



**TENDER NO. RACIDA/USAIDBHA-MDR2021/2022-008**

**PROPOSED REHABILITATION OF  
HARBUYO EARTH PAN (DANDU  
WARD) IN MANDERA COUNTY**

**CLOSING DATE: 18<sup>th</sup> February, 2022 AT 4.30 PM**

## LETTER OF INVITATION TO TENDER

### NO. RACIDA/USAIDBHA- MDR2021/2022-008

Rural Agency for community development and assistance RACIDA invites sealed tenders for the proposed rehabilitation of Harbuyo (Dandud ward) Earthpan in Mandera County whose specifications are detailed in the Tender Documents. Interested and eligible bidders may inspect, review and submit their proposal of the same free of charge. Bidders who choose to bid should submit their applications to the procurement department.

*Please note that:-*

1. Bidders quotes should be net inclusive of all taxes, must be in Kenya Shillings and Shall remain valid for at least ninety (90) days from the closing date of the tender.
2. Bids must be accompanied by a bid security in the form and amount specified in the Tender Documents. The bid security must be valid for at least a period of thirty (90) days from the date of the tender opening.
3. Bidders must submit a proposed Works Programme, failure to which the tender will be non- responsive. Please note that the contract period will be Twelve (12) weeks.
4. Bidders MUST comply with Section A (Instructions to Tenderers) of the Tender Documents.
5. Bidders MUST fill all the forms in Section of the Tender Document except the Performance Bank Guarantee form and the Bank Guarantee for Advance Payment Form. Failure To Fill The Forms Comprehensively Will Render The Bid Non- Responsive.
6. Bidders MUST submit with their offer detailed technical specifications, technical data for the products they intend to supply as requested in the Tender Document.
7. Completed Tender documents are to be enclosed in plain, sealed envelopes marked with the Tender name: **Proposed Rehabilitation of Harbuyo Earthpan (Dandu Ward) in Mandera County and Tender Number RACIDA/USAIDBHA- MDR2021/2022-008** in accordance with the Instructions to Tenders in the tender documents and must be deposited in the tender box in RACIDA Mandera office on or before the date specified in the advertisement.

Bids must addressed to:

**THE PROCUREMENT OFFICER,  
RURAL AGENCY FOR COMMUNITY DEVELOPMENT AND ASSISTANCE - RACIDA,  
HEAD OFFICE  
MANDERA**

So as to be received on or before **18<sup>th</sup> February, 2022** at 4.30 PM.

**Call for Tenders Schedule:**

	DATE	TIME*
Deadline for request for any clarifications from RACIDA	13 <sup>th</sup> February 2022	Before 4:30pm
Last date on which clarifications are issued by RACIDA	15 <sup>th</sup> February, 2022	Before 4 :30pm
Deadline for submission of tenders (receiving date, not sending date)	18 <sup>th</sup> February, 2022	At 4:30 pm
Tender opening session by RACIDA	<b>22<sup>nd</sup> February, 2022</b>	
Notification of award to the successful tenderer	<b>TBC</b>	
Signature of the contract	<b>TBC</b>	

8. Tenders will be opened on the date specified in the advertisement thereafter in the presence of the candidates or their representatives who choose to attend at the above address.
9. Rural Agency for Community Development and assistance (RACIDA) reserves the right to accept or reject in part or in whole any tender without giving reasons.

**FORM OF TENDERER**

**To: THE PROCUREMENT OFFICER,  
Rural Agency for Community Development and Assistance – RACIDA  
Email Address: [admin@racida.org](mailto:admin@racida.org) , [procurement@racida.org](mailto:procurement@racida.org)  
Mandera Office: behind Greenview building**

**TENDER No. RACIDA/USAIDBHA-MDR2021/20222 -008 PROPOSED  
REHABILITATION OF HARBUYO – DANDU WARD EARTH PAN IN  
MANDERA COUNTY.**

In accordance with the Instructions to Tenderers, Conditions of Contract, Specifications and Bills of Quantities for the execution of the above named Works, we, the undersigned offer to rehabilitate and complete such Works and remedy any defects therein for the sum of:

Kshs..... *[Amount in figures]*  
Kenya Shillings.....  
..... *[Amount in words]*

We undertake, if our tender is accepted, to commence the works as soon as is reasonably possible after the receipt of the management's notice to commence, and to complete the whole of the works comprised in the Contract within the time stated in the Appendix to Conditions of Contract.

