1. INVITATION TO TENDER

TENDER NAME: NAIROBI CV FAMILY HOUSES PAINTING
TENDER REF NO: SOSCVKENYA/NBO/001/2020

SOS children’s Villages Kenya is an affiliate of SOS CV-International whose mission is to build families for children in need, help them shape their own futures and share in the development of their communities. In Kenya, the organization runs five Children’s Villages in Nairobi, Mombasa, Eldoret, Meru, and Kisumu. SOS Children’s Villages Kenya also runs education and health institutions and works with local communities through Family Strengthening Programmes.

SOS Children’s Villages Kenya-Nairobi Location is in the process of identifying the most suitable contractor to paint the location’s family houses. The successful contractor will be required to use the provided bill of quantities and specifications.

Tender Package Available from: 28th September, 2020
Tender Package Pickup Location: (website link)

Deadline for Offer Submission: 9th October, 2020; 1600 HRS
Submit Offers to: The tender box located at

**SOS Children’s Village Nairobi**
Buruburu Phase 1 Outering road off OleLeshwa road
P.O.Box 40653, 00100

Phone: +254 (0) 202429311

Offers should be submitted in sealed envelopes clearly marked with the tender number and name

*SOS CV KENYA reserves the right to accept or reject any late offers*

**Questions and Answers (Q&A)**

If any, Submit Questions in writing to: Nationaloffice.procurement@soskenya.org

Last Day for Questions: Questions will be answered by:

TENDER REF NO: SOSCVKENYA/NBO/001/2020
Questions will be answered through: Nationaloffice.procurement@soskenya.org

Q&A Session (Subject to Prior Booking)

Date / Time: 6th September, 2020; 1100 hrs-1300 Hrs.

Points of Contact: Programme Administrator – SOS Children’s Village- Nairobi Location

Documentation Checklist

These documents are contained within this tender package:

✓ Invitation to Tender
✓ General Conditions for Tender
✓ Evaluations and Selection
✓ Scope of Work/Technical Specifications/BoQ

2. GENERAL CONDITIONS FOR TENDER

SOS CV KENYA invites offers for the goods, services and/or works described and summarized in these documents, and in accordance with procedures, conditions and contract terms presented herein. SOS CV KENYA reserves the right to vary the quantity of work/materials specified in the Tender Package without any changes in unit price or other terms and conditions and to accept or reject any, all, or part of submitted offers.

2.1 Unethical Behavior & Other Grounds for Exclusion:

SOS CV KENYA demands ethical conduct from our potential suppliers in the procurement process. The following practices are intolerable and bidders proven to be involved with such activities will have their bids rejected and any existing contracts terminated.

- **Bribery and Kickbacks**: This includes any request from any SOS CV KENYA employee, consultant or agent for anything of value from any company or individual in exchange for the employee, consultant or agents taking or not taking any action related to the award of a contract or the contract once awarded. It also applies to any offer from any company or individual to provide anything of value to any SOS CV KENYA employee, consultant or agent in exchange for that person taking or not taking any action related to the award of the contract or the contract.

- **Collusion**: This includes the active or tacit co-ordination of potential contractors' competitive behavior, with the likely result that prices rise, output is restricted and the profits of the colluding companies are higher than they would otherwise be (e.g. price fixing agreements).

- **Coercive practice**: This includes threats or harm of persons made in order to influence procurement processes.
Fraud: This includes the use or presentation of false, incorrect or deliberately incomplete statements and documents. It can also mean the misapplication of funds for purposes other than those for which they were originally intended.

Conflicts of interests in the awarding or management of contracts: If a company is owned by, whether directly or indirectly, in whole or in part, any SOS CV KENYA employee or any person who is related to an SOS CV KENYA employee, the company must ensure that it and the employee disclose the relationship as part of or prior to submitting the offer.

2.2. Social Consideration

SOS CV KENYA is a social development organization. We base our conduct on ethical standards and take into account the social effects of our conduct. SOS CV KENYA will at all-time act in a socially responsible manner when it comes to procuring goods or services. We make a contribution to local development of the communities where we work by procuring locally as much as possible. We promote fair trade, and proper, legal conduct in the market place.

We require that our supply chain does not use exploitative child labor (as defined in the ILO conventions nos. 138, 182) and forced labor (ILO conventions nos. 29, 105) and is in compliance with basic social rights and working conditions (ILO core labor standards).

