

## TENDER NOTICE: EAB-ER-KEN23.01-32

SIGN OF HOPE is announcing **an open tender for the supply of Water treatment and storage kits in Turkana North** Turkana North Sub County - Lake Zone - Todonyang and its environs and Kibish Sub County- Kokuro location and Marikuka village.

### 1) ABOUT THIS TENDER PROCESS

#### Context of the tender process

Hoffnungszeichen | Sign of Hope e.V. (SoH) is a humanitarian and development organisation promoting Human Rights, providing Humanitarian Assistance and Development Cooperation in several countries around the world. Based in Constance, Germany, SoH is dedicated to helping those in distress and exploited people worldwide. In Northern Kenya, South Sudan and Ethiopia, SoH implements a project funded by the German Federal Foreign Office (GFFO) to support severely food insecure communities through improved access to MPCA, WASH, protection services, food support and capacity building in partnership with Caritas Marsabit, Merti Integrated Development Program (MID-P), Catholic Diocese of Rumbek, Score and ECC-SDCO Soddo.

#### Invitation to tender

Sign of Hope requires the provision of locally manufactured **Water treatment and storage kits** aimed at supporting communities in our area of operation to recover from the effects of drought and famine that is affecting most parts of Northern Kenya. In total, 1536 households will benefit from the kits.

This tender is open to all legally-constituted companies that can provide the requested service and have legal capacity to deliver in the country, or through an authorized representative.

#### Procurement process

Open Tender Procedure

#### Purchaser

SIGN OF HOPE

#### Terms of contract

One time supply

#### Submission of Quotations

**Deadline:** Quotations have to be submitted on or before 1<sup>st</sup> December 2023, 12:00hrs EAT

#### Submission of bids

All interested bidders are invited to submit their bid in electronic form only, to the email address [tenders@sign-of-hope.org](mailto:tenders@sign-of-hope.org) with the subject line **EAB-ER-KEN23.01-32 TENDER FOR THE SUPPLY OF WATER TREATMENT AND STORAGE KIT** on or before **1<sup>st</sup> December 2023, 12:00hrs EAT**. All documents shall be encrypted PDF documents. The password for the documents shall be shared in a separate e-

mail on **1<sup>st</sup> Dec 2023 at 2pm EAT**. If bidders fail to submit a password protected document, their offer will not be considered.

**Accepted currencies of the quotations:** All prices shall be quoted only in KES

**Accepted languages of the offers:** English.

### Questions?

In case of any need for clarification, please write to [tenders@sign-of-hope.org](mailto:tenders@sign-of-hope.org).

## 2) TECHNICAL SPECIFICATIONS/TERMS OF REFERENCE

### A) Scope of work/services: SUPPLY OF WATER TREATMENT AND STORAGE KIT

No.	Item Description	Units	UOM	Quantity	Specifications
1	Plastic water pot 60 lts		1 pc per H/H	1536 pcs	White in colour With KEBS Diamond Mark of Quality; printed GFFO/SoH logos
2	Plastic Jerrycan 20 lts		4 pcs per H/H	1536 x 4 pcs	white in colour With KEBS Diamond mark of Quality; printed GFFO/SoH logos
3	Menengai barsoap 1 kg		3 pcs Per HH	1536x3bars	White Non perfume With KEBS Diamond Mark of Quality
4	Aquatab tablets		300 tablets per H/H	1536 x300 tablets	67mg tablet. With KEBS Diamond Mark of Quality
5	The Guinea worm cloth filter		2 pc/HH	1536 x 2 pcs	Pore openings of 100-120 micron pore size and the yarn size of 20 Deniers, 18 inches in diameter
6	Carry bags			1536 *2	printed with GFFO /SOH Logos one to pack the soap per H/H and the other one to pack Aquatabs and the guinea worm cloth filter
7	Transport to Location	Trip		1	Transport to Turkana North Sub County – as follows KangKaala-100H/H, Kokuro 347H/H, Merikuka 271H/H, Nasechabuin 70H/H, Lowarengak 100H/H, Kanamkuny 81H/H, Todonyang 567H/H

### Division into lots

N/A

The supply of the water treatment and water storage kits will be supplied in the month of December 2023 on or before 19<sup>th</sup> Dec 2023.

Alternative offers will not be accepted.

**SIGN OF HOPE** reserves the right to award the contract based on the first and non-negotiated quotation.

## B) Eligibility criteria

Interested service providers must meet the following eligibility criteria to participate in this tender:

- Legal registration proving that the bidder is authorised to supply of water treatment and water storage kits/do business under the Kenyan law and that the bidder meets all required legal regulations.

### Mandatory requirements

1. Copy of valid Certificate of Incorporation/Registration
2. Current Tax Compliance Certificate issued by the Kenya Revenue Authority
3. Relevant experience, demonstrating a proven track record in provision of water treatment and water storage kits
4. Capacity to provide the specified water treatment and water storage kits by 19<sup>th</sup> December 2023 at the latest
5. Self-declaration that the bidder has not been debarred from participating in Public Procurement in Kenya due to contravention of any part of Section 41 of The Public Procurement and asset Disposal act No 33 of 2015
6. Resources and Facilities: Possess the necessary resources, equipment to facilitate delivery of water treatment and water storage kits to Turkana North Sub County as per the technical specification.