1. We agree to abide by this tender for a period of 90 days from the date of tender opening, and shall remain binding upon us and may be accepted at any time before the expiry of that period.
2. Unless and until a formal Agreement is prepared and executed this tender together with your written acceptance thereof, shall constitute a binding Contract between us.
3. We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this ..... day of .....20.....

Signature .....in the capacity of .....

duly authorized to sign tenders for and on behalf of:

..... [Name of Tenderer]  
of..... *[Address of Tenderer]*

PIN No. ....

VAT CERTIFICATE No . ....

**Witness:** Name .....  
Address .....  
Signature .....

## **FORM OF TENDER SECURITY**

WHEREAS.....

(hereinafter called "the Tenderer"

) has

submitted his tender dated.....for the rehabilitation  
of

.....  
..... (Name of Contract)

KNOW ALL PEOPLE by these presents that WE.....

g our ..... havin  
registered office at .....

..... (hereinafter called "the Bank"), are b  
ound  
unto .....

..... (hereinafter called "the Employer") i  
n the  
sum of KShs.....

for which payment well and truly to be  
made

to the said Employer, the Bank bind itself, its successors and assigns by these presents sealed  
with

the Common Seal of the said Bank this..... Day of  
..... 20.....

THE CONDITIONS of this obligation are:

1. If after tender opening the tenderer withdraws his tender during the period of tender  
Validity specified in the instructions to tenderers  
Or
2. If the tenderer, having been notified of the acceptance of this tender by the Employer during  
the period of tender validity:
  - a. Fails or refuses to execute the form of Agreement in accordance with the Instruc  
tions  
to Tenderers, if required; or
  - b. Fails or refuses to furnish the Performance Security, in accordance with the  
Instructions to Tenderers; or
  - c. Rejects a correction of an arithmetic error in the tender

We undertake to pay to the Employer up to the above amount upon receipt of his first  
written

demand, without the Employer having to substantiate his demand, provided that in his deman  
d the

Employer will note that the amount claimed by him is due to him, owing to the occurrence of o  
ne or

both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including thirty (30) days after the period of tender

validity, and any demand in respect thereof should reach the Bank not later than the said date.

\_\_\_\_\_  
*[Date]*

\_\_\_\_\_  
*[Signature of the Bank]*

\_\_\_\_\_  
*[Witness]*

\_\_\_\_\_  
*[Seal]*

## **REHABILITATION OF EARTHPANS**

### **PROJECT :**

#### **Introduction**

RACIDA has worked in Mandera County for more than 17 years and has focused on building the resilience of rural pastoralists' communities in the County. This is in line with the organization's core mandate of enhancing self-reliance and prosperity amongst vulnerable pastoralist communities through the promotion of better livelihood systems and sustainable use of natural resources. In this project, RACIDA is working toward achieving a lasting impact on the social and economic development of the targeted communities in Mandera County by implementing activities in WASH; agriculture and food security; and nutrition.

To address the vulnerability of pastoralist populations in Mandera County, it is important to focus more on improving agricultural production with a focus on livestock, water, and crop production as critical sectors forming the foundation of addressing disaster risk reduction in the County and supporting recovery. To this end, it is important that the Project focus on building the capacity of the affected communities including community institutions such as Water User Associations/Water committees and Solar Operators. This project will focus on rehabilitating existing water infrastructure, undertaking livestock disease control, and Hygiene promotion campaigns "To mitigate the effects of the drought and support community-led early recovery efforts for targeted communities in Mandera County through improved access to water, household purchasing power, and improved livestock health. RACIDA will work closely with local stakeholders including the County government of Mandera through the Ministry of Water, Livestock, and Agriculture.

