



For a world without hunger

Subject: **INVITATION TO TENDER
BASIC SOIL TESTING AND ANALYSIS**

Ref: **WHH/KEN 1151/T-22 CO-1209**

Nairobi, 05.08.19

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.V. receives grants from the Federal German Government, the European Union and the United Nations.

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

Dependent on the availability of the means and with funds from **GIZ**, we are in the market today for **Basic Soil Testing & Analysis (Wet Chemistry)**. The samples shall be collected from Bungoma, Siaya and Kakamega counties. **Specific details are contained on the attached BoQ. Please refer to the attached BoQ for the details.**

Patron:
President of the Federal Republic of Germany
Frank-Walter Steinmeier

Supervisory Board (honorary):
Marlehn Thieme, 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

Quantities and contents are subject to alteration.

1. General remarks and special condition

Offers must be in line with our technical specifications. In case of any deviation, the bidder must specify clearly.

Secretary General:
Mathias Mogge

- If tender is awarded, The Contractor must be prepared to collect complete sample units from Bungoma, Siaya and Kakamega using their own standard sample packing bags.
- Delivery/Reporting period is crucial. Therefore, bidders must indicate the time required for the exercise and delivery of the final reports.
- All tests offered must be in line with ISO certified standards.
- Part sampling and reporting without the authorization of WHH/GAA will not be accepted.

Donations account:
Sparkasse KölnBonn
Account No. 1115
Sort Code 370 501 98
IBAN: DE 15370501980000001115
BIC: COLSDE33

Alliance 2015

towards the eradication of poverty

Member of Alliance 2015,
International NGO Network



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2. **Specifications / Quantities**

Specifications and quantities are contained on the attached BoQ (refer to the attached BoQ).

3. **Scope of Work**

Task i: Collection and analysis of soil samples from 3,000 households. Note that 1,100 samples will be collected from Bungoma, 950 from Siaya and 950 from Kakamega. Soil testing results will be received per county as per the stated batches.

Task ii: Training of extension staff from the Ministry of Agriculture in the respective counties and Welthungerhilfe staff on soil sampling techniques

Task iii: Soil test results and a consolidated report to be shared with Welthungerhilfe by 10th October 2019.

Task iv: Interpret the results of the soil testing exercise to both Ministry and Welthungerhilfe staff

4. **Ordering Party**

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

5. **Notify**

Welthungerhilfe
Field Offices in Kakamega, Bungoma and Siaya

6. **Paying authority**

Welthungerhilfe
Country Office Nairobi

7. **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 only** (in sealed envelope) dropped in the Tender box at Welthungerhilfe Country Office Nairobi located on Riverside Mews off riverside drive, Nairobi. Envelope to be marked only with the Tender reference number.
- Supplier Prequalification document (3 pages), **must be filled and attached to the offer.**
- Copy of valid business Tax Compliance for the current year.
- Copy of business PIN

Please note that bids missing any of the above requirements will be disqualified.

8. **Payment Conditions**

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



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9. 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.

10. Evaluation and qualification criteria

- 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:

- 60 % price
- 20 % proposed time required for sampling and submission of final reports
- 10 % completeness of the tender and submission of the required documents
- 10 % Previous history/experience

11. Tender deadline

Deadline of submission shall be **Friday 16th August 2018 at 11:00AM Kenyan time**

12. Tender Conditions

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

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

13. 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

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 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.

Welthungerhilfe Supplier Qualification Form

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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 letters, Stamp **For a world without hunger**