

**REQUEST FOR QUOTATION (RFQ) FOR CONSTRUCTION AND INSTALLATION OF 3 NO. GREEN BIODIGESTERS AT IDRIS AND SONS HOTEL, SANTOS PLACE HOTEL AND EIDANI HOTEL IN KAKUMA 3 CAMP**

REFERENCE: 1167/2020/02/KKM	DATE: SEPTEMBER 03, 2020
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Dear Sir / Madam:

**Action Africa Help International (AAH-I)** is currently implementing a Water Sector Trust Fund (Water Fund) project dubbed “enhancing livelihoods through water and sanitation (ELIWAS)”, supported by the royal embassy of Denmark through DANIDA. The project aims at improving Turkana West Sub County host and refugee communities’ livelihoods, through employment creation, environmental conservation, improved water supply, sanitation and water resource management, with components of drought resilient agriculture, for sustainable income generating activities.

AAH-I hereby invites interested, experienced, reputable and licensed contractors to submit sealed offers for the installation of green prosopis plant and Burundi and Somali markets in Kakuma, as per specifications on the request for quotation.

Quotations may be submitted on or before September 14th, 2020 10:00 am Kenyan local time via email to:

kakumaprocurement@actionafricahelp.org

**or**

**Dropped in the tender box.**

**At Action Africa Help International Offices in Kakuma, NCKK Compound 3.**

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by AAHI after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Quotations submitted by email must be limited to a maximum of 5MB, virus-free and no more than one email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by AAHI after the deadline indicated above, for whatever reason, shall not be considered for evaluation. Please kindly ensure that your quotation is stamped and signed and in the .pdf format for those received via mail, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned services:

<b>Delivery Terms</b>	n/a
Exact Address of the project	<b>NCCK Compound 3, Kakuma, Turkana West.</b>
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by AAHI)	10 calendar days from the date of site possession. <b>If site possession is not given within 60 days of the contract signature, the contract will become null and void at no cost to AAHI.</b>
Delivery Schedule – for each site	Required – Work plan showing detailed installation plan carried out within the stipulated timeframe.
Preferred Currency of Quotation	Kenyan Shilling
Value Added Tax on Price Quotation	Must be inclusive of VAT and other applicable indirect taxes.
After-sales services required	As per the General Conditions of Contract for Building and Civil Works.
Deadline for the Submission of Quotation	14th September 2020
All documentations, including catalogs, instructions and operating manuals, shall be in this language	English

The tenders submitted by tenderers shall be evaluated in the following three (3) stages:

**Stage 1: Preliminary Bid Responsiveness Assessment**

This will involve assessing whether bidders have complied with submission requirements and have also attached certified copies of mandatory eligibility and statutory documents. Evaluation at this stage will be conducted on **Yes/No**, and bidders are expected to show evidence of ALL required items so as to proceed to the next stage of evaluation.

<b>Stage 1: Preliminary Bid Responsiveness Assessment (Mandatory Requirements)</b>	<b>Yes/No</b>
<p><b>Submission Requirements:</b></p> <p>a) Signed AAHI vendor code of conduct</p> <p><b>Eligibility and Statutory Documents:</b></p> <p>b) Bidder to provide self-declaration that the person/tenderer is not debarred in the matter of the Public Procurement and Asset Disposal Act 2015 (As per section 62 of the Act)</p> <p>c) Bidder to provide self-declaration that the person/tenderer will not engage in any corrupt or fraudulent practice</p>	

<p>d) Certified Bank statement: (February 2020 – August 2020)</p> <p>e) Certified Copy of Certificate of Incorporation/Registration</p> <p>f) Certified Copy of Current Tax Compliance certificate from Kenya Revenue Authority</p> <p>g) Certified Copy of Valid and current Business Permit</p> <p>h) Disclosure of business ownership (Directors/ Partners /Sole Proprietor). Attach a copy of CR12 Form</p> <p>i) Certified copy of National Construction Authority (NCA) registration Certificate for at least Class 8 which must be in building works or Civil Works Category</p> <p>j) Audited financial statements for the last three years (2016-2017,2017-2018,2018-2019)</p>	
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## Stage 2: Technical Evaluation Stage

Tenders will be evaluated to ensure that they are substantially responsive to the technical specifications and contract conditions stated in the Tender Document. The determination of a tender's technical responsiveness will be based on the contents of the tender itself, subject to any clarifications received in the preliminary examination of Tenders. Items of this evaluation will be scored.