#### **REHABILITATION OF HARBUYO EARTH PAN IN DANDU WARD IN MANDERA COUNTY WITH A CAPACITY OF 18,000 CUBIC METRES**

Communities in Mandera County, Kenya, have faced significant economic and social crises due to recurrent conflict and climatic shocks. Since 2019, the County has been exposed consecutively to drought, conflict, multiple locust invasions, and more recently, in 2020, COVID-19. The failure of sequential rains through 2020 across Mandera has negatively impacted livestock productivity and household purchasing power for these communities whose primary livelihood is pastoralism. Responses to recurrent shocks have been slow, and communities have exhausted their local coping strategies, pushing them to rely on humanitarian aid. There are currently an estimated 216,864 people in need of humanitarian assistance including, access to water, food, Nutrition, WASH NFIs, fodder for livestock, and livestock vaccinations.

To address the pre-identified community needs, RACIDA is implement an integrated response to the triple crisis of drought, desert locusts, and COVID-19 (IETC) by leveraging complementary interventions across WASH, nutrition, and agriculture sectors. The IETC project activities will improve livestock livelihoods by improving livestock disease surveillance, vaccinations, and access to fodder and water. Simultaneously, RACIDA is supporting improved access to water supply and hygiene services by rehabilitating water points, providing key hygiene messages and WASH NFIs. Water supply rehabilitation will also support health facilities that IETC is supporting with integrated WASH and nutrition activities. To mitigate the effects of drought and to protect the communities in Dandu Ward, Mandera West from impacts of future droughts, the project, will rehabilitate Harbuyo Earthpan to a capacity of 18,000 cubic metres.

#### **PRICE SCHEDULE**

The rates and prices inserted in the Bills of Quantities/Price Schedule are to be the full inclusive costs of the works, described under the items, complete in place and in accordance with the specifications, including costs, expenses, and taxes which may be required in and for the construction of the works described, together with any temporary works and installations which may be necessary and all general risks, liabilities and obligations set forth or implied in the documents.

**LOT1# 1: HARBUYO EARTHPAN IN DANDU WARD**

	<b>REHABILITATION WORKS OF HARBUYO WATER PAN IN MANDERA COUNTY</b>				
<b>BILL NO 1:</b>	<b>PRELIMINARY AND GENERAL ITEMS</b>				
<b>Item</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Rate- Kshs</b>	<b>Amount- Kshs</b>
	<b>The Bidder is advised to visit the site and familiarize himself at his own cost.</b>				
1.1	Mobilization and demobilization of plants, equipment, staff and set up a camp/ site office at the project site.	L/S	1		
1.2	Allow for works to deal with flow of water during construction.	L/S	1		
1.3	Provide, install and maintain for the entire contract period sign boards as directed by the project engineer.	L/S	1		
1.4	Allow for provision of water, sanitary facilities and other necessary amenities for the camp.	L/S	1		
1.5	Allow for transport costs for the whole project period	L/S	1		
	<b>Total for preliminaries and General Items Carried to Grand Summary Page</b>				
<b>BILL NO. 2</b>	<b>EARTHWORKS</b>				
<b>Item</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Rate- Kshs</b>	<b>Amount- Kshs</b>
2.1	<b>Pan Rehabilitation</b>				



