



For a world without hunger

Subject: **INVITATION TO TENDER
TOOLS & EQUIPMENT**

Ref: **WHH/KEN 1151/T-02 CO-1102**

Dear Sir,

Welthungerhilfe (German Agro Action / WHH) was established in 1962. It is today one of the largest private organizations working in the area of development cooperation and humanitarian aid in Germany. The organization is non-profit-seeking, non-partisan and non-denominational. Donations from the population at large fund our work in Africa, Asia and Latin America. In addition, Deutsche Welthungerhilfe e.V. receives grants from the Federal German Government, the European Union and the United Nations.

Dependent on the availability of the means and with funds from **GIZ**, we are in the market today for the following Tools & Equipment:

Lot 1: Agro Forestry Tools & Equipment
Lot 2: Conservation Agriculture Tools
Lot 3: Soil Conservation Tools
Lot 4: Tools & Materials for Vermiculture

Quantities and contents are subject to alteration.

1. General remarks and special condition

All items must be sound, fair and in merchantable quality. The quality must be in line with the technical specifications stated in this invitation to tender. The bidder has to clearly indicate and specify the details of the offered product in case of an alternative offer.

- **If tender is awarded, delivery shall be within the shortest time possible.**
- **All offered products must meet national/international standards such as DIN/ISO.**
- **If applicable safety and security documentation should be provided.**
- **We prefer one single supplier. But we reserve the right to divide the order into lots and order from various bidders.**

Nairobi, 13.07.18

Deutsche Welthungerhilfe
Country Office
Kenya,
Riverside Mews off Riverside Drive
Tel: +254 705 093 917
Tel: + 254 723 942 890

Patron:
Federal President Frank-Walter
Steinmeier"

Supervisory Board (honorary):
Bärbel Dieckmann, President
Prof. Dr. Joachim von Braun, Vice-
President
Norbert Geisler, Chairman of the
Finance Committee
Amadou Diallo
Rita Lanius-Heck
Prof. Dr. Conrad Justus Schetter
Dr. Tobias Schulz-Isenbeck

Secretary General
Chief Executive Board:
Dr. Till Wahnbaeck

Donations account:
Sparkasse KölnBonn
Account No. 1115
Sort Code 370 501 98
IBAN: DE15370501980000001115
BIC: COLSDE33elthungerhilfe e.V.
Friedrich-Ebert-Straße 1
D-53173 Bonn
Tel. +49-228-2288-0
Fax +49-228-2288-333
www.welthungerhilfe.de



Member of Alliance 2015,
International NGO Network





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- Timely arrival is of utmost importance.
- Bidders are requested to bid per lot including transport. However, privilege will be given to bidders bidding on all lots including transport.
- Part shipment will not be allowed without the authorization of WHH.

2. Specifications / Quantities

Specifications and quantities are contained on the attached BoQs (refer to the attached BoQs Lot 1-4).

3. Marking

No marking required on all the lots.

4. Packaging and picking

The packaging has to be appropriate to the nature (size, weight) of the items. The packaging should avoid transport damages and protect the goods from bad weather conditions. Packaging should be such that easy off loading, by manpower is appropriate. Loading and packaging costs must be included in the unit costs.

5. Samples/Pictures/Specifications

All technical specifications need to be provided with the financial tender documents.

Shortlisted suppliers will be contacted and requested to provide samples of specific items to the Country Office Nairobi. The provision of samples is an essential part of the tender evaluation for the shortlisted suppliers. The unsuccessful bidders will be informed to collect the samples. Please note that the process of samples evaluation may involve opening of certain packages. Bidders must therefore consent to this action.

6. Delivery conditions

All items are to be supplied DDP (Incoterms 2010). Delivery point shall be Welthungerhilfe Field Office in Kakamega.

Transportation cost must be included per lot. Partial shipment without the authorization of WHH will not be accepted. Each shipment must be announced with 24hrs prior notice before delivery.

7. Delivery schedule

Initial delivery will be required within 7 calendar days from the date of receipt of order. Offers must indicate availability status and realistic delivery dates per lot.

8. Prices

Prices to be indicated in KES only. Quotations stated in other currencies will not be considered in the awarding process. Prices must include all possible taxes and charges.

