

# **Rotary Club of Kitengela (RCK)**

## **TENDER DOCUMENT**

**Grant Title: Drinking Water and Improvement of Sanitation at  
Kyatune Special School in Mutomo.**

**Grant Number: GG2123813**

**For**

**Water Reticulation, Building of Water Kiosks, Installation of  
Water tanks & Fencing.**

**Kyatune Adjudication Section, Plot No. 977, Kyatune Location,  
Mutomo District.**

## Introduction

Rotary Club of Kitengela is a non-for-profit organization registered under Rotary International. It has 7 areas of focus as below.

- Peace and Conflict Prevention / Resolution
- Disease Prevention and Treatment
- Water and Sanitation
- Maternal and Child Health
- Basic Education and Literacy
- Economic and Community Development
- Environment

In collaboration with the Rotary Club Kitengela, Rotary Club of Upsalla Linne, Kyatune Special School and Sweden Mutomo International and the Kyatune Community in Mutomo; they would like to undertake a project in Economic & Community Development and Water & Sanitation in the Kyatune area. This will involve drilling of a borehole, water distribution (reticulation) and building of 2 water kiosks for vending water to the neighboring community.

The Kyatune community & Rotary Club of Kitengela has drilled a borehole and equipped with a pumping solution at Kyatune Special School. Rotary Club of Kitengela would like to enlist the services of competent Contractor who is duly registered with the relevant authorities to provide the services of water reticulation, construction of water kiosks & fencing the borehole in the Kyatune area.

Overall works include:

1. Two Water Kiosks (2 No.) with 2 No. 10,000 liter tanks at the Kyatune Special school
2. Run a 1.6km water pipeline from the borehole to Kyatune special school with all the necessary inspection provisions
3. Fencing /Securing the Borehole area

This tender is in 2 parts:

- ✓ Part 1: Technical Bid
- ✓ Part 2: Financial Bid.

Technical tender constitutes 70% while financial tender 30%.

Documents shall be mailed to [rckitengelabids@gmail.com](mailto:rckitengelabids@gmail.com) marked **Proposed Borehole Design & Build for Kyatune Special School at Kyatune Adjudication Section, Plot No. 977, Kyatune Location, Mutomo District.** Submissions are expected to reach on or before close of business on **March 14<sup>th</sup>, 2022** addressed to the RC Kitengela Tender Committee

## **Part 1 – Technical & Bidding Requirements**

## SECTION : SCOPE OF WORKS

### 1. MATERIALS AND EQUIPMENT

All materials, equipment, etc. to be used in the execution of the work by the Contractor in this contract shall conform to the requirements of the latest Kenya Bureau of Standards (KEBS), International Electrotechnical Committee (IEC), International Standard Organization (ISO) or other approved applicable standards in Kenya unless otherwise specifically stated.

### 2. QUALITY OF MATERIAL AND WORKMANSHIP

The materials and workmanship shall be of the best of their respective kinds and shall be to the approval of the Project Lead. Should any material/equipment which are in the judgement of the project manager unsound, or of inferior quality or in any way unsuited for the work in which it is proposed for use, such materials/equipment shall not be used upon the works and shall forthwith be removed from the site and replaced with the proper quality items to the approval of the Project Lead, all at the expense of the contractor.

The Contractor shall remove and reconstruct at his own expense any portion of the works which gives evidence of any defects or injury which may affect the strength of durability of the work or the performance of the system.

### 3. CONTRACTOR'S LIABILITY

The Contractor shall indemnify the Employer against any claims made in respect of loss of life, injury or damage to persons, animals, goods, or property.

