

Islamic Relief Kenya

TENDER DOCUMENT FOR

FENCING AND IRRIGATION SYSTEM DEVELOPMENT OF UTHOLE FARM IN WAJIR SOUTH SUB COUNTY, WAJIR COUNTY

REF NO: IRK/WAJ/BR/WORKS/008/11/2024

ISSUED ON: SATURDAY, NOVEMBER 9, 2024

CLOSING DATE: MONDAY, NOVEMBER 25, 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

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 developmentassistance to vulnerable communities. Over these years it has implemented various developmentand 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 Bracc project is under implementation in Wajir County Kenya. It aims to implement inclusive climate adaptation and resilience actions and strategies at grass root levels to increase the adaptive capacity and level of climate resilience of the target communities, the project outcomes are,

- 1. Increased access to potable and sufficient water for human and livestock consumption and for small-scale irrigation.
- 2. Improved agricultural and livestock productivity through supporting extension services and climate smart agricultural practices, for optimal food production.
- 3. Increased income and asset growth for unemployed urban, and peri urban youths.
- 4. Strengthened community managed disaster risk reduction capacity.

To achieve this, IRK is raising this tender document for fencing works, construction of 1No. water kiosk, 2No. water troughs, elevated steel tank and piping works at Uthole farm in Wajir south sub-county, Wajir county to enable increased access to water for the targeted local communities.

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

Bid Submission Requirements

Interested bidders are advised to read the submission instructions carefully to ensure compliance.

Submission Email: To be submitted via email: tenders@islamic-relief.or.ke

Single PDF Document: Each bid must be submitted as a single, consolidated PDF document (**Max 25mb**). Multiple or fragmented submissions will not be accepted.

Bidder Email: Interested bidders may submit their bids **ONLY** from the official email address of the bidder or company.

Direct PDF Attachment Only: Bid documents must be attached directly as PDF files in the submission email. Links to external file-sharing platforms, such as Google Drive or Dropbox, are not permitted and will not be reviewed.

Subject Line Specification: Bidders must include the **tender name** and **reference number** in the email subject line to ensure proper filtering and identification of submissions.

Disqualification Notice: Failure to adhere to these submission requirements will result in the disqualification of the bid.

Tender Name: Fencing and Irrigation System Development of Uthole Farm in Wajir South Sub County, Wajir County

Tender Ref No: IRK/WAJ/BRWORKS/008/11/2024

Submission Deadline: Monday, 25th November 2024 at 11:00 am

Tenders will be opened immediately thereafter in the presence of bidders or their representatives who choose to attend in the Islamic Relief Boardroom. Any tender documents received later than the deadline will not be accepted.

At the tender opening, IRK will announce the tender's names, total tender price, and such other details as the Employer, at his discretion, may consider appropriate. No tender shall be rejected at the tender opening except for late tenders. Tenders not opened and read out at the tender opening shall not be considered further for evaluation, irrespective of the circumstances.

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: FENCING AND CIVIL WORKS AT UTHOLE FARM IN WAJIR SOUTH SUB-COUNTY, WAJIR 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: fencing and irrigation works at Uthole farm in Wajir south sub-county, Wajir county.

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.

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

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 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 or Email us at: 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. To allow prospective bidders 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 is 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 and Building works
- k) Bidder to provide self-declaration that the person/tenderer will not engage in any corrupt or fraudulent practice.
- 1) 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 May 2024 31st October 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.

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 Period (DLP).

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 <u>MUST</u> 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). Water Works.	
7	Active KRA PIN – With VAT Obligation	
8	Valid Tax Compliance	
9 10	Copy of ID/ Passport of the directors Serialization of the Bid – Bidders shall sequentially serialize all pages of the	

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

TECHNICAL EVALUATION

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)	20
		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 Evidence of past similar works – Contract,	2yrs- 4 marks 3yrs- 6 marks 4yrs- 8 marks 5yrs & above – 10 marks	10
5	LPO & Completion certificates.	4 LPOs, contracts & completion cert. (Max 24 marks) 3 LPOs, contracts & completion cert. (Max 18 marks) 2 LPOs, contracts & completion cert. (Max 12) 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.	30
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)	10
	TOTAL	100	

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 EVALUATION

No.	Description		Maximum
1	Certified Bank statement for the past six months (1st May 2024 – 31st October 2024)	Certified bank statement for 6 months.	25
		Uncertified bank statement -0	
	Evidence of a Certified letter of credit from the reputable from reputable bank.	Certified letter (signed & stamped) of credit.	25
	TOTAL		50

Note: Bids that do not score 75% or above in the financial analysis shall not be considered for due diligence.

