copy of CR12 Form (updated last three months)
- h. Certified Copy of Current Tax Compliance certificate from Kenya Revenue Authority – must verifiable online –itax
- i. KRA PIN with VAT obligation
- j. Certified Copy of Valid and current Business Permit.
- k. Kenya Plant Health Inspectorate Services (KEPHIS) Certificate.
- l. Bidder to provide self-declaration that the person/tenderer will not engage in any corrupt or fraudulent practice.
- m. Only certified Statement of comprehensive income for the last three years (**Max. 3 pages**) signed by auditors.
- n. Company Profile with brief business description, physical location, address and company structure (**Max. 5 pages**).
- o. Evidence of Past Experience in Similar supplies for the last 5 years e.g. at least 5 awards supported by LPO and Delivery Note.
- p. Copy of ID/Passport for Company Owner/Director
- q. Bank Statement for 6 months (1st April 2024 – 30th September 2024)
- r. Duly filled Tender and forms in the format provided
- s. All copies of certified/mandatory documents must be Certified by a Commissioner of Notary/

11. Delivery

Delivery to be within Thirty (30) days of signing the contract

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

IRK reserves the right at the time of the award of contract to increase or decrease by up to 10% without change in the price per goat/sheep 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.

Bidder to sign a bid receipt form upon return/submission of bid to IRK.

Tender Dossier for Supply of Assorted Farming Tools 10 Farmer Groups In Tana River County

15. Evaluation

14.1 IRK will examine the bid documents to determine completeness, general orderliness, 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 particular experience, personnel, and financial position as demonstrated by their responses as set in clause 8.

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 the existence and capability to deliver the assorted items.

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

16. Employment of Minors

The supplier 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 supplier 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:

1. To offer, promise or give any person a financial or other advantage.
2. 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

a) MANDATORY REQUIREMENTS

SN	Description	Weighting in Mandatory Evaluation -YES/NO
1	Company Registration Certificate	
2	Registration with the county government/valid business permit	
3	Active KRA PIN with (VAT Obligation is a MUST) Verifiable on KRA I tax	
4	Valid Tax Compliance Certificate Verifiable on KRA I tax	
5	Copy of ID/Passport for Company Owner/Director	
6	CR12	
7	Duly filled forms (Organization details, Grounds for Mandatory Rejection, Grounds for Discretionary rejection form, Bid Value, Financial and declaration) - Signed and stamped	
8	Kenya Plant Health Inspectorate Services (KEPHIS) Certificate.	
10	Certification of all mandatory documents by a commissioner of Notary/Oath.	
11	Serialization of the tender documents	
12		

Note: Bids missing any of the documents listed as mandatory will result in automatic disqualification and will not be considered for either technical or financial evaluation.

b) TECHNICAL ANALYSIS

No	Description		Score
1	Company Profile with brief business description, physical location, address and company structure (Max. 5 pages).	Business Description, physical location, address and company structure	20
2	Evidence of Past Experience in Similar supplies for the last 5 years e.g. at least 5 awards supported by LPO and Delivery Note. Provide at least 3 with list of referees with their contact details (name, telephone number, official email, location, and	Each similar experience with sporting evidence is 6 points	30
3	Bid bond equivalent to 10% of the bid value valid for 180 days (must be signed and stamped by the issuing authority)	Bid Bond – 10points Without – 0	15
4	List of Referees with their contact details (Name, telephone number, official email, location, and Organization)	Complete requirements - 10 Partial requirements – 5	10

Tender Dossier for Supply of Assorted Farming Tools 10 Farmer Groups In Tana River County

5	Detailed delivery schedule -showing mobilization period, sourcing and delivery.	Complete requirements - 10 Partial requirements – 5	10
6	Number of years in operation (at least 5years of existence)	Each year – 3 points	15
	Total		100

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

c). FINANCIAL ANALYSIS

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

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	Date
Advertising of Tender	31st October 2024
Closing of Tender	14 th November 2024
Opening of Tender	14 th November 2024
Evaluation and Award	15 th – 22 nd November

Note: IRK reserves the right to extend the tender publication period, revise the opening and evaluation and period.

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 Company		
	A Limited Company		
	A Limited Liability Partnership		
	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 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 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) 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 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>	

Tender Dossier for Supply of Assorted Farming Tools 10 Farmer Groups In Tana River County

Letter from Bank	
------------------	--

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 bid document I certify that all 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:	

Tender Dossier for Supply of Assorted Farming Tools 10 Farmer Groups In Tana River County

SECTION III

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.

Annex I: Price Schedule Sheet

This must be properly completed by the Bidder and returned with the Bid. Additional information can be attached to the requirements herein.

No.	Item Description/ Technical Specifications	QTY	Unite Price	Total	Delivery Period
1	Jembe	150Pcs			
2	Panga	150Pcs			
3	Fork Jembe	150Pcs			
4	Slasher	150Pcs			
5	Rack	150Pcs			
6	Knapsack	150Pcs			
7	Wheelbarrow	20Pcs			
8	Gumboots	250Pcs			
9	Overall	250Pcs			
10	Reaper Machine	2Pcs			
11	Spade	150pc			
12	Watering Cans	150pc			
13	Maize DK777-DK380	200			
14	Green grams KS 20	200			
15	Tomato RIO GRAND YUNA F. I	200			
16	Tomato RIO GRAND ROYAL	200			
17	Tomato NYOTA F.I	200			
18	Watermelon SUGAR BABY	200			
19	Watermelon PRINCE	200			
20	Watermelon ZEBRA F.I	200			
21	Watermelon MARIDADI F.I	200			
22	Prosper	50Pcs			
23	Escort	50Pcs			
24	Easy Grow	50Pcs			
25	Booster	50Pcs			
26	Transportation and other related costs	Lumpsum			
TOTA AMOUNT QUOTED					

Name of Bidder: _____

Authorized signature: _____

Name of authorized signatory: _____

Functional Title: _____

Tel Number _____

Email: _____ Date and Stamp

