



TENDER NO. RACIDA/BORESHA NABAD-2025-09

**PROPOSED REHABILITATION OF JIBAAL UNDERGROUND TANK
WITH ANCILLARIES IN BANISSA, KENYA**

CLOSING DATE: 18TH AUGUST ,2025 AT 4.30 PM

LETTER OF INVITATION TO TENDER

TENDER NO. RACIDA/BORESHA NABAD-2025-09

The Rural Agency for Community Development and Assistance (RACIDA) invites sealed tenders from eligible and qualified contractors for the:

PROPOSED REHABILITATION OF JIBAAL UNDERGROUND TANK WITH ANCILLARIES IN BANISSA, KENYA

1. Scope of Works

The work includes rehabilitation of an underground tank, installation of solar-powered pumping system, water kiosk with PVC tank, kitchen garden and fencing and other ancillary facilities. Full details are provided in the tender documents and BOQ (annexed separately in Excel).

2. Bid Submission Instructions

- Tender documents must be submitted in plain sealed envelopes marked with the Tender Name and Number.
- Submissions must be dropped at the RACIDA Office on or before:
18TH AUGUST ,2025 at 4:30 PM
- Late bids will be rejected.

3. Required Bid Components

Each bid must include:

- A completed Form of Tender.
- A comprehensive Works Program (12-week timeline).
- Filled BOQ (refer to annexed Excel).
- All required forms in Section A, except for the Bank Guarantee templates.
- Detailed technical specifications and product data sheets.
- Bid Security valid for 90 days.

4. Tender Evaluation

Stage 1 – Mandatory Compliance (Pass/Fail):

- Certificate of Incorporation
- Valid Tax Compliance Certificate
- Business Permit
- 2% Bid Bond
- Complete BOQ
- The last two years' audited financials
- Signed Declaration of Compliance

Stage 2 – Technical Evaluation:

- Bidders must score $\geq 70\%$ on technical criteria to proceed.

Stage 3 – Financial Evaluation:

- Among technically acceptable bids, the contract will be awarded to the **lowest priced** offer.

5. Terms and Conditions of Implementation

- The project duration is **12 weeks**.
- Payment will be made in phases based on verified milestone completion.
- Site inspections will be conducted by RACIDA's WASH Engineers.
- Any arithmetical errors in pricing will be corrected by standard procurement practice.

6. Warranty

All equipment/materials supplied must have a **minimum 2-year warranty** against defects in design, materials, or workmanship.

7. Dispute Resolution

Any disputes arising shall be resolved in accordance with RACIDA's procurement policies and the governing laws of the Country. Arbitration may be considered as a final measure.

TENDER NO. RACIDA/BORESHA NABAD-2025-09

Rural Agency for community development and assistance RACIDA invites sealed tenders for the PROPOSED REHABILITATION OF JIBAAL UNDERGROUND TANK WITH ANCILLARIES IN BANISSA, KENYA whose specifications are detailed in the Tender Documents. Interested and eligible bidders may inspect, review and submit their proposal of the same free of charge. Bidders who choose to bid should submit their applications to the procurement department.

Please note that: -

1. Bidders quotes should be net inclusive of all taxes, must be in Kshs. and Shall remain valid for at least ninety (90) days from the closing date of the tender.
2. Bids must be accompanied by a bid security in the form and amount specified in the Tender Documents. The bid security must be valid for at least a period of thirty (90) days from the date of the tender opening.
3. Bidders must submit a proposed Works Program, failure to which the tender will be non-responsive. Please note that the contract period will be Twelve (12)weeks.
4. Bidders MUST comply with Section A (Instructions to Tenderers) of the Tender Documents.
5. Bidders MUST fill in all the forms in Section of the Tender Document except the Performance Bank Guarantee form and the Bank Guarantee for Advance Payment Form. Failure To Fill The Forms Comprehensively Will Render the Bid Non- Responsive.

