



INVITATION TO TENDER

TENDER NO. RACIDA/BORESHA-NABAD/03-2026

**PROPOSED DEVELOPMENT AND CONSTRUCTION OF A
DEFLUORIDATION WATER TREATMENT PLANT AT FARJANA WATER
SUPPLY PROJECT, MALKAMARI WARD, BANISA SUB-COUNTY,
MANDERA COUNTY**

CLOSING DATE: 21ST AUGUST 2026 AT 1600 HRS

LETTER OF INVITATION TO TENDER

TENDER NO. RACIDA/BORESHA-NABAD/03-2026

Introduction

Rural Agency for Community Development and Assistance (RACIDA) is a premier regional not-for-profit organization. Since its founding in 2001, RACIDA has worked to build the resilience of vulnerable communities living in Arid and Semi-Arid Lands (ASALs) of Kenya, Somalia and Ethiopia

Invitation to Tender

RACIDA invites sealed bids for the **PROPOSED DEVELOPMENT AND CONSTRUCTION OF A DEFLUORIDATION WATER TREATMENT PLANT AT FARJANA WATER SUPPLY PROJECT, MALKAMARI WARD, BANISA SUB-COUNTY, MANDERA COUNTY** whose specifications are detailed in the Tender Documents. Interested and eligible bidders may access the document through RACIDA website at <https://www.racida.org/calls-for-proposals/> to inspect, review and submit their proposal for free of charge.

Completed set of documents sealed in a plain envelope and clearly addressed to:

THE PROCUREMENT COMMITTEE

TENDER NO. TENDER NO. RACIDA/BORESHA-NABAD/03-2026

TENDER NAME: PROPOSED DEVELOPMENT AND CONSTRUCTION OF A DEFLUORIDATION WATER TREATMENT PLANT AT FARJANA WATER SUPPLY PROJECT, MALKAMARI WARD, BANISA SUB-COUNTY, MANDERA COUNTY

Should be dropped in the tender box situated at RACIDA's:

MANDERA OFFICE: MALKASUFTU ROAD NEXT TO GRANADA HOTEL

or

NAIROBI OFFICE: KINDURUMA ROAD, TOP PLAZA GROUND FLOOR UNIT 9-12

Closing Date for Submission of ITT

No late submissions of ITT will be accepted. Bidders are therefore advised to ensure that they have taken all steps to submit their Tenders in advance of the closing date and time, so that it is received not later than **21ST AUGUST 2026 AT 1600 HRS**

RACIDA may, at its own discretion, extend this closing date for the submission of ITT by notifying all bidders thereof.

Notes:

- Bid offers submitted via email will not be accepted
- RACIDA reserves the right to accept or reject any application, tender, or proposal, in whole or in part, and is under no obligation to provide reasons for its decision.
- All submissions done as joint ventures will be automatically disqualified
- There will be an online public opening of bids, and this will be communicated to bidders who shall have submitted and recorded on the bid reception list.

Instructions to Bidders

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

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

1. Failure to submit an offer containing all the required information and documentation within the deadline specified will lead to the rejection of the bid.
2. No account can be taken of any reservation in ITT as regards the document; any reservation will result in the immediate rejection of the ITT without further evaluation.
3. Bidders' quotes should be net inclusive of all taxes, must be in KES, and shall remain valid for at least ninety (90) days from the closing date of the tender.
4. 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 closing
5. Bidders must submit a proposed Works Program.
6. Please note that the contract period will be Eight (8) weeks.
7. Bidders MUST comply with "Instructions to Bidders" in the Tender Documents.
8. Bidders MUST fill in all the forms in this Tender Document.
9. Bidders MUST submit detailed technical specifications as requested in the Tender Document.
10. Completed Tender documents are to be enclosed in plain, sealed envelopes marked with the Tender name and Tender Number, in accordance with the Instructions to Tenders in the tender documents and must be deposited in the tender box at RACIDA office(s) on or before the date specified in the advertisement.