### 4. SPECIFIC TASKS/ ACTIVITIES

The main activities to be carried out are as follows:

- 2No. Water Kiosks with 2No. 10M<sup>3</sup> Plastic Tanks
- Pipework & fitting
  - Excavation & backfilling in trench normal material for depth not exceeding 1 meter as per the specifications
  - Supply and lay connection pipes and fittings from the borehole to the elevated water tank, water kiosks. Pipe diameter – 1.5" H.D.P.E PN10(pipeline) and 1.5" G.I CLASS B for rising mains.
- Fencing & Gate
  - Provide, Dig holes, Install & Fasten
    - Excavate for, provide and erect chain link fence 2.4m high comprising concrete posts set 0.9m below ground level with concrete class 15 (1:4:8) surround, concrete posts at 3.0m centres with 500mm long cranks at top, 14 gauge chain link fence, 4 No. plain wire strands threaded through holes in posts, 4 No. strands 14 gauge barbed wire tied to cranked top offence and weave to form mesh, concrete strutting posts at corners and intervals as appropriate and as shall be directed by the Engineer. The rate to include for all the necessary excavation and disposal
  - Gate
    - Provide and install double gate of 4m wide X 2.4m high fabricated from dia. 50mm hollow section black pipes (Gauge 14) and 25mm x 25mm Square tubes cut and welded to form a mesh 150mm X 150mm Rate to include for

2No. 75mm x 75mm gauge 16 rectangular hollow section M.S. Gate posts and also to include for painting the gate with oxide primer and two coats of blue gloss paint

○

## **PROPOSAL DOCUMENT**

Please include in your response a written submission including:

### **1. Statutory Requirement /Capacity**

- a. Copy of certificate of incorporation/registration.
- b. A copy of a current and valid tax compliance certificate
- c. PIN Certificate.
- d. A certified true copy of CR12 not later than 6months
- e. Copy of certificate of registration with National Construction Authority for the relevant works.
- f. Company profile detailing Company physical location, Contact details authorized personnel
- g. Registered under ministry of irrigation 2021 list.
- h. Evidence of capacity to work in Kenya
- i. Letters of Agency, Representation, Distributorship etc. for equipment manufacturers etc.
- j. Evidence of adequate insurance risk covers and policies

### **1.1 Technical Requirement /Capacity**

- a. Evidence of competence of personnel resources & technicians (qualification should be relevant to the scope of works)
- b. List of current relevant ongoing jobs /projects
- c. Occupational Health and Safety Arrangements

### **1.2 Technical Requirement**

- a. Project Method Statement comprising the following - Methodology to carry out the various components for the works (summarized SOW), Site management org chart, Health & Safety Management, Environmental Management, Quality Management, Logical and detailed work plan with a maximum period of performance of 4 weeks.
- b. Detailed technical specifications of the system proposed to be supplied and installed should meet minimum set requirements- provide support documents.
- c. Key Personnel: Provide Current CV and Copies of Certificates for atleast the following
- d. Project Manager –Min HND in Mechanical, Electrical Engineering and Minimum 5 years of post-qualification experience and minimum 3 years' experience in similar assignments
- e. Electrician/Technician –NCA Accredited. Minimum 3 years of relevant experience (water & solar infrastructure works).
- f. Organization Experience  
-Atleast three corporate reference letters from your past and current clients in the last 2yrs --Copies of LPO and or Award letters for atleast 3 works of similar nature, each valued in the sum of KShs **2 Million** done within the last three years.

- Duly signed certificates of completion for the 3 listed completed projects in the last 3 years.
- g. Schedule of relevant ongoing jobs /projects
- h. Occupational Health and Safety plan
- i. Letters of Agency, Representation, Distributorship etc. for equipment manufacturers etc.

### **1.3 Equipment / Machinery**

The bidder must demonstrate that he has the key equipment listed hereafter. Provide Lease or ownership documentation as evidence

		Specifications	Owned / Leased
	<b>Heavy Duty Truck</b>	<b>Land Cruiser, Heavy Duty models (3-5T)</b>	
	<b>Concrete Mixer</b>	<b>0.5M<sup>3</sup></b>	
	<b>Poker Vibrator – 40mm</b>	<b>40mm</b>	
	<b>Welding Equipment</b>	<b>Capable of 10mm welding rods</b>	

### **1.4 Financial Capacity**

Provide the following as evidence of financial position/capacity to undertake this project. Attach the required documents

- a) A current bank statement covering the immediate past six months. The bank statement should be in the bidder's name and stamped/certified by the bank
- b) Attach evidence of availability of funds/ working capital of at least **KES 1 Million** in form of a bank deposit as illustrated in the bank current certified bank statement or Attach Letter of credit/finance/ bank overdraft from a reputable bank of at least **KES 3 Million**
- c) Duly signed audited financial statement for the past three years.

