

INVITATION TO TENDER

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1.0 INTRODUCTION

Farm Africa is an innovative charity that reduces poverty in rural eastern Africa by helping farmers grow more, sell more and sell for more: we help farmers to not only boost yields, but also gain access to markets, and add value to their produce.

Farm Africa Kenya wishes to invite interested, eligible and qualified candidates, firms to submit their bids for;

Tender No.	Construction Title	Location
FA/001	Karagita Dispensary	Naivasha
FA/002	Two (2) classrooms at Fairtrade vocational training centre	Timau
FA/003	Two (2) toilet blocks (5 doors) at Muramati Primary School	Nanyuki
FA/004	One(1) robotic classroom at Muramati Primary School	Nanyuki
FA/005	One (1) Mia Moja comprehensive school	Timau
FA/006	Kapdening dispensary, Karen roses	Eldama Ravine Town
FA/007	Surgical block Ward at Ravine Subcounty hospital	Eldama Ravine Town

1.1 Completed Tender Documents i.e Letter of Tender, Summary of Financial proposal, PIN certificate and valid Tax compliance certificate, NCA and CR12 in a zipped folder, clearly marked with title in the subject line are to be sent to Farm Africa via procurementkenya@farmafrika.org so as to be received on or before **Sunday, 6th July, 2025 at 1000 hrs.**

1.1 All prices quoted shall be total amounts in Kenya Shillings (KES), inclusive of all applicable taxes, duties, and delivery charges. The quoted prices must remain valid for a period of one hundred and twenty (120) days from the closing date of the tender."

1.2 Farm Africa Kenya reserves the right to accept or reject any application and is not bound to give reasons for its decision.

Disclaimer: Farm Africa Kenya does not require applicants to pay any fee at whatever stage of the tendering process. We therefore advise the general public to exercise due diligence when applying for the tenders

2 INSTRUCTIONS TO TENDERERS

If tenderer wishes to inquire any question on any matter related to his bid/proposal, S/he should do so in writing via procurementkenya@farmafrika.org and all clarifications and /or amendments will be published on the Farm Africa website. Tenderers are required to check for any addendum or amendments in the course of the bidding period prior to the closing date. Any form of canvassing or attempt to influence the procurement process will lead to the automatic disqualification of the tenderer's proposal."

2.1 Preparation of Tenders

2.1.1 The Tender Documents to be submitted by each Tenderer should comprise:

2.1.1.1 Letter of Tender

2.1.1.2 Technical Proposal (Must include qualification of key technical personnel)

2.1.1.3 Financial Proposal

2.1.1.4 NCA 4 to 6

2.1.1.5 Valid CR12

2.1.1.6 PIN certificate/VAT/Tax compliance certificates and audited accounts for the last three (3) years

2.1.1.7 Updated licensing/Membership of relevant bodies

2.1.2 The Tender Dossier issued to the Bidder, including any amendments instructed in an Addendum to Tender Dossier, shall be used without further changes.

2.1.3 All duties, taxes, VAT, and other levies applicable for the contract in question payable by the Consultant in relation to the performance of the Agreement, or for any other cause, shall be included

- in the rates, prices and total Tender Price submitted by the Bidder, and the evaluation and comparison of Tenders by Farm Africa shall be made accordingly.
- 2.1.4 It is the responsibility of the Tenderer to acquaint himself fully with the tax and excise acts and regulations enforced in Kenya prior to the submission of its tender.
- 2.1.5 All prices and unit rates quoted in the schedule of prices shall be in Kenya Shillings.
- 2.1.6 It is emphasised that Farm Africa will not be able to engage in negotiations with the Tenderers regarding the tenders submitted.
- Hence, no contract or price negotiations as such shall be conducted and, therefore, the should ensure that the wording of their tenders allows the contract to be concluded without prior negotiations between the tenderer and the contracting authorities.*
- It is thus of the utmost importance that the tenders are comprehensive and consider all relevant issues, contain all necessary information, and are precise in every respect.*