We require that potential contractors comply with Social Accountability Standard SA8000. This standard is based on international workplace norms in the ILO conventions and the UN's Universal Declaration of Human Rights and the Convention on the Rights of the Child. In ensuring that our suppliers adhere to these standards we make an active contribution to an equitable social development and the enforcement of basic Human Rights.

2.3 Tender Basis:

- All offers shall be made in accordance with these instructions, and all documents requested shall be furnished, including any required (but not limited to) supplier-specific information, technical specifications, drawings, bill of quantities, and/or delivery schedule. If any requested document is not furnished, a reason should be given for its omission.
- No respondent should add, omit or change any item, term or condition herein.
- If suppliers have any additional requests and conditions, these shall be stipulated in an exception sheet.
- Each offeror may make one response only.
- Each offer shall be valid for the period of [180 days] from its date of submission.
- All offers should indicate whether they include taxes, compulsory payments, levies and/or duties, including VAT, if applicable.
- Suppliers should ensure that financial offers are devoid of calculation errors. If errors are identified during the evaluation process, the unit price will prevail. If there is ambiguity on the unit price, the Selection Committee may decide to disqualify the offer.
- Any requests for clarifications regarding the project that are not addressed in written documents must be presented to SOS CV KENYA in writing. The answer to any question raised in writing by any offeror will be issued to that offeror. In some cases SOS CV KENYA may choose to issue clarifications to all offerors. It is a condition of this tender that no clarification shall be deemed to supersede, contradict, add to or detract from the conditions.
hereof, unless made in writing as an Addendum to Tender and signed by SOS CV KENYA or its designated representative.

- This Tender does not obligate SOS CV KENYA to execute a contract nor does it commit SOS CV KENYA to pay any costs incurred in the preparation and submission of bids. Furthermore, SOS CV KENYA reserves the right to reject any and all offers, if such action is considered to be in the best interest of SOS CV KENYA.

### 2.4 Supplier Eligibility

Suppliers may not apply, and will be rejected as ineligible, if:

- They are bankrupt, being wound up, having their affairs administered by the courts, having entered into an arrangement with creditors, having suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- They have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- They have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- They have not fulfilled obligations relating to the payment of taxes and other statutory contributions in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- They have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organization or any other illegal activity;
- Found to be in serious breach of contract in previous contracts with SOS or its partners.

Additional specific eligibility criteria, if applicable, are stated in this tender package under evaluation summary.

### 2.5 Response Documents

Offerors must submit an offer in their own format and ensure it contains all the required documents and information specified in this tender document:

Offerors must submit their own independent offer including at least (but not limited to):

- All documents required in the “Eligibility evaluation” section of this Tender Package
- All documents required in the “Technical evaluation” section of this Tender Package
- A price offer
- Any other documents to support due diligence and to strengthen bidder’s offer.

The original bid should be initialed and the price offer pages of the bid must be signed by the authorized person(s) representing the bidder and stamped.

Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person(s) signing the bid.

### 2.6 Acceptance of Successful Response
Documentation submitted by offerors will be verified by SOS CV KENYA. The winning offeror will be required to sign a contract for the stated, agreed upon amount.

3. EVALUATION AND SELECTION

3.1 Specific Eligibility Criteria
Eligibility criteria must be met and the corresponding supporting documents **must** be submitted with offers. Offerors who do not submit these documents may be **disqualified** from any further technical or financial evaluation.

i. Registration certificate with National Construction Authority, NCA 8
ii. Valid Tax compliance certificate issued by Kenya Revenue Authority.
iii. Company certificate of incorporation/registration.

3.2 Technical Evaluation

An SOS CV KENYA Tender Committee will conduct a tender evaluation. SOS CV KENYA reserves the right to accept or reject any or all bids, and to accept the offer(s) deemed to be in the best interest of SOS CV KENYA. SOS CV KENYA will not be responsible for or pay for any expenses or losses which may be incurred by any Offeror in the preparation of their tender.

The technical evaluation will grade technical criteria on a pass/fail basis. Supplier’s bids **must meet the minimum technical standard** established here in order to receive a passing mark. Any offerors who receive a failing mark on any criteria will be automatically disqualified from the tender process.

