



Merti Integrated Development  
Programme (MID-P)  
P.O. BOX 687-60300  
Isiolo

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**TENDER DOCUMENT FOR INSTALLATION OF  
50,000 LITRES ELEVATED STEEL TANK IN SKUMA  
VILLAGE IN NGAREMARA WARD, ISIOLO SUB-  
COUNTY IN ISIOLO COUNTY**

**TENDER REFERENCE: GFFO /MID-P/001/2022**

**OCTOBER 2022**

## INSTRUCTION TO BIDDERS

### **Project Objectives**

#### **The overall objective:**

To increase access to clean water and improve well-being of Skuma village in Ngaremara ward ,Isiolo subcounty in Isiolo county

All bidders should submit their bids with the following clearly marked on the envelope:

- 1) Tender envelope clearly marked with tender reference number
- 2) Tender envelope should be sealed and clearly marked
- 3) Stamped and signed BoQ

#### ***NB:***

*Preference shall be given to firms specializing in similar building works*

**Any envelop without the tender reference number shall be rejected.**

Mandatory requirements needed when bidding for this tender are:

- i. Valid Registration Certificate
- ii. CR12
- iii. Company Profile with detailed physically verifiable contact address
- iv. Technical staff and their CVs
- v. Registration with NCA 7 and above – Building works
- vi. Valid registration with County Government / Business permit
- vii. Copy of ID/Passport for Company Owner/Director
- viii. Bank Statements for the last 3 months - Mandatory
- ix. PIN certificate
- x. Tax Compliant Certificate (TCC), **MUST** be verifiable online – iTax
- xi. Evidence of Past Experience in similar work done the past 3 years e.g., signed Contract/PO / Completion certificate

**NOTE: All mandatory documents to be certified as true copies of the original**

The deadline for submission of bids is **1300 hrs on 24/11/2022 and any tender or documents received later than the deadline will not be accepted.** The bid document submitted shall be of spiral bound and submitted in **sealed** envelopes clearly marked with tender reference and title at **Merti Integrated Development Programme office in Isiolo located at Waqf building opposite Galaxy Hospital First Floor Room no. 28 during official working hours (8:00AM -5:00PM)**

**NB:** The tender document can also be downloaded at [www.midpkenya.org](http://www.midpkenya.org)

## **Instructions**

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

### **1. Work Scope and Sites Details**

The tender is for undertaking the following components as per Annex I – Tank BoQ and Annex II A, Annex II B, Annex II C and Annex II D – Tank drawings .

1. Construction of one 50 cubic metres Elevated Steel Tank on a 10metres high tower in Ngaremara Village. Costs to include GI inlet, outlet, wash out and overflow pipes (as per provided drawings and BOQ)

### **2. Eligible Bidders**

The invitations for the bids are open to all interested eligible construction companies/contractors duly registered with the National Government, County Government and National Construction Authority and any other relevant Government entities.

### **3. Works and Services**

All works and services to be done under the contract shall have their measurement and shall not be subcontracted.

### **4. Cost of Bidding**

The bidders shall bear all costs associated with preparation and submission of its bid & MID-P will in no case be responsible for those costs, regardless of the conduct or outcome of the bidding process.

### **5. Clarification of Bidding Documents**

A prospective bidder requiring any clarification of the bidding documents may notify the Chairperson, Tender Committee at MID-P through email [midp2003@gmail.com](mailto:midp2003@gmail.com) or by telephone at **0724 396696**. MID-P will respond in writing to any request latest three days before the deadline.

### **6. Amendment of Bidding Document**

At any time prior to the deadline for submission of bids, MID-P may for any reason whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents and will be binding on them. The amendment will be notified in writing to all prospective bidders, who have received the bidding documents and will be binding on them. In order to allow prospective bidders responsive time in which to take the amendment into account in preparing their bids, MID-P may, at its discretion, extend the deadline for the submission of the bids.

### **7. . Language of the Bid**

The bid prepared by the bidder, as well as all correspondence & documents relating to the bid, supporting documents and printed literature furnished by the bidder shall be written in English language.

*NB: - Bidders to ensure conformance to the requirements*

### **8. Bid Currencies**

The bids prices shall be quoted in Kenya Shillings (Kshs).