	Excavate in normal soil to create a pan measuring 115x45m internal dimensions & 2.9M deep to de-silt side slopes 1:2:5.	M3	18,000.0		
2.2	<b>Embankment.</b>				
	Haul material from the dam through the buffer zone that is specified and construct embankment around the excavated pan, height 1.5m crest width 6m and (partial compaction in the layers of 300mm) in layers using roller traffic. Rate to include stripping of top soil and preparation of surface to receive new materials.	M3	18,000.0		
2.3	Excavate in normal soil to create an inflow channel as instructed by the Supervising Engineer	M <sup>3</sup>	460.0		
2.4	Provide Protection to inlet water channel to silt trap consisting of stone pitching and block wall scour checks	m2	60.0		
2.5	Excavate in normal soil to create a spillway and outlet channel as instructed by the Supervising Engineer.	M <sup>3</sup>	120.0		
2.6	Supply all materials and construct spillway sill made of class 25 concrete with a depth of 250mm. Rate to include BRC A142 Mesh. Spillway measure approx. 6m wide by 20m long. The bidder should also quote for supply and fixing of 5 nr gabion boxes of medium class, including hardcore packing and anchorage to protect the spillway sides from erosion.	LS	1.0		
2.7	Supply and pack 300mm approved hardcore as Rip Rap at the spillway	m3	50.0		

	discharge point				
	<b>Silt Trap</b>				
2.8	Excavate in normal soil to create the silt trap (2.9m deep) and cart away to the embankment as shown in the drawings and directed by the engineer.	M3	550.0		
	<b>Total for Earthworks Carried to Grand Summary Page</b>				
<b>BILL NO. 3</b>	<b>SITE AND ANCILLIARY WORKS</b>				
<b>Item</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Rate- Kshs</b>	<b>Amount- Kshs</b>
3.1	<b>Fencing</b>				
	Provide labor for digging suitable holes for fencing posts Rate to include backfilling	NO.	200.0		
3.2	Purchase, supply, deliver, store and fit Hard wood posts measuring 150mm diameter and 3550mm long. The fencing poles should be fixed with concrete in a hole of 850mm deep, the concrete mix 1:2:4. The inter distance between poles should be 2.44m provide supporter after every 12m	NO	520.0		
3.3	Using a 2.44m height chain link wire gauge 14, fence the perimeter, leaving only the areas for prescribed gate	LM	570.0		
3.4	Using barbed wire gauge 12.5, fix 5 strands of the wire, one strand at the top and bottom of chain-link and 3 strands spacing equally in the middle using galvanized wire to secure them to the	LM	440.0		

	poles and chain-link				
3.5	<b>Gate</b>				
	Supply all materials, fabricate and fix in place a 6000mm wide by 2000mm high gate with two openable leaves, made of medium gauge wire mesh welded on circular Galvanized Iron pipes 38mm diameter, anchored on reinforced concrete pillars. Rates to include painting and all the necessary ironmongery. Color shed to be selected and instructed by the supervising Engineer.	No	1.0		
3.6	<b>Livestock trough:</b>				
	Provide all materials and construct standard livestock troughs (4m long x1.0 m wide) as per provided drawings. Include for pipe work connection to draw- off, lockable valve chambers and 1.5m rip- rap (stone pitching) around the four sides of the trough as directed by the Engineer	No.	1.0		
	<b>Total for Site and Ancillary Works Carried to Grand Summary Page</b>				
<b>BILL 4</b>	<b>WATER DRAW-OFF-SYSTEM</b>				
<b>Item</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Rate- Kshs</b>	<b>Amount- Kshs</b>
4.1	Construction of intake structure: Construction of vertical intake structure (steel cage 1.5mx1.5mx2.5m high with concrete base) with graded ballast and hardcore around the perforated 110mm PE pipe with Tee and the base with inspection end cap and covered with	No.	1.0		