6. Bidders MUST submit detailed technical specifications, technical data for the products they intend to supply as requested in the Tender Document.
7. Completed Tender documents are to be enclosed in plain, sealed envelopes marked with the Tender name: **PROPOSED REHABILITATION OF JIBAAL UNDERGROUND TANK WITH ANCILLARIES IN BANISSA, KENYA** and **Tender Number : RACIDA/BORESHA NABAD-2025-09** in accordance with the Instructions to Tenders in the tender documents and must be deposited in the tender box in RACIDA office on or before the date specified in the advertisement.
8. Tenders will be opened on the date specified in the advertisement thereafter in the presence of the candidates or their representatives who choose to attend at the above address.
9. Rural Agency for Community Development and assistance (RACIDA) reserves the right to accept or reject in part or in whole any tender without giving reasons.

Bids must addressed to:

The Procurement Officer,
Rural Agency for Community Development and Assistance – RACIDA
 Email Address: procurement@racida.org
Mandera Office: Malkasuftu Road Next to Garanda Hotel or
Nairobi Office : Kinduruma Road, Top Plaza Ground Floor unit 9-12

So as to be received on or before 18 TH AUGUST ,2025 at **4.30 PM**.

Call for Tenders Schedule:

	DATE	TIME*
Deadline for request for any clarifications from RACIDA	15TH AUGUST ,2025	Before 4:30pm
Last date on which clarifications are issued by RACIDA	15TH AUGUST ,2025	Before 4 :30pm
Deadline for submission of tenders (receiving date, not sending date)	18TH AUGUST ,2025	Before 4:30 pm
Tender opening session by RACIDA	TBC	
Notification of award to the successful tenderer	TBC	
Signature of the contract	TBC	

FORM OF TENDERER

TENDER No. RACIDA/BORESHA NABAD-2025-09

The Procurement Officer,

Rural Agency for Community Development and Assistance – RACIDA

Email Address: procurement@racida.org

Mandera Office: Malkasuftu Road Next to Granada Hotel or

Nairobi Office : Kinduruma Road, Top Plaza Ground Floor unit 9-12

TENDER No. RACIDA/BORESHA NABAD-2025-09 PROPOSED REHABILITATION OF JIBAAL UNDERGROUND TANK WITH ANCILLARIES IN BANISSA, KENYA.

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

Kshs.....**[Amount in figures]**

Kshs.....

..... **[Amount in words]**

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

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

Dated this day of20.....

Signaturein the capacity of

duly authorized to sign tenders for and on behalf of:

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

PIN No.

VAT CERTIFICATE No

Witness: Name
Address
Signature

FORM OF TENDER SECURITY

WHEREAS..... (Hereinafter called "the Tenderer")

) has

submitted his tender dated.....for the REHABILITATION of
.....
..... (Name of Contract)

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

registered office at
bound (hereinafter called "the Bank"), are
unto.....

in the (hereinafter called "the Employer")
sum of Kshs.....

made for which payment is well and truly to be
to the said Employer, the Bank bind itself, its successors and assigns by these presents sealed with
the Common Seal of the said Bank this..... Day of
..... 20.....

THE CONDITIONS of this obligation are:

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

We undertake to pay the Employer up to the above amount upon receipt of his first written demand, without the Employer having to substantiate his demand, provided that in his demand the Employer will note that the amount claimed by him is due to him, owing to the occurrence of one or both two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the said date.

[Date]

[Signature of the Bank]

[Witness]

[Seal]

PROPOSED REHABILITATION OF JIBAAL UNDERGROUND TANK WITH ANCILLARIES IN BANISSA, KENYA

Introduction

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

Through BORESHA-NABAD program the proposed integrated interventions are Nutrition, WASH, agriculture and livestock and food security. Through this program, RACIDA's project plans is to increased access to safe water for households and livestock, reduced morbidity and mortality because of malnutrition and improved food security at the household level in the area. Proposed activities will include improvement of access to safe drinking water through rehabilitation of key strategic Boreholes, Earth pans, Environmental and Hygiene promotion, and nutrition aspect as well as food security interventions. The proposed interventions will reduce walking distance and time taken to fetch water by mothers and girls. The action will also reduce congestion in the main water points and reduce livestock pasture and water distance during drought period. Earth pans at dry grazing zones will serve livestock with water near the grazing areas to avoid long distance trekking to main water points. Existing water committees in main water points will be trained on best practice of managing water as a scarce resource.