2.2 Submission of Tenders

- 2.2.1 The Tenderers should prepare Tender sets in accordance with the instructions on clause 2.
- 2.2.2 The original bid should be signed by a person or persons duly authorised to bind the Tenderer. If the Tenderer is a joint venture, the tender should be signed by all members of the joint venture.
- 2.2.3 The Tenderer should submit i.e: Letter of Tender, summary of financial proposal, PIN certificate and valid Tax compliance certificate, CA and CR12 in one document clearly named "Tender Number". All documents should be contained in a zipped folder not exceeding 8MB and should be sent to our "sealed" email procurementkenya@farmafrica.org.
- 2.2.4 The Tenderer should bring all the documents indicated above (2.2.1) on the tender opening date which will be communicated on email.
- 2.2.5 The tender documents must be received no later than the time and on the Tender Submission Date, as stated in Clause 1.1. Tenders received by Farm Africa thereafter will not be considered.
- 2.2.6 The Tenderer may modify or withdraw its tender after submitting it, if the modification or notice of withdrawal is received in writing before such prescribed time for submission of tenders but not thereafter.
- 2.2.7 A tender submitted other than as described in this clause 1.1 will be rejected by Farm Africa.

2.3 Opening of Tenders

- 2.3.1 Tenders and other submissions, which are in accordance with Clause 2.0 of these Instructions, will be opened by the Tender Committee Chairperson immediately after the expiry of the time limit for receipt of tenders. The Tenderer or representatives must be present at the opening.
- 2.3.2 The document with the financial proposal shall not be opened until the evaluations of the technical proposals have been completed.
- 2.3.3 Tenders, for which Farm Africa has received a valid notice of withdrawal in accordance with Clause 2.2.6 of these Instructions, shall not be opened.
- 2.3.4 Farm Africa will examine the technical proposal to determine whether they appear to be complete, properly signed, and generally in order.
- 2.3.5 After the opening of Tenders, information relating to the examination, clarification, evaluation, and comparison of Tenders, and recommendations concerning award of the assignment shall not be disclosed to or other persons not officially concerned with the tendering process.
- 2.3.6 Any effort by a Tenderer to influence the organization, the tender committee members in these processes will result in the rejection of the Tenderer's tender.

3 EVALUATION OF PROPOSALS AND AWARDING OF TENDERS

3.1 Bid Eligibility

During this stage, responsiveness to the tender mandatory requirements will be determined based on a “YES/NO” basis (implying compliance or non-compliance respectively). Only those that comply with the mandatory requirements shall proceed to any evaluation.

For the preliminary evaluation, please attach certified copies of the following:

- 3.1.1 Company registration certificate
- 3.1.2 Current tax compliance certificate
- 3.1.3 PIN registration certificate and/or VAT registration certificate

Farm Africa reserves the right to amend any segment of the tender prior to the announcement of a selected Company. In case of such amendment, all respondents will be afforded the opportunity to revise their documents to accommodate the tender amendment. Farm Africa also reserves the right to reject any bid which doesn't meet eligibility criteria or in complete.

4 Technical Evaluation

At this stage, evaluation will be based on the specification criteria detailed in the Terms of Reference (TOR). Tenderer will not be considered qualified unless on the evaluation of tender committee. Prospective Tenderer should provide pertinent information to demonstrate that they have qualified staff to execute the contract and previous client's references.

5 Financial Evaluation

The tender committee shall evaluate the proposals and the results of the evaluation will be communicated to shortlisted at an appropriate time that will be decided by the Tender Committee.

5.1 Award

Farm Africa shall award the Contract to the Tenderer whose offer has been deemed to meet the eligibility requirements.

6 APPENDICES

6.1 Safeguarding policy



Safeguarding
Policy.pdf

6.2 Anti-bribery & corruption policy



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