

**TENDER No. RACIDA DKH K-AFM-2022-0375-003**

Dear Bidder

**Our reference: RACIDA DKH K-AFM-2022-0375-003**

**SUBJECT: INVITATION TO TENDER FOR REHABILITATION OF GUBA UNDERGROUND WATER TANK IN MANDERA AND DALSAN BOREHOLE IN WAJIR COUNTIES**

Dear Mr/Ms

Following your enquiry regarding the publication of the above-mentioned invitation to tender, please find enclosed the following documents, which constitute the tender document.

Any request for clarification must be received by RACIDA in writing at least **4 days** before the deadline for submission of tenders. RACIDA will reply to bidders' questions at least **2 days** before the deadline for submission of tenders.

Costs incurred by the bidder in preparing and submitting the tender proposals will not be reimbursed.

We look forward to receiving your tender and the accompanying tender guarantee at the address specified in the Instructions to Bidders before the deadline date **30<sup>th</sup> August 2023** at 4pm Nairobi time as stated in the procurement notice.

If you decide not to submit a tender, we would be grateful if you could inform us in writing, stating the reasons for your decision.

**Yours sincerely,**

**The Procurement Officer,  
Rural Agency for Community Development and Assistance – RACIDA**

TENDER No. RACIDA DKH K-AFM-2022-0375-003

**CALL FOR TENDER  
INVITATION TO TENDER FOR REHABILITATION OF GUBA UNDERGROUND  
WATER TANK IN MANDERA AND DALSAN BOREHOLE IN WAJIR COUNTIES.**

## TABLE OF CONTENTS

A - INSTRUCTIONS TO BIDDERS .....	5
1. Preamble .....	5
2. Purpose of the Call for Tenders.....	5
3. Call for Tenders Schedule: .....	5
4. Questions and Clarifications.....	6
5. Clarification meeting / site visit .....	6
6. Eligibility.....	7
7. Instructions to submit an Offer .....	7
8. Call for Tender Process .....	8
9. Period of validity .....	8
10. Currency of tenders .....	9
11. Language of offers and procedure .....	9
12. Alteration or withdrawal of tenders .....	9
13. Costs of preparing tenders .....	9
14. Opening, evaluation of tenders and selection criteria .....	9
15. Notification award and contract signature .....	10
16. Ownership of tenders.....	10
17. Type of Contract.....	10
18. Cancellation of the tender procedure .....	11
19. Ethics.....	11
B – TECHNICAL and COMMERCIAL SPECIFICATIONS .....	12
20. Technical description of the Goods / Services.....	12
21. Lots .....	12
22. Variation in quantity.....	12
23. Packaging and marking .....	<b>Error! Bookmark not defined.</b>
24. Responsibilities under national legislation vs INCOTERMS.....	<b>Error! Bookmark not defined.</b>
25. Delivery date (or delivery plan).....	<b>Error! Bookmark not defined.</b>
26. Insurance.....	12
27. Quality of the product.....	12
28. Documentation .....	13
29. Delivery inspection and acceptance of the delivery.....	13
30. Non conformity of delivery .....	14
31. Payment procedure.....	15
Appendix A: .....	17
TECHNICAL SPECIFICATIONS .....	17
Appendix B:.....	18
TENDER FORM FOR A SUPPLY CONTRACT .....	18
Appendix C: .....	21
Supplier Questionnaire .....	21
Appendix D:.....	23
DETAILED PRICING MATRIX.....	23
Appendix E: .....	47
RACIDA’s .....	47
GOOD BUSINESS REGULATIONS .....	47
Appendix F:.....	50
Declaration of compliance & commitment to respect RACIDA’s.....	50
Good Business Regulations .....	50

**TENDER No. RACIDA DKH K-AFM-2022-0375-003**

Appendix G:.....51  
PURCHASE CONTRACT .....51

---

## **A - INSTRUCTIONS TO BIDDERS**

---

In submitting a tender, the bidder accepts in full and without restriction the special and general conditions governing this contract as the sole basis of this tendering procedure, whatever his own conditions of sale may be, which hereby waives.

Bidders are expected to examine carefully and comply with all instructions, forms, provisions and specifications contained in this tender document.

Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender.

No account can be taken of any reservation in the tender as regards the tender document; any reservation will result in the immediate rejection of the tender without further evaluation.

### **1. Preamble**

Rural Agency for Community Development and Assistance – RACIDA is a national non-governmental organisation. Non-political, non-denominational and non-profit-making, it was set up in Kenya in 2005 to intervene in countries throughout the world. RACIDA's objectives are to save lives by combating hunger, disease, and those crises threatening the lives of helpless men, women and children.

RACIDA intervenes in the following situations:

To enhance self-reliance and prosperity amongst vulnerable pastoralist communities living in Arid and Semi-Arid Lands through promotion of better livelihood systems, sustainable use of natural resources and community empowerment.

We envision "Communities in Arid and Semi-Arid Lands in the Horn of Africa having secured livelihoods and sustainably managing their natural resources".

RACIDA opened a mission in Kenya in 2005

### **2. Purpose of the Call for Tenders**

1. The purpose of this Call for Tenders is to solicit competitive offers for invitation to tender for rehabilitation of Guba underground water tank in Mandera and Dalsan borehole in Wajir counties. A detailed description of the goods and services required by RACIDA is contained in the technical specifications (see APPENDIX A – Technical specifications).

### **3. Call for Tenders Schedule:**

## TENDER No. RACIDA DKH K-AFM-2022-0375-003

	<b>DATE</b>	<b>TIME*</b>
Deadline for request for any clarifications from RACIDA	24 <sup>th</sup> August 2023	Before 4pm Nairobi time
Last date on which clarifications are issued by RACIDA	29 <sup>th</sup> August 2023	Before 4pm Nairobi time
Deadline for submission of tenders (receiving date, not sending date)	30 <sup>th</sup> August 2023	Before 4pm Nairobi time
Tender opening session by RACIDA	<b>31<sup>st</sup> August 2023</b>	<b>At 10am Nairobi time</b>
Notification of award to the successful tenderer		
Signature of the contract		

\* All times are in the local time of Kenya

Please note all dates are provisional dates and RACIDA reserves the right to modify this schedule.

### **4. Questions and Clarifications**

If RACIDA, either on its own initiative or in response to a request from a prospective bidder, provides additional information on the tender document, such information will be communicated simultaneously in writing to all the bidders.

Bidders may submit questions in writing to the following address, ideally by email, or by post mail, up to 5 days before the deadline for submission of tenders, specifying the publication reference and the contract title:

**The Procurement Officer,**  
**Rural Agency for Community Development and Assistance – RACIDA**  
Email Address: [procurement@racida.org](mailto:procurement@racida.org)  
**Nairobi Office: Kinduruma Road, Top Plaza Ground Floor unit 9-12**

Any prospective tenderer seeking to arrange individual meetings with RACIDA during the tender period may be excluded from the tender procedure.

### **5. Clarification meeting / site visit**

No site meeting required as these will be communicated - together with any clarifications in response to written requests which are not addressed during the meeting - in writing to all the bidders at the latest 5 days before the deadline for submission of tenders. No further clarification will be provided after this date.

Visits by individual prospective bidders, other than collecting the tender documents will not be permitted.

## TENDER No. RACIDA DKH K-AFM-2022-0375-003

### **6. Eligibility**

Participation in tendering is open on equal terms to any natural and legal persons or company registered in Kenya.

### **7. Instructions to submit an Offer**

#### **7.1 – Response Format**

The tender shall consist of one original paper copy (marked “Original”) and two identical copies (marked “Copy”). These should be sealed in two separate inner plain envelopes, duly marked “original” and “copies”.

Both inner envelopes shall be placed in a sealed non-identifiable outer envelope, with the words “**not to be opened before the tender opening session**” written in English.

The tenders shall be sent by registered mail, by private courier service or personal delivery against receipt to the address given below (in section 7.3).

This sealed non-identifiable envelope shall be titled:

**TENDER No. RACIDA DKH K-AFM-2022-0375-003**

**The Procurement Officer,**

**Rural Agency for Community Development and Assistance – RACIDA**

**Nairobi Office: Kinduruma Road, Ground Floor Unit 9-12**

#### **7.2 – Content of Tenders**

The Tenderer must provide sufficient information in the proposal to demonstrate compliance with the requirements set out in each section of this request for proposal. The proposal shall include, as a minimum:

- 1) Appendix B: The “Tender form for a supply contract” duly completed and signed
- 2) Appendix C “Supplier Questionnaire” duly completed. This questionnaire should be completed with all required information (copies of certified accounts, customer references, charts, Company information, etc...)
- 3) Appendix D “Pricing Matrix” or detailed Price offer with explanatory notes if necessary. Note that only budgets in Kenya Shilling will be accepted.
- 4) Appendix F: “The Declaration of compliance and commitment to respect RACIDA Good Business Regulations” filled and signed by the duly authorised person.
- 5) Proof of Company Registration in Kenya by submitting the following documents;
  - a) Certificate of Incorporation of Business
  - b) VAT Registration Certificate
  - c) Tax Compliance Certificate

## TENDER No. RACIDA DKH K-AFM-2022-0375-003

- 6) A copy of the audited financial statements for last two years (balance sheet and income statement).
- 7) A letter of the bidder's bank to guarantee the bidder's solvency
- 8) A technical bid consisting of a detailed description of the supply offered.
- 9) The details of the names, address and contact telephone of three (3) clients for whom the same type of services were provided in various and disperse geographic locations. RAIDA reserves the right to contact these references, without notifying the Tenderer.

**Failure to provide all of the above and in the formats stipulated will AUTOMATICALLY result in disqualification of the Tenderer's proposal.**

### 7.3 - Delivery Instructions

The complete offer will have to be sent in a sealed, non-identifiable envelope, marked as follow:

#### **TENDER No. RACIDA DKH K-AFM-2022-0375-003**

The complete offer will be sent to before **30<sup>th</sup> August 2023** to;

#### **TENDER No. RACIDA DKH K-AFM-2022-0375-003**

**The Procurement Officer,**

**Rural Agency for Community Development and Assistnce – RACIDA**

**Nairobi Office: Kinduruma Road, Ground Floor Unit 9-12**

### 7.4 - Late Proposals

Late proposals will not be accepted, and will be returned to the Proponent or discarded.