Call for Tenders Schedule:

ACTIVITY	DATE/Details	TIME
Tender Issue Date	3rd August 2026	N/A
Deadline for request for any clarifications from RACIDA procurement	19th August 2026	Before 1600hrs
Channel for request for clarification	procurement@racida.org	Email
Last date on which clarifications are issued by RACIDA	19th August 2026	By 1600hrs
Deadline for submission of tenders (receiving date, not sending date)	21st August 2026	By 1600hrs
Tender opening session by RACIDA	TBA	
Notification of award to the successful tenderer	TBA	

Scope of Works

The work includes delivery, installation and commissioning of a defluorination plant in Farjana to remove excess fluoride from the underground water source that has been recently installed. Full details are provided in the tender documents.

Required Bid Components

Each bid must include:

- A completed Form of Tender.
- A Comprehensive Works Program (8-week timeline).
- Filled BOQ
- All required forms as per forms specified.

- Detailed technical proposal as per evaluation criteria.
- Any other specified requirement(s)

Evaluation Criteria

There are two levels of evaluation criteria subjected to bids for the proposed development and construction of a defluoridation water treatment plant at farjana water supply project, malkamari ward, banisa sub-county, mandera county

- 1.) Mandatory Requirements – Non-Graded
- 2.) Technical evaluation – Max Score 100

MANDATORY REQUIREMENT

This is a compulsory requirement and if a bidder 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	Copy of Certificate of incorporation		
2	Copy of Valid Tax Compliance certificate (will be verified via I Tax)		
3	Current and valid Business Permit		
4	2 % Bid Bond		
5	NCA 7 – Specific to Water works or Civil Works or Electromechanical works		
7	Proof of Financial Health to Fund the works (Copies of Audited Financial Reports for last two years or stamped latest bank statement or Valid letter of credit from a reputable bank)		
8	RACIDA Declaration of compliance		
9.	Duly Completed Tender Document		
10	CR12 & IDs of directors		
11	CV's and Certificates of Key Personnel		
12	Provision of duplicate copy of submitted tender document		
	VERDICT (ACCEPT/REJECT)		

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.	Evaluation Criteria	Max Score
1	<u>Technical Experience:</u> • Proof of at least 3 similar works executed on water works and/or water treatment works in the last 3–5 years. • Provide at least 3 contracts/award/completion certificates of similar nature and most preferably on water treatment works. • Provide evidence of at least 3 similar value works as per scope. • Provide evidence of similar works in Non/ASAL areas (e.g., Mandera) with similar terrain and complexity.	25

2	<u>CVs of Key Personnel:</u> • Project Manager: BSc Civil/Water or Agricultural Engineering, EBK registered, 8 years' experience managing water supply projects/water treatment facilities and stakeholder coordination. • Water Laboratory Technician: Diploma/Degree in water quality monitoring, 3+ years' experience, relevant professional body registered. • Electrical Technician: Diploma/Degree in Electrical Engineering, registered EPRA, 3 years' experience in water system electrical installations and maintenance.	20
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	• Plumber / Pipefitter: Certificate/Diploma in Plumbing/Mechanical, 3–5 years’ experience installing pipelines, valves, and connections for water filtration systems. • Pump / Mechanical Technician: Certificate/Diploma in Mechanical/Water Engineering, 3+ years’ experience in pump installation, maintenance and integration with storage systems.	
3	Equipment & Machinery: Provide evidence of ownership/lease of essential water filtration and other general construction equipment. Submit logbooks or lease agreements.	15
4	Methodology / Work Plan: Provide detailed technical proposal including: • Understanding of the assignment • Implementation approach • Risk mitigation measures • Environmental & safety protocols • Quality assurance mechanisms • Work sequencing and timelines	35
5	Financial Capacity: Provide evidence of financial capability to execute the project: • Certified bank statements or • Audited financial reports or • Bank letter of credit or financial support	5
	GRAND TOTAL SCORE	100

***Note:** Only bidders who score a minimum of 70- marks proceed to financial evaluation*

Criteria Award

Award will be to lowest technically responsive bid provided it meets the budget confines.

