



## Tender for the Supply of Water Treatment and Storage Kits to 550 Households in Cherab and Oldonyiro Ward-Isiolo

MID-P is announcing an open tender for the Supply of Water Treatment and Storage Kits.

### 1) ABOUT THIS TENDER PROCESS

#### Context of the tender process

Hoffnungszeichen | Sign of Hope e.V. (SoH) is a humanitarian and development organisation promoting Human Rights, providing Humanitarian Assistance and Development Cooperation in several countries around the world. Based in Constance, Germany, SoH is dedicated to helping those in distress and exploited people worldwide. In Northern Kenya, South Sudan and Ethiopia, SoH implements a project funded by the German Federal Foreign Office (GFFO) to support severely food insecure communities through improved access to MPCA, WASH, protection services, food support and capacity building. MID-P is a partner organisation to SoH, responsible for implementation of the project in Isiolo County.

#### Invitation to tender

MID-P with support from GFFO through Sign of Hope is currently implementing Multi-Country Cross Border Humanitarian Emergency Lifesaving Project (HELP) which will provide Water Treatment and Storage Kits to 8 flood-affected villages in Cherab and Oldonyiro Ward of Isiolo County. The kits will reach 550 households (3,300 people) within the month of November 2024. The Water Treatment and Storage kit per household will contain: one (1) 100liter drum, three (3) 20 litres jerrycan, three (3) bar soaps and thirty (30) pieces of Water Treatment Tablets.

#### Procurement process

Open Tender Procedure

#### Purchaser

Merti Integrated Development Programme (MID-P)

PO BOX 687-60300

Isiolo, Kenya

#### Terms of contract

Vendors will provide the Water Treatment and Storage Kits to the respective households of the lots once within the month of November 2024.



## Submission of Quotations

**Deadline:** Quotations have to be submitted before 18<sup>th</sup> October, 2024 by 5:00pm EAT (Eastern Africa Time)

**Submission:** All interested bidders are invited to submit their bid in electronic form or hard copy, to the email address: [midpprourement@midpkenya.org](mailto:midpprourement@midpkenya.org) CC. [info@midpkenya.org](mailto:info@midpkenya.org) with the subject line “RFQ Vendor for the supply of Water Treatment and Storage Kits to Beneficiaries” on or before **18th October, 2024 by 5:00pm**. All documents shall be encrypted PDF documents. The password for the documents shall be shared in a separate e-mail. If bidders fail to submit a password, their offer will not be considered.

The submission can also be done through hand delivery to Merti Integrated Development Programme (MID-P), P.O BOX 687-60300 Office in Merti/Isiolo.

**Accepted currencies of the quotations:** All prices shall be quoted in Kenya shillings.

**Accepted languages of the offers:** English.

## Questions?

In case of any need for clarification, please write to the below email address by 17<sup>th</sup> October, 2024: [midpprourement@midpkenya.org](mailto:midpprourement@midpkenya.org) CC. [info@midpkenya.org](mailto:info@midpkenya.org)

## 2) TECHNICAL SPECIFICATIONS/TERMS OF REFERENCE

### A) Scope of work/services

The Water Treatment and Storage Kits intervention will provide support to flood-affected households to protect livelihoods and save lives. The kits will reach 550 households (3,300 people) in total within the month of November 2024. The allocation per villages are: 100 HH in Manyatta Duba Merti, 40 HH in Mulandanur, 100 HH in Mataarba, 100 HH in Biliqi, 60HH in Loruko, 60HH in Loturo, 40HH in Kambi juu and 50HH in Ndonyo. The kits will contain: one (1) 100liter drum, three (3) 20liters jerrycan, three (3) bar soaps and thirty (30) pieces of Water Treatment Tablets per household. Quotations can be submitted for up to two lots.