All proposals will be irrevocable after the Call for Tenders closing date.

RACIDA reserves the right in its sole discretion to clarify any bid after closing by seeking further information from any or all bidders. However, bidders are cautioned that any clarification sought will not be an opportunity to either correct or change their offer in any substantive manner.

## **8. Call for Tender Process**

RACIDA reserves the right to negotiate, accept or reject any or all proposals and quotations at its sole discretion and to pursue or act further on any responses it considers advantageous. RACIDA does not bind itself to accept the lowest prices or any proposal. All proposals will be irrevocable after the Call for Tenders closing date.

RACIDA reserves the right to select a shortlist of pre-selected suppliers, based on the criteria announced in paragraph 15 of the present document. Further discussions and competitive dialogue may then be conducted with the pre-selected suppliers.

## **9. Period of validity**

Suppliers shall be bound by their tenders for a period of sixty (30) days minimum from the deadline for submission of tenders.



## TENDER No. RACIDA DKH K-AFM-2022-0375-003

### **10. Currency of tenders**

Tenders must be presented in Kenya shilling, VAT included

### **11. Language of offers and procedure**

The offers, all correspondence and documents related to the tender exchanged by the bidder and RACIDA must be written in English.

### **12. Alteration or withdrawal of tenders**

Bidders may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders referred to in Article 3. No tender may be altered after this deadline. Withdrawals must be unconditional and will end all participation in the tender procedure.

### **13. Costs of preparing tenders**

All costs incurred by the bidder in preparing and submitting the tender are not reimbursable. All such costs will be borne by the bidder.

### **14. Opening, evaluation of tenders and selection criteria**

The opening and examination of tenders is for the purpose of checking whether the tenders are complete and whether the tenders are generally in order.

The subsequent evaluation of the tenders shall be carried out at **RACIDA office in Nairobi** by an Evaluation Committee made up of representatives of RACIDA and observer from the donor.

The contract will be awarded to the bidder having presented the lowest bid amongst those judged technically and administratively compliant.

Tenders will be evaluated on the criteria listed below:

- Ability to meet the requirements of the Call for tenders
- Compliance with RACIDA terms and conditions
- Total price/cost submission
- Demonstrable ability to perform all functions related to the scope within the time specified
- Bidders' references
- Bidders' product and service offering
- Bidders' ability to provide pro-active logistics solutions
- Value added services...etc...]

In the interests of transparency and equal treatment and without being able to modify their tenders, bidders may be required, at the sole written request of the evaluation committee, to provide clarifications within 48 hours. Any such request for clarification must not seek the correction of formal errors or of major restrictions affecting performance of the contract or distorting competition.

## TENDER No. RACIDA DKH K-AFM-2022-0375-003

Any attempt by a bidder to influence the evaluation committee in the process of examination, clarification, evaluation and comparison of tenders, to obtain information on how the procedure is progressing or to influence RACIDA in its decision concerning the award of the contract will result in the immediate rejection of his tender. No liability can be accepted for late delivery of tenders. Late tenders will be rejected and will not be evaluated.

### **15. Notification award and contract signature**

The successful bidder will be informed in writing that its tender has been accepted (notification of award). RACIDA will send the signed purchase documents in two original copies to the successful bidder.

The unsuccessful tenderer will be informed by e-mail within the 10 days following the award.

Within 2 working days following the reception, the successful tenderer will sign, date and send back the contract. The successful tenderer will have to communicate the number and exact references of the bank account where the payments will be executed.

If the successful tenderer fails to sign and send back the contract within 10 working days, RACIDA can consider after notification the award as null and void.

**After selection, and before signature of the contract, RACIDA will inspect the equipment and the teams of the selected tenderer that will be allocated for the works. RACIDA reserves the right to de-select the tenderer if the capacity is deemed not to be adequate or compatible with that stated in the tender document.**

### **16. Ownership of tenders**

RACIDA retains ownership of all tenders received under this tender procedure. Consequently, bidders have no right to have their tenders returned to them.

### **17. Type of Contract**

The contract that will be concluded between the successful tenderer and RACIDA is done according to RACIDA standard supply contract.

In this contract, the successful tenderer will be referred to as “the supplier”.

A contract draft is included in **Appendix G**.

By submitting an offer to this Call for tender, the tenderer accepts RACIDA’s contract elements. If any remark or reserve were to be raised by the tenderer, they should be clearly written down in a free format document included in the tender. Such documents should include the tenderer’s proposal to replace the discussed sections of the contract.

If the tenderer submits an offer with no clear feedback on **Appendix G**, then RACIDA will consider the submitted contract draft has been accepted in full by the tenderer; if the tendered is awarded the Contract, no discussion or request for change will be accepted on the Contract clauses.

## TENDER No. RACIDA DKH K-AFM-2022-0375-003

### **18. Cancellation of the tender procedure**

In the event of a tender procedure's cancellation, bidders will be notified by RACIDA. If the tender procedure is cancelled before the outer envelope of any tender has been opened, the sealed envelopes will be returned, unopened, to the tenderers.

Cancellation may occur where:

1. The tender procedure has been unsuccessful, namely where no qualitatively or financially worthwhile tender has been received or there has been no response at all;
2. The economic or technical parameters of the project have been fundamentally altered;
3. Exceptional circumstances or *force majeure* render normal performance of the project impossible;
4. All technically compliant tenders exceed the financial resources available;
5. There have been irregularities in the procedure, in particular where these have prevented fair competition.

**Under no circumstances will RACIDA be liable for damages, whatever their nature (in particular damages for loss of profits) or relation with the cancellation of a tender, even if RACIDA has been warned of the possibility of damages.**

**The publication of a procurement notice does not commit RACIDA to implement the announced programme or project.**

### **19. Ethics**

RACIDA pays very careful attention to working with companies that commit to respect basic Ethics Rules.

The tenderers have to read and understand the Good Business Regulations as defined by RACIDA and introduced in the Appendix E of this tender document. The tenderers will have to fill and sign the Appendix F: *Declaration of compliance & commitment to respect RACIDA Good Business Regulations*.

---

## **B – TECHNICAL and COMMERCIAL SPECIFICATIONS**

---

### **20. Technical description of the Goods / Services**

**TENDER FOR REHABILITATION OF UNDERGROUND WATER TANK IN THE FOLLOWING AREAS GUBA IN MANDERA AND DALSAN BOREHOLE IN WAJIR COUNTIES**

### **21. Lots**

The interested suppliers are required to bid by lots:

**Lot # 1: Rehabilitation of Guba Underground Water Tank in Mandera County**

**Lot # 2: Rehabilitation of Dalsan Borehole in Wajir County**

Tenderers can submit an offer for one or several or all lots. Offers must clearly show what lots are included.

Offers must be submitted for the total quantity of each lot: offers submitted for a partial quantity of one lot will not be taken into consideration by RACIDA.

### **22. Variation in quantity**

RACIDA reserves the right to vary the quantities stipulated at the time of ordering within a range of 10% of the contract price. Under this variation, the unit prices used in the tender shall be applicable to the quantities procured.

### **23. Completion plan**

The Supplier / contractor should be completing the work within 60 days from the time when the contract is signed.

### **24. Insurance**

RACIDA shall bear no responsibility over losses or damages of the procured products incurred during the performance period and before acceptance of said products.

It is therefore up to the supplier to insure the products if necessary.

### **25. Quality of the Rehabilitation works**

The work will be supervised by RACIDA representative. RACIDA wash engineer will be issuing certificate of completion.

## TENDER No. RACIDA DKH K-AFM-2022-0375-003

### **25.1. Suspension**

RACIDA will issues the certificate of conformity or non-conformity, the loading or delivery will be suspended. If the duration of this suspension exceeds 8 calendar days, the delivery date or delivery plan will be postponed by the number of days exceeding.

### **25.2. Results of the preliminary inspection**

Tolerance for the composition or quality as defined in the Appendix A.... or packaging and marking is the sole responsibility of RACIDA.

- If the results of the preliminary inspection comply with the requirements defined in the contract RACIDA will inform the supplier to coordinate the delivery/loading of the products
- An unacceptable non-compliance will result in the refusal of the products. Refer to article 30 for the conditions of replacement of non-conform products.

## **26. Documentation**

For every consignment, the selected supplier will have to provide RACIDA with:

- a commercial invoice
- a receipt
- a Certificate of conformity or Certificates of Analysis (if applicable)
- other documents

Delivery slips will necessarily bear the Contract Reference and / or Purchase order number, batch numbers, serial numbers if any, the full designation and quantities of the delivery.

## **27. Delivery inspection and acceptance of the delivery**

RACIDA representative or an independent or reliable inspection company will carry out the delivery inspection of the product.

The delivery inspection will take place in warehouse of the supplier for EX-work contracts, RACIDA warehouse for CIF or delivered contracts.

The objective of the delivery inspection will be to assess the compliance with the terms of contract of:

- The documentation provided by the supplier
- The quantity delivered/loaded
- The quality of the product delivered/loaded

## TENDER No. RACIDA DKH K-AFM-2022-0375-003

RACIDA representative will indicate any remarks or non-conformity of the products on the delivery note provided by the supplier. These remarks will be the ground for possible payment deductions.

If the delivery inspection concludes that the delivery complies with the requirements of the contract, RACIDA will accept the products.

### **28. Non-conformity of delivery**

#### **28.1. Quality and condition**

Should the quality or the condition of the products not satisfy RACIDA requirements at the moment of the preliminary inspection or delivery inspection, RACIDA reserves the right to demand:

- The delivery of products which conforms to the order. They will need to be replaced by the supplier at his/her own expenses. The replacement will be executed as soon as possible, at latest within 15 calendar days from the discovery of the non-compliance (for food: from the issuing of a certificate of non-conformity). The replaced products will again be subject to the rules laid down in this contract.
- or the immediate reimbursement of the payment
- or the cancellation of the order and of the corresponding price

The supplier will have to remove specific markings of the non-accepted products when mentioning RACIDA and donor name.