PROPOSED DEVELOPMENT AND CONSTRUCTION OF A DEFLUORIDATION WATER TREATMENT PLANT AT FARJANA WATER SUPPLY PROJECT, MALKAMARI WARD, BANISA SUB-COUNTY, MANDERA COUNTY

Introduction

Rural Agency for Community Development and Assistance (RACIDA) has been operational in Mandera County for over 19 years, focusing on strengthening the resilience of rural pastoralist communities. This aligns with the organization's core mandate of promoting self-reliance and sustainable livelihoods through improved natural resource management and enhanced socio-economic systems.

Communities in Farjana have been affected severely by the recent droughts in Mandera county. The devastating effects of the drought have led to loss of lives, livelihoods and schoolchildren were unable to attend their classes due to low quality and quantity of water that was presented to them. Through the intervention of RACIDA under BORESHA-NABAD program and in collaboration with the county government of Mandera hydrological survey of underground water sources was conducted. The result of the survey showed the presence of underground water at a depth of 350 meters with the aquifer being rich in water. The coordinates for the location were recorded and a borehole was successfully drilled. The borehole had a yield of 10 cubic meters per hour but high in fluoride content which required immediate intervention to address the fluoride issue. Hap Aqua defluorination system has been adopted and will be the basis for this tender document.

Mandera County is predominantly inhabited by ethnic Somali communities, where clan structures play a central role in social organization and resource governance. The local economy is largely dependent on pastoralism, which remains highly vulnerable to climatic shocks, particularly recurrent droughts. Limited infrastructure, water scarcity, and resource-based conflicts further exacerbate vulnerability levels within the county.

Background

Mandera County is situated in the northeastern region of Kenya and is classified among the country's arid and semi-arid lands (ASALs). According to the 2019 national census, the county has an estimated population of 1,200,890 people and spans an area of approximately 25,797 square kilometers. It shares international borders with Ethiopia to the north and Somalia to the east, making it a strategically significant region with active cross-border socio-economic interactions.

Administratively, the county is divided into six sub-counties: Mandera West, Mandera East, Mandera North, Banisa, Lafey, and Kutulo, with Mandera Town serving as the county headquarters.

The region experiences a predominantly hot and arid climate, with temperatures frequently exceeding 30°C and annual rainfall ranging between 255 mm and 270 mm. Rainfall is bimodal and typically occurs during the short rainy seasons of April–May and October–November. The erratic and limited nature of rainfall contributes to chronic water scarcity, significantly affecting domestic water supply, livestock production, and small-scale agriculture.

Pastoralism remains the primary livelihood activity, supported by livestock rearing adapted to the harsh climatic conditions. However, recurrent droughts, inadequate water infrastructure, and competition over limited natural resources have led to persistent food insecurity and heightened vulnerability among communities.

The county continues to face multiple development challenges, including inadequate access to safe water, sanitation facilities, healthcare services, and education. Additionally, insecurity linked to cross-border dynamics and inter-clan conflicts poses ongoing risks to development efforts.

Despite these constraints, Mandera County presents significant opportunities for sustainable development through strategic investments in water resource management, renewable energy solutions, and climate-resilient infrastructure. Strengthening WASH services remains a priority intervention area, given its direct impact on public health, nutrition outcomes, and overall community resilience.