	another end cap at the top as shown in the provided drawing as directed by the Site Engineer.				
4.2	<b>Valve chamber</b>				
	Construct masonry water control unit of 1mx1m internal dimensions x 5m depth (including a main gate valve (4") and descending steps secured with lockable steel manhole before the pumping well including a padlock.	LS	1.0		
4.3	<b>Solar water pump:</b>				
	Supply, install and test a solar pump complete with solar panels, modules and control panel and associated components so as to run on auto mode. The discharge should be 10m <sup>3</sup> /h and pressure head of 20m	No.	1.0		
	<b>Total for Water Draw-off-System Carried to Grand Summary Page</b>				
<b>BILL 5</b>	<b>WATERING POINTS</b>				
<b>Item</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Rate-Kshs</b>	<b>Amount-Kshs</b>
5.1	<b>Raised water supply tank</b>				
	Supply and install a 10m <sup>3</sup> plastic tank that will supply water for multiple uses. Rate to include 3m high concrete tower plus its foundation, internal and external plus all other associated civil and mechanical works	LS	1.0		
5.2	<b>Community Water Point and Supply to the Livestock Trough</b>				
	Supply all materials and carry out all associated civil and plumbing works to	ITEM			

	install 2 community water points (CWP) and full pipeline to the livestock troughs located approximately 60m away from the raised rank.		1.0		
5.3	<b>Pipe work - Anciliaries &amp; pipes</b>				
	Excavate pipeline , provide 4" galvanized steel pipe class B lay and backfill	<b>M</b>	100.0		
5.4	Excavate pipeline , provide 2" galvanized steel pipe class B lay and backfill	<b>M</b>	48.0		
5.5	<b>OFFTAKE STRUCTURES</b>				
	Provide and securely fix off take structures considering DN 100mm Diameter GI pipes class B complete with Perforations 5mm encased in wire mesh fixed to angle line 50x50mm as per drawing and Engineers directions	<b>LS</b>	1.0		
	<b>Total for Water draw-off-system and watering points Carried to Grand Summary Page</b>				
<b>BILL 6</b>	<b>PROVISIONAL SUMS/ PRIME COSTS</b>				
<b>Item</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Rate- Kshs</b>	<b>Amount- Kshs</b>
6.1	Contingency 5%				
	<b>Total for Provisional Sums and Prime Costs Carried to Grand Summary Page</b>				

The site can be accessed through several all weather roads within the Mandera West

**NOTE:**

1. All Prices quoted shall include VAT

1. **Statement of Compliance**

- a) I confirm compliance of all clauses of the General Conditions, General Specifications and Particular Specifications in this tender.
- b) I confirm I have not made and will not make any payment to any person, who can be perceived as an inducement to win this tender.

Signed:.....*for and on behalf of the Tenderer*

Date: .....

Official Rubber Stamp: .....

## **WARRANTY**

The equipment and accessories should have a warranty of at least 2 years, from date of installation for failures caused by faulty design, materials or workmanship. The Terms of Warranty should be provided in the product catalogue and brochures.

**PERFORMANCE BANK GUARANTEE (UNCONDITIONAL)**

**To: To: THE PROCUREMENT OFFICER,  
RURAL AGENCY FOR COMMUNITY DEVELOPMENT AND ASSISTANCE  
P. O. BOX 82-70300  
MANDERA**

Dear Sir,

WHEREAS .....(hereinafter called “the Contractor”) has undertaken, in pursuance of Contract No. .... dated ..... to execute ..... (hereinafter called “the Works”);

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of: Kshs. .... (*amount of Guarantee in figures*) Kenya Shillings ..... (*amount of Guarantee in words*), and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of Kenya Shillings ..... (*amount of Guarantee in words*) as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Contractor before presenting us with the demand.

We further agree that no change, addition or other modification of the terms of the Contract or of the Works to be performed thereunder or of any of the Contract documents which may be made between you and the Contractor shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any change, addition, or modification.

This guarantee shall be valid until the date of issue of the Certificate of Completion.

SIGNATURE AND SEAL OF THE GUARANTOR .....

Name of Bank .....

Address .....

Date .....



## **TENDER QUESTIONNAIRE**

Please fill in block letters.

1. Full names of Tenderer:

.....

2. Full address of Tenderer to which tender correspondence is to be sent  
(unless an agent has  
been appointed below):

.....

3. Telephone number (s) of Tenderer:

.....