Different vendors will be engaged in all the villages based on the eligibility criteria stated below. The selected vendors will distribute the items according to their lot. The beneficiaries will pick items from the vendors shop directly. MID-P will provide lists for distribution. The selected vendors will be responsible for verifying and documenting the correct distribution and provide MIDP with the lists afterwards. MID-P will provide packages and the respective material to ensure visibility of the implementing and funding organizations.



## B) Eligibility criteria

Interested service providers must meet the following eligibility criteria to participate in this tender:

- Valid Business permit
- Based within the Cherab and Oldonyiro Ward in Isiolo County.
- Have a registered Bank account.
- One Recommendations from other organizations/ Area chief.
- Availability of the items to be procured to be proven by stock lists and photographs.
- Capacity to have sufficient stock during the distributions and to distribute the items within the area specified per lot by lists provided by MID-P.
- Ability to provide invoices and receipts in the name of the account holder.

## C) Timeframe

| Activity   | Date   |
|--|--|
| Invitation to tender   | 7 <sup>th</sup> October 2024                             |
| Site visit for interested suppliers<br>Cherab vendors - Meeting point: MID-P Merti office from 9am<br>Oldonyiro vendors – Meeting point: Ward Admin office from 9am<br><b>NB: This is mandatory.</b> | 11 <sup>th</sup> October 2024                            |
| Bidder questions regarding the tender until  | 17 <sup>th</sup> October 2024                            |
| <b>Submission of quotations until:</b>   | <b>18<sup>th</sup> October 2024</b><br><b>5:00PM EAT</b> |
| Information about planned awarding   | 25 <sup>th</sup> October 2024                            |
| Award of Contract  | 30 <sup>th</sup> October 2024                            |
| Binding period, day until which the quotations have to remain valid  | 30 days  |
| Distribution Exercise Start  | 1 <sup>st</sup> November 2024                            |
| Distribution Exercise End  | 15 <sup>th</sup> November 2024                           |



## D) Application process

This is an open tender procedure. All interested bidders are requested to submit their bid in electronic form, to the email address [midpprocurement@midpkenya.org](mailto:midpprocurement@midpkenya.org) CC. [info@midpkenya.org](mailto:info@midpkenya.org) with the subject line “RFQ Vendor for the supply of Water Treatment and Storage Kits to Beneficiaries” on or before **18<sup>th</sup> October, 2024 by 5:00pm**. Bids received after deadline will not be considered. If offers are incomplete, bidders may be able to hand in missing documents within a deadline upon request by MID-P. MID-P reserves the right to extend the deadline for submission, if necessary.

The submission can also be done through hand delivery to Merti Integrated Development Programme (MID-P), P.O BOX 687-60300 Office in Merti/Isiolo.

## E) Required documents

- Financial proposal, incl. payment terms in KES – Fill the template attach as an annex
- Valid Business permit
- Proof of bank account
- Supplier declaration (see SoH template provided).
- At least one (1) Recommendation from other organizations/ Area chief not more than one year old
- Example of invoices and receipts in the name of the account holder
- Copy of valid tax compliance certificate
- Certificate issued at the site for participating in the site visit

### **Additional information:**

- The financial proposal/quotation shall contain all the prices for the individual services and items as well as the total price (with VAT being stated separately).
- All prices shall be quoted in KES
- All of the side expenses (taxes, deliveries to the selected households etc.) should be included into ultimate bid price. Any expenses exceeding bid price shall not be covered.
- Accepted languages of the offers: English.
- The provided document scans must be legible and of good quality.
- The bidder is responsible for the accuracy of the information provided in the proposal.
- The bidder agrees that MID-P does not return materials submitted at any stage of the tender.
- The contract will be set up by MID-P. A contract set up by bidders won't be accepted.



