

Mennonite Economic Development Associate (MEDA) is an international economic development organization whose mission is to create business solutions to poverty. It was founded in 1953 by a group of Mennonite business professionals. It partners with the economically marginalized groups to start or grow small businesses in developing regions around the world. MEDA invites bids from interested eligible, reputable and competent contractors:

TENDER NO.	ITEM DESCRIPTION	LOCATION
RFQP/MEDA/003/2025	Fencing Works For Kalro Cassava Field Project At KALRO Nri Kakamega, Kakamega county	KALRO Kakamega
RFQP/MEDA/004/2025	Fencing Works For Kalro Cassava Field Project At KALRO Mtwapa, Kilifi county	KALRO Mtwapa

Detailed tender documents including Bill of Quantities and evaluation criteria may be obtained (Free of Charge) from <https://www.tenderskenya.co.ke> website.

The tender for each location should be duly filled and submitted separately. You have an option of tendering for both tender RFQP/MEDA/003/2025 and RFQP/MEDA/004/2025 or either of them. But **ensure that each location tender document is duly filled and submitted separately.**

Duly completed tender documents with the TENDER REF NO. and TENDER DESCRIPTION title should be submitted to dorina@meda.org copying weldonngeno@meda.org and jnjoki@meda.org on or before Thursday of 12th June 2025 at 10am. Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or sub substantiation of the information supplied may result in the applicant's disqualification

Interested eligible candidates may obtain further information from and inspect the location sites from [Patrick 0728616587](tel:0728616587) (KALRO Kakamega) and from [Charles 074122105](tel:074122105) (KALRO Mtwapa) during normal office working hours. Site visit will be held on Tuesday 3rd June 2025 at 10am.

MEDA reserves the right to accept or reject any tender in part or wholly. Only successful bidders will receive communication from MEDA. Any form of canvassing either directly or indirectly shall lead to disqualification of the tender.



*Creating business
solutions to poverty*

TENDER NO: RFQP/MEDA/003/2025 **AND** RFQP/MEDA/004/2025

(OPEN TO ALL BIDDERS)

SUBMISSION DEADLINE: THURSDAY 12TH JUNE 2025 AT 10.00 A.M.

TABLE OF CONTENT

Contents

SECTION 1: INVITATION FOR TENDER.....	3
SECTION 1I: INSTRUCTION TO TENDERERS	3
2.1 Scope of Tender.....	3
2.2 Submission of Application.....	3
2.3 Qualification Criteria	4
2.4 Public Sector companies	4
2.5 Conflict of Interest	4
2.6 Updating tender Information	4
2.7 Essential Criteria for Tendering	5
2.8 Financial Condition.....	5
2.9 Tender document	5
2.10 Bill of Quantities (BOQ).....	6
SECTION 1II: APPENDIX TO INSTRUCTIONS TO CANDIDATES.....	7
SECTION 1V: STANDARD FORMS	11
FORM 1: CONFIDENTIAL BUSINESS QUESTIONNAIRE	11
Part 1 – General:.....	11
FORM 2: PAST EXPERIENCE	12
FORM 3: LITIGATION HISTORY	13

SECTION 1: INVITATION FOR TENDER

TENDER NAME: FENCING WORKS FOR KALRO CASSAVA FIELD PROJECT AT KALRO NRI KAKAMEGA & KALRO MTWAPA

TENDER NO: RFQP/MEDA/003/2025 AND RFQP/MEDA/004/2025

MEDA-Kenya Office seeks to award the contract for the **Fencing Works of Approximately (865m, 10 Acres) each for KALRO Cassava Field Project At Kalro Nri Kakamega & Mtwapa.**

1. Mennonite Economic Development Associate (MEDA) hereinafter referred as “Procuring entity” intended to invite candidates for registration of contractors for fencing works
2. Invitation is open to all eligible bidders.
3. A complete set of registration documents may be downloaded by interested candidates in Website: <https://www.tenderskenya.co.ke>

SECTION 1I: INSTRUCTION TO TENDERERS

2.1 Scope of Tender

- 2.1.1 MEDA hereinafter referred to as the procuring entity intends to invite tenderers to perform fencing works.
- 2.1.2 The tender is open to eligible firms.

2.2 Submission of Application

- 2.2.1 All the information requested for tendering shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.
- 2.2.2 The Bill of Quantities (BOQ) in 2.10 shall be duly filled showing unit price type or cumulative of computed unit price and quantities required. Prices quoted should be inclusive of all delivery charges.
- 2.2.3 .

Questions arising from the tender documents should be directed to dorina@meda.org copying weldonngeno@meda.org and jnjoki@meda.org.
Eligible Candidates

- 2.2.4 This invitation for tendering is open to all candidates who are eligible as defined in Kenya’s Public Procurement Law and regulations and as indicated in the appendix to instructions to candidates.

- 2.2.5 The procuring entity's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender unless they were specially allowed under section 66 (6) of the Act.