PROPOSED REHABILITATION OF JIBAAL UNDERGROUND TANK WITH ANCILLARIES IN BANISSA, KENYA.

Forage and water availability in the Country have significantly improved following the above-average 2023 short rains season, supporting the recovery of livestock production. The livestock body condition is fair to good across all livelihood zones, the livestock values are above average, and household incomes are improving, however, milk production remains below average as livestock gradually recover. The predicted above-average March to May 2025 long rains are expected to further drive improvements as livestock birth rates are expected to increase and therefore milk production and good livestock body conditions are also expected to increase incomes from the sale of livestock. These favorable conditions are expected to improve household food access and reduce the reliance on coping strategies; however, households that lost most or lost their entire herds remain vulnerable and need support as they build back their livelihoods.

Access to essential health and nutrition services remains a challenge for most of the communities in the Country. Currently, there are 102 operational health facilities spread across the county making service provision difficult for the sparsely settled pastoralist communities. A rapid assessment conducted by RACIDA in February 2024 showed that the average distance to the health facility was 12 km. The provision of outreach services in the hard-to-reach areas and for the mobile communities will remain a critical strategy for the county to increase access to services and improve the performance of key health and nutrition indicators that are essential for child survival. Global Acute Malnutrition (GAM) rates based on the July 2023 SMART survey were critical at 21.2% and way above the emergency threshold as per WHO standards and projected to remain the same in the period up to June 2025 requiring sustained nutrition treatment and prevention interventions to prevent further deterioration and reverse the trends. On childcare practices, the recent SMART survey shows that 40% of the children 6-23 months had acceptable Minimum Meal Frequency and only 15% had the Minimum Acceptable Diet. In addition, only 62% of the children were breastfed beyond 1 year compared to the WHO recommendation of continued breastfeeding up to 2 years of age.

The July 2023 SMART survey reported sub-optimal hygiene outcomes in the county. According to the findings, knowledge of handwashing was high (79%) but the practice of hand washing at critical times was low at 39%. The same survey also established that about 23% of the population practice open defecation which increases the risk of diseases in the communities involved. These findings show a slight improvement compared to the previous year where handwashing at critical times was 19% and the proportion of those practicing open defecation was 30%. This calls for sustained community-level knowledge and skills awareness campaigns with practical interventions to change the behavior of the communities and lead them towards adopting optimal hygiene practices.

With the above situation in the country, there is a need to sustain the humanitarian response in the country targeting the most vulnerable households and communities while strengthening the capacity of community systems and

infrastructures to mitigate and respond to crisis. This approach will assist vulnerable households to access immediate services while protecting and building their remaining livelihoods.

PRICE SCHEDULE

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

PROPOSED REHABILITATION OF JIBAAL UNDERGROUND TANK WITH ANCILLARIES IN BANISSA, KENYA

ANNEX: BILL OF QUANTITIES FOR JIBAAL UNDERGROUND TANK

<u>PROPOSED REHABILITATION OF COMMUNITY UNDERGROUND TANK WITH ANCILLARIES</u>					
ITEM	DESCRIPTION	UNIT	QTY	RATE	TOTAL
	Underground Tank				
i	Allow for application of permits from Water Resource, County water department and Environmental License	Item	1		
ii	Provide and erect one (1No.) publicity signboard as shall be directed by the project supervisor	Item	1		
1	Concrete and Works				
1.01	Supply and cast 20cm thick mass RCC concrete slab for silt trap floor and inlet and outlet channels with ratio 1:2:4 mix proportions, well vibrated and cured minimum 7 days.	M3	30		
1.04	Supply and cast 60m*(0.4m*0.2m) reinforced cement concrete beams of M15 (1:2:4) concrete grade	M3	12		
	Subtotal Concrete works				
1.1	Steel works				
1.11	Supply and fix steel for silt trap floor and inlet and outlet channels. Y10 c/c 20cm for the floors.	LS	1		
1.14	Supply and fix 60m*(0.4m*0.2m) beams of 4Y12mm main reinforcement. N:B Main ring beam.	LS	1		
1.141	R6mm links for ring beam @ 25cm c/c	LS	1		
	Subtotal Steel works				

