



Subject: **INVITATION TO TENDER
CONSTRUCTION OF HAY BARNs IN KAJIADO AND NAROK COUNTY**

Dear Sir,

Ref: **NIA/2018-2019/EOI/2**

Dear Sir/Madam,

Neighbours Initiative Alliance (NIA) is a Non-governmental organization working with pastoralists communities in Kenya. It was established and registered in 1996 as a non-profit making organization under the NGO coordination Act.

Funded by The Federal Ministry for Economic Cooperation (BMZ) and in partnership with Welthungerhilfe (WHH), NIA invites potential suppliers to submit bids for **construction of 3000 bales capacity hay barns** as described in the attached BOQ/Tender Submission Form.

Eligible firms are requested to submit their bids in sealed envelopes addressed as follows;

**NIA/2018-2019/EOI/2 (HAY BARNs)
The Tender Committee
Neighbours Initiative Alliance
P. O. Box 366-01100
Kajiado, Kenya.**

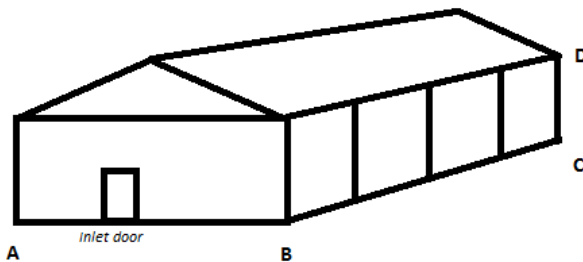
Delivery options: a) Courier services, Post Box Office and physical deposits into the Tender Box at NIA offices in Kajiado along Athi River-Namanga highway next to Kajiado Police Station. All bids to be received not later than **18th December, 2018 at 11am**. The opening of the tender documents will be held at 11.00 a.m. on 20th December, 2018.

Quotations to be submitted on the standard Tender Submission Form cum BOQ attached herein.

1. General remarks and special condition

The hay barn should carry a capacity of 3000 bales with the following outline/design and measurements.

Sketch Plan for 3000 bales capacity hay barn/store



Length BC- 48ft
Width AB- 16ft
Height CD-14ft

Materials

A) Roof

-Corrugated iron sheet 3m- 36 pcs
-Roofing nails-11 kgs
-Ridges-8 pcs

B) Walls

-3 by 3 (75mm by 75mm by 3mm thickness square iron.

-Wire mesh.

-2 doors(inlet and outlet for hay bales)

C) Floor

-Concrete floor.

- The hay barns should store 3000 bales.
- The hay barns will be constructed in Kajiado central sub-counties and also in Narok west and south sub counties.
- Single construction firm is preferred. However, NIA/WHH reserves the right to divide the order into lots and award per lot to various bidders.
- Total of 10 hay barns will be built; 5 in Kajiado and 5 in Narok.

2. Specifications / Quantities

The detailed specifications of the hay barn design is as per above design and materials indicated in the BOQ.

3. Start and completion

If contract is awarded, construction of hay barns should begin immediately and to be completed in 7 weeks from the signing of the contract.

4. Prices

The quotations should be stated in Kenyan currency only those stated otherwise will not be considered in the awarding process. Prices must include all possible charges/taxes.

5. Tender fees

The tender document will be accessible on-line free of charge through the following weblink <https://www.welthungerhilfe.org/tenders/> and will also be available at WHH/GAA Country office Nairobi in hard copy.

Alternatively, the tender documents can also be collected in hard copy at Neighbours Initiative Alliance Kajiado office in Kajiado, next to Kajiado police station or Neighbours Initiative Alliance **Narok field** office at Senators building (FGCK).

6. Bid bond
Not applicable.

7. Tax Compliance

Bidders must also include the following in their bid envelopes:

- Copy of PIN certificate,
- Copy of VAT registration certificate
- Copy of the current Tax compliance certificate
- Copy of Kenya construction authority certificate.
- Profile on past experience.

8. Inspection

Neighbours Initiative Alliance will do inspection and approval of constructed hay barns.

9. Ordering Parties

Neighbours Initiative Alliance
P.O.BOX 366-01100
Kajiado.

WHH/German Agro Action
Country Office Nairobi
P. O. Box 38829-00623
Nairobi

10. Consignee/Notify

Neighbour Initiative Alliance
Kajiado office

11. Paying authority

Neighbours Initiative Alliance

12. Tender submission form & requirements

Following documents must be submitted **before tender closing**:

- Quotation in **sealed envelopes** (marked only with the tender reference) to be dropped at WHH/GAA Country office Nairobi Tender box **or** Neighbours Initiative Alliance tender box in Kajiado office **or sent through the addresses provided above.**
- Tender to be filled in the standard **Tender Submission Form (attached)**. The tender submission form to be stamped and signed by the bidder indicating the name and contact details.
- The **Supplier Prequalification document** (3 pages, attached to this tender), **must be filled and attached to the tender submission form.**
- Tax compliance documents as listed under no. 7 above.

Important Note: Tenders missing any of the above requirements shall be rejected as incomplete.

13. Payment Conditions

Cash against documents (CAD). Payment within 10 working days upon receipt of the following documents:

- Original Invoice on the supplier's letterhead.
- Completion certificate or Approval of the hay barns constructed.