Tender Schedule

Task	Tentative Tender Schedule
Advertising of tender	Saturday, November 9, 2024
Closing of tender	Monday, November 25, 2024, 11:00 am
Opening of tender	Monday, November 25, 2024, 11:00 am
Evaluation	26th – 29th October 2024
Award	2 nd -4 th November 2024

MANDATORY QUESTIONNAIRE

A: Organization and Contact Details

1	
Full Name of Organ	
Date of Registration	
Registration Certific	cate Number
Street	Road
Address	Code
Town	
Email	Telephone No.
PIN No.	
Name of Parent Cor	mpany
	A Public Limited Company
	A Limited Company
Type of Organization	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	Answer
person who has powers of representation, decision or control been convicted of any of the following offences?	
(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	

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

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.	are correct. assess my requirement Contracting relevant qu	I understand that the information will be used in the process to organization's suitability to be invited to tender for Islamic Relief's and I am signing on behalf of my organization. I understand that the Authority may reject this bid if there is a failure to answer all testions fully or if I provide false/misleading information. By signing tument, 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:	
Name o	of Bidder:	
Author	ized signature	::
Name o	of Authorized	signatory:
Functio	onal Title:	
Teleph	one Number:	
Email A	Address:	
Date: _	//2024	Official Stamp:

ANNEX I: B.O.Q

Islamic Relief Kenya Kirichwa Road P.O Box 417-00200, KNH Nairobi, Kenya 3



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

Ref: Date......

BILLS OF QUANTITIES FOR WORKS OF FENCING AND IRRIGATION AT UTHOLE FARM

ITE M	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
1	BILL No.1: FENCING WORKS(200m*1053m Farm compound)				
1.1	Site Clearance and setting out along farm fence	SM	2,506		
1.2	Excavate post holes of size 300mm diameter and 400mm deep to receive wooden posts.	No.	839		
1.3	Supply and fix treated timber posts of size 150mm diameter and 1.5m long inclusive of covered depth placed at 3 metres apart c/c. The insitu mass concrete surround to be compacted.	No.	839		
1.4	Excavate post holes of size 300mm diameter and 400mm deep to receive posts.	No.	423		
1.5	Supply and fix wooden stay posts of size 150mm diameter and 2.1m long placed at corners and after 30meters and corners. The insitu mass concrete to be compacted.	No.	423		
1.6	Provide, place, compact and vibrate 1:2:4 concrete to the post holes.	CM	45		
1.7	Provide and fix 4 rounds heavy gauge 16 barbed wire (6l0m long roll)	M	10,024		
1.1	Supply and fix razor wire Gauge 14 placed all round the fence including the gate area	M	2,506		

1.1	Construct 300mmx300mmx2100mm long reinforced concrete gate columns. Concrete surfaces to be fully plastered and painted with two coats gloss paint (perch blue) to Engineer's approval.	No.	2	
1.1 2	Provide materials, fabricate and install purpose made steel grilled double leaf security gate overall size 5000x2000mm high in two equal opening leaves each size 2500x2000mm high with external frame of 50x50x3mm SHS spaced 1000mm c/c vertically and 1000mm c/c horizontally both internally and externally. Internal vertically bracings of 25x25x3mm spaced @150mm c/c horizontally all fixed to external frame by wielding including all hinged joints. A pedestrian door 900mmx 1900mm high to be assembled, wielded to shape and fixed to position on the right eave of the gate. Provide 250mm wide MS strip across the entire gate horizontally. Complete Gate finished with heavy gauge wire mesh wielded on the surface and locking devices to be supported by RC Columns specified above. All to be painted with two coats of approved primer and finished with final coat first grade gloss paint (perch blue). All to design drawing specifications.	No.	1	
1.1	Allow for contingencies.	LS	1	
3	TOTAL FOR FARM FENCING WORKS			
2	Supply And Installation Of Components For Drip Irrigation System Of 50 Plots Of 50m X 81m Each			
A	Mains			
1	110mm UPVC union ball valve	PC	5	
2	110mm UPVC pipe	Pc	1	
3	110mm PVC coupling for ball valves	PC	10	
4	110mm HDPE endcap	PC	5	
5	110mm HDPE butt fusion for ball valves	PC	10	
6	110mm HDPE PN6 pipe	M	1,103	
7	air valves for 110mm pipe c/w fittings	PC	2	
8	3" disc filter c/w connectors	PC	1	
9	HDPE 110mm male connector for screenfilter	PC	2	
10	110mm HDPE to HDPE butt fussion	PC	11	
11	110mm hdpe elbow	PC	3	
12	HDPE 110mm to 90mm reducing tee	PC	13	
13	110MM HDPE female connector	PC	2	
14	Water meter 2" C/W Fittings	PC	1	
15	Construction of a masonry lockable control chamber of size 1.0mx1.0mx0.4m high after fixing the submain HDPE inside for connection to	LS	5	