	Masonry works				
1.05	Construction of masonry blocks of 40cm thick bedded and jointed with cement sand mortar of 1:4 proportions for the underground tank walls of 4m in height, minimum 1.1m above the ground level. Include plaster works for the tank	M3	60		
1.06	Mettalic ladder of square tube 2” by 2”. Welded accordingly.	M	20		
1.07	Construction of masonry wall of 40cm thick bedded and jointed with cement sand mortar of 1:4 proportions for the silt trap and inlet and outlet channel walls of 2m in height, minimum 1m above the ground level. Include plaster works for the silt trap and inlet channels	M3	18		
1.08	Supply and weld coffee tray with heavy gauge wire mesh welded and supported by D10 in between the roof and ring beam section of the tank.	LS	1		
	Subtotal Masonry works				
	Roofing				
	Metallic roofing of shed type roofing properly coated with 2 coats of red-oxide or any approved anti rust paint (Heavy gauge Metal 16 and above)				
1.16	Top chord (75x50x3mm)	M	77		
1.17	Bottom chord (50X50X3mm)	M	125		
1.18	Angles (50X50X3mm)	M	94		
1.19	Struts (50X30X3mm)	M	51		
1.2	Angle line plate fixed to concrete wall using Heavy gauge angle line	Pcs	27		
1.22	Grade 1 metallic paint - 2 coats	LS	1		
1.23	Gauge 28 roofing sheets fixed to metallic purlins with appropriate J Bolts with washers. Area measured net	SM	280		

1.24	Matching ridge caps, Gauge 28. Allow for overlaps where necessary	M	77		
1.25	Labor for fabrication and erection of the roof support structure and fixing of roof cover	LS	1		
1.26	Allow for fabrication, and installation of lockable roof access cover	LS	1		
1.27	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		
1.28	Allow for installation of 12 pieces heavy gauge wire mesh at the inlet and outlet and around the top of the tank below the roof. supported with D10 bars at equal intervals.	LS	1		
	TOTAL FOR UNDERGROUND TANK				
2 INSTALLATION OF SOLAR POWERED SURFACE BOOSTER PUMP					
2.01	Supply and install Surface solar pump,2kW, 2" dia suction With a minimum flow rate 10cubic/hr and head 15M. WHC Solar or approved equivalent	Pcs	1		
2.02	Control box	Pcs	1		
2.03	Supply and install suction pipe with grating and equal size foot valve. Cost to include adjoining fittings including rising main.	M	25		
2.04	350W 24VDC crystalline solar modules	Pcs	8		
2.05	Solar PV disconnect switch 1000/16A	Pcs	1		
2.06	Fabrication, supply and installation of a 4M High steel solar support structure with antitheft angle line	LS	1		
2.07	4MM*2 Core U/G cable	M	30		
2.08	Lightening arrestor	Pcs	1		
2.09	Earthrod C/W clamp 5/8*4FT	Pcs	1		

2.1	Copper earth cable 10mm	M	20		
2.11	Twin flat 4MM Cable with earth	M	30		
2.12	Installation labor, transport, testing and commissioning	LS	1		
	TOTAL FOR INSTALLATION OF SOLAR POWERED SURFACE BOOSTER PUMP				
3	FENCE AND GATE (30mx40m)				
3.01	Supply and weld heavy gauge metallic Angle line (50mmx50mmx5mm) for fence post with spacing of 2.5m c/c, and 2.5m height (2m above the ground level and 0.5m under the ground level).	No	70		
3.02	Supply and install Heavy gauge galvanised Chain link Wire mesh (Gabion wire mesh) fence, Mesh opening 50mmx50mm, wire dai : 2mm, length= 20m , height: 2m each roll. Supply and fix 5 Line of Berber wire around the fence.	Rolls	15		
3.03	Excavation of footing trenches and pouring Concrete ratio 1:4:8 to the footing for the angle bars having dimensions of (0.3x0.3x0.5)m. Each footing will be installed 5cm of galvanized wire mesh together with angular bar to hold on the ground rigidly. Include concrete surround between the poles to hold the chain link firmly to the ground	CM	25		
3.04	Supply and weld heavy gauge metallic lockable double gate made of steel frame with pedestrian door and weld mesh fill 3m wide 2m hght. The gate has to be fixed on concrete column which has a dimension of (0.4mx0.4mx3m)	PCS	1		
	TOTAL FOR FENCE AND GATE				
4	WATER KIOSK AND PVC TANK INSTALLATION				
	EXCAVATIONS & EARTHWORKS;				