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 construction 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 DEVELOPMENT AND CONSTRUCTION OF A DEFLUORINATION
WATER TREATMENT PLANT AT FARJANA WATER SUPPLY PROJECT,
MALKAMARI WARD, BANISA SUB-COUNTY, MANDERA COUNTY**

BILL OF QUANTITIES FOR FARJANA DEFLUORINATION PLANT					
Bill No. 1	Preliminaries				
	Description	Unit	Quantity	Rate (Ksh)	Amount (Ksh)
1.1	Mobilization and Demobilization of Materials and Personnel To and From Farjana Water Supply Project at Farjana Location, Malkamari Ward, Banisa Sub-County in Mandera County	L/S	1		
1.2	Training of WMCs and relevant departments i.e. Water, Public Health on Operation and maintenance of the proposed Water Treatment Unit during installation of the essential system for familiarization purpose and monitoring of water quality through the relevant tests.	L/S	1		
1.3	Testing, cleaning, commissioning and handing over complete plant.	L/S	1		

1.4	Branding of the Treatment Plant and Associated Structures – Supply all materials, labor, equipment, and incidentals necessary for the design, production, and installation of branding and signage for the treatment plant and all associated developed structures. The contractor shall prepare and submit detailed artwork and branding layouts for the Engineer's approval prior to commencement of the branding works. No branding activities shall proceed until written approval of the artwork has been obtained. The branding shall comply with the RACIDA's branding guidelines and be completed to the satisfaction of the Engineer.	Item	1		
	Sub-Total				
Bill No. 2	Water Filtration Unit				
	Description	Unit	Quantity	Rate (Ksh)	Amount (Ksh)
2.1	Development of the Plant				
2.1.1	Supply and provide Hap Aqua defluorination medium	Kg	2250		
2.1.2	Fabrication of 3.2M ³ Hot deepen G.I Metallic Cylindrical Water Tanks for the Medium filters	Item	2		
2.1.3	Supply and install 10M ³ Roto Tank on 2 feet Masonry platform for the raw water intake	Item	1		
2.1.4	Supply, provision and installation of Digital Monitoring system for Defluorination Plant	Item	1		
2.2	Assorted pipes and fittings				
2.2.1	PPR PN6 pipe 53mm OD	M	50		

2.2.2	Upvc PN6 pipe 42mm OD	M	50		
2.2.3	Upvc and PPR PN 8 Tees and U joint connections for the above 2.2.1 and 2.2.2	item	10		
	Sub Total				
Bill No. 3	CONSTRUCTION OF SINGLE-ROOM DEFLOURIDATION PLANT HOUSE (4.2 m × 4.2 m) INCLUDING FUEL/SPARE STORE (2.6 m × 1.2 m)				
3.1.1	Mobilization, setting out of the building, site clearance and temporary works.	item	1		
3.1.2	Excavate foundation trenches to required depth in all soil types, dispose surplus material and keep excavation free from water.	M ³	18		
3.1.3	Supply and place approved hardcore filling, compacted in layers (150 mm thick).	M ³	8		
3.1.4	Supply and lay 50 mm sand blinding beneath floor slab.	M ²	21		
3.1.5	Supply and place 50 mm plain concrete blinding (Class 15).	M ³	1.1		
3.1.6	Reinforced concrete strip foundations including formwork and reinforcement (Class 25).	M ³	4.5		
3.1.7	Reinforced concrete foundation walling/plinth beam complete with reinforcement.	M ³	2		
3.1.8	Damp Proof Membrane (1000 gauge polyethylene sheet).	M ³	21		
3.1.9	Reinforced concrete floor slab 150 mm thick complete with BRC mesh reinforcement.	M ³	21		

3.1.10	Natural stone masonry walling (200 mm thick) in cement: sand mortar including all bonding.	M ³	72		
3.1.11	Reinforced concrete lintels over all openings.	M ³	0.8		
3.1.12	Reinforced concrete ring beam complete with reinforcement and formwork.	M ³	1.8		
3.1.13	Structural steel roof trusses including fabrication, painting and erection.	Item	1		
3.1.14	Supply and fix 28-gauge pre-painted corrugated roofing sheets including ridges, flashings and all accessories.	M ³	34		
3.1.15	Fascia boards, barge boards and rainwater goods complete.	Item	1		
3.1.16	Steel double-leaf access doors complete with heavy-duty hinges and locking system.	No	1		
3.1.17	Steel personnel access door complete with frame and locking system.	No	1		
3.1.18	Steel door for fuel/spare store complete with locking mechanism.	No	1		
3.1.19	Powder-coated steel windows complete with burglar proofing and mosquito gauze.	No	3		
3.1.20	Fixed ventilation louvers complete with insect screen.	No	4		
3.1.21	Internal cement and sand plaster (15 mm thick).	M ²	72		
3.1.22	External cement and sand render (20 mm thick).	M ²	72		