#### **28.2. Quantity**

Should products be missing at delivery, the missing quantity will be delivered as soon as possible, at latest 15 days after its discovery, at the expenses of the supplier. The then delivered products will be subject to the rules laid down in this contract.

#### **28.3. Delays**

In the event of delays of delivery (total or partial) except in case of force majeure, RACIDA reserves the right without notice:

- To either apply penalties for delay in 2 % of the nominal value (before tax) of the **total** amount of the order per week of delay. Any fractional part of a week is to be considered a full week.
- Or to cancel the whole order or to cancel the balance of supplies which remains to be delivered.

#### **28.4. Non-delivery**

If delivery does not take place two weeks after the set delivery deadline, the contract will be deemed void.

In case of non-delivery of goods meant to replace non-compliant products as delivered previously, or in case of missing quantities, the contract will be deemed void at the pro rata of the quantities still undelivered/missing.

## TENDER No. RACIDA DKH K-AFM-2022-0375-003

### **29. Payment procedure**

All payments will be made by bank transfer to the supplier account.

Payments will occur after acceptance of the products by RACIDA representative and upon the receiving of two original invoices issued by the supplier.

---

# Appendixes

---

Appendix A: Technical Specifications

Appendix B: Tender Form

Appendix C: Supplier Questionnaire

Appendix D: Detailed Pricing Matrix

Appendix E: RACIDA's Good Business Regulations

Appendix F: Declaration of Compliance with RACIDA Good Business Regulations

Appendix G: RACIDA Contract Template



---

**Appendix A:**  
**TECHNICAL SPECIFICATIONS**

---

**TENDER FOR REHABILITATION OF GUBA UNDERGROUND WATER TANK IN  
MANDERA AND DALSAN BOREHOLE IN WAJIR COUNTIES**

---

Appendix B:

**TENDER FORM FOR A SUPPLY  
CONTRACT**

---

Publication reference: RACIDA DKH K-AFM-2022-0375-003

Title of contract: TENDER FOR REHABILITATION OF GUBA UNDERGROUND  
WATER TANK IN MANDERA AND DALSAN BOREHOLE IN WAJIR COUNTIES

<Place and date>

To: RACIDA, Kenya

**I - SUBMITTED BY**

Name of tenderer:	[.....]
Nationality:	[.....]
Partners name and nationality if any:	

**II - CONTACT PERSON (for this tender)**

Name	:	[.....]
Address	:	[.....]
Telephone	:	[.....]
Fax	:	[.....]
E-mail	:	[.....]

**III - TENDERER'S DECLARATION(S)**

*To be completed and signed by the tenderer (including one from each partner in a consortium).*

In response to your letter of invitation to tender for the above contract,  
We, the undersigned, hereby declare that:

## TENDER No. RACIDA DKH K-AFM-2022-0375-003

- 1 We have examined and accept in full the content of the document for invitation to tender No [.....] of [../..]. We hereby accept its provisions in their entirety, without reservation or restriction.
- 2 We offer to deliver, in accordance with the terms of the tender document and the conditions and time limits laid down, without reserve or restriction:  
Lot No [...]: [description of supplies with indication of quantities and origin]  
Lot No [...]: [description of supplies with indication of quantities and origin]
- 3 The price of our tender [excluding the discounts described under point 4] is:  
**Lot No 1:** [.....]  
**Lot No 2:** [.....]
- 4 We will grant a discount of [%], or [.....] [in the event of our being awarded Lot No .....].
- 5 This tender is valid for a period of [.....] from the final date for submission of tenders, i.e. until [../..].
- 6 We hereby confirm we have read, understand and we accept the “Technical Specifications” described in Appendix A. Our offer has been designed according to these specificities requested by RACIDA.
- 7 We hereby confirm we have read the Contract elements described in Appendix F and accept these conditions in full. In case our offer is awarded the Contract, we accept to sign a contract written on this base. [.....]  
OR: we ask RACIDA to consider the alternate wording proposed in the attached document named [specify the name of your doc]
- 8 Our firm/company [and our sub suppliers] has/have the following nationality:  
[.....]
- 9 We are making this application in our own right and for this tender [Lot No]. We confirm that we are not tendering for the same contract in any other form.
- 10 We are providing evidence of our registration/statute.
- 11 We agree to abide by the standard ethics clauses and, in particular, have no potential conflict of interests or any relation with other candidates or other parties in the tender procedure at the time of the submission of this application.
- 12 We will inform RACIDA Kenya immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognise and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this contract.

## TENDER No. RACIDA DKH K-AFM-2022-0375-003

**13** We note that RACIDA Kenya is not bound to proceed with this invitation to tender and that it reserves the right to award only part of the contract. It will incur no liability towards us should RACIDA Kenya do so.

### **IV - CONTENT OF THE BID**

We understand that a complete bid to submit to RACIDA must include:

- 1- Appendix B** completed, signed and stamped, with all required certificates (certificate of origin, of nationality...)
- 2-** A copy of **Certificate of Incorporation** or Business Company Registration
- 3-** A copy of **Tax Registration** / Tax Clearance
- 4-** **2 % Bid Bond**
- 5-** **NCA 7 and above** – Building Construction, water worker
- 6-** Financial reports for the last two years
- 7-** **Appendix C:** Supplier Questionnaire dully filled out
- 8-** **Appendix D:** pricing matrix **including pictures** of the proposed items
- 9-** **Appendix F:** Declaration of Compliance with RACIDA Good Business Regulations

And any other documents “refer to article 6”

Name and first name: [.....]

Duly authorised to sign this tender on behalf of:  
[.....]

Place and date: [.....]

Stamp of the firm/company:

This tender includes the following annexes:

**[Numbered list of annexes with titles]**

---

## **Appendix C:**

### **Supplier Questionnaire**

---

**Company Name:**

1- Range of products / services that the supplier offers:

2 - Country where the supplier's Headquarters are registered:  
Please provide a copy of the business registration

3- Is the supplier part of an international company?  
Please detail the link (headquarters / subsidiary) and list the other manufacturing and commercial sites, in country and abroad.

4 – Is the supplier registered in Kenya?

5 – When was the company established in the country?  
When was the headquarter created?

6 – What is the supplier's yearly income over the last 3 years?  
What is the Group (if any) yearly income ?  
What is the profit and loss ratio over the last 3 years ?

7 – How many employees are working for the supplier locally ? and abroad ?

8 - Is the supplier the manufacturer of the building products presented in the offer?  
→ If yes, please detail : where is the manufacturing site ?  
What is the production capacity ?  
→ If not, please briefly present the distribution channel and precise if the supplier is an official reseller for these products?  
Please provide a copy of dealer registration

9 - Is the supplier able to provide Certificates of Origin for his products?

10 - Has the supplier already worked with RACIDA or RACIDA entity in the past?  
Please detail which RACIDA entity, the period, the type of products / services sold, the volumes and amounts?

11 - Does the supplier supply other organisation (UN/NGOs or private sector) Attach client list?

12 - Please name at least 2 Customer References: either customers in the Humanitarian sector, or customers which bought the same kind of products / services.  
Briefly present the customer, the products sold to them, the period, and the outcome of the deal.  
Please provide customers' contact details for RACIDA to contact them.

## TENDER No. RACIDA DKH K-AFM-2022-0375-003

**13** - Does the supplier have:

- a Quality management policy?
- a National quality certification?
- an International quality certification?

Please provide copies of the documents.

**14** - Does the supplier have product stocks ? Where are they located ? What is the stock volume / value?

**15** - Is the supplier able to provide audited financial statement for the last 2 years?

**16** -What is the warranty given by the supplier on his product (if applicable)?

**17** - Can the supplier warranty the supply of spare parts for a minimum of 2 years for equipment purchase?

**18** - Can the Supplier provide Maintenance/service facilities/technical specialists?

---

## Appendix D:

### DETAILED PRICING MATRIX

---

**Lot # 1: Rehabilitation of Guba Underground Water Tank in Mandera County**

**A. UNDERGROUND TANK REHABILITATION AND ROOFING**

ITEM	DESCRIPTION	UNIT	QTY	RATE	TOTAL (KSH.)
	<b>Element No.1: Underground Tank</b>				
	<b>Demolition</b>				
A	Carefully hack existing screed including reducing levels where necessary and prepare surface to receive new screed finish and cart away debris (tank internally, externally & floor)	m <sup>2</sup>	375.5		
	<b>Plaster: 9 mm first coat of cement/waterproof cement/sand (1:1:2): 3 mm second coat of cement/waterproof cement/sand (1:1:2): nil finish: on masonry or concrete: to</b>				
B	Walls: internally	m <sup>2</sup>	130		
C	Bottom of the tank	m <sup>2</sup>	205		
D	Top of the wall and external sections	m <sup>2</sup>	40.5		
	<b>Carried to Collection</b>				
	<b>Element No.2: Inlet, silt trap and outlet</b>				
	<b>Demolition</b>				
A	Carefully hack existing screed including reducing levels where necessary and prepare surface to receive new screed finish and cart away debris (tank internally, externally & floor)	m <sup>2</sup>	62.5		
	<b>Plaster: 9 mm first coat of cement/sand (1:2): 3 mm second coat of cement/sand (1:2) on masonry or concrete: to</b>				
B	Walls: internally, externally, floor	m <sup>2</sup>	62.5		
	<b>Carried to Collection</b>				