4.01	Excavate over site not exceeding 150mm deep, remove and deposit as directed.	CM	1.8		
4.02	Excavate foundation trench not exceeding 0.8m deep	CM	7		
4.03	Extra over "ditto" for excavation within rocky formation	CM	3.5		
4.04	Backfill and ram	CM	3		
4.05	Cart away remaining excavated earth material and deposit within site as directed.	CM	5.3		
	SUB-STRUCTURE;				
	<u>STRIP FOUNDATIONS 600mm WIDE & 150mm THICK;</u>				
4.06	Reinforced concrete 1:2:4 in foundations	CM	1.5		
4.07	10mm dia. Rod reinforcements	Length	4		
4.08	8mm rod reinforcements	Length	2		
	WALLING IN 1:3 GAUGED MORTAR;				
4.09	225mm thick Concrete Block walling	SM	12		
4.1	Hoop iron belt reinforcement	Kgs	3		
	<u>FLOOR SLAB;</u>				
4.11	250mm thick, approved hardcore	CM	2.5		
4.12	50mm thick, mass concrete 1:4:8 blinding	CM	0.3		
4.13	100mm thick mass concrete 1:2:4 floor slab	CM	0.6		
4.14	Damp Proof Membrane	SM	6		

4.15	Form work to sides of floor slab	SM	1.5		
	<u>WALLING;</u>				
4.17	D.P.C. under walling	LM	16		
4.18	225mm thick Concrete Block walling	SM	22		
4.19	1,700x400x300mm Mass Concrete raised Apron		0.15		
4.2	Waste water collection and drainage area walling	SM	2.5		
	<u>ROOFING;</u>				
4.21	200 X 300mm Reinforced Concrete Ring Beams	CM	1.8		
4.22	12mm diaMs Reinforcement bars	Length	10		
4.23	8mm diaMs Reinforcement bars	Length	5		
4.24	Provide for form work along soffit and sides of ring beams	SM	23		
4.25	150mm thick, reinforced concrete roofing	CM	1.5		
4.26	12mm diaMs Reinforcement bars at 200mm centre to centre	Length	8		
4.27	Provide for form work along soffit and sides of R.C roof	SM	9		
	PVC Tank mounted over R. C. Roof and accessories:				
4.28	Install PVC Tank of size 5,000 Litres on the Slab of the Kiosk Inclusive of rising main piping of 50m. Provide shade for the Tank	Item	1		
4.29	Excavate and cover with a RC slab a 1000x1000x2000mm soak pit	Item	L/s		

4.3	Construct one, 1700x500x75mm RC Kiosk counter reinforced with 50x50mm wire mesh	Item	L/s		
	<u>FIXTURES;</u>				
<u>4.31</u>	<u>Doors & windows: -</u>				
4.32	Standard 850 x 2100mm steel casement door complete with frame and locks	No	1		
4.33	Upward opening 1000high x 800mm wide steel casement window that opens and closes in vertical swing motion complete with frame, protective burglar proofing and locks	No	1		
	<u>FINISHES;</u>				
4.34	20mm cement sand 1:3 plaster applied in 3 layers	SM	45		
4.35	50mm cement:sand 1:3 floor screed placed in 2 layers	SM	4.6		
4.36	Include red oxide powder	SM	4.6		
4.37	Red oxide floor polish	SM	4.6		
4.38	Emulsion paints	SM	45		
4.39	Enamel paints	SM	38		
	PLUMBING & PIPE FITTING;				
	Connection of the following pipes, fittings, and appurtenances				
4.4	50mm dia. G.I. tee	No	1		
4.41	'Ditto' nipples	No	1		
4.42	'Ditto' union	No	1		