9. Accessing the Tender

The tender document will be accessible on-line free of charge (on WHH tenders website (<http://www.welthungerhilfe.de/tenders.html>) and will also be available at Welthungerhilfe Country Office Nairobi for collection.

10. Inspection

Consignment shall be inspected for conformity by WHH representatives and an external independent surveyor at the point of loading and offloading. The inspection will be on the account of Welthungerhilfe. Goods not meeting required standards will be rejected. In case goods are rejected, the Supplier will contractually be obliged to pay already incurred fees for rejected goods and also for such fees which will become payable towards inspection.

11. Ordering Party

Welthungerhilfe
Country Office Nairobi
P. O. Box 38829-00623
Nairobi



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12. Consignee/Notify

Welthungerhilfe
Field Office Kakamega

13. Paying authority

Welthungerhilfe
Country Office Nairobi

14. Documents

Following documents must be submitted before tender closing:

Following documents must be included in the bid document:

- Quotation/Bid **on the tenderer's letterhead** submitted in hard copy (in sealed envelope) dropped in the Tender box at Welthungerhilfe Country Office Nairobi located on Riverside Mews off riverside drive, Nairobi.
- Supplier Prequalification document (3 pages), **must be filled and attached to the offer.**
- Company profile
- Copy of Valid Tax Compliance for the current year.

15. Payment Conditions

Cash against documents (CAD). Payment within 10 working days upon receipt of Original Invoice and delivery note. Payment shall be effected through bank transfer.

16. Performance bond

The successful bidder will provide a bank-guarantee to confirm the fulfilment of any obligations arising from the relevant order. The amount of the performance bond shall be 6% of the relevant order sum. This guarantee must be expressed in the currency of the order and shall be limited within the delivery period. The Performance bond may be released by WHH only. The performance bond must be provided not later than 14 days after firm order.

17. Penalties

In the event of delay in delivery caused other than by force majeure WHH is entitled to make use of a penalty of 5/1000 per calendar day of the total value of the consignment still to be delivered. The penalty will be deducted from the invoice. In the event of incomplete delivery caused by the Supplier, WHH is entitled to deduct the losses from the invoice. In case of damaged cargo caused by inappropriate packaging WHH reserves the right to deduct from the relevant order sum an amount according to the variance to the requested specification. In case the quality is not in line with specifications initially agreed by both sides, the Supplier has to inform WHH as soon as possible. Goods not meeting agreed quality will be rejected by WHH, but if WHH accepts these goods a deduction from the order sum and a penalty will be applied.

18. Evaluation and qualification criteria

- We prefer one single supplier for all the lots, but reserve the right to divide the order per lot to different suppliers.
- 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 submission of offers will not be taken into consideration.

The following criteria will be considered in the contract granting:

- 70% price (total cost per lot for materials + transport)
- 20% proposed delivery period.
- 10% past experience

19. Tender deadline

Deadline of submission shall be **Tuesday 7th August 2018 at 11:00AM Kenyan time**

20. Tender Conditions

The tender must be valid 21 days from tender deadline **at minimum**.

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

In case of any questions contact The Head of Logistics at Welthungerhilfe Country Office Kenya on email address diana.awino@welthungerhilfe.de. Phone number +254 723942890

21. Terror Policy

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.

This tender is valid without original signature as well.

ANNEXES:

- I. Prequalification documents (3 pages)**
- II. Bill of Quantities**
- III. WHH Terms and Conditions for International Procurement of Goods & Services**

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Company name	
Legal form	
Number of employees	
Nationality of company	
Postal address	
Visitors address	
Telephone number	
Email address	
Website	
Name of Managing Director	
Sales & marketing contact person	
Shipping department contact person	
Range of services provided by the company (company portfolio)	
Remarks	

Note: Welthungerhilfe carries out projects in the field of humanitarian aid and development cooperation which are also financed by the European Community, among others. Part of this qualifying process for our suppliers is the following declaration by your company (in accordance with European Union rules and conditions for the awarding of contracts for services, supplies of goods and construction services).

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](#). By doing so, business, as a primary driver of globalisation, can help ensure that markets, commerce, technology and finance advance in ways that benefit economies and societies everywhere.

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>



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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,
- 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 European Communities,
- 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 Community budget,
- 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.

We support the goals of the United Nations Global Compact <https://www.unglobalcompact.org>

_____, Date,
company name, signature, name in block capitals, company stamp.