TENDER No. RACIDA DKH K-AFM-2022-0375-003

ITEM	DESCRIPTION	UNIT	QTY	RATE	TOTAL (KSH.)
	<b>Element No.3: Roofing</b>				
	<i>Metallic roofing constructed as described properly coated with 2 coats red oxide/grey primer or any approved anti rust paint</i>				
A	Top chord (75x50x3mm)	M	75		
B	Bottom chord (50X50X3mm)	M	72		
C	Angles (50X50X3mm)	M	72		
D	Struts (50X30X3mm)	M	56		
E	300X300X6mm base plates fixed to concrete/masonry walls	Pcs	8		
F	12mm dia anchor bolts	Pcs	32		
G	Grade 1 metallic paint - 2 coats	LS	1		
H	Pre-painted IT4, Gauge 28 roofing sheets fixed to metallic purlins with appropriate screws. Area measured net	m <sup>2</sup>	140		
I	Wire Mesh - Heavy gauge with galvanized gauze wire welded to cover any open spaces	m <sup>2</sup>	28		
J	Labor for fabrication and erection of the roof support structure and fixing of roof cover	LS	1		
K	Allow for fabrication, and installation of lockable roof access cover	LS	1		
L	Allow for fabrication and installation of trash rack with the following specifications: R16 mild steel rods welded at a spacing of 20mm properly fixed at the tank inlet	LS	1		
	<b>Carried to Collection</b>				
	<b>SUMMARY</b>				
	Element No.1: Underground Tank				
	Element No.2: Inlet, silt trap and outlet				
	Element No.3: Roofing				
	<b>TOTAL CARRIED TO GRAND SUMMARY</b>				



**TENDER No. RACIDA DKH K-AFM-2022-0375-003**

**B. INSTALLATION OF SOLAR POWERED SURFACE BOOSTER PUMP**

ITEM	DESCRIPTION	UNIT	QTY	RATE	TOTAL (KSHS)
A	Supply and install Brushless surface solar pump, 750W/1HP, 3" Dia suction with a minimum flow rate 20cubic/hr and max head 15M. WHC Solar or approved equivalent	Pcs	1		
B	Control box	Pcs	1		
C	Supply and install suction pipe with grating and equal size foot valve. Cost to include adjoining fittings	M	5		
D	400W 24VDC crystalline solar modules	Pcs	6		
E	Solar PV disconnect switch 1000/16A	Pcs	1		
F	Fabrication, supply, and installation of a 4M High steel solar support structure	LS	1		
G	4MM*2 Core U/G cable	M	15		
I	Lightening arrestor	Pcs	1		
J	Earth rod C/W clamp 5/8*4FT	Pcs	1		
K	Copper earth cable 10mm	M	10		
L	Twin flat 4MM Cable with earth	M	15		
M	Installation Labor, transport, testing and commissioning	LS	1		
<b>TOTAL FOR INSTALLATION OF SOLAR POWERED SURFACE BOOSTER PUMP</b>					

**C. WATER TANK PLATFORM, TANK INSTALLATION & WATER POINT**

ITEM	DESCRIPTION	UNIT	QTY	RATE	TOTAL (KSHS)
	<b><u>SUBSTRUCTURES WORKS</u></b>				
	<b><u>Digging and levelling work - All provisional</u></b>				
A	Clear the site off all vegetative growth with and including top 300mm deep vegetative soil, level ground and compact to approval	m2	22.00		
B	Extra over excavation for excavation in rock (All classes)	m3	2.20		
C	Selected imported murrum well-watered and compacted in layers not exceeding 150mm thick to Engineer's approval	m3	3.30		
D	Allow for keeping all excavations free from spring, subterranean or flood water	Item	1.00		
E	Allow for all necessary planking and strutting sides of all types of excavation	Item	1.00		

TENDER No. RACIDA DKH K-AFM-2022-0375-003

ITEM	DESCRIPTION	UNIT	QTY	RATE	TOTAL (KSHS)
	<u>Hardcore backfill</u>				
F	Supply, transport, deliver and hand pack gravel 1000mm thick below foundation slab, this includes watering and compressing gravel according to standards for this activity	m2	12.00		
G	50mm thick quarry dust blinding to hardcore (measured separately)	m2	12.00		
	<u>Damp proof Membrane</u>				
H	Two layers 1000-gauge polythene sheeting with minimum 300mm side and end laps	m2	12.00		
	<b>Carried to collection</b>				
	<b><u>SUBSTRUCTURES WORKS - CONTINUED</u></b>				
	<u>Concrete class 1:3:6 (40mm aggregate)</u>				
A	50mm thick blinding to foundation in trenches	m <sup>2</sup>	9.36		
	<u>Supply and put in place vibrated reinforced concrete class 25 (20mm aggregate) in: -</u>				
B	Strip footing	m <sup>3</sup>	1.87		
C	150mm thick ground floor slab	m2	12.00		
D	Mass Concrete at the Water dispensing area Including Overhang slab	m2	1.75		
	<u>Supply and construct formwork to the sides of the concrete surfaces. The formwork shall comprise acceptable timber or steel shutters with and including mould oil, putting in place and striking off. Where the surface of concrete is disturbed by the striking off, it shall be repaired at the Contractor's cost</u>				
E	Formwork to sides of strip foundation	m <sup>2</sup>	7.00		
F	Edge formwork to sides of ground floor slab	m	20.90		
	<u>Supply, transport, deliver, cutting, bending and installing of steel rods</u>				
	<u>Hot rolled deformed reinforcement bars with and including bends, hooks, tying wire, distance blocks, and spacers</u>				
G	Assorted reinforcement bars 8 - 12mm diameter	Kgs	224.64		

TENDER No. RACIDA DKH K-AFM-2022-0375-003

ITEM	DESCRIPTION	UNIT	QTY	RATE	TOTAL (KSHS)
	<u>Supply, transport and install mesh fabric reinforcement</u>				
H	Fabric mesh reinforcement BRC type A142 weighing 2.22Kg/M2 with minimum 300mm side and end laps	m2	12.00		
	<u>Construction of natural stonework walling; roughly squared; bedded and jointed in 1:4 cement and sand mortar and reinforced with 20-gauge hoop iron wall ties every alternate course. The stone crushing strength to be minimum 7N/mm<sup>2</sup></u>				
I	200mm thick	m <sup>2</sup>	37.62		
	<b>Finishes</b>				
	<b><u>Whitewash of the External Masonry Walling</u></b>				
J	200mm thick	m <sup>2</sup>	37.62		
	<b>Plumbing and Drainage Works</b>				
K	Provisional for Drainage and Plumbing Works including supply and installation of 10,000 L Plastic Water tanks with all the necessary pipework	Sum	1.00		
	Allow for pipeline connection from the booster pump to the tank platform approximately 30m with 3" HDPE pipes. Cost to include trenching and necessary adjoining fittings	Sum	1.00		
	<b>Carried to collection</b>				
	<b>FOR EXTERNALS WORKS</b>				
	<b><u>Digging and levelling work - All provisional</u></b>				
A	Excavate for making level on black cotton, red soil or sandy soil, load, transport and spread on site as directed by the Engineer, for the embankments of the strip footing.	m <sup>3</sup>	6.00		
B	Return fill and ram selected soil materials. Where the selected materials are not suitable, the contractor will use imported and approved imported materials	m <sup>3</sup>	4.00		
C	Cart away surplus materials arising from excavations as directed on site	m <sup>3</sup>	2.00		
D	Extra over excavation for excavation in rock (All classes)	m <sup>3</sup>	0.20		
	<b><u>Hardcore filling</u></b>				
E	Supply and hand pack selected gravel 300mm thick, water and compact in	m <sup>2</sup>	6.00		

TENDER No. RACIDA DKH K-AFM-2022-0375-003

ITEM	DESCRIPTION	UNIT	QTY	RATE	TOTAL (KSHS)
	layers not exceeding 150mm thick as directed by the Engineer				
F	50mm thick quarry dust blinding to hardcore (measured separately)	m <sup>2</sup>	6.00		
G	Level the surface of the hardcore to be horizontal with a gentle slope of 1% or as directed by the engineer	m <sup>2</sup>	14.00		
	<u>Construction of natural stonework walling; roughly squared; bedded and jointed in 1:4 cement and sand mortar and reinforced with 20-gauge hoop iron wall ties every alternate course. The stone crushing strength to be minimum 7N/mm<sup>2</sup></u>				
H	200mm thick	m <sup>2</sup>	2.61		
	<u>Supply, transport and lay precast concrete paving slabs 50mm thick on and including prepared sand bed of 50mm thickness. The paving slabs will be neatly joined at regular pattern and where cutting will be required, the cut face shall be cut neatly and straight</u>				
I	600 x 600mm wide precast concrete paving slabs with and including jointing with cement and sand (1:3) mortar	m <sup>2</sup>	3.00		
	<u>Approved Rocks Pebbles</u>				
J	Supply, deliver and spread approved 300x200mm drain filled with rock pebbles aggregates on rammed murram (measured separately) with average thickness of 50mm	m <sup>2</sup>	1.50		
	<b>Carried to collection</b>				
	<b><u>COLLECTION</u></b>				
	Brought forward from page 1				
	Brought down from above				
	Brought down from above				
	<b>TOTAL FOR WATER TANK INSTALLATION &amp; WATER POINT</b>				