Only offerors who pass all technical criteria will move on to the next round of evaluation

<table>
<thead>
<tr>
<th>Technical Criteria</th>
<th>Pass/Fail</th>
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<tr>
<td><strong>Financial capacity:</strong> Submit most recent audited financial statements for at least last 3 years; Minimum requirement: An Annual Turnover of at least Kes. 10 million; Please submit a summarized financial analysis of the audited statements indicating your turn over and cash flows</td>
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<tr>
<td><strong>Proposed Project Team/Personnel:</strong> Minimum technical personnel required: Site manager/ Project manager with at least a diploma in relevant field; a painter with a technical painting certificate. Attach their respective CVs and certificates and other testimonials.</td>
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<td><strong>Experience:</strong> Provide at least 3 reference letters with contact details of referees (phone and email ) for similar works done within the last 3 years; Attach a list of any other similar works done within last 3 years (Name of client, contact details, contract value, status of completion); Attach other relevant documents to proof your relevant experience e.g Works completion certificates, contracts, LPOs, award letters etc</td>
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**Delivery schedule / work plan:** Submit a comprehensive work plan with breakdown of timelines and duration to complete the work.

**Financial offer:** Submit a costed all-inclusive BQ indicating the total sum for completing the work; including all works, materials and labor as the BOQ under section 4 below.

### 3.3 Financial Evaluation and Price/Cost Analysis

All suppliers who passed all technical criteria will move on to the financial evaluation where the lowest price offer(s) will be accepted as the winning offeror(s) assuming the price is deemed **fair and reasonable** and subject to the additional due diligence.

### 3.4 Additional Due Diligence

Upon completion of both the technical and financial evaluations SOS CV KENYA may choose to engage in additional due diligence processes with a particular offeror or offeror(s). The purpose of these processes is to ensure that SOS CV KENYA engages with reputable, ethical, responsible Suppliers with solid financials and the ability to fulfill the contract. Additional due diligence may take the form of the following processes (though it is not limited to):

- Reference Checks
- Supplier’s facility visits
- Further analysis of audited financial statements
- Determination of relations and affiliations between offerors
- Other appropriate documented method giving SOS CV KENYA increased confidence in the supplier’s ability to perform.

### 4.0 SCOPE OF WORK (FOR SERVICE) / TECHNICAL SPECIFICATIONS (FOR GOODS) / BILL OF QUANTITIES (FOR WORKS)

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>SM</th>
<th>Cost</th>
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<tbody>
<tr>
<td>1</td>
<td>Prepare and apply 2 coats Silk Vinyl paint, of the existing colour, on all walls internally</td>
<td>SM</td>
<td>1092</td>
</tr>
<tr>
<td>2</td>
<td>Prepare and apply 2 coats all-weather paint (perma plast) of the existing colour on all walls externally including fascia board.</td>
<td>SM</td>
<td>84</td>
</tr>
<tr>
<td>3</td>
<td>Prepare and apply 2 coats Matt Vinyl paint, of the existing colour, on all ceiling internally</td>
<td>SM</td>
<td>302</td>
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<tr>
<td>4</td>
<td>Prepare and apply 2 coats High gloss paint, of the existing colour, on all Cabinet/Wardrobes/Shelves surfaces and frames</td>
<td>SM</td>
<td>174</td>
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<td></td>
<td>Description</td>
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<tr>
<td>5</td>
<td>Prepare and apply 2 coats High gloss paint, of the existing colour, on all door surfaces and frames</td>
<td>SM</td>
<td>48</td>
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<tr>
<td>6</td>
<td>Prepare and apply 2 coats High gloss paint, of the existing colour, on all Skirting surfaces.</td>
<td>SM</td>
<td>22</td>
</tr>
<tr>
<td>7</td>
<td>Prepare and apply 2 coats High gloss paint, of the existing colour, on all the window surfaces</td>
<td>SM</td>
<td>34</td>
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<tr>
<td>8</td>
<td>Prepare and apply 2 coats High gloss paint, of the existing colour, on all the Hand Rails surfaces</td>
<td>LM</td>
<td>26</td>
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<tr>
<td>9</td>
<td>Contingency 2% of the total</td>
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<td></td>
<td><strong>TOTALS</strong></td>
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<td></td>
<td><strong>TOTALS FOR PAINTING SIX (6) SIMILAR FAMILY HOUSES</strong></td>
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