4. Telex/Fax Address of Tenderer:

.....

5. Name of Tenderer's representative to be contacted on matters of the tender during the tender period:

.....

6. Details of Tenderer's nominated agent (if any) to receive tender notices.  
This is essential if  
the Tenderer does not have his registered address in Kenya (name, address,  
telephone, telex):

.....

.....

\_\_\_\_\_  
Signature of Tenderer

Make copy and deliver to:  
The Procurement Officer,  
Rural Agency for Community Development and Assistance – RACIDA

Head Office     Mandera

## **CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2 (b) or 2(c) and (2d) whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this Form.

### ***Part 1 – General***

Business Name .....

Location of business premises:      Country/Town.....

Plot No..... Street/Road.....

Postal Address..... Tel No.....

Nature of Business.....

Current Trade Licence No..... Expiring date.....

Maximum value of business which you can handle at any time:  
Kenya Shillings.....

Name of your bankers.....

Branch.....

### ***Part 2 (a) – Sole Proprietor***

Your name in full..... Age.....

Nationality..... Country of Origin.....

Citizenship details .....

### ***Part 2 (b) – Partnership***

*Give details of partners as follows:*

	<i>Name in full</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
1.	.....	.....	.....	.....
2.	.....	.....	.....	.....
3.	.....	.....	.....	.....
4.	.....	.....	.....	.....

***Part 2(c) – Registered Company***

Private or Public .....

State the nominal and issued capita of the company:

Nominal        KShs. ....

Issued KShs. ....

Give details of all directors as follows:

	<i>Name in full</i>	<i>Nationality</i>	<i>Citizenship Details*</i>	<i>Shares</i>
1.	.....	.....	.....	.....
2.	.....	.....	.....	.....
3.	.....	.....	.....	.....
4.	.....	.....	.....	.....

***Part 2(d) Interest in the Firm:***

Is there any person/persons in the employment of Rural Agency for Community Development and Assistance WHO has interest in this firm? Yes/No.....(Delete as necessary)

I certify that the above information is correct.

.....  
Title

.....  
Signature

.....  
Date

*\* Attach proof of citizenship*

## **KEY PERSONNEL**

Qualifications and experience of key personnel proposed for administration and execution of the Contract. **(Signed CVs and copies of certificates MUST be attach)**

<b>POSITION</b>	<b>NAME</b>	<b>YEARS OF EXPERIENC (GENERAL)</b>	<b>YEARS EXPERIENCE PROPOSED POSITION</b>	<b>OF IN</b>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15				

I certify that the above information is correct.

.....  
Title

.....  
Signature

.....  
Date

### **SCHEDULE OF CONTRACTS COMPLETED IN THE LAST FIVE (3) YEARS**

Work performed on works of a similar nature, complexity and volume over the last 3 years.  
(Copies of Completion Certificates, Handing over Certificates or Final payment **MUST** be attached as proof).

PROJECT NAME	NAME OF CLIENT	TYPE OF WORK AND YEAR OF COMPLETION	VALUE OF CONTRACT (Kshs.)

I certify that the above works were successfully carried out and completed by ourselves.

.....  
Title

.....  
Signature

.....  
Date

## **SCHEDULE OF ON-GOING PROJECTS**

Details of on-going or committed projects, including expected completion date.  
(Copies of letter of offer **MUST** be attached as proof).

<b>PROJECT NAME</b>	<b>NAME OF CLIENT</b>	<b>CONTRACT SUM</b>	<b>% COMPLETED</b>	<b>COMPLETION DATE</b>

I certify that the above works are currently being carried out by ourselves.

