

Tender for the Supply of Water Treatment and Storage Kits-Dukana

Caritas Marsabit is announcing an **Open Tender for the Supply of Water Treatment and Storage Kits.**

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. Caritas Marsabit is a partner organisation to SoH, responsible for implementation of the project in Marsabit County.

Invitation to tender/Request for Quotation

Caritas Marsabit with support from GFFO through Sign of Hope is currently implementing Multi-Country Cross Border Humanitarian Emergency Lifesaving Project (HELP) which will provide Water Treatment and Storage kits to flood-affected villages in Marsabit County. The kits are intended to reach 300 households by the month of November 2024. The Water Treatment and Storage Kit per household will contain: two (2) 20-litres jerrycans and twelve (12) strips of 10 pieces of Water Treatment Tablets (Chlorine-Based).

Procurement process

Open Tender

Purchaser

Caritas Marsabit

Terms of contract

Vendors will provide the Water Treatment and Storage Kits to the respective households by the month of November 2024.

Submission of Quotations

Deadline: Quotations have to be submitted before 18th October, 2024 by 5:00pm EAT (Eastern Africa Time)

Submission: All interested bidders are invited to submit their bid in electronic form to the email address: tender@caritas-dom.org with the subject line “**Supply of Water Treatment and Storage Kits-Dukana**” on or before **18th October, 2024 by 5:00pm**. All documents shall be encrypted PDF documents. The password

for the documents shall be shared in a separate e-mail **after 18th October,2024 5:00PM but before 21st October 12:00PM(EAT)**. If bidders fail to submit a password, their offer will not be considered.

Accepted currencies of the quotations: All prices shall be quoted in Kenya shillings.

Accepted languages of the offers: English.

Questions?

In case of any need for clarification, please write to email address; tender@caritas-dom.org by 17th October, 2024

2) TECHNICAL SPECIFICATIONS/TERMS OF REFERENCE

A) Scope of work/services

The Water Treatment and Storage Kits intervention will provide support to flood-affected households to protect livelihoods and save lives. The kits will reach 300 households. The kit will contain; two (2) 20-Litres Jerrycans and twelve (12) strips of 10 pieces of Water Treatment Tablets per household as per **Annex 1: Product Specifications and Financial Proposal (Price Schedule)**

One vendor will be engaged in all the villages having satisfied the eligibility criteria stated below. Caritas Marsabit will provide lists for distribution. The selected vendor will be responsible for verifying and documenting the correct distribution and provide Caritas Marsabit with the lists afterwards. Caritas Marsabit will provide packages and the respective material to ensure visibility of the implementing and funding organizations.

Alternative offers will not be accepted.

Caritas Marsabit reserves the right to award the contract to the first and non-negotiated offer.

B) Eligibility criteria

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

- Based in Marsabit County. Presence of physical office and/or warehouse in Marsabit County.
- Valid Business Permit.
- Registered Bank Account with bank-certified account statements for last 3 years.
- Capacity to have sufficient stock during the distributions and to distribute the kits within the villages specified by lists provided by Caritas Marsabit.
- At least one (1) Recommendation from any other organizations/ Area chief not more than one year old.
- Ability to provide invoices and receipts in the name of the account holder.

C) Timeframe

Activity	Date
Invitation to tender	7 th October 2024
Bidder questions regarding the tender until	17 th October 2024
Submission of quotations until:	18th October 2024, 5 PM EAT
Information about planned awarding	21 st October 2024
Award of Contract	22 nd October 2024
Binding period, day until which the quotations have to remain valid	30 days
Delivery Due Date	29 th October 2024

D) Application process

This is an open tender procedure. All interested bidders are requested to submit their bid in electronic form, to the email address tender@caritas-dom.org with the subject line “**Supply of Water Treatment and Storage Kits-Dukana**” on or before 18th October, 2024 **by 5:00pm EAT**. The password for the documents shall be shared in a separate e-mail **after 18th October, 2024 5:00PM but before 21st October 12:00PM(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 Caritas Marsabit. Caritas Marsabit reserves the right to extend the deadline for submission, if necessary.

E) Required documents

- Supplier declaration (see SoH template provided-Annex 2)
- Valid Business Permit
- Valid Tax Compliance Certificate
- Proof of Bank Account and bank-certified account statements for last 3 years
- Delivery Schedule
- Financial proposal, incl. payment terms in KES (Fill the template attached-Annex 1)
- At least one (1) Recommendation from other organizations/ Area chief not more than one year old
- Example of invoices and receipts in the name of the account holder

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, transportation costs.) should be included into the ultimate bid price. Any expenses exceeding bid price shall not be covered.

- Accepted languages of the offers: English.
- 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 Caritas Marsabit does not return materials submitted at any stage of the tender.
- The contract will be set up by Caritas Marsabit. 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 who will meet the below mentioned criteria for the required goods;

Award Criteria	
Delivery Time	20%
Recommendations from other organizations/ Area chief	10%
Price	70%

***No Lots**

NB; The bid amount should be inclusive of VAT and delivery cost

G) Award

The winner of the tender process will be selected within 7 calendar days from the deadline – with the possibility of extending this period if necessary to clarify the information contained in the quotations 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 5 business days from date of decision.

In the event of a possible extension of the tender deadline by Caritas Marsabit, 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.

Annex 1: Product Specifications and Financial Proposal (Price Schedule)

Kindly fill the table below;



QUOTATION FORM

This form doesn't present any guarantee of purchase

Date:		Quotation followed by:	
Order:		Name:	John Katelo
Price:		Function:	Logistics & Procurement Officer

Supplier reference:

Name:	
Address:	
Telephone:	
Email:	

Product reference	Description	Units	Quantity	Unit price	Total price
1	Jerrycans Specifications; •Plastic. No recycled plastic. Must be new, free from holes, tears and sharp edges. •20-Litres Capacity •Oval in shape •White in color •Branded with GFFO, SoH and Caritas Marsabit Logos •Stacking possibilities for ease in packaging and transporting	pcs	600		
2	Water treatment tabs (chlorine based) Specifications; •1 strip of 10 pieces-each tablet containing 67mg of the active ingredient Sodium Dichloroisocyanurate (NaDCC) •KEBS Standardization Mark	strips	3,600		
				SUB-TOTAL	
				16% VAT	
				TOTAL	

VALIDITY OF THE QUOTATION:	
PAYMENT CONDITION: Cash	
	Bank Transfer
Date	
Name of the supplier	

ANNEX 2: 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 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).
[Acting responsibly | Hoffnungszeichen e.V.](#)

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