3.1.23	Cement/screed floor finish finished smooth.	M ²	21		
3.1.24	Heavy-duty non-slip ceramic floor tiles to fuel/spare room.	M ²	3		
3.1.25	Internal emulsion paint (three coats) on plastered surfaces.	M ²	72		
3.1.26	External weather-resistant paint (three coats).	M ²	72		
3.1.27	Paint all exposed steelwork with anti-corrosive primer and gloss finish.	Item	1		
3.1.28	Electrical installation including LED light fittings, switches, sockets, conduit wiring and distribution board.	Item	1		
3.1.29	Earthing and lightning protection system complete with earth rod, earth chamber and bonding.	Item	1		
3.1.30	Safety signage including "No Smoking", "Danger", emergency contact information and operating instructions.	Item	2		
3.1.31	External concrete apron (100 mm thick) around building complete with slope away from structure	M ²	18		
3.2	WATER TESTING KIT				
3.2.1	Supply and provide appropriate Fluoride Hanna Combo (HR) water testing portal kit and Two packs of reagents.	No	1		
3.3	REGENERATION SYSTEM				

3.3.1	Supply, deliver, install, test and commission a complete Regeneration Unit manufactured in Germany, including all accessories, instrumentation, valves, manifolds, shipment, marine insurance, customs clearance, inland transport to site, installation, testing and commissioning.	Item	1		
3.3.2	Supply, install and commission Regeneration Water Pump, stainless steel, chemical resistant, complete with electric motor, base plate, valves, fittings and flexible connections.	No	1		
3.3.3	Supply, install and commission Operation Water Pump, complete with electric motor, control accessories, valves and fittings.	No	1		
3.3.4	Supply and install Oil-free Air Compressor complete with receiver tank, pressure regulator, pressure gauge, safety valve, flexible hoses and all accessories.	No	1		
3.3.5	Supply CO ₂ Gas Cylinders complete with cylinder valves, pressure regulators, manifolds and connecting hoses.	No	2		
3.3.6	Supply CO ₂ Gas sufficient for four (4) complete regeneration cycles, including cylinder refilling.	Lot	1		
3.3.7	Supply Caustic Soda (NaOH) in 25 kg bags sufficient for four (4) complete regeneration cycles.	Bag	25		
3.3.8	Supply and install PVC Chemical Mixing Tank, 3 m ³ capacity, complete with heavy-duty support frame, inlet/outlet connections, drain valve, level indicator and access cover.	No	1		

3.3.9	Supply and install Electric Stirrer/Agitator for the 3 m ³ PVC mixing tank, complete with geared motor, shaft, impeller and mounting assembly.	No	1		
3.3.10	Supply and install PVC chemical dosing pipework including UPVC pipes, unions, elbows, tees, ball valves, non-return valves, supports and fittings.	Item	1		
3.3.11	Supply and install all electrical works including power cables, control cables, cable trays, conduits, isolators, MCCB, control panel modifications, starters, protection devices, earthing and complete wiring for the regeneration system.	Item	1		
3.3.12	Supply and install instrumentation including pressure gauges, flow meters, level switches, dosing controls and monitoring accessories.	Item	1		
3.3.13	Supply and install complete 5kw hybrid solar system for running the operations of the deflourination system	Item	1		
	Sub- Total				
	Total for Bill 1+Bill 2+Bill 3				
	16% VAT				
	5% Contingencies				
	Grand Total for the Project				

Summary price for the site.

