



WWF

for a living planet

WWF-KENYA
P.O BOX 62440-00200
NAIROBI.
THE MVULI, ON MVULI ROAD, WESTLANDS.

INVITATION TO BID FOR SUPPLY OF GOODS

Tender Numbers: WWFK/CKP/ 113R1

Tender Description: Submersible Solar Water Pumps.

Section A. Objectives of the Invitation & Our Purchase Policy

The objective of this tendering exercise is to identify capable suppliers to deliver goods and services as per WWF-Kenya's requirements.

WWF-Kenya procurement policy is that all purchasing decisions are made in a fair, open and transparent manner.

All procurement activities are executed consistent with the highest Professional, ethical, moral and legal standards avoiding situations of compromise as per WWF-Kenya Fraud & Corruption Prevention Policy.

Collusion with employees for any form of favors is against WWF-Kenya policy.

Section B. Invitation to tender

WWF-Kenya, a locally registered NGO and a National Office of WWF, the world's largest conservation organization, hereby invites applications from reputable suppliers to tender

for provision of goods and services (as per tender set out at the end of this document) for the IKI project.

Interested bidders may obtain further information and/or download the tender documents from the WWF-Kenya website.

PLEASE NOTE: that WWF-KENYA reserves the right to accept or reject applications made in pursuant to the tender at its own discretion without assigning any reason thereof.

Instructions To Bidders

- A) Duly completed documents should be returned by email: tenders@wwfkenya.org on/before **10th August 2021 5.00 PM EAT**, addressed to the Procurement Coordinator.
- B) For any clarifications, please send your queries to **kenya.procurement@wwfkenya.org** referencing the relevant tender number in the subject line no later than 2 days before the closing date.
- C) All interested bidders to send their expression of interest to participate in the tender process to tenders@wwfkenya.org referencing the relevant tender number in the subject line
- D) Documents to be submitted with each bid: -
 - i. Completed and Signed Application Form
 - ii. Completed Business Questionnaire-including statutory documents, evidence of previous experience and clients
 - iii. Proof that the applicant has at least 5 years' experience in the supply of these goods
 - iv. Schedule F: Schedule of Goods
 - v. Schedule G: Price Schedule

Section C. General Requirements

1.0 Eligible Applicants

- 1.1 This Invitation to Bid (ITB) is open to all suppliers eligible as described in the application documents. Successful applicants shall later be contacted for the supply of goods and services as required by WWF-KENYA.
- 1.2 Applicants shall sign a declaration of compliance with WWF-KENYA International Fraud and Corruption Prevention Policy. Please find the link where this policy is located: [http://wwf.panda.org/who we are/organization/ethics/](http://wwf.panda.org/who_we_are/organization/ethics/)

- 1.3 Applicants shall bear all costs associated with the preparation and submission of their application and WWF-KENYA will not be responsible or liable for those costs regardless of the conduct or outcome of the application process.
- 1.4 The applicants shall furnish, as part of the application, documents establishing the applicant's eligibility to apply and their tender to perform the contract if accepted.
- 1.5 The documentary evidence of the applicant's tender to perform the contract if the application for registration is accepted:
- a) That the applicants has financial, technical and production capability necessary to execute the contract
 - b) That the applicant has an established physical and postal address for ease of contract and is licensed by the Kenyan Government to trade in the category applied for.
 - c) That the applicant is willing to do business with WWF-Kenya and shall allow credit facilities as per WWF Kenya's terms and conditions of contract.
 - d) That the questionnaire is to be fully and comprehensively completed in all respects and all documents must be submitted in English Language
 - e) If insufficient space has been provided on the questionnaire for the answers, please provide the answers as supplementary on separate sheets. If the question Does Not Apply to you please write N/A
 - f) Please note that by responding to this questionnaire you accept that all answers provided are legally binding and should the need arise, may be used as evidence in a court of law. Further, WWF-Kenya reserves the right without further recourse to verify at its own cost the accuracy of any answers provided herein.
 - g) Applicants will meet all costs associated with preparation and submission of their applications
 - h) Any information given and later found to be incorrect shall lead to disqualification of the Applicant
 - i) The completed document shall be signed off and initialed by Director/Partner of the Organization and rubber stamped on each page and signed on the last page in the space provided
 - j) Canvassing will lead to automatic disqualification of the Applicant.
 - k) Late submission will not be acceptable. Any application (s) received after the date of closure will be considered as late and disqualified.
 - l) Applicant is not listed on the UN list of organizations with terror links