14. Evaluation and qualification criteria

- We prefer one single construction firm but reserve the right to divide the order based on our internal evaluation.
- Suppliers not providing all necessary documents, properly signed and stamped will be excluded.
- The deadline for the submission of the requirements is firm and non-negotiable. Late documentation or offers will not be taken into consideration.

The following criteria will be considered in the evaluation and contract granting:

- 60% in total amount i.e. Total quoted amount for construction of one hay barn as per the BOQ.
- 30% past experience on constructions of hay barn structures or equivalent.
- 10% completeness of tender document and conformity with the specifications and tender requirements.

15. Tender Conditions

The tender must be valid for 21 days from the tender deadline.

Quotations must specify all details according to the tender text. Incomplete offers and offers that arrive later than the deadline for reply will be automatically be excluded. All responses will be opened by the WHH/NIA tender committee only. Bidders who do not receive a written feedback **21** days after expiry of the deadline should consider themselves unsuccessful.

16. Tender deadline

Deadline of submission shall be **Tuesday 18th December, 2018 at 11:00 AM**

The tender is valid without original signature as well.

Welthungerhilfe Supplier Qualification Form

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1. We want some information about your company

Company Name	
Legal Form	
Founded (Year)	
Established in (Country)	
Bank Details (Account Holder, Bank Name, IBAN, BIC, Swift, Currency)	
VAT-Registration Number	
Physical Address	
Name of Chief Executive Officer (CEO)	
Place and Date of Birth of CEO	
Name of Owner	
Place and Date of Birth of Owner (if individual)	
Website	
Sales & Marketing Contact	
Range of Services provided by the Company (Company Portfolio)	
For internal use of WHH & NIA only	

Welthungerhilfe Supplier Qualification Form

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2. Policy Statement of Welthungerhilfe

a. Welthungerhilfe supports the goals of the UN Global Compact

The UN Global Compact is a strategic policy initiative for businesses that are committed to aligning their operations and strategies with [ten universally accepted principles](#) in the areas of [human rights](#), [labour](#), [environment](#) and [anti-corruption](#).

Human Rights

- [Principle 1](#): Businesses should support and respect the protection of internationally proclaimed human rights; and
- [Principle 2](#): make sure that they are not complicit in human rights abuses.

Labour

- [Principle 3](#): Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;
- [Principle 4](#): the elimination of all forms of forced and compulsory labour;
- [Principle 5](#): the effective abolition of child labour; and
- [Principle 6](#): the elimination of discrimination in respect of employment and occupation.

Environment

- [Principle 7](#): Businesses should support a precautionary approach to environmental challenges;
- [Principle 8](#): undertake initiatives to promote greater environmental responsibility; and
- [Principle 9](#): encourage the development and diffusion of environmentally friendly technologies.

Anti-Corruption

- [Principle 10](#): Businesses should work against corruption in all its forms, including extortion and bribery.

The Global Compact is global and local; private and public; voluntary yet accountable.

Further information is available on this website in different languages :

<https://www.unglobalcompact.org>

b. Welthungerhilfe (WHH) renounces all forms of terrorism and money laundering

Welthungerhilfe renounces all forms of terrorism and will never knowingly support, tolerate or encourage terrorism or the activities of those who embrace terrorism or money laundering.

Consistent with numerous United Nations Security Council resolutions, including

S/RES/1269(1999), S/RES 1368(2001) and S/RES1373(2001) and the European Union,

Welthungerhilfe is firmly committed to the international fight against terrorism and in particular against the financing of terrorism. It is the policy of Welthungerhilfe to seek to ensure that none of its and its donor funds are used, directly or indirectly, to provide support to individuals or entities associated with terrorism or money laundering. Therefore, Welthungerhilfe will match their suppliers and Service providers against the Sanctions lists on a regular basis. By submitting an offer, suppliers and service providers agree to this.

3. Supplier Declaration

We, _____ (name of company) hereby declare that

- a) we are not in bankruptcy proceedings, judicial insolvency proceedings or in liquidation, that we have not ceased our commercial activities and are not in a comparable situation by virtue of similar proceedings referred to in the national legal provisions,
- b) we have not received a sanction by legally binding judgment for reasons which bring into doubt our professional reliability,
- c) we comply with our duty to pay social insurance contributions, taxes or other levies in accordance with the legal provisions of the state in which we have our office, the state of the consignee, or the state where the contract is performed. We assure that we will comply with the legislation applicable and common standards in terms of wages, social legislation and occupational safety and health.
- d) we have not received a legally binding sentence due to fraud, corruption, participation in a criminal association, or another act directed against the financial interests of the International Humanitarian Aid Community,
- e) no serious breaches of contract due to non-performance of our contractual obligations have been ascertained in connection with another contract or a contract awarded from the International Humanitarian Aid Community,
- f) we are providing you with all the information required in connection with participation in a tender,
- g) in respect of contracts which are ultimately paid for out of European Community funds, no one has accused us of breach of contract due to gross violation of our contractual obligations,
- h) we have not been excluded as a contract partner by the European Community due to ethical issues,
- i) we assure the European Commission, the European Anti-Corruption Bureau and the auditors of the European Community reasonable access on demand to our business and accounting documents for the purpose of checks and audits,
- j) we respect basic social rights and condemn child labor,
- k) we are informed that Welthungerhilfe will conduct a check to ensure that partners/suppliers do not appear on official sanctions lists of UN and the European Union.

Date, Company Name, Signature of Owner of CEO, Name in Block