### **1.5 Qualitative Requirements**

- a. Evidence of an unblemished record (Ethical conduct and integrity ) and related declarations
- b. Quality management policy , approach and or methodology
- c. Any other capacity / quality the firm may wish to make known
- d. Company Code of Ethics and or Other Internal Governance Policy
- e. Duly updated company profiles and website links
- f. Sanity in presentation of proposal including but not limited to serialization and initializing all pages in the proposal submitted.

### **1.6 Schedule of Services**

- Methodology

- Workplan
- Completion period

#### **1.7 Commitment / Undertaking to provide the following upon request**

The anticipated requirements before notice to proceed / site hand over include the following  
10% Performance Bond issued by reputable Bank regulated by CBK

Contractors all Risks (CAR) Insurance covering – Subcontractors equipment valued atleast KShs. 1,000,000/= Third Party equipment and persons valued atleast KShs. 1,000,000 for one incident, with unlimited number of incidences, Contract Works Including permanent, temporary & materials)., Workers Compensation Insurance against personnel injury or death (WIBA) i.e of subcontractors employees: KShs. 500,000 for each incident, number of incidences unlimited.

## **Part 2 – Financial Bid**

## Instructions to Tenderers

1. This is Firm Unit Fixed Price contract for the provision of specific services, goods, works or deliverables and is not adjusted if the actual costs are higher than the fixed price amount. Offerors are expected to include all costs, direct and indirect, into their total proposed price.
2. Tenders shall be submitted on the form of tender attached hereto and all blanks in this form and in the schedules attached to the specification shall be completed.
3. No alteration shall be made on the form of tender or in the specification and schedules.
4. The tenderer (whether his tender is accepted or not) and all other recipients of the specification and documents shall treat the details of specification and the documents attached thereto as private and confidential.
5. The employer does not bind himself to accept the lowest or any tender and will not be responsible for or pay for expenses or losses which may be incurred by any tenderer in the preparation of his tender.
6. All tenderers shall return tender and all accompanying documents duly completed – email to [rckitengelabids@gmail.com](mailto:rckitengelabids@gmail.com).
7. The tender must be received not later than the time, date. Tenders received later than the date specified above shall not be considered.
8. All items of additional information, issued to tenderers prior to the time for closing the bids, shall become a part of the Contract Documents and shall be included in the proposals.
9. The tenderer shall, where applicable, provide leaflets and catalogues giving technical and physical details of the fittings being offered by him as an integral part of his bid.
10. Cost/Price proposals – A well elaborate itemized bill of quantities should be provided by respective bidders showing the item description, qty, unit of measure, unit price or rate where applicable, total amount by line item, sub-total without vat and Grand total including VAT with highlights of VAT applicable items / materials and non-vattable items.
11. The Contractor is responsible for all applicable taxes and fees, as prescribed under the applicable laws for income, compensation, permits, licenses, and other taxes and fees due as required. Refer to Finance Act for more details on the same.

**12. The Payment schedules**

- a. 25% advance payment upon signing of the contract and mobilization to the site and confirmation by the Project Committee Lead.
- b. 25% after 50% of the works is done
- c. 40% upon completion of the works, training and hand over signed off by Project Lead.
- d. 10% after a 3-months retention period (90-days defects liability period).

## FORM OF TENDER

Dear Sir/Madam

**RE: PROPOSED WATER RETICULATION, BUILDING OF WATER KIOSKS, INSTALLATION OF WATER TANKS AND FENCING OF THE BOREHOLE FOR KYATUNE SPECIAL SCHOOL.**

Having examined and understood all the specifications, conditions of contract, Bill of Quantities and all other relevant documents for the above works and having obtained all the necessary information affecting this tender, we the undersigned hereby offer to execute and complete to the satisfaction of the Services Engineer the whole **water reticulation, building of 2No. water kiosks, installation of 2No. water tanks & borehole fencing** herein stated for the sum of Kenya Shillings: -

.....  
.....

(KSHS: - .....)