**TENDER No. RACIDA DKH K-AFM-2022-0375-003**

**D. FENCING**

ITEM	DESCRIPTION	UNIT	QTY	RATE	TOTAL (KSHS)
<b>SUBSTRUCTURES WORKS</b>					
A	<b>Digging and levelling work - All provisional</b>				
	Excavate for precast concrete poles, load, transport and spread on site as directed/instructed by the Engineer	m <sup>3</sup>	8.29		
B	Ditto for column bases to support access gates	m <sup>3</sup>	8.64		
C	Extra over excavation for excavation in rock (All classes)	m <sup>3</sup>	1.69		
D	Return fill and ram selected soil materials. Where the selected materials are not suitable, the contractor will use imported and approved imported materials	m <sup>3</sup>	11.06		
	Allow for all necessary planking and strutting sides of all types of excavation	Item	1.00		
G	Concrete class 1:3:6 (40mm aggregate)				
	50mm thick blinding to column bases	m <sup>2</sup>	5.76		
H	Supply and put in place vibrated reinforced concrete class 25 (20mm aggregate) in: -				
	Column bases	m <sup>3</sup>	1.73		
I	Columns in foundations	m <sup>3</sup>	0.54		
J	Supply and put in place vibrated mass concrete class 25 (20mm aggregate) in: -				
	Mass concrete for the precast concrete poles (measured separately)	m <sup>3</sup>	5.78		
	<b>Carried to collection</b>				
<b>SUBSTRUCTURES WORKS - CONTINUED</b>					
A	Supply and construct formwork to the sides of the strip foundation. The formwork shall comprise acceptable timber or steel shutters with and including mould oil, putting in place and striking off. Where the surface of concrete is disturbed by the striking off, it shall be repaired at the Contractor's cost				
	Formwork to sides of column bases	m <sup>2</sup>	6.72		
B	Formwork to sides of column in foundations	m <sup>2</sup>	9.60		
C	Supply, transport, deliver, cutting, bending, and installing of steel rods.				
	Hot rolled deformed reinforcement bars with and including bends, hooks, tying wire, distance blocks, and spacers	Kgs	226.80		
	Assorted reinforcement bars 8 - 12mm diameter				
	<b>Carried to collection</b>				
<b>COLLECTION</b>					
	Brought forward from page 1				
	Brought down from above				
	<b>TOTAL FOR SUBSTRUCTURES CARRIED TO COLLECTION PAGE</b>				

TENDER No. RACIDA DKH K-AFM-2022-0375-003

ITEM	DESCRIPTION	UNIT	QTY	RATE	TOTAL (KSHS)
ITEM	DESCRIPTION	UNIT	QTY	RATE	TOTAL (KSHS)
	<b><u>FENCING AND GATES</u></b>				
	<b><u>CONCRETE WORKS</u></b>				
A	<u>Supply and put in place vibrated reinforced concrete class 25 (20mm aggregate) in: -</u> Columns for the gates	m3	1.08		
	<b><u>Ground levels</u></b>				
B	200 x 200mm mass concrete, 80 m long at the base of the boundary fencing	m3	7.20		
	<u>Supply, transport, deliver and install concrete posts. The concrete posts shall be vertical and shall be installed in the concrete in holes (measured separately)</u>				
C	Precast concrete poles size 150x 150mm x 2400mm long reinforced with 4 No. D10 reinforcing rods with D8 @ 250c/c as stirrups and including 4 No. straining wire holes on the straight part (1825mm long) and 3 No. holes on the bent part (275mm long but with a bent of 400mm) and 400mm deep into the ground	No.	40.00		
D	Precast concrete poles support size 150 x 150 x 1500mm long reinforced with and including 4 No. D10 reinforcing rods with D8 stirrups and with a required number of holes to attach the corner post and every 30.0m on the straight span	No.	10.00		
	<u>Supply and construct formwork to the sides of the strip foundation. The formwork shall comprise acceptable timber or steel shutters with and including mould oil, putting in place and striking off. Where the surface of concrete is disturbed by the striking off, it shall be repaired at the Contractor's cost</u>				
E	Formwork to vertical sides of columns	m2	19.20		
	<u>Supply, transport, deliver, cutting, bending, and installing of steel rods.</u>				
F	<u>Hot rolled deformed reinforcement bars with and including bends, hooks, tying wire, distance blocks, and spacers</u> Assorted reinforcement bars 8 - 12mm diameter	Kgs	108.00		
	<b><u>Carried to collection</u></b>				
A	<u>Supply and install approved wire mesh fence complete with straining and tying binding wire to pre-cast concrete poles (measured separately)</u> G12.5 wire mesh with 80 x 80mm squares, 7 feet high, 2.5mm thickness	m2	254.40		
B	G11 galvanized straining wire 3.0mm thick strained onto 4 lines at the straight parts of the poles for straining the chain-link mesh wire, above	m	480.00		

TENDER No. RACIDA DKH K-AFM-2022-0375-003

ITEM	DESCRIPTION	UNIT	QTY	RATE	TOTAL (KSHS)
C	G12.5 Barbed wire Hippo strained onto three holes at the bends section	m	360.00		
C	Supply and Install a Barbed razor wire diameter color coated green, 450mm Dia, to be installed at the top ends of the precast poles bend section	No.	12.00		
D	<b><u>GATES</u></b> <u>Steel vehicular double gate size 43000 x 2400mm high and pedestrian gate, 1200 x 2400mm adjacent with and including two No. 300 x 300 x 2500mm high concrete support columns embedded with necessary steel supports on either side of the gate with and including necessary conduits for lighting at the top and with 3mm thick steel panel, all bracing members, and all iron mongery. The contractor shall include in his rate the cost of 12mm dia. 300mm long slide bolt assembly with 4mm thick steel hasp and staple, 3 No.150mm wide painted purpose made pin hinges and all other associated iron mongers to make the gate operational</u>	No.	1.00		
	Double gate size 4300 x 2400mm high as a Vehicular gate				
E	Ditto single gate size 1200 x 2400mm high as a pedestrian gate	No.	1.00		
F	<u>Supply, transport, deliver prepare and apply gloss paint. The paint shall be Manufactured by Crown Paint Ltd or other approved manufacturer. Whenever required by the Engineer, the paint will be tested and if the paint does not pass the test, the contractor shall re-paint the whole area at his own cost</u>	m <sup>2</sup>	13.20		
	Gloss paint to gate surfaces				
	<b>Carried to collection</b>				
	<b><u>COLLECTION</u></b>				
	Brought forward from page 3				
	Brought down from above				
	<b>TOTAL FOR FENCING AND GATES CARRIED TO COLLECTION PAGE</b>				
	<b><u>SUMMARY PAGE</u></b>				
A	SUBSTRUCTURES				
B	FENCING AND GATES				
	<b>TOTAL CARRIED TO GRAND TENDER SUMMARY PAGE</b>				

**E. GRAND TENDER SUMMARY PAGE**

<b>ITEM</b>	<b>DESCRIPTION</b>		<b>AMOUNT</b>
	<b><u>SUMMARY PAGE</u></b>		
A	TANK REHABILITATION & ROOFING		
B	INSTALLATION OF SOLAR POWERED SURFACE BOOSTER PUMP		
C	WATER TANK PLATFORM, TANK INSTALLATION & WATER POINT		
D	FENCING		
	<b>Summary Page for Guba Underground Water Tank</b>		



**Lot # 2: Rehabilitation of Dalsan Borehole in Wajir County**

**A. 24M3, 12M HIGH, ELEVATED WATER TANK TOWER**

ITEM	DESCRIPTION	UNIT	QTY	RATE	TOTAL (KSHS)
	<b><u>SUBSTRUCTURES WORKS</u></b>				
	<b><u>Digging and leveling work - All provisional</u></b>				
A	Clear the site off all vegetative growth with and including top 300mm deep vegetative soil, level ground and compact to approval	m <sup>2</sup>	16.00		
B	Excavate earth for column bases foundation irrespective of depth and compress the bottom surface (8MPa) according to the technical regulations for this activity. Load, transport and spread on site as directed by the Engineer In price are includes also compressing. (Remark: All expenses for testing of compressing need to include in price)	m <sup>3</sup>	20.48		
C	Extra over excavation for excavation in rock (All classes)	m <sup>3</sup>	2.05		
D	Return fill and ram selected soil materials. Where the selected materials are not suitable, the contractor will use imported and approved imported materials	m <sup>3</sup>	10.75		
E	Selected imported murram well-watered and compacted in layers not exceeding 150mm thick to Engineer's approval	m <sup>3</sup>	5.00		
F	Allow for keeping all excavations free from spring, subterranean or flood water	Item	1.00		
G	Allow for all necessary planking and strutting sides of all types of excavation	Item	1.00		
	<b>Carried to collection</b>				

TENDER No. RACIDA DKH K-AFM-2022-0375-003

ITEM	DESCRIPTION	UNIT	QTY	RATE	TOTAL (KSHS)
	<b><u>SUBSTRUCTURES WORKS - CONTINUED</u></b>				
	<b><u>Hardcore backfill</u></b>				
A	Supply, transport, deliver and handpack gravel 300mm thick below foundation slab, this includes watering and compressing gravel according to standards for this activity	m <sup>2</sup>	12.25		
B	50mm thick quarry dust blinding to hardcore (measured separately)	m <sup>2</sup>	12.25		
	<b><u>Damp proof Membrane</u></b>				
C	Two layers 1000-gauge polythene sheeting with minimum 300mm side and end laps	m <sup>2</sup>	12.25		
	<b><u>Supply, deliver and pour in place lean concrete class 1:3:6 (40mm aggregate)</u></b>				
D	50mm thick blinding to steel foundation base	m <sup>2</sup>	9.00		
	<b><u>Supply and pour in place vibrated reinforced concrete class 25 (20mm aggregate) in: -</u></b>				
E	Column bases	m <sup>3</sup>	8.00		
F	Column in foundation	m <sup>3</sup>	1.28		
G	Grade Beam, 300x200mm	m <sup>3</sup>	0.70		
I	150mm thick ground floor slab	m <sup>2</sup>	16.81		
	<b><u>Supply and construct formwork to the sides of the concrete surfaces. The formwork shall comprise acceptable timber or steel shutters with and including mould oil, putting in place and striking off. Where the surface of concrete is disturbed by the striking off, it shall be repaired at the Contractor's cost</u></b>				
J	Formwork to sides of foundation base	m <sup>2</sup>	9.60		
K	Formwork to sides of columns in foundation	m <sup>2</sup>	16.00		
L	Edge formwork to sides of ground floor slab	m	16.40		
M	Edge formwork to sides of grade Beam	m	6.96		
	<b>Carried to collection</b>				