2.3 Qualification Criteria

- 2.3.1 The tender award will be based on meeting the minimum requirements to pass in the criteria set as shown below. The declaration will be either pass or fail regarding the applicant's general and experience, personnel and equipment capabilities and financial position as demonstrated by the tenderer's response. The procuring entity reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to fulfil the contract.
- 2.3.2 The litigation history of the tenderer should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five years. A consistent history of awards against the applicant or any partner of a joint venture may result in failure of the application.

2.4 Public Sector companies

- 2.4.1 Any public owned enterprise may be eligible to this tender award if, in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law, and it is not a dependent agency of another public entity.

2.5 Conflict of Interest

- 2.5.1 The tenderer shall not be associated, nor have it been associated in the past, with the consultant or any other entity that has prepared the design, specifications, and other Registration and bidding documents for the project, or with an entity that was proposed as engineer for the contract. Any such association must be disclosed and may result in the disqualification of the applicant.

2.6 Updating tender Information

- 2.6.1 Tenderers shall be required to update the financial information used for tendering at the time of submitting their bids and to confirm their continued compliance with the tendering criteria. A bid shall be rejected if the applicant's tendering thresholds are no longer met at the time of bidding.

2.7 Essential Criteria for Tendering

2.7.1 (a); Experience: Prospective tenderers should have at least three years' experience in the supply of Goods/Service/Works. They should demonstrate competence, willingness and capacity to service the contract.

- a) Prospective Suppliers require special experience and capacity to organize supply and delivery of items, or services at short notice.
- b) MEDA reserves the right to request additional information at the tender stage to aid in review.

2.7.2 Personnel: The supplier/contractors shall provide pertinent information to demonstrate that they have qualified staff to carry out the assignment.

2.8 Financial Condition

2.8.1 Where applicable, the contractor's financial position will be determined by the latest financial statement submitted with the tender documents as well as letters of reference from their bankers regarding supplier's/contractor's credit position.

2.9 Tender document

2.9.1 This document includes questionnaire forms and documents required of prospective suppliers/providers. To be considered for tender, prospective suppliers/providers must submit all the information herein requested.

2.10 Bill of Quantities (BOQ)

2.10.1 The BOQ shall be of unit price type or cumulative of computed unit price and quantities required. Prices quoted should be inclusive of all delivery charges.

#.	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
	<u>FENCING WORKS (865m, 10 Acres): All provisional</u>				
	<u>Excavation</u>				
1	Excavate 300mm diameter (average) X 600mm deep pits for concrete fencing posts, at 4000mm centres.	NO.	218		
2	Ditto for bracing posts.	NO.	20		
3	Excavate 450mm diameter (average) X 900mm deep pits for concrete gate posts.	NO.	2		
	<u>Concrete works</u>				
4	Supply and fix 101mm X 101mm X 2745mm reinforced concrete posts, cranked at the top, firmly anchored on the ground at 600mm deep using (1:2:4) concrete mix surround.	NO.	218		
5	Ditto bracing posts at 100m centers.	NO.	20		
6	Supply and fix 150mm X 150mm X 3040mm reinforced concrete gate post, firmly anchored on the ground at 900mm deep using (1:2:4) concrete mix surround.	NO.	2		
	<u>Chain link</u>				
7	Supply and fix 12.5 gauge, 80mm X 80mm mesh and 1800 mm high galvanized chain-link fence with 4 No. 2.5mm diameter galvanized steel plain wire strained through posts, 3 No. gauge 12.5 barbed wire at the cranked section and 150mm X 150mm concrete haunching of chain-link to the ground.	LM	865		
	<u>Gate</u>				
8	Supply and fix Double leave Mild steel grill gate overall size 4000 X 2000mm high comprising of 37.5mm X 37.5mm X 4mm SHS framing and 31.25mm X 31.25mm X 3mm SHS members closely welded together at 150mm centres with a design similar to existing ones	NO.	1		
	TOTAL				

SECTION 1II: APPENDIX TO INSTRUCTIONS TO CANDIDATES

The following instructions for the registration of candidates shall supplement, complement or amend the provisions of the instructions to candidates.

Where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

CLAU SE	INSTRUCTION TO BIDDERS		
2.12	The tender is Open to all eligible bidders		
2.1.2	Only one tender document should be submitted		
2.2.1	Thursday 12 th June 2025 at 10.00 a.m.		
2.4.1	Evaluation criteria: The tenders/Applications will be evaluated in two stages as follows: A. STAGE ONE MANDATORY REQUIREMENTS (TO BE EVALUATED ON A „YES OR NO“ BASIS:		
	NO.	REQUIREMENT	YES/NO
	MR 1	Must Submit a copy of the Certificate of Incorporation/or Registration	
	MR 2	Must Submit a Copy of Valid Tax Compliance Certificate for company or proprietors of business names.	
	MR 3	Must Submit a Dully filled, signed and Stamped Business Questionnaire.	
	MR 4	Proof of Physical location of Business-Must Submit Copy of Business Permit from a County Government.	

