

**Waitrose & Partners Foundation Kenya**

**Terms of Reference For**

**Construction of a proposed one storey Eight (8) classrooms in the Karen**

**Roses JB School Expansion Project**

## 1. INVITATION FOR TENDERS

### Background Information

Waitrose & Partners Foundation delivers a programme of activities in Kenya with the aim of improving the livelihoods of employees and their families in the Waitrose & Partners supply chain. This programme of activities is managed by Farm Africa. Direct beneficiaries (workers on supplier farms and their immediate households) currently number over 12,000 across the supply chain partners in Kenya.

This terms of reference is to invite tenders the construction of a proposed school expansion project for **Karen Roses JB School within Ravine Roses**, based in Eldama Ravine, Baringo County. Construction of eight (8) additional classes have been proposed guided by the drawings enclosed in this ToR. Due to the significant changes in design, those who had tendered when the tender was first advertised are invited to apply taking into account the changes.

**Farm Africa**, the Foundation's implementing partner in this project is a non-profit organisation, registered under Kenyan law with the Non-Governmental Organisation (NGO) Co-ordination Board, with over 30 years' experience working with smallholder farmers, the private sector and governments to provide pro-poor market solutions. Farm Africa provides specialist capacity in fund management and quality assurance in business and technical management.

## 2. SCOPE OF WORK

**Tender name: Proposed Construction of one storey 8 classroom block at Karen Roses JB School.**

These Terms of Reference (TOR) cover the construction of eight (8) classrooms according to the drawings and designs appended to the TOR. The assignment will include the review of the designs, planning and finalization of the bill of quantities, as well as construction of the classrooms, including the provision of all the required labour and materials in adherence to the agreed upon designs and all relevant standards and norms.

## 3. OUTPUT/ DELIVERABLES

- a. Provide a financial proposal by way of filling in the Bills of Quantities for the proposed classroom expansion project at the Karen Roses Joint Body School using the designs attached.
- b. Suggest a proposed timeline by indicting schedules of works to complete the project to be detailed during contracting.
- c. Undertake the construction and commissioning of the classes having met all the architectural, structural, mechanical, civil and electrical requirements in the agreed upon contract.

## 4. INSTRUCTIONS TO TENDERERS

- a. Provide a brief proposal in form of a letter stating why you consider your firm suitable for the assignment.
- b. Provide copies of original documents defining the firm's legal status, place of registration and principal place of business; The tender shall be expected to provide proof of registration as a contractor eligible to undertake Civil Works (Road Works) with the relevant Authority (i.e. NCA 6 and below)
- c. Provide proof of experience in works of a similar nature and size for each of the last five years in both public and private sector space and names and addresses of clients who may be contacted for further information on these contracts.

- d. Qualifications and experience of key site management and technical personnel proposed for the Contract and an undertaking that they shall be available for the Contract. The tenderer shall be expected to have an experience of five (5) years in similar works.
- e. Provide copies of PIN, VAT, Tax Compliance Certificates and audited accounts for the last three years.
- f. A copy of CR12
- g. Provide a financial proposal by way of filling in the Bills of Quantities appended in this ToR for the proposed project referencing the drawings and designs also appended. Unit price in Kenya shillings

## 5. REMUNERATION

Payments to the selected firm shall be done in adherence to budgetary allocations for this project and based on the agreed upon financial proposal (including the bill of quantities and relevant other associated costs). The same shall be indicated in the signed contract once a suitable consultant has been identified. It is expected that the financial proposal shall therefore include a breakdown of remuneration per specific work plan activity to be performed as well as the total service cost.

## 6. SUBMISSION OF APPLICATIONS

All documents must be submitted by email to our 'sealed/zipped' email address: [procurementkenya@farm africa.org](mailto:procurementkenya@farm africa.org) by close of business on **3<sup>rd</sup> August 2020**.

**NB.** Interested contractors are advised to conduct site pre-visit on 27<sup>th</sup> July 2020 to have a better understanding of the proposed works at Karen Roses JB School at Ravine Roses, based in Eldama Ravine, Baringo County.