	the 1No. 110mm ball cork valves and 2 Nos. 110mm HDPE connectors			
16	HDPE Equal tee 110mm	PC	4	
	Total for mains			
В	Submains			
1	90mm HDPE PN6 pipe	M	2,080	
2	90mm HDPE to HDPE connectors	PC	21	
3	90mm HDPE elbow	PC	2	
4	90mm HDPE endcaps	PC	13	
5	90mm double union hdpe ball valves	PC	13	
6	Construction of a masonry lockable control chamber of size 1.0mx1.0mx0.4m high after fixing the submain HDPE inside for connection with 1No. 90mm gate valves and 2Nos. 90mm HDPE connectors Total for submains	LS	13	
C	50M BY 81M Plots - laterals and hose			
	pipes			
i	Dripline system for one plot of 50m by 81m			
1	HDPE 90mm to 63mm reducing tee	PC	2	
2	HDPE 63mm to 50mm reducing connector	PC	2	
3	63mm HDPE PN6 pipe	M	1 72	
4	50mm HDPE PN6 pipe	M	72	
5	Drip start connector c/w grommet	PC	96	
6	Drip lines	PC	480	
7	16mm HDPE pipe	M	96	
8	Drip connectors with locks and barbs	PC	96	
9	End caps	PC	96	
10	50mm double union hdpe ball valves	PC	2	
11	50mm HDPE end cap	PC	2	
12	50mm hdpe elbow	PC	1	
13	Construction of a masonry lockable control chamber of size 1.0mx1.0mx0.4m high after fixing the submain HDPE inside for connection with 2No. 50mm gate valves and 2No. Reducing tees. Sub-total for 1 plot	LS	1	
	-			
	Total for 25 plots			
ii	Rainhose system for 25 plots			
	RAINHOSE FOR 25 No. Plots			
1	HDPE 90mm to 63mm reducing tee	PC	2	
2	HDPE 63mm to 50mm reducing connector	PC	2	
3	HDPE 50mm to 32mm reducing connector	PC	2	
4	63mm HDPE PN6 pipe	M	1	
5	50mm HDPE PN6 pipe	M	10	
6	32mm HDPE PN6 pipe	M	1	

7	32mm HDPE double union ball valve	PC	2				
8	32mm HDPE male connector	PC	2				
9	Rainhose start connector 32mm	PC	2				
10	Rainhose 32mm	M	100				
11	32mm rainhose end caps	PC	2				
12	50mm double union hdpe ball valves	PC	2				
13	50mm HDPE end cap	PC	2				
14	50mm hdpe elbow	PC	4				
15	Construction of a masonry lockable control chamber of size 1.0mx1.0mx0.4m high after fixing the submain HDPE inside for connection with 2No. 50mm gate valves and 2No. Reducing tees. Sub-total for 1 plot	LS	1				
	_						
	Total for 25 plots						
D	Excavation, installation and accessories.						
1	Hdpe pipe punch(16mm)	PC	1				
2	Weldon glue (PVC)	Litre	4				
3	Thread seal	PC	1248				
4	Labour for trenching and backfilling of the mains and submain line	Ls	1				
5	Installation labour and transport.	Ls	1				
6	Allow for contingencies and pipeline cleaning accessories.	LS	1				
	Total for excavation, installation and accessories						
	TOTAL FOR IRRIGATION SYSTEM TO BE CARRIED FORWARD TO GRAND SUMMARY						
	GRAND SUMMARY OF PROJECT						
	COMPONENTS						
BILL NO.	DESCRIPTION						
1	TOTAL FOR FARM FENCING WORKS						
2	SUPPLY AND INSTALLATION OF IRRIGATION SYSTEM						
	Sub-Total						
	Add VAT 16%						
	TOTAL FOR FENCING AND IRRIGATION WORKS AT UTHOLE FARM						