SITE	AMOUNT (KES)
<u>RACIDA/BORESHA-NABAD/03-2026</u> PROPOSED DEVELOPMENT AND CONSTRUCTION OF A DEFLUORIDATION WATER TREATMENT PLANT AT FARJANA WATER SUPPLY PROJECT, MALKAMARI WARD, BANISA SUB-COUNTY, MANDERA COUNTY	

Note: All Prices quoted shall include **VAT**

NOTE:

The site can be accessed through the main murram road from Mandera Town to Khalalio location

DECLARATION FORM

To

Date

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

- a) Has not been debarred from participating in the 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)

FORM OF TENDERER

TENDER NO. TENDER NO. RACIDA/BORESHA-NABAD/03-2026

The Procurement Committee,

Rural Agency for Community Development and Assistance – RACIDA

Email Address: procurement@racida.org

Mandera Office: Malka-suftu Road Next to Granada Hotel

or

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

TENDER: PROPOSED DEVELOPMENT AND CONSTRUCTION OF A DEFLUORIDATION WATER TREATMENT PLANT AT FARJANA WATER SUPPLY PROJECT, MALKAMARI WARD, BANISA SUB-COUNTY, MANDERA COUNTY

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:

KES.....[Amount in figures]

KES.....
.....[Amount in words]

1. 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 Conditions of Contract.
2. 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.
3. Unless and until a formal Agreement is prepared for all the procurement and technical guidance that is the structural drawings provided below as a sample and executed this tender together with your written acceptance thereof, shall constitute a binding Contract between us.
4. We understand that you are not bound to accept the lowest evaluated cost Tender, the Most Advantageous Tender or any other Tender that you may receive;
5. We have examined and have no reservations to the tender document, including any Addenda that can be issued in accordance with this ITT
6. We have not been suspended nor declared ineligible by any Procuring Entity based on performance or any fraudulent or prohibited activity(s)
7. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.
8. We hereby certify and confirm that the tender is genuine, non-collusive and made with the intention of accepting the contract if awarded.

Dated this day of20.....

Signaturein the capacity of

duly authorized to sign tenders for and on behalf of:

...../Address of Tenderer/

VAT CERTIFICATE No

Signature

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or sums not exceeding in total an amount of _____
(_____) upon receipt by us of
the Beneficiary's complying demand, supported by the Beneficiary's statement, whether in the demand itself or
a separate signed document accompanying or identifying the demand, stating that either the Applicant:

- b) Has withdrawn its Tender during the period of Tender validity set forth in the Applicant's Letter of Tender (“the Tender Validity Period”), or any extension thereto provided by the Applicant; or
- c) Having been notified of the acceptance of its Tender by the Beneficiary during the Tender Validity Period or any extension there to provided by the Applicant,
 - i. Has failed to execute the contract agreement, or
 - ii. Has failed to furnish the Performance.

This guarantee will expire:

- a) If the Applicant is the successful Tenderer, upon our receipt of copies of the contract agreement signed by the Applicant and the Performance Security and, or
- b) If the Applicant is not the successful Tenderer, upon the earlier of
 - i. Our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Tendering process; or
 - ii. Thirty days after the end of the Tender Validity Period.

Consequently, any demand for payment under this guarantee must be received by us at the office indicated below
onor before that date.

Signature(s) _____

Seal _____

TENDER QUESTIONNAIRE

Please fill in block letters.

Full names of

Tenderer:.....

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

Telephone number (s) of

Tenderer.....

Email Address of

Tenderer:.....

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

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 Kenya (name, address, telephone, telex):.....
.....
.....
.....

Signature of Tenderer _____

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 Licence No..... Expiring date.....

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

Kenya Shillings.....

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 capita of the company:

Nominal KES.

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 attach)**

NO.	POSITION	NAME	QUALIFICATION	YEARS OF EXPERIENCE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

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	YEARS OF COMPLETION	VALUE OF CONTRACT (KES)

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.....

***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 at all times 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***