## 9. Bids Prices

- The potential contractor shall submit his/her bid in the BOQ format provided in Annex I
- The bidders shall indicate the unit price where possible and the total bid price as indicated in the BOQ
- Prices quoted by the bidder shall be fixed during the performance of the contract.

## 10. Withholding Tax

MIDP shall retain 3% of contract value as withholding tax and remit to the government. A receipt shall be issued for this.

## 11. Retainer

MIDP shall retain 10% of the contract value for a period of **6 months** being defect liability

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

MIDP reserve the right at the time of award of contract to increase or decrease by up to 10% the quantity of work specified in the technical specification without change of unit price or other terms of condition.

## 13. MIDP's right to accept any bid and/or reject any or all bids

MIDP reserves the right to accept any bid and to annul the bidding processes and reject all bids at any time prior to award of contract, without, thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders on the grounds of its action.

## 14. Submission of Bids

The bidders shall submit their bids in one envelope marked with Tender Name and Reference.

## 15. Employment of Minors

The Contractor shall not employ children in executing the contract. The Contractor shall observe International conventions relating to child labor namely the UN Convention No.182 on worst forms of child labor and convention No. 138 on the minimum age for admission to employment.

## 16. Criminal Act

The Contractor undertakes to comply with all applicable laws and to ensure that it does not engage in any kind of criminal activity including but not limited to bribery, fraud, corruption, terrorism and to maintain ethical business practices as well as not to commit any Prohibited Acts defined as:

- i) To offer, promise or give any person a financial or other advantage;
- ii) To request, agree to receive or accept any financial or other advantage not expressly provided for as an inducement or a reward for the performance of any function or activity in connection with this Agreement;

**And/or**

Provided for as an inducement or a reward for the performance of any function or activity in connection with this Agreement;

## **BID EVALUATION RATING SCALE**

<b>MANDATORY REQUIREMENTS</b>		<b>Marks</b>	
<b>No.</b>	<b>Description</b>	<b>Attached</b>	<b>Not attached</b>
1	Company Registration Certificate		
2	CR12 (Not more than 1 year old)		
3	Registration with the county government valid business permit		
4	Registration with NCA (NCA 7 and above),		
5	Valid Building works		
6	PIN certificate (Obligation; VAT & Income Tax)		
7	Tax Compliance Certificate, valid / current		
8	Copy of ID/ Passport of the directors		
9	Filled BOQ in the provided format		
10	Bank Statements for the last six Months- Signed and stamped by bank		
	<b>TOTAL</b>		

<b>TECHNICAL RATING</b>			<b>Marks</b>	
<b>No.</b>	<b>Description</b>	<b>Key areas to consider</b>	<b>Maximum</b>	<b>Awarded</b>
1	Company Profile – with verifiable physical location / address statement	Brief company introductory with verifiable physical address and location	5	
2	Technical proposal	A two-pager technical proposal explaining how the contractor will undertake the works	10	
3	A brief Statement detailing contractors' proposal on how he/she will ensure community engagement during the project execution with Proposed work schedule and projected completion timeline.	Provide work areas or sections to consider hiring local casual workers the extent possible et al. Numbers of local casuals to be hired in those work areas stated above. Provide the local materials to be sourced under the	10	

		approval of the technical personnel		
4	List of Key Equipment – Owned lease agreement	Lease agreements, purchase receipts, logbooks Each x 1 mks	5	
5	Number of Years in Operation	Each previous year x 1 mark	5	
6	Evidence of past similar works, Completion certificates, contracts, previous works in form of; recommendation letters (general)	-Must annex or attach at least 5 Completion certificates, contracts, previous works in form of; certificates of successful completion, executed local purchase orders, or other related information and reference from organizations worked within the past three years 5x2mks	10	
7	Evidence of experience county (Isiolo) or in similar working environment (eg Samburu ,Garissa. Wajir , Mandera)	Previous works in form of; certificates of successful completion, executed local purchase orders, or other related reference worked within the past three years specifically in Isiolo County 5x2mks	10	
8	Cvs for key staff	Project engineer – 3 Foreman – 3 Supervisor - 1 Artisans – 3	10	
9	Detailed works schedule / program of works	Within 6 weeks – 5 6 – 10 weeks – 2 Above 10 weeks – 0	5	
	<b>TOTAL</b>		<b>70</b>	