TENDER No. RACIDA DKH K-AFM-2022-0375-003

ITEM	DESCRIPTION	UNIT	QTY	RATE	TOTAL (KSHS)
	<b><u>SUBSTRUCTURES WORKS - CONTINUED</u></b>				
	<u>Supply, transport, deliver, cutting, bending and installing of steel rods.</u>				
	<u>Hot rolled deformed reinforcement bars with and including bends, hooks, tying wire, distance blocks, and spacers</u>				
A	Assorted reinforcement bars 8 - 16mm diameter	Kgs	669.12		
	<b><u>Mesh Fabric reinforcement</u></b>				
B	Fabric mesh reinforcement BRC type A142 weighing 2.22Kg/M2 with minimum 300mm side and end laps	m <sup>2</sup>	16.81		
	<b>Carried to collection</b>				
	<b><u>COLLECTION</u></b>				
	Brought forward from page 1				
	Brought forward from page 2				
	Brought down from above				
	<b>TOTAL FOR SUBSTRUCTURES CARRIED TO SUMMARY PAGE</b>				
	<b><u>CONCRETE WORKS</u></b>				
	<u>Supply and put in place vibrated reinforced concrete class 25 (20mm aggregate) in: -</u>				
A	Support columns above ground and ladder base	m <sup>3</sup>	0.19		
	<u>Supply and construct formwork to the sides of the strip foundation. The formwork shall comprise acceptable timber or steel shutters with and including mould oil, putting in place and striking off. Where the surface of concrete is disturbed by the striking off, it shall be repaired at the Contractor's cost</u>				
B	Formwork to vertical sides of columns and ladder base	m <sup>2</sup>	6.40		
	<u>Supply, transport, cutting, bending and installing of steel reinforcing rods</u>				
	<u>Hot rolled deformed reinforcement bars with and including bends, hooks, tying wire, distance blocks, and spacers</u>				
C	Assorted reinforcement bars 8 - 16mm diameter	Kgs	23.04		
	<b>TOTAL FOR CONCRETE WORKS CARRIED TO SUMMARY PAGE</b>				

TENDER No. RACIDA DKH K-AFM-2022-0375-003

ITEM	DESCRIPTION	UNIT	QTY	RATE	TOTAL (KSHS)
	<b><u>STEEL WORKS</u></b>				
	<u>The pricing of steel works shall be deemed to be inclusive of all connection members like gusset plates, drilling of steel members, welded joints, riveted joints, bolts, and any other connection detail</u>				
	<u>The contractor is caution while working at height. Necessary scaffolding to be provided and the contractor to ensure the safety of the workers, supervisors, environment, and the materials. The contractor shall provide safety harnesses to workers who will be working at height</u>				
	<u>Where welding will be done on site, the contractor will provide approved welding machines with fire extinguishers. Safety clothing shall be worn at all times while welding. No hot works will be allowed inside a building without necessary permits by the Engineer</u>				
	<u>Supply, transport and install Framed structural steelwork to B.S 4360 Grade 43C, with and including shop fabricated connections and site welded, bolted, or riveted intersections. The vertical member structural steelwork shall have a height of approximately 4m from ground surface. Crainage, any other false works and application of two coats of aluminium paint are deemed to be included in the rate</u>				
A	100 x 100 x 4mm Columns vertical members installed directed/instructed by the Engineer with and including any necessary temporary support mechanism, fixing lugs, any fitted plates at top and bottom. Each of the four vertical connected member is approximately 12m and contractor are advised to includes the connection of columns to columns in his rates	Kgs	729.60		
	<b><u>Horizontal Main Bracing</u></b>				
B	50 x 50 x 4mm RSA, horizontal members with and including metal connection pieces and any other connection bolts	Kgs	217.00		
	<b><u>subsidiary Horizontal Bracing</u></b>				
B	40 x 40 x 4mm RSA, horizontal members with and including metal connection pieces	Kgs	215.14		

TENDER No. RACIDA DKH K-AFM-2022-0375-003

ITEM	DESCRIPTION	UNIT	QTY	RATE	TOTAL (KSHS)
	and any other connection bolts				
	<b>Diagonal Bracing</b>				
B	50 x 50 x 4mm RSA, diagonal members with and including metal connection pieces and any other connection bolts	Kgs	520.80		
	<b>Horizontal Diagonal Bracing</b>				
B	50 x 50 x 4mm RSA, horizontal diagonal members with and including metal connection pieces and any other connection bolts	Kgs	81.46		
	<b>Diagonal top Vertical Bracing</b>				
B	50 x 50 x 4mm SHS, diagonal members with and including metal connection pieces and any other connection bolts	Kgs	69.36		
	<b>Protection Works</b>				
C	25 x 25 x 3mm thick CHS or RHS as horizontal and vertical members as the protection works	Kgs	95.31		
	<b>Carried to collection</b>				
	<b><u>STEEL WORKS - CONTINUED</u></b>				
	<b>Access Works</b>				
A	16 x 16 x 1.2mm thick CHS members to the ladder (both vertical and horizontal)	Kgs	42.24		
C	203 x 133 x 25 kg/m I-beam as main beam to support horizontal member	Kgs	300.00		
D	125 x 75 x 4mm RHS as secondary beam to support horizontal member	Kgs	435.60		
	<b>CONNECTIONS</b>				
	<b>Base Plates and its ancillaries</b>				
E	16mm thick x 300 x 300mm steel plate welded to steel UC (measured separately) with and including drilling 4 No. holes of 19mm for bolts as baseplates	No.	4.00		
F	20mm grade 4.6 bolts, 700mm U-Bolt long, and Nuts for the base Plates	No.	16.00		
	<b>Columns - Beam Connection Plates</b>				
G	16mm thick x 400 x 400mm Double steel plate welded to steel SHS (measured separately) with and including drilling 4 No. holes for bolts Double	No.	8.00		
H	20mm grade 4.6, Bolts and Nuts for the gussets Plates	No.	16.00		
	<b>Gussets Plates at the beam-Columns levels connections</b>				
I	6mm thick x 210 x 232mm steel plate welded to the sides of UC (measured	No.	8.00		

TENDER No. RACIDA DKH K-AFM-2022-0375-003

ITEM	DESCRIPTION	UNIT	QTY	RATE	TOTAL (KSHS)
	separately) with and including drilling 4 No. holes of 18mm for bolts as baseplates				
K	16mm grade 4.6, Bolts and Nuts for the base Plates	No.	32.00		
	<b>Gussets Plates at the Columns - Diagonal &amp; Horizontals levels connections</b>				
L	6mm thick x 415 x 214mm steel plate welded to steel SHS (measured separately) with and including drilling 6 No. holes for bolts as shown in the detailed drawings	No.	48.00		
E	16mm grade 4.6, Bolts and Nuts for the base Plates	No.	288.00		
	<b>Gussets Plates at the Steel Columns base - Diagonal levels connections</b>				
M	6mm thick x 230 x 219mm steel plate welded to steel SHS (measured separately) with and including drilling 4 No. holes for bolts as shown in the detailed drawings	No.	32.00		
N	16mm grade 4.6, Bolts and Nuts for the base Plates	No.	64.00		
	<b>Stiffeners at the steel Columns base</b>				
O	6mm thick x 200 x 75mm stiffeners plate welded to steel SHS Columns (measured separately) as shown in the detailed drawings	No.	8.00		
	<b>Bolts and Nuts for criss-crossing bracing at the middle</b>				
O	16mm grade 4.6, Bolts and Nuts for the base Plates	No.	16.00		
	<b>Web Brackets</b>				
O	75 x 75 x 8 mm Web Brackets	No.	4.00		
N	16mm grade 4.6, Bolts and Nuts for the web brackets	No.	16.00		
Q	<b>Welded Expanded Mesh wire</b> 3mm welded expanded mesh wire as a walkway	SM	4.28		
	<b>TOTAL FOR STEELWORKS CARRIED TO SUMMARY PAGE</b>				

TENDER No. RACIDA DKH K-AFM-2022-0375-003

ITEM	DESCRIPTION	UNIT	QTY	RATE	TOTAL (KSHS)
	<b><u>FITTINGS, FINISHES &amp; SUPPLY</u></b>				
	<u>The contractor shall apply undercoat, one coat of Gray oxide primer and galvanized it with silver aluminizing. The engineer shall select the colour shade and code of the paint</u>				
A	apply one coat of Zinc Phosphate primer and two silver aluminium paint.	Sum	1.00		
	<b><u>STEEL PRESSED TANKS</u></b>				
B	Supply and assembly on a steel tower of approximately, 24M3 (preferably 4000mm length x 3000mm width x 2000mm high) galvanized steel tank comprising of 4.5mm thick mild steel pressed panels, internal bracing, brackets, calibrated level indicator, 1.5mm galvanized roof cover, fasteners, standard 100NB threaded nozzles, sealants, lockable manhole set c/w the connection pipework (inlet, outlet, overflow and washout) plus provision of a lighting arrestors and its ancillaries at two opposite diagonal points.	Sum	1.00		
	<b><u>FITTINGS TO GI, HDPE LINE FROM SOURCE - UNDERGROUND TANK - ELEVATED WATER TANK</u></b>				
	<b>Supply, deliver and install Galvanized (GI) pipes to specification with all couplings, connectors, unions, nipples, sockets, endcaps, bridges, expansion loops, jointing materials etc. as required in the running lengths of pipework and also where necessary, for pipe fixing clips, collars, holderbats plugged and screwed, and pipe sleeves through road works.</b>				
D	50mm GI overflow Pipes interconnected into Pressed steel tank	m	16.00		
E	50mm GI Drainpipes interconnected into Pressed steel tank	m	14.00		
D	Provisional inlet 2' 'GI Pipes interconnected into the pressed steel tanks to be connected in tandem with borehole rising main	m	16.00		
E	50mm GI Outlet Pipes interconnected from	m	14.00		

TENDER No. RACIDA DKH K-AFM-2022-0375-003

ITEM	DESCRIPTION	UNIT	QTY	RATE	TOTAL (KSHS)
	the Pressed steel tank				
	<b>Valves</b>				
D	Manhole Control Chamber 1.2 x 1.2 x 1.0 m with a manhole cover with 50mm diameter brass high pressure screw-down full way non-rising stem, solid wedge disc gate valve as "Pegler" and to be complete with matching diameter GMS union and adaptors.	No	1.00		
<b>TOTAL FOR CONCRETE WORKS CARRIED TO SUMMARY PAGE</b>					
1	SUBSTRUCTURES				
2	CONCRETE WORKS				
3	STRUCTURAL STEEL				
4	FINISHES & SUPPLY OF 24m <sup>3</sup> PRESSED STEEL TANKS				
<b>TOTAL TO GRAND TENDER SUMMARY</b>					