4.43	50 x25mm dia. Reducing bush	No	1		
4.44	25mm dia. G.I. nipple	No	1		
4.45	'Ditto' Gate valve	No	1		
4.46	'Ditto' Union	No	1		
4.47	'Ditto' class 'B' pipe	Length	1		
4.48	'Ditto' 900 bends, M-F	No	4		
4.49	25 x20mm dia. G.I. Reducing bush	No	1		
4.5	20mm dia. G.I. nipples	No	9		
4.51	'Ditto' Unions	No	5		
4.52	'Ditto' Sockets	No	6		
4.53	'Ditto' Tees	No	4		
4.54	'Ditto' Gate valves and Taps	No	7		
4.55	'Ditto' Plug	No	1		
4.56	'Ditto' class 'B' pipe	Length	1		
4.57	'Ditto' 900 Elbows, F-F	No	4		
4.58	Allow for connection of Water Kiosk to the new 6 Inch Water Distribution Pipeline	Item	L/S		
	TOTAL FOR WATER KIOSK				
5	KITCHEN GARDEN				

	Land Preparation				
5.01	Land clearing (weeding, removal of debris) 10M BY 5M	SM	20		
5.02	Soil preparation (plowing, leveling)	SM	40		
	Garden Structures				
5.03	Seed trays for nursery	PCS	30		
5.04	Shade nets	SM	300		
	Planting Materials & Seeds				
5.05	Fruit seeds (Mangoes, Guavas, Lemon, Kales, Dania, Spinach etc.)	PACKETS	40		
5.06	Garden Tools (Spade, Wheelbarrows, Hoes, Forks, Axes, Pruners). Include structure for the kitchen garden	LS	1		
	Pest & Disease Control				
5.07	Organic pesticides	LTR	20		
5.08	Neem extract/insect traps	PCS	4		
	Water Supply & Storage				
5.09	Water tank (2000L) with taps	LS	1		
5.11	Watering cans/buckets	PCS	4		
5.12	Hosepipes	ROLLS	2		
	TOTAL FOR KITCHEN GARDEN				
	TOTAL COST FOR THE PROJECT				

SUMMARY

Summary price for the site.

SITE	AMOUNT (KSHS.)
<u>RACIDA/BORESHA NABAD-2025-09</u> <i>PROPOSED REHABILITATION OF JIBAAL UNDERGROUND TANK WITH ANCILLARIES IN BANISSA, KENYA</i>	

NOTE:

1. All Prices quoted shall include **VAT**

1. Statement of Compliance

- a) I confirm compliance with all clauses of the General Conditions, General Specifications and Particular Specifications in this tender.

- b) I confirm I have not made and will not make any payment to any person who can be perceived as an inducement to win this tender.

Signed: *for and on behalf of the Tenderer*

Date:

Official Rubber Stamp:

WARRANTY

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

PERFORMANCE BANK GUARANTEE (UNCONDITIONAL)

TENDER No. RACIDA/BORESHA NABAD-2025-09
The Procurement Officer,
Rural Agency for Community Development and Assistance – RACIDA
Email Address: procurement@racida.org
Mandera Office: Malkasuftu Road Next to Garanda Hotel or
Nairobi Office : Kindaruma Road, Top Plaza Ground Floor unit 9-12

Dear Sir,

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

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

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

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of: \$ (*amount of Guarantee in figures*) Kshs.

..... (*amount of Guarantee in words*), and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of Kshs.

..... (*amount of Guarantee in words*) as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

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

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

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

SIGNATURE AND SEAL OF THE GUARANTOR

Name of Bank

Address

Date

TENDER QUESTIONNAIRE

Please fill in block letters.

1. Full names of Tenderer:

.....

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

.....

3. Telephone number (s) of Tenderer:

.....

4. Telex/Fax Address of Tenderer:

.....

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

.....

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

.....

.....

Signature of Tenderer

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

CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

Part 1 – General

Business Name

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

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

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

Nature of Business.....

Current Trade License No..... Expiring date.....

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

Name of your bankers.....

Branch.....