	MR 5	Tender documents with all attachments must be serialized through pagination.	
	MR 6	Dully filled, signed and stamped forwarding letter.	
	MR 7	Building NCA 8 and above	
		N/B: ALL THE ABOVE MUST BE MET TO QUALIFY FOR THE 2ND STAGE	
	B. STAGE TWO: TECHNICAL REQUIREMENTS		
	TECHNICAL EVALUATION		
	EVALUATION CRITERIA	REQUIREMENTS	MAXIMUM SCORES
	Tender Document	Properly filled with mandatory requirements.	20

2.	Audited Financial Statements	Proof of Audited Accounts for the last Two years (2023 & 2024)10	10
3.	Number of years in Business	Two years & above	20
4.	Specific Experience	Provide at least three (3) evidence of Past experience in similar business inform of LSO, LPOS, Contracts, completion certificates etc.	15
5.	Financial Situation & Performance	Evidence of adequate working capital inform of Access to line(s) of credit or Availability of other financial resources inform of (cash in hand, overdraft facility etc.)	20
6.	Litigation History	Duly filled	15
	Total Scores		100%
Candidate will have attained those points will have their Tender documents Considered for further analysis and possibility of Contracts award.			
[1]			

TENDER SUBMISSION LETTER

Notes on letter of Tender

- a) The tender submission letter will be prepared by the tenderer and will follow the form presented herein.
- b) The tender submission letter will be prepared on the letterhead paper of the applicant or partner responsible for a joint venture and will include full postal address, telephone numbers, fax number and Email address.
- c) The tender submission letter will be signed by duly authorized representatives of the applicant.
- d) Any clause which does not apply to the applicant in the tender submission letter herein shall be deleted by the applicant.

TENDER SUBMISSION LETTER

Date

To

(Name and address of the procuring entity)

1. Being duly authorized to represent and act on behalf of
.....
..... (name of firm) (hereinafter referred to as “the Applicant”), and having reviewed and fully understood all of the registration information provided, the undersigned hereby apply to be registered by yourselves as a bidder for the following contract(s) under (Tender No. and Tender name)

Tender number	Tender name

2. Attached to this letter are copies of original documents defining
- The tender’s legal status
 - The principal place of business and certificate of incorporation / registration
 - The place of incorporation (for applicants who are corporations), or the place of registration and the nationality of the owners (for applicants who are partnerships).
 - Valid Tax Compliance
3. Your procuring entity and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This tender submission letter also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by you to verify statements and information provided in this application, such as the resources, experience, and competence of the tenderer.
4. The undersigned declare that the statement made, and the information provided in the duly completed application are complete, true, and correct in every detail:

Signed	Signed
Name	Name

SECTION 1V: STANDARD FORMS

FORM 1: CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1

You are advised that it is a serious offence to give false information on this form

Part 1 – General:

Business Name

.....

Location of business premises.

.....

Plot No..... Street/Road

..... Postal Address Tel No.

..... E mail.....

	Registered Company									
	Private or Public State the nominal and issued capital of company- Nominal Kshs. Issued Kshs.									
	Given details of all directors as follows <table border="0"><thead><tr><th>Name</th><th>Nationality</th><th>Citizenship Details</th></tr></thead><tbody><tr><td>1</td><td>.....</td><td>.....</td></tr><tr><td>2.</td><td>.....</td><td>.....</td></tr></tbody></table>	Name	Nationality	Citizenship Details	1	2.
Name	Nationality	Citizenship Details								
1								
2.								

Nature of Business.....

Registration Certificate No.

Maximum value of business which you can handle at any one time – Kshs.....

Name of your bankers Branch

Date Signature of Candidate

FORM 2: PAST EXPERIENCE

THE NAMES OF THE APPLICANT CLIENTS IN THE LAST TWO YEARS, NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS.

1. Name of 1st Client (Organization).

(i) Name of client (Organization).....

(ii) Address of Client (Organization).....

(iii) Name of Contact Person at the client (Organization).....

(iv) Telephone No. of Client

(v) Value of Contract.....

(vi) Duration of Contract (date)
(Attach documentary evidence of existence of contract).

2. Name of 2nd Client (Organization).

(vii) Name of client (Organization).....

(viii) Address of Client (Organization).....

(ix) Name of Contact Person at the client (Organization).....

(x) Telephone No. of Client

(xi) Value of Contract.....

(xii) (xii) Duration of Contract (date)

(Attach documentary evidence of existence of contract).

(Please note that documentary evidence could be in the form of L.P. O's, L.S. O's, Copies of Contract Agreements etc.).

NB: MEDA Reserves the Right to conduct due diligence to verify the above information.

FORM 3: LITIGATION HISTORY

Name of Contract Supplier

Contractors / Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

Applicants should however indicate if no such litigation.

Year	Award for or Against	Name of the Client Cause of Litigation and Matter in Dispute	Disputed Amount (Current Value, Kshs. Equivalent).

Name of the Tenderer..... Signature.....Date.....