<b>FINANICAL RATING</b>			<b>Marks</b>	
<b>No.</b>	<b>Description</b>		<b>Maximum</b>	<b>Awarded</b>
1	Price Proposal	Reasonable – 30	20	
		Competitiveness – 5	5	
		Correct filling up to grand summary – 5	5	
	<b>TOTAL</b>		<b>30</b>	

### **Tender Schedule**

<b>Task</b>	<b>Date</b>
Advertising of Tender	16 <sup>th</sup> November 2022
Closing of Tender	24 <sup>th</sup> November 2022
Opening of Tender	25 <sup>th</sup> November 2022
Evaluation	26 <sup>th</sup> November 2022
Award	28 <sup>th</sup> November 2022

**A: Organization and Contact Details**

<b>Full name of Organization</b>			
<b>Date of Registration</b>			
<b>Registration Certificate Number</b>			
<b>House number</b>		<b>Street/Road</b>	
<b>Town</b>		<b>Post code</b>	
<b>Email</b>		<b>Telephone No.</b>	
<b>VAT/PIN/TIN Registration No.</b>			
<b>Name of Parent Company</b>			
<b>Type of Organization</b>	Public Limited		
	Limited Company		
	Limited Liability		
	Other Partnership		
	Sole Trader		
	Other (Please Specify)		
<b>DETAILS FOR CONTACT PERSON</b>			
Contact details for enquiries about this PQQ/Business Issues			
<b>Name of Staff</b>			



Address	
Post Code	
Town	
Phone	
Mobile	
Email	

### B: Grounds for Mandatory Rejection

Has your organization or any directors or partner or any other person Who has powers of representation, decision or control been convicted of any of the following offences?	Answer
a) <u>A crime</u>	
b) <u>Corruption</u>	
c) <u>The offence of bribery;</u>	
d) <u>Fraud within the meaning of:</u>	
i. <u>Money laundering</u>	
ii. <u>Any other offence</u>	

Has your organization fulfilled obligations related to the payment of social Security contributions or the payment of taxes in accordance with the legal? Answer with a "Yes" or "No"	
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### C: Grounds for Discretionary Rejection

**Important Notice:**

MIDP is entitled to exclude you from consideration if any of the following apply but may decide to allow you to proceed further. If you cannot answer 'no' to every question it is possible that your application might not be accepted. In the event that any of the following do apply,

Please set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by MIDP in considering whether or not you will be able to proceed any further in respect of this procurement exercise. Please state 'Yes' or 'No' to each question.

<b>Is any of the following true of your organization?</b>	
2) <u>Is bankrupt</u> or under receivership or bankruptcy restrictions order made against the organization	
3) <u>Is insolvent</u> ,	
4) Is the subject of an order by the court winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company's business or any part thereof or is the subject of similar procedures Under the law of any other state?	
<b>Has your organization</b>	
(a) been convicted of a criminal offence relating to the conduct of your business or profession;	
(b) committed an act of grave misconduct in the course of your business or profession;	
(c) failed to fulfil obligations relating to the payment of social security contributions	
(d) failed to fulfil obligations relating to the payment of taxes under the	
(e) been guilty of serious misrepresentation in providing any information required	

#### D: Bid Value

<i>Bid Value</i>	<i>Ksh</i> _____
<i>Payment Terms</i>	
<i>Duration of Work</i>	
<i>Remarks</i>	

#### E: Financial

<b>1</b>	<b>BANK INFORMATION</b>	
<b>1.1</b>	<i>Bank</i>	
	<i>Branch</i>	
	<i>Account Name</i>	
	<i>Account Number</i>	
	<i>Swift code</i>	

	<i>Letter from Bank</i>	

**F: Declaration**

2	<p>I declare that to the best of my knowledge the answers submitted in this bid document are correct. I understand that the information will be used in the process to assess my organization's suitability to be invited to tender for MIDP's requirement and I am signing on behalf of my organization. I understand that the Contracting Authority may reject this bid if there is a failure to answer all relevant questions fully or if I provide false/misleading information. By signing the bid document, I certify that all of the above</p> <p>Statements are accurate and factual.</p>	
	<b>FORM COMPLETED BY</b>	
2.1	Name:	
2.2	Position:	
2.3	Signature:	
2.4	Date:	
2.5	Stamp:	