We undertake, if this tender is accepted to execute a formal Contract Agreement with the Client in the terms shown in tender documents and to submit the name of an approved surety who will be willing to be bound to the client for the said works in an amount equal to 10% of the Contract amount.

We understand and agree that the employer is not bound to accept the lowest or any tender. Our offer is valid for acceptance within ninety (90) days from the date of this tender.

Signed: ..... Date: .....

Completion Period: .....

Name and Address with Official Stamp: .....

Witness: .....

Signed: .....

Address: .....

Date: .....

## **Appendix to the Schedule of conditions of Main contract**

The appendix to the Conditions of Main Contract has been completed as Follows:

1. Defects liability period – 90 Days from certified Practical completion of works.
2. Date of possession - In accordance with the Program of works.
3. Date of practical Completion - In accordance with the Pump Installation Program

### **4. Taxes and Duties**

The tender shall be inclusive of all taxes including import duty, VAT and Withholding taxes.

### **5. Time for Completion**

There is need to complete the works in the time stated in the main contracts' document. The Contractor shall make all due preparation safeguard against factors such as labour, shifts fluctuation, weather patterns etc. that might slow his progress and no claims for extras will be considered on account of his failure to do so.

### **6. Warranty**

The Contractor must furnish the Project Lead with general written warranty covering quality of workmanship, materials, and equipment and be compelled and held liable thereby for a five year period after practical completion of the contract, except for latent defects, which shall be warranted for ten years.

The Contractor must make good at his own expense, such repairs and replacements as may be required as a consequence of negligent workmanship or defective material. The Electro-Mecahnical Contractor must also produce such warrants and guarantees as described aforesaid from all manufacturers and/or suppliers of materials or equipment incorporated in the project under this contract.

### **7. Protection**

The Solar support frameworks and all solar panels once mounted must be adequately protected against hence firmly fastened and secured accordingly. The solar support must be out of harm for any children and infrastructure users.

### **8. Handing over**

The Contractor's work shall be considered complete, and the defects liability period shall commence only when the contract works and supporting services have been tested, commissioned and operated to the satisfaction of the Project Lead.

### **9. Defects After Completion**

Defects Liability Period will be 90 days from the date of completion of the contract as certified by the Project Lead.

## **BILLS OF QUANTITIES**

Bill of Quantities for Civil works for the Kyatune Borehole.					
Water Kiosks with 10M <sup>3</sup> plastic Tanks					
	Item Description	Unit	Qty	Rate	Amount
<b>1. Water Kiosks (with 2 No.10,000LTR Plastic Tanks)</b>					
1.1.	Excavate top soil average 150mm depth & cart away 5 meters for re-use	M <sup>2</sup>	9		
1.2	Provide and lay approved hardcore 300mm thick layer on the strip foundation	M <sup>2</sup>	5		
1.3	Provide and construct 200mm thick by 450mm wide strip foundation (1:3:6)	M <sup>2</sup>	2		
1.4	Provide and Construct foundation walling using dressed stones (9"x9"), bedded on mortar (1:4).	M <sup>2</sup>	5		
1.5	Provide and Place 300mm approved hard core and properly rammed	M <sup>2</sup>	6		
1.6	Provide and Place 50mm approved murram and properly rammed.	M <sup>2</sup>	6		
1.7	Provide and Place damp proof membrane on the blinded surface.	M <sup>2</sup>	10		
1.8	Provide and place mass concrete floor (1:3:6) 100mm thick.	M <sup>2</sup>	10		
1.9	Provide and construct walling using (6"x9") dressed stones and bedded on mortar (1:4). The external side of the Walling is Keyed.	M <sup>2</sup>	20		
1.10	Provide and cast reinforced ring beam measuring 16mx.225mx.25m.(1:2:4)	M <sup>3</sup>	2		
1.11	Provide and cast 225mmby225mm and 2640mm high reinforced columns	No	4		
1.12	Provide and construct a reinforced 150mm thick roof slab using high yield reinforcement bars of 12mm diameter to be spaced at 150mm C/C both ways And be in the mix of 1:2:4 (VRC). The parapet of 150mm high and 150mm Wide round must also be reinforced.	M <sup>3</sup>	3		
1.13	Provide and apply 15mm thick roof screed, floor screed and plastering of The internal walls (1:4).	M <sup>3</sup>	1		
1.14	Provide, fabricate and fix steel casement door (2160mm x 830mm)	No	1		
1.15	Provide, fabricate and fix grilled steel casement window(1440mx600mm)	No	1		
1.16	Provide and apply three coats of paints On the internal walls and roof slab.	M <sup>2</sup>	35		
1.17	Provide and install 20mm diameter Consumer meter at the water kiosk	No	2		
1.18	Provide all the plumbing materials PPR 20mm and install water collection points.	No	4		