Part 2 (a) – Sole Proprietor

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

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

Citizenship details

Part 2 (b) – Partnership

Give details of partners as follows:

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

Part 2(c) – Registered Company

Private or Public

State the nominal and issued capital of the company:

Nominal Kshs.

Issued Kshs.

Give details of all directors as follows:

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

Part 2(d) Interest in the Firm:

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

I certify that the above information is correct.

.....
Title

.....
Signature

.....
Date

* *Attach proof of citizenship*

KEY PERSONNEL

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

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

I certify that the above information is correct.

.....
Title

.....
Signature

.....
Date

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

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

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

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

.....
Title

.....
Signature

.....
Date

SCHEDULE OF ON-GOING PROJECTS

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

PROJECT NAME	NAME OF CLIENT	CONTRACT SUM	% COMPLETED	COMPLETION DATE

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

.....
Title

.....
Signature

.....
Date

FINANCIAL REPORTS FOR THE LAST TWO YEARS

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

1. _____.
2. _____.
3. _____.
4. _____.
5. _____.
6. _____.
7. _____.
8. _____.
9. _____.
10. _____.

I certify that the above works information is correct.

.....
Title

.....
Signature

.....
Date

EVIDENCE OF FINANCIAL RESOURCES TO MEET QUALIFICATION REQUIREMENTS

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

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

I certify that the above works information is correct.

.....
Title

.....
Signature

.....
Date

DECLARATION FORM

To

Date

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

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

Title

Signature

Date

(To be signed by authorized representative and officially stamped)

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

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

Part 1 – General

Business Name.....

Location of business premises.....

Plot No.Street/ Road

Postal Address Postal Code

Tel No.....

Facsimile.....

Mobile and CDMA No.....

E-mail:.....

Nature of your business

Registration CertificateNo.....

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

Name of your BankersBranch... ..

*Names of Tenderer's contact person(s)

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

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

.....

Part 2 (a) Sole Proprietor

Your name in full

Age..... NationalityCountry of origin

.....

Part 2 (b) Partnership

Give details of partners as follows: -

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

Part 2 (c) Registered Groups

Give details of members as follows: -

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

Part 2 (d) Registered Company

Private or Public

State the nominal and issued capital of company-

*Nominal in Kshs.

*Total Issued Kshs.

Give details of all directors as follows

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

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

.....

Capacity of the duly authorized person.....

Signature of the duly authorized person.....

*NOTES TO THE TENDERERS ON THE QUESTIONNAIRE

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

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

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

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

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

To:

TENDER No. RACIDA/BORESHA NABAD-2025-09
The Procurement Officer,
Rural Agency for Community Development and Assistnce – RACIDA
Email Address: procurement@racida.org
Mandera Office: Malkasuftu Road Next to Garanda Hotel or
Nairobi Office : Kinduruma Road, Top Plaza Ground Floor unit 9-12

We, the undersigned, declare that.

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

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

Signed:.....

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

in the capacity of.....

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

Name:.....

(insert complete name of person signing the bid securing declaration) Duly authorized to sign the bid for and on behalf of:

..... (insert complete name of bidder)

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

(insert date signing)

EVALUATION CRITERIA

There are three levels of evaluation criteria subjected to Companies that bid for the Contract based on the selected LPTA(Lowest Price Technically Acceptable) evaluation method. These are: -

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

1.MANDATORY REQUIREMENT

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

S/NO	REQUIRED DOCUMENTS	YES	NO
1	Certified copy of Certificate of incorporation		
2	Certified Copy of Valid Tax Compliance certificate (will be verified via TCC)		
3	Current Business Permit		
4	2 % Bid Bond		
5	Pagination		
6	Financial reports for the last two years		
7	RACIDA Declaration of compliance		
8	Pricing matrix		
	TOTAL SCORE		
	Add VAT		
	GRAND SUMMARY		

2. TECHNICAL EVALUATION

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

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

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

3.FINANCIAL EVALUTION

NO	REQUIRED DOCUMENTS	SCORE RATE	SCORE/RANK
1	At least two years Audited Financial Report (2024/ 2025)	20	

T+F= ()