	<b>Particulars/Items</b>	<b>Max Points</b>
1.	<p>Experience in handling the same magnitude of works i.e. Construction and installation of bio-digester systems. Attach reference letters/contracts/Completion certificates/purchase orders for at least five different firms. 5 points will be awarded for each evidence attached.</p> <ul style="list-style-type: none"> <li>i. Similar works, similar magnitude -20 points</li> <li>ii. Similar works, lesser magnitude- 5 Points</li> <li>iii. No similar works.- 0 point</li> </ul>	20 points
2.	<p>Technical skill in terms of human resource. Attach CVs and certified copies of academic certificates detailing qualifications of at least two (2) key personnel who shall be involved in this assignment as Site Project Manager or/and Foreman. The persons must be working with the organization by the time of submitting this proposal or sign certificate of commitment to work with the applying organization. Each of the 2 personnel will be evaluated as follows:</p> <p>Project manager</p> <ul style="list-style-type: none"> <li>• At least Diploma in Civil engineering or related field – 5 points</li> <li>• Relevant Experience <ul style="list-style-type: none"> <li>- Over 10 years – 5 points</li> <li>- 5 -10 years – 2.5 points</li> <li>- Less than 5 years – 2.5 points</li> <li>- No experience – 0 points</li> </ul> </li> </ul> <p>Foreman</p> <ul style="list-style-type: none"> <li>- Over 10 years – 5 points</li> <li>- 5 -10 years – 2.5 points</li> <li>- Less than 5 years – 2.5 points</li> <li>- No experience – 0 points</li> </ul> <ul style="list-style-type: none"> <li>• Registration with relevant professional body including NCA as site agent/supervisor etc. (3 points) for each proof provided for a manager/foreman <ul style="list-style-type: none"> <li>- Registration with Engineering body – 5 Points</li> <li>- Registration with NCA- 5 Points</li> </ul> </li> </ul>	25 points

	- No registration – 0 Points	
3.	<p>Equipment and plant owned by the company to be directly assigned to the project during the contract period. Provide a list of relevant equipment and accessories showing the status of ownership. Lease agreement will be accepted for those who do not own and may want to lease.</p> <p>Evidence of the above ownership/lease.</p> <p>ii. Insufficient evidence of the above – 5 points</p> <p>iii. Complete lack of evidence of the above- 0 points</p>	5 points
4.	<p>Work plan/Schedule. Provide a work plan detailing how the assignment will be undertaken and how the overall goals will be achieved as per the schedule which must be within agreeable timeline as follows:</p> <ul style="list-style-type: none"> <li>• Listing of relevant activities for the assignment (5 points)</li> <li>• Indication of responsibilities for respective activities (5 points)</li> <li>• Indication of timelines for the respective activities (5 points)</li> <li>• Indicating the deliverables (5 points)</li> </ul>	20 points
	<b>Total</b>	<b>70 points</b>

### Stage 3: Financial Evaluation Stage

The technical evaluation pass mark shall be **70% of which** bidders who pass will be subjected to tender price comparisons.

**AAHI** will award the Contract to the tenderer whose tender is determined to be substantially responsive to the tender documents and who has offered the lowest evaluated tender price.

Period of Validity of Quotes starting the Submission Date	60 days In exceptional circumstances, AAHI may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation
Partial Quotes	Not accepted.
Payment Terms	Payment against works done. One interim and one final payment.
Liquidated Damages	n/a
AAHI will award to:	One contractor
Type of Contract to be Signed	Civil/Building Works contract
Special conditions of Contract	n/a
Conditions for Release of Payment	Approval the payment certificates for the works done
Annexes to this RFQ – Attached	Bill of quantities Submission (Annex A) General conditions for goods and services (Annex B) AAHI vendor code of conduct (Annex C) Sketches (Annex D)
Contact for Inquiries (Written inquiries only)	AAHI Solicitations kakumaprocurement@actionafricahelp.org Any delay in AAHI's response shall be not used as a reason for extending the deadline for submission, unless AAHI determines that such an extension is necessary and communicates a new deadline to the Proposers.

Services AAHI offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of AAHI requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by AAHI. The unit price shall prevail and the total price shall be corrected. If the contractor does not accept the final price based on AAHI's re-computation and correction of errors, its quotation will be rejected.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by AAHI after it has received the quotation. At the time of award of Contract or Purchase Order, AAHI reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of AAHI herein attached.

AAHI is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Contractors preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection proces