## F) Evaluation of quotations and award criteria

The contract will be awarded to the supplier who will meet the below mentioned criteria for the required goods

| Award Criteria                                       |     |
|--|-----|
| Price  | 70% |
| Recommendations from other organizations/ Area chief | 30% |

Awarding will be done in five (5) lots based on the offers by vendors in the following lots:

Lot 1: Manyatta Duba Merti and Munanda Nur village – 140HH

Lot 2: Mataarba Village - 100HH

Lot 3: Biliqi – 100HH

Lot 4: Loturo/Ndonyo village – 110HH

Lot 5: Loruko/Kambi juu village – 100HH

All the items should be delivered to the specific villages indicated in the lots. Quotations can be submitted for up to two lots.

**NB: The amount should be inclusive of VAT and delivery cost**

## G) Award

The winner of the tender process will be selected within 10 business days from the deadline – with the possibility of extending this period if necessary to clarify the information contained in the proposals in writing.

Tender results will be communicated to all participants no later than 5 business days from the date of the decision on the winner by sending an email to the bidders. The winner of the tender will be sent a corresponding email within 5 business days or, both message through the phone number and Award Letter for those submitted hardcopy from the moment when such a winner is selected.

In the event of a possible extension of the tender deadline by MID-P, the binding period shall be extended, even if its expiry is determined according to a specific date or time, by the period by which the tender deadline is extended, unless otherwise agreed.



## Annex 1: Financial Proposal

### Specification of Items;

#### Drum;

- 100 Liters Capacity
- Branded and black in color
- Plastic. No recycled plastic. Must be new, free from holes, tears and sharp edges.

#### Jerrycans;

- 20 liters Capacity
- Branded
- Plastic. No recycled plastic. Must be new, free from holes, tears and sharp edges.

#### Bar Soap;

- 600g
- Non-perfumed. Not harmful to the skin.
- Multi-purpose usage. Fit for human use without impurities.

#### Water Treatment Tablets;

- 1 strip of 10 pieces-each tablet containing 67mg of the active ingredient Sodium Dichloroisocyanurate (NaDCC)

Kindly fill the table below for price of the items

#### Lot 1: Manyatta Duba Merti and Munanda Nur village – 140HH

| Items                          | Unit | Quantity | Unit Price in Ksh | Total in Ksh |
|--------------------------------|------|----------|-------------------|--------------|
| 100-liter plastic drum (black) | 1    | 140      |                   |              |
| 20-liter plastic jerrycan      | 3    | 140      |                   |              |
| Bar soap of 600g               | 3    | 140      |                   |              |

|  |           |     |  |  |
|--|-----------|-----|--|--|
| Water Treatment Tablet - 1 strip of 10 pcs each 67mg | 30 pieces | 140 |  |  |
| Permanent branding of 20 liters jerrycans            | 1         | 420 |  |  |
| Permanent branding of 100liter drums                 | 1         | 140 |  |  |
| <b>Sub total</b>                                     |           |     |  |  |
| <b>16% VAT</b>                                       |           |     |  |  |
| <b>Total</b>   |           |     |  |  |

**Lot 2: Mataarba Village - 100HH**

| Items  | Unit      | Quantity | Unit Price in Ksh | Total in Ksh |
|--|-----------|----------|-------------------|--------------|
| 100-liter plastic drum (black)                       | 1         | 100      |                   |              |
| 20-liter plastic jerrycan                            | 3         | 100      |                   |              |
| Bar soap of 600g                                     | 3         | 100      |                   |              |
| Water Treatment Tablet - 1 strip of 10 pcs each 67mg | 30 pieces | 100      |                   |              |

|   |   |     |  |  |
|---|---|-----|--|--|
| Permanent branding of 20 liters jerrycans | 1 | 300 |  |  |
| Permanent branding of 100liter drums      | 1 | 100 |  |  |
| <b>Sub total</b>                          |   |     |  |  |
| <b>16% VAT</b>                            |   |     |  |  |
| <b>Total</b>                              |   |     |  |  |