.....  
Title

.....  
Signature

.....  
Date

**FINANCIAL REPORTS FOR THE LAST TWO YEARS**

**(Balance sheets, Profits and Loss Statements, Auditor’s reports, etc.  
List below and attach copies)**

- 1.     . \_\_\_\_\_ .
- 2.     . \_\_\_\_\_ .
- 3.     . \_\_\_\_\_ .
- 4.     . \_\_\_\_\_ .
- 5.     . \_\_\_\_\_ .
- 6.     . \_\_\_\_\_ .
- 7.     . \_\_\_\_\_ .
- 8.     . \_\_\_\_\_ .
- 9.     . \_\_\_\_\_ .
- 10    . \_\_\_\_\_ .

I certify that the above works information is correct.

.....	.....	.....
Title	Signature	Date

**EVIDENCE OF FINANCIAL RESOURCES TO MEET QUALIFICATION  
REQUIREMENTS**

**(Cash in Hand, Lines of credit, etc. List below and attach copies of supportive documents.)**

1.     . \_\_\_\_\_.
2.     . \_\_\_\_\_.
3.     . \_\_\_\_\_.
4.     . \_\_\_\_\_.
5.     . \_\_\_\_\_.
6.     . \_\_\_\_\_.
7.     . \_\_\_\_\_.
8.     . \_\_\_\_\_.
9.     . \_\_\_\_\_.
- 10    . \_\_\_\_\_.

I certify that the above works information is correct.

.....  
Title

.....  
Signature

.....  
Date



## **DECLARATION FORM**

To

Date

---

---

---

---

The Tenderer i.e. \_\_\_\_\_ (*name and address*) Declare the following:

- a) Has not been debarred from participating in the public procurement.
- b) Has not been involved and will not be involved in corruption and fraudulent practices regarding public procurement

Title

Signature

Date

(To be signed by authorized representative and officially stamped)

**CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM**  
**(FOR YOUTH, WOMEN & DISADVANTAGED GROUPS)**

All Tenderers are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business. Tenderers are advised that it is a serious offence to give false information on this form.

**Part 1 – General**

**Business Name**.....

**Location of business premises**.....

Plot No. ....Street/ Road .....

Postal Address ..... Postal Code .....

Tel No.....

Facsimile.....

Mobile and CDMA No.....

E-mail:.....

Nature of your business .....

Registration CertificateNo.....

Maximum value of business which you can handle at any time KSh.....

Name of your Bankers .....Branch... ..

\*Names of Tenderer's contact person(s) .....

Designation/ capacity of the Tenderer's contact person(s) .....

Address, Tel, Fax and E-mail of the Tenderer's contact person(s) .....

.....

**Part 2 (a) Sole Proprietor**

Your name in full .....

Age..... Nationality .....Country of origin .....

**Part 2 (b) Partnership**

Give details of partners as follows: -

Names	Nationality	Age	Shares (%)
1.....			
2.....			
3.....			
4.....			
5.....			

**Part 2 (c) Registered Groups**

Give details of members as follows: -

Names	Nationality	Age	Gender	Shares (%)
1.....				
2.....				
3.....				
4.....				
5.....				

**Part 2 (d) Registered Company**

Private or Public .....

State the nominal and issued capital of company-

\*Nominal in KSh. ....

\*Total Issued KSh. ....

Give details of all directors as follows

Name	Nationality	Age	Shares (%)
1.....			
2.....			
3.....			
4.....			
5.....			

Name of duly authorized person to sign for and on behalf of the Tenderer

.....

Capacity of the duly authorized person.....

Signature of the duly authorized person.....

**\*NOTES TO THE TENDERERS ON THE QUESTIONNAIRE**

3. *Bidders shall attach their copies of the National Identity Card/ Passport*
2. *The address and contact person of the Tendered provided above shall at all times be used for purposes of this tender.*
3. *The details on this Form are essential and compulsory for all Tenderers. **Failure to provide all the information requested shall lead to the Tenderer's disqualification.***

**TENDER SECURITY DECLARATION FORM**  
**(FOR YOUTH, WOMEN & DISADVANTAGED GROUPS)**

**(The Bidder shall complete in this form in accordance with the instructions indicated)**

Date:.....  
( insert date (as day, month, year) of Bid Submission)

Tender No.....  
(Insert number of bidding process)

To:

**Rural AGENCY FOR COMMUNITY DEVELOPMENT AND ASSISTANCE**  
P.O. BOX 82 -70300  
MANDERA

We, the undersigned declare that.