**B. RISING MAIN LINE FROM BOREHOLE SITE TO THE PROPOSED WATER TANK**

ITEM	DESCRIPTION	UNIT	QTY	RATE	TOTAL (KSHS)
	<b><u>DEMOLITION &amp; SITE CLEARANCE</u></b>				
	<b>GENERAL CLEARANCE</b>				
A	Dense bush and thicket	M <sup>2</sup>	900.0		
	Locally disposed. (Provisional)				
	<b>REMOVAL OF TREES AND STUMPS</b>				
B	Trees of girth: 500 mm - 1 m.,	nr	10		
	locally disposed. (Provisional).				
C	Trees of girth: 1 - 2 m.,	nr			
	locally disposed. (Provisional).				
D	Trees of girth: 2 - 3 m.,	nr			
	locally disposed. (Provisional).				
	<b>CLEARANCE OF PIPELINE</b>				
	<b>WAYLEAVES, DISPOSAL LOCAL,</b>				
E	Nominal bore: 100 - 300 mm., Pipeline only	m	900		
	<b>REMOVAL OF ANT AND TERMITE</b>				
	<b>HILLS AND NESTS</b>				
F	Along pipeline routes, excess material	m <sup>3</sup>	2		
	locally disposed. (Provisional)				
	<b>EXCAVATION</b>				



TENDER No. RACIDA DKH K-AFM-2022-0375-003

ITEM	DESCRIPTION	UNIT	QTY	RATE	TOTAL (KSHS)
G	Excavation of 0.6 m deep by 0.5m wide for pipe laying	m	900		
	locally disposed. (Provisional)				
	<b>BACKFILLING</b>				
H	Backfill with required MDD the excavated soil on the trench	m	900		
	locally disposed. (Provisional)				
	<b><u>PIPE &amp; FITTINGS - SUPPLY AND INSTALL</u></b>				
	<b>Supply, deliver, join(fusion) and install HDPE coil PN 16 pipes to specification with all couplings, connectors, unions, nipples, sockets, endcaps, bridges, expansion loops, jointing materials etc. as required in the running lengths of pipework and also where necessary, for pipe fixing clips, collars, holderbats plugged and screwed, and pipe sleeves through road works.</b>				
I	63 mm diameter	m	900		
	<b>Supply, deliver and install GI Class B pipes with all the necessary fittings and connection at the road crossings as will be directed at site</b>				
J	63 mm diameter	m	30		
	<b>Fittings to HDPE pipes</b>				
	<b>HDPE Bends Socket and Spigot</b>				
K	<u>90 - 120 degrees long radius bends</u>				
	63 mm diameter	nr	3		
	<b>Valves</b>				
	<u>Non-return valves</u>				
	<u>Flap valves</u>				
L	63 mm diameter	nr	1		
	<b><u>Air Valves</u></b>				
M	50mm single orifice non-return air valve. NP 16. with a 900mm x 900mm valves chamber, for 63mm HDPE pipe	nr	2		
	<b>TESTING</b>				
N	Test the pipeline	sum	1		
	<b>STERILISATION AND FLUSHING</b>				
O	Sterilize the Pipe - 63mm x 7500m	sum	1		
	<b>MANHOLES AND OTHER CHAMBERS</b>				

TENDER No. RACIDA DKH K-AFM-2022-0375-003

ITEM	DESCRIPTION	UNIT	QTY	RATE	TOTAL (KSHS)
	<b>IN ACCORDANCE WITH STANDARD</b>				
	<b>DRAWINGS</b>				
P	Masonry air valve and meter chamber (lockable)	nr	2		
	pipe nom. bore not exc. 100 mm, depth not exc. .1.0 m.				
	<b>CROSSINGS</b>				
Q	River, width 1 - 3m	nr	1		
	Pipe nom. Bore n.e 250 mm				
	as per drawing (Provisional)				
	<b>REINSTATEMENT</b>				
R	Breaking up, temporary and permanent reinstatement of	m	12		
	dirt roads, pipe nom. bore not exc. 250 mm.				
	<i>(Provisional)</i>				
	<b>OTHER PIPEWORK ANCILLARIES</b>				
S	Marker Posts for Air Valves	nr	2		
	in accordance with standard drawings.				
U	Marker Posts for Pipelines	nr	9		
	in accordance with standard drawings.				
	<b>Pipes undercrossing track/road</b>				
	As per General information drawing				
	Precast concrete Load spreader Beams				
	As detailed and instructed on site.				
	<b><u>MISCELLANEOUS</u></b>				
	<b>OTHER</b>				
X	Metallic tape/strip for pipeline location	m	900		
	Pigmented low density polyethylene and				
	Aluminium foil in a bright colour continuously				
	labelled "DANGER PLASTIC PIPE" in English				
<b>TOTAL CARRIED TO GRAND SUMMARY</b>					-

TENDER No. RACIDA DKH K-AFM-2022-0375-003

**C. CONSTRUCTION OF ONE WATER KIOSK**

ITEM	DESCRIPTION	UNIT	QTY	RATE	TOTAL (KSH.)
<b>A</b>	<b>Element No.1: Excavation &amp; Earth Works</b>				
	General excavation to remove topsoil to an average depth of 250mm	m <sup>2</sup>	17		
	Excavation for wall footing depth not exceeding 1200mm deep	m <sup>3</sup>	5.5		
	Excavation for front area depth not exceeding 250mm	m <sup>3</sup>	4.5		
	Cart away surplus excavated material & deposit at recommended area	m <sup>3</sup>	2.5		
	300mm thick approved hard-core, well compacted in layers not exceeding 150mm and blinded using 50mm murrum/quarry dust	m <sup>2</sup>	11		
	Gauge 1000 polythene Damp proof on 50mm murrum blinding	m <sup>2</sup>	11		
	<b>Carried to Collection</b>				
<b>B</b>	<b>Element No.2: Masonry Work</b>				
	150 x225X 450mm natural stone to walls to superstructures walling in 1:3 sand/cement mortar finished with steel finished on one side. Rate to included mild all reinforcement at every course	m <sup>2</sup>	16		
	150 x225 X 450 natural stone to walls to Substructures walling in 1:3 sand/cement mortar. Rate to included mild all reinforcement at every course	m <sup>2</sup>	12		
	150mm wide DPM to walls	m	9.5		
	<b>Carried to Collection</b>				
<b>C</b>	<b>Element No.3: Concrete Work</b>				
	Concrete grade 15/20 - 400 mm thick Plinth	m <sup>3</sup>	0.3		
	Concrete grade 15/20 - 100mm thick slanting front area	m <sup>3</sup>	0.6		
	Reinforced concrete grade 25/20 - 125mm thick floor slab	m <sup>3</sup>	0.8		
	Reinforced concrete grade 25/20 - 150mm thick roof slab	m <sup>3</sup>	1		
	Reinforced concrete grade 25/20 - 450 X 250mm footing	m <sup>3</sup>	1.1		
	Concrete grade 15/20 - to soak pit cover 100mm THK	m <sup>3</sup>	0.75		
	Concrete grade 15/20 - to catch pit base	m <sup>3</sup>	0.05		

TENDER No. RACIDA DKH K-AFM-2022-0375-003

ITEM	DESCRIPTION	UNIT	QTY	RATE	TOTAL (KSH.)
	slab				
	Reinforced concrete grade 25/20 - 6000 X 600* 200mm column footing	m <sup>3</sup>	0.288		
	Reinforced concrete grade 25/20 - 300 X 200mm columns	m <sup>3</sup>	0.6		
	Reinforced concrete grade 25/20 in 150mm Thick roof slab	m <sup>3</sup>	1		
	Reinforced concrete grade 25/20 in 300mm X 150 Thick ring beam	m <sup>3</sup>	0.5		
	<b>Carried to Collection</b>				
<b>D</b>	<b>Element No. 4: Concrete Ancillaries</b>				
	<b>Formwork</b>				
	Provide cut and fix in position sawn timber formwork or equivalent.				
	a) side of foundation footing 150mm wide	m	20		
	b) edges ground slab 125mm wide	m	10		
	c) Side of lintel 20mm deep	m	2		
	d) Edge of 400mm deep plinth	m	4.5		
	e) Edges of roof slab	m	10		
	f) Underneath roof slab, including propos	m <sup>2</sup>	6		
	e) Edges of ring beam	m	20		
	<b>Reinforcement</b>				
	Steel reinforcement cut, bend & placed in position, unit price to include cutting, bending & placing in position with binding wire and concrete seats				
	a) Mesh 142 mild steel reinforcement mesh (0.40kg/m <sup>2</sup> ) in foundation wall	m <sup>2</sup>	15		
	b) 10mm diameter high tensile steel (0.62kg/m <sup>2</sup> ) in foundation wall	m	45		
	c) 8mm diameter mild steel (0.40kg/m) in foundation wall	m	130		
	d) 12mm diameter high tensile steel (0.89kg/m) in ring beam	m	40		
	e) 8mm diameter mild steel (0.40kg/m) in ring beam	m	35		
	f) 12mm diameter high tensile steel (0.89kg/m) in column footing	m	45		
	g) 12mm diameter high tensile steel (0.89kg/m) in columns	m	40		
	h) 8mm diameter mild steel (0.40kg/m) in columns	m	35		
	i) 10mm diameter high tensile steel (0.62kg/m <sup>2</sup> ) in roof slab	m	130		
	<b>Carried to Collection</b>				