**Lot 3: Biliqi – 100HH**

| Items   | Unit      | Quantity | Unit Price in Ksh | Total in Ksh |
|---|-----------|----------|-------------------|--------------|
| 100-liter plastic drum (black)                        | 1         | 100      |                   |              |
| 20-liter plastic jerrycan -                           | 3         | 100      |                   |              |
| Bar soap of 600g                                      | 3         | 100      |                   |              |
| Water Treatment Tablets - 1 strip of 10 pcs each 67mg | 30 pieces | 100      |                   |              |
| Permanent branding of 20 liters jerrycans             | 1         | 300      |                   |              |



|                                      |   |     |  |  |
|--------------------------------------|---|-----|--|--|
| Permanent branding of 100liter drums | 1 | 100 |  |  |
| <b>Sub total</b>                     |   |     |  |  |
| 16% VAT                              |   |     |  |  |
| <b>Total</b>                         |   |     |  |  |

**Lot 4: Loturo/Ndonyo village – 110HH**

| Items   | Unit      | Quantity | Unit Price in Ksh | Total in Ksh |
|---|-----------|----------|-------------------|--------------|
| 100-liter plastic drum (black)                        | 1         | 100      |                   |              |
| 20-liter plastic jerrycan -                           | 3         | 100      |                   |              |
| Bar soap of 600g                                      | 3         | 100      |                   |              |
| Water Treatment Tablets - 1 strip of 10 pcs each 67mg | 30 pieces | 100      |                   |              |
| Permanent branding of 20 liters jerrycans             | 1         | 300      |                   |              |
| Permanent branding of 100liter drums                  | 1         | 100      |                   |              |

|           |  |  |  |  |
|-----------|--|--|--|--|
| Sub total |  |  |  |  |
| 16% VAT   |  |  |  |  |
| Total     |  |  |  |  |

Lot 5: Loruko/Kambi juu village – 100HH

| Items  | Unit      | Quantity | Unit Price in Ksh | Total in Ksh |
|--|-----------|----------|-------------------|--------------|
| 100-liter plastic drum (black)                       | 1         | 100      |                   |              |
| 20-liter plastic jerrycan -                          | 3         | 100      |                   |              |
| Bar soap of 600g                                     | 3         | 100      |                   |              |
| Water Treatment Tablet - 1 strip of 10 pcs each 67mg | 30 pieces | 100      |                   |              |
| Permanent branding of 20 liters jerrycans            | 1         | 300      |                   |              |
| Permanent branding of 100liter drums                 | 1         | 100      |                   |              |
| Sub total  |           |          |                   |              |
| 16% VAT  |           |          |                   |              |
| Total  |           |          |                   |              |



Offer valid until: 30 days from date of offer

Prepared by:

Name: -----

Phone number: -----

Signature: -----

Date: -----



## Annex 2: Supplier Declaration<sup>1</sup>

We, \_\_\_\_\_ (name of company) hereby declare that

1. we comply with our national law, assure that our business professionally reliable and we can fulfill our contractual obligations,
2. we are providing you with all the information required in connection with participation in a tender,
3. we are not involved in fraud, corruption and criminal activities,
4. we guarantee that products from approved suppliers,
5. we guarantee to maintain the cold chain for medical and food supplies, where appropriate,
6. we respect basic social rights and working conditions,
7. we avoid the connection with a party to a conflict,
8. we are not involved in the supply or transport of illicit arms and/or land-mines,
9. we are not involved in the unethical exploitation of natural resources, in particular sensitive commodities such as precious metals, stones and rare earths,
10. we avoid environmental damage,
11. we pay special attention to the protection of child rights and condemn child labor,
12. we avoid conflict of interests in all our business activities,
13. we support the local economy where possible,
14. we adhere to the Hoffnungszeichen | Sign of Hope e.V. code of conduct and additional safeguarding documents (e.g. sexual exploitation and abuse and child protection policy). [Acting responsibly | Hoffnungszeichen e.V.](#)

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Date, Company Name, Signature of CEO/Owner, Name in block letters, Stamp

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**Please translate if necessary**