	<b>SUB TOTAL 1</b>			<b>Kshs</b>	
	<b>TOTAL 1 ( 2 water kiosks)</b>	<b>Subtotal 1</b>	<b>2</b>	<b>Kshs</b>	
	<b>10,000 Plastic Tanks</b>				
<b>2</b>	Provide and install 10,000 Ltrs Plastic tank Including fixing plumbing works Atop the water kiosk.(Rising mains G.I 1.5")	No	2		
<b>2.1</b>	<b>Pipework &amp; Fitting</b>				
<b>2.2</b>	Excavation and backfilling in trench normal material for depth not exceeding 1m as per the specifications	M	1600		
<b>2.3</b>	Supply, lay, connect pipes and fittings from the borehole to the elevated tank, water kiosk. Pipe diameter 50mm HDPE PN10	M	1600		
<b>2.4</b>	Install and provide in lockable chamber 40mm N.R.V and pipeline washout	NO	2		
<b>2.5</b>	Pipeline(PL),Air Release Valve(RV),Washout(WO) markers	LOT	LOT		
<b>2.6</b>	Install 25mm Air release valves( in lockable manhole chambers)	NO	2		
<b>3</b>	<b>Fencing &amp; Gate</b>				
	<i>Provide, Dig holes, Install and Fasten:</i>				
<b>3.1</b>	Excavate for, provide and erect chain link fence 2.4m high comprising concrete posts set 0.9m below ground level with concrete class 15 (1:4:8 )surround, concrete posts at 3.0m centres with 500mm long cranks at top, 14 gauge chain link fence, 4 No. plain wire strands threaded through holes in posts, 4 No. strands 14 gauge barbed wire tied to cranked top offence and weave to form mesh, concrete strutting posts at corners and intervals as appropriate and as shall be directed by the Engineer. The rate to include for all the necessary excavation and disposal	M	130		
<b>4</b>	<b>Gate</b>				
<b>4.1</b>	Provide and install double gate of 4m wide X 2.4m high fabricated from dia. 50mm hollow section black pipes (gauge 14) .and 25mm x 25mm Square tubes cut	Item	1		

	and welded to form a mesh 150mm X 150mm Rate to include for 2No. 75mm x 75mm gauge 14 rectangular hollow section M.S. Gate posts and also to include for painting the gate with oxide primer and two coats of blue gloss paint				
	<b>TOTAL 2</b>			<b>Kshs</b>	

## **TOTAL SUMMARY**

	<b>TOTAL 1</b>	<b>Kshs</b>	
	<b>TOTAL 2</b>	<b>Kshs</b>	
	<b>ADD 10% CONTIGENCIES</b>		
	<b>ADD 16% VAT</b>		
	<b>GRAND TOTAL</b>	<b>Kshs</b>	

## **Notes of Quantities**

- 1.** The prices quoted shall be deemed to include for all obligations under the contract including but not limited to supply of materials, labour, delivery to site, and storage on site, installation, testing, commissioning and all taxes (including **16% VAT**).
- 2.** All prices omitted from any item, section or part of the Bills of Quantities shall be deemed to have been included to another item, section or part.
- 3.** The brief description of the items given in the Bills of Quantities are for the purpose of establishing a standard to which the Contractor shall adhere to. Otherwise alternative brands of equal and approved quality will be accepted.
- 4.** Should the Contractor install any material not specified here-in before receiving approval from the Project Lead, the Contractor shall remove the material in question and, at his own cost, install the proper material.
- 5.** The grand total of prices in the price summary page must be carried forward to the Form of Tender.