TENDER No. RACIDA DKH K-AFM-2022-0375-003

ITEM	DESCRIPTION	UNIT	QTY	RATE	TOTAL (KSH.)
E	<b>Element No.6: Fittings and Fixtures</b>				
	<b>Doors</b>				
	2000 X 1000 steel door including locks and hinges to details	No	1		
	1000 X 1000 steel swing window including locks and hinges to details	No	1		
	Build in table with two lockable drawers	No	1		
	Meter Boxes 220 X 220 X 300 lockable	Nr	0		
	<b>Carried to Collection</b>				
F	<b>Element No.7: Pipes and Fittings</b>				
	All pipes to be Galvanised Iron with Screw				
	32mm inlet pipe	m	10		
	32mm dia. Elbows	No.	4		
	32mm dia. Valve sockets	No.	2		
	32mm dia. Gate Valve as Peglar	No.	2		
	32 X 20 mm Reducing Tee	No.	4		
	32mm end plug	No.	1		
	32mm union	No.	4		
	32mm short nipple	No.	2		
	20mm union	No.	4		
	20mm short nipple	No.	8		
	20mm ball Valve	No.	1		
	20mm elbow	No.	4		
	32mm Peglar or approved Water Meter	No.	1		
	20mm dia. Gate Valve as Peglar	No.	4		
	<b>Carried to Collection</b>				
G	<b>Element No.8: Finishes</b>				
	Pointing to all External wall surfaces with cement sand mortar 1:2	m <sup>2</sup>	16		
	Apply plastering to lintel surfaces	m <sup>2</sup>	0.4		
	Apply plastering to all wall faces	m <sup>2</sup>	16		
	Provide three coats of gloss paint to all plastered wall faces	m <sup>2</sup>	16		
	Provide 3 coats of bituminous paint to all exposed concreted faces	m <sup>2</sup>	0.4		
	<b>Carried to Collection</b>				
H	<b>Element No.9: Drainage and Water Supply</b>				
	Excavate for 400mm square X 900mm catch pit to detail	No.	1		
	Excavate for 1000mm square X 1500mm soak pit as detailed	No.	1		
	4" X 8 X 18" lining block to the site of the catch pit	m	2.4		

**TENDER No. RACIDA DKH K-AFM-2022-0375-003**

ITEM	DESCRIPTION	UNIT	QTY	RATE	TOTAL (KSH.)
	100mm thick mass concrete for catch pit base slab	m <sup>2</sup>	0.4		
	Mass concrete to the soak pit cover slab	m <sup>3</sup>	0.3		
	Catch pit grating made from welded to form 25mm square mesh on 50mm steel frame	No.	1		
	Graded approved free draining hard-core/rubble stone filling the soak pit	m <sup>3</sup>	2		
	225mm Dia. Precast Concrete drainage pipes	m	6		
	Provide and install 4.0m <sup>3</sup> approved plastic tank on top of the kiosk roof complete with all fitting and float valve	No.	1		
	<b>Carried to Collection</b>				
	<b>SUMMARY</b>				
A	EXCAVATION AND EARTHWORKS				
B	MASONRY WORK				
C	CONCRETE WORK				
D	CONCRETE ANCILLARIES				
E	FITTINGS AND FIXTURES				
F	PIPES AND FITTINGS				
G	FINISHES				
H	DRAINAGE AND WATER SUPPLY				
	<b>TOTAL CARRIED TO GRAND SUMMARY</b>				<b>-</b>

**D. GRAND TENDER SUMMARY PAGE**

ITEM	DESCRIPTION		AMOUNT
	<b><u>SUMMARY PAGE</u></b>		
A	24M3, 12 HIGH ELEVATED WATER TANK TOWER		
B	RISING MAIN LINE FROM BOREHOLE SITE TO THE PROPOSED WATER TANK		
C	CONSTRUCTION OF ONE WATER KIOSK		
	<b>Summary Page for Rehabilitation of Dalsan Borehole</b>		

---

## **Appendix E: RACIDA's GOOD BUSINESS REGULATIONS**

---

### **I. Preamble**

---

RACIDA is a non-governmental organisation. Private, non-political, non-denominational and non-profit-making, it was set up in Kenya in 2005 to intervene in countries throughout the world. RACIDA's vocation is to save lives by combating hunger, disease, and those crises threatening the lives of helpless men, women and children.

RACIDA intervenes in the following situations:

- In natural or man-made crises which threaten food security or result in famine,
- In situations of social / economic breakdown, linked to internal or external circumstances which place particular groups of people in an extremely vulnerable position,
- In situations where survival depends on humanitarian aid.

**These Good Business Regulations are the ground for a professional working relationship between RACIDA and the suppliers.**

**They are general regulations valid unless others particular conditions are mentioned in the contract. In case of conflicting terms within documents, the conditions of the contract or tender document will prevail on these Good Business Regulations.**

### **II. Principles of the procurement procedures**

---

RACIDA has transparent procedures to award markets. Essential principles are

- *Transparency* in the procurement process
- *Proportionality* between the procedures followed for awarding contracts and the value of the markets
- *Equal treatment* of potential suppliers

Usual criteria to select a supplier are:

- Authorisation to perform the market
- Financial capacities
- Economic capacities
- Technical expertise
- Professional capacities

Usual criteria to award markets are:

- Automatic award (the cheapest offer complying with all requirements)
- Best value for money (price/quality ratio)

### **III. Misbehaviour, ineligibility and exclusion**

---

**RACIDA considers the following misbehaviour as a valid ground for a systematic exclusion of an awarding market procedure and for the termination of all working relationship and contracts:**

- **Fraud** defined as any intentional act or omission relating to:
  - The use or presentation of false, incorrect or incomplete statements or documents, which has as its effect the misappropriation or wrongful retention of RACIDA or institutional donors funds
  - Non-disclosure of information, with the same effect
  - The misapplication of such funds for purposes other than those for which they were originally granted
- **Active corruption:** to deliberately promise or give an advantage to an official for him/her to act or refrain from acting in accordance with his duty in a way which damages or is likely to damage RACIDA or institutional donors financial interests
- **Collusion:** the co-ordination of firms competitive behaviour, with the likely result that prices rise, output is restricted and the profits of the colluding companies are higher than they would otherwise be. Collusive behaviour does not always rely on the existence of explicit agreements between firms, but can also be tacit.
- **Coercive practice:** harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract.
- **Bribery:** to offer RACIDA employees monetary or in kind gifts in order to gain additional markets or to continue a contract
- **Involvement in a criminal organisation** or any other **illegal activity** established by a judgement that has the force of *res judicata*
- **Immoral Human Resources practices:** exploitation of child labour and the non-respect of basic social rights and working conditions of employees or sub suppliers

**RACIDA will exclude from a procurement procedure any candidate or tenderer falling into one of the following cases:**

- To be **bankrupt** or to be wound up, to have affairs administered by the courts, to have enter into an arrangement with creditors, to have suspended business activities, to be the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations
- To have been **convicted of an offence** concerning professional conduct by a judgement that has the force of *res judicata*
- To have been **guilty of grave professional misconduct** proven by any means that RACIDA can justify
- To have not fulfilled obligations relating to the payment of **social security contributions** or the **payment of taxes** in accordance with the legal provisions of the country in which they are established or with those of the country where RACIDA mission is operating or those of the country where the contract is to be performed
- They have been the **subject of a judgement** that has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests



## TENDER No. RACIDA DKH K-AFM-2022-0375-003

- To have been declared to be in **serious breach of contract** for failure to comply with their contractual obligations in another previous procurement procedure

**RACIDA will not award contracts to candidates or tenderers who, during the procurement procedure:**

- Are subject to a conflict of interest
- Are guilty of misrepresentation in supplying the information required RACIDA as a condition of participation in the contract procedure or fail to supply this information

### **IV. Administrative and financial sanctions**

---

In the event a supplier, candidate or tenderer is engaged in corrupt, fraudulent, collusive or coercive practices RACIDA will impose:

- **Administrative sanctions**

Administrative sanctions are the official notification of the misconduct to the relevant civil or commercial authorities and the immediate termination of all existing working relationships.

- **Financial sanctions**

RACIDA will request the reimbursement of the cost linked directly and directly to the conduct of a new tendering process or market award. If any, the tender or performance guarantee will be kept by RACIDA.

### **V. Information of the Donors**

---

RACIDA will inform immediately the Institutional Donors and will provide all the relevant information in the event a supplier, candidate or tenderer is engaged in corrupt, fraudulent, collusive or coercive practices.

### **VI. Provision for institutional donors**

---

The suppliers agree to guarantee a right of access to their financial and accounting documents to the representatives of RACIDA's institutional donors for the purposes of checks and audits.

### **VII. Documents to be a supplier**

---

Hereafter is the minimal documentation a supplier working with RACIDA will have to provide:

- Personnel national ID document of the supplier/company representative
- Status and registration of the company
- Mission order or power of attorney authorising the representative to contact

**Important note:** Additional documentation may be required for a particular market.

In addition the supplier should have at least the following administrative material:

- Invoice
- Official stamp
- Waybill (or delivery note)
- Tax clearance certificate
- Receipt

---

**Appendix F:**

**Declaration of compliance & commitment  
to respect RACIDA's  
Good Business Regulations**

---

I, undersigned .....*representative name*..... representative of .....*company name*..... certified that I have read and understood these regulations.

On behalf of the company I act for, I accept the terms of RACIDA Good Business Regulations and I commit to achieve the best performances in the event .....*company name*..... is awarded a market.

In addition, I certify that ..... *company name* ..... doesn't fall in any of the conditions mentioned in the paragraph III: Misbehaviour, ineligibility and exclusion.

I explicitly guarantee that ..... *company name* ..... respects the principle of the non-exploitation of child labour and respects the basic social rights and working conditions of employees and sub suppliers.

Last, I hereby certify that ..... *company name* ..... is not involved in any pending lawsuit regarding fraud, corruption, bribery or any illegal activity, and has not been convicted guilty of such practices at any time.

Date:  
(*Signature  
and stamp*)

**Important note:** *All the pages of these Good Business Regulations have to be endorsed with the initials of the company representative.*

TENDER No. RACIDA DKH K-AFM-2022-0375-003

---

**Appendix G:**  
**PURCHASE CONTRACT**

---

Note to Tenderers: This document will only be shared with the final supplier selected