1. We understand that, according to your conditions, bids must be supported by a bid-securing declaration.
2. We accept that we will be automatically be suspended from being eligible for bidding in any contract with the purchaser for the period of the time of (insert the number of months or years) starting on (insert date), if we are in breach of our obligation(s) under the bid conditions, because we-
  - a. Have withdrawn our bid during the period of bid validity specified by us in the bidding data sheet: or
  - b. Having been notified of the acceptance of our bid by the purchaser during the period of bid validity,
    - i. Fail or refuse the contract, if required, or
    - ii. Fail or refuse to finish the performance security, in accordance with the ITT
3. We understand that this bid securing declaration shall expire if we are not the successful bidder, upon the earlier of
  - i. Our receipt of a copy of your notification of the name of the successful bidder; or
  - ii. Twenty-eight days after the expiration of our tender.

4. We understand that if we are a joint venture, the bid securing declaration must be in the name of the joint venture that submits the bid, and the joint venture has not been legally constituted at the time of bidding, the bid securing declaration shall be in the names of all future partners as named in the letter of intent.

Signed:.....

(insert signature of person whose name and capacity are shown)

in the capacity of.....

(insert legal capacity of person signing the bid securing declaration)

Name:.....

(insert complete name of person signing the bid securing declaration)

Duly authorized to sign the bid for and on behalf of:

.....

(insert complete name of bidder)

Date on..... Day of.....

(insert date signing)

## EVALUATION CRITERIA

There are three levels of evaluation criteria subjected to Companies that bid for the rehabilitation of Harbuyo Earthpan in Mandera County . These are: -

1. Mandatory Requirements
2. Technical evaluation
3. Financial Evaluation

### 1. MANDATORY REQUIREMENT

This is a compulsory requirement and if a company fails to meet any of the mandatory requirements, it is deemed non-responsive. The following table shows the mandatory requirements

S/NO	REQUIRED DOCUMENTS	YES	NO
1	<b>Certified copy</b> of Certificate of incorporation		
2	<b>Certified Copy</b> of Valid Tax Compliance certificate ( will be verified via TCC)		
3	Current Business Permit		
4	2 % Bid Bond		
5	NCA 7		
6	Pagination ( BQ Must be serialized )		
7	Financial reports for the last two years		
	<b>TOAL SCORE</b>		
	<b>Add VAT</b>		
	<b>GRAND SUMMARY</b>		

## 2. TECHNICAL EVALUATION

This is also a must for a firm or company to have and if a company fails to attain 70% of the technical requirements, it will not proceed to financial evaluation. The following table shows the technical requirements.

NO	REQUIRED DOCUMENTS	SCORE RATE	SCORE	RESPONSIVE/NON-RESPONSIVE
1	Dully filled business questionnaire	5		
2	Original and a copy of the properly filled and bounded BoQ	5		
3	Dully filled tender form	5		
4	Detailed work schedule should be provided	10		
5	Updated Company Profile	0		
6	CVs of Key personnel: Have at least a degree in specialization in Renewable energy, Mechanical/chemical engineering, Microbiology or related professional courses. Registered with NEMA as a lead EIA/EA expert	10		
7	Work experience: proof of at least three similar work	25		
8	CR 12 form	5		
	<b>TOAL SCORE</b>	<b>80</b>		

NB: Only tenderers with 70 score shall proceed to Financial evaluation stage



### 3. FINANCIAL EVALUTION

NO	REQUIRED DOCUMENTS	SCORE RATE	SCORE/RANK
1	At least two years Audited Financial Report (2020/2021)	20	

**T+F= ( )**

**Final qualification in terms of marks is 85%**