## C) Timeframe

Activity	Date
Invitation to tender	24 <sup>th</sup> Nov 2023
Bidder questions regarding the tender until	29 <sup>th</sup> Nov 2023
Samples delivery by registered courier service provider	N/A
<b>Submission of quotations until:</b>	1 <sup>st</sup> Dec 2023, 12:00hrs EAT
<b>Submission of Password</b>	1 <sup>st</sup> Dec 2023 @2pm and not later than 14:00 hrs EAT
Information about planned awarding	6 <sup>th</sup> Dec 2023
Award of Contract	7 <sup>th</sup> Dec 2023
Binding period, day until which the quotations have to remain valid	1 <sup>st</sup> Jan 2024
Delivery of EAB-ER-KEN23.01-32 Water treatment and storage kit	19 <sup>th</sup> Dec 2023

#### D) Application process

This is an open tender procedure. All interested bidders are requested to submit their bid in electronic form only, to the email address [tenders@sign-of-hope.org](mailto:tenders@sign-of-hope.org) with the subject line **EAB-ER-KEN23.01-32 TENDER FOR THE SUPPLY WATER TREATMENT AND STORAGE KITS** on or before **1<sup>st</sup> December 2023, 12:00HR EAT**. Bids received after deadline will not be considered. If offers are incomplete, bidders may be able to hand in missing documents within a deadline upon request by the procurement officer. Sign of Hope reserves the right to extend the deadline for submission, if necessary.

#### E) Required documents

- Provide all documents needed to fulfil requirements under B
- Technical proposal (as per Terms of Reference above).
- Financial proposal, incl. payment terms in KES.
- Documents confirming the right to carry out the relevant activity (e.g. company registration, certificates, license etc.).
- Signed supplier declaration form as per annex 1
- At least three references for similar projects (not older than 3 years).
- Timeframe of the planned works with finishing date should not later than 19<sup>th</sup> Dec 2023.

#### Additional information:

- The financial proposal/quotation shall contain all the prices for the individual services and items as well as the total price (with VAT being stated separately).
- All prices shall be quoted in KES.
- All of the side expenses (taxes, deliveries etc.) should be included into ultimate bid price. Any expenses exceeding bid price shall not be covered.
- Accepted languages of the offers: English.
- Please also state the reference number **EAB-ER-KEN23.01-32 TENDER FOR THE SUPPLY OF WATER TREATMENT AND STORAGE KITS** in your cover letter
- The provided document scans must be legible and of good quality.
- The bidder is responsible for the accuracy of the information provided in the proposal.
- The bidder agrees that Sign of Hope does not return materials submitted at any stage of the tender.
- The contract will be set up by Sign of Hope. A contract set up by bidders won't be accepted.

#### F) Evaluation of quotations and award criteria

The contract will be awarded to the supplier whose quotation offers the lowest price for the required goods and services upon the evaluation of both price and technical evaluation.

Award Criteria	
Price	50%
Proven prior experience	15%
Delivery time	35%



The price will be assessed according to the stated price in the quotation including discounts.

Should two or more offers have the same price, lots will be drawn.

### **G) Award**

The winner of the tender process will be selected within 7 working days from the deadline – with the possibility of extending this period if necessary to clarify the information contained in the proposals in writing.

Tender results will be communicated to all participants no later than 5 business days from the date of the decision on the winner by sending an email to the bidders. The winner of the tender will be sent a corresponding email within a day from the moment when such a winner is selected.

In the event of a possible extension of the tender deadline by Sign of Hope, the binding period shall be extended, even if its expiry is determined according to a specific date or time, by the period by which the tender deadline is extended, unless otherwise agreed.

## Annexes 1 Supplier Declaration

We, \_\_\_\_\_ (name of company) hereby declare that

1. we comply with our national law, assure that our business professionally reliable and we can fulfill our contractual obligations,
2. we are providing you with all the information required in connection with participation in a tender,
3. we are not involved in fraud, corruption and criminal activities,
4. we guarantee that products are from approved suppliers,
5. we guarantee to maintain the cold chain for medical and food supplies, where appropriate,
6. we respect basic social rights and working conditions,
7. we avoid the connection with a party to a conflict,
8. we are not involved in the supply or transport of illicit arms and/or land-mines,
9. we are not involved in the unethical exploitation of natural resources, in particular sensitive commodities such as precious metals, stones and rare earths,
10. we avoid environmental damage,
11. we pay special attention to the protection of child rights and condemn child labor,
12. we avoid conflict of interests in all our business activities,
13. we support the local economy where possible,
14. we adhere to the Hoffnungszeichen | Sign of Hope e.V. code of conduct and additional safeguarding documents (e.g. sexual exploitation and abuse and child protection policy). As found on the following links

[code of conduct rev. 03.00 seite 1.jpg \(2241x2596\) \(hoffnungszeichen.de\)](#)

[antifraud anticorruption policy rev. 03.00 english seite 1.jpg \(2192x3555\) \(hoffnungszeichen.de\)](#)

[psea\\_policy seite 1.jpg \(2480x3506\) \(hoffnungszeichen.de\)](#)

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Date, Company Name, Signature of CEO/Owner, Name in block letters, Stamp