2.0 Goods eligibility and conformity

- 2.1 The applicant shall furnish as part of this application, documents establishing the eligibility and conformity to the application documents of all goods/services which the applicant proposes to supply if accepted.
- 2.2 The documentary evidence of the eligibility of goods and services shall consist of statement in the price schedule, brochures, catalogues of the goods and services offered which in some case shall be confirmed of origin issued at the time of shipment.

3.0 Corrupt and Fraudulent practices

- 3.1 WWF-Kenya requires that applicants observe the highest standards of ethics during the procurement processes and the execution of contract. In pursuance of this policy WWF-Kenya:
 - a) Define for the purpose of this provision, the terms set forth below as follows
 - i. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of WWF-Kenya officers in the procurement process or in contract execution including acceptance of this application. ii.
 - "Fraudulent practice" means a misinterpretation of facts in order to influence a procurement process of execution of a contract to the detriment of WWF-Kenya and includes collusive practices among supplier (prior to or after application submissions) designed to establish item prices, artificial non competitive levels and to deprive WWF-Kenya the benefit of free and open competition.
 - b) Will reject a proposal for award if it determines that the applicant recommended for award (acceptance)has engaged in corrupt or fraudulent practices in competing for the application "acceptance in question"
 - c) Will declare an applicant ineligible either indefinitely or for a stated period time to be awarded any contract if it at any time determines that the applicant has engaged in corrupt or fraudulent practices in competing for the contract. The policy is located: [http://wwf.panda.org/who we are/organization/ethics/](http://wwf.panda.org/who_we_are/organization/ethics/)

Section D. Application Form (To be in the letterhead of the tenderer)

Date: _____

**To: P.O BOX 62440-00200 NAIROBI.
The Mvuli, on Mvuli road, Westlands**

- 1. Having examined the tender documents including, Ref. No.....(insert number),the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver

at a total cost of Kshsincluding VAT
.....

(Description of goods)

in conformity with the said application documents all or part of the items that may be required and are within our capability to supply.

2. We undertake, if our application is accepted, to deliver goods/services in accordance with the delivery schedule and credit terms specified in the schedule of requirements or official order, signed by authorized staff of WWF-KENYA.
3. We agree to abide by this application for the period of processing. Preparation and execution of the tender application together with acceptance thereof which together shall constitute a binding agreement between us.
4. We agree to abide by and uphold WWF-KENYA's general terms and conditions of contract
5. We agree to abide by and uphold WWF-KENYA policy on Prevention of Fraud & Corruption.
6. We understand: -
 - a) That this is a tender/quotation application for consideration to supplier for goods/services to this tender.
 - b) That WWF-KENYA is not bound to accept this application or any other that it may receive.

Dated this _____ day of _____ 20_____

(Signature)

(In the capacity of)

Name

Duly authorized to sign tender for and on behalf of _____

Rubber Stamp/Company Seal

Section E: Business Questionnaire

| | | |
|---|----------------------|-----------------------|
| 1 | Name of Organization | |
| 2 | Postal Address | P.O Box.....Code..... |

| | | |
|---|--|--|
| 3 | Physical location of Business Premises | Town..... Street..... Building Name..... Floor..... |
|---|--|--|

| | | |
|---|----------|---|
| 4 | Contacts | Telephone..... Fax No..... Email..... Website..... |
|---|----------|---|

| | | |
|---|---|--|
| 5 | Nature of Organization (e.g. Sole Proprietorship, Public Limited Company, Partnership etc.) | |
|---|---|--|

| | | |
|---|--|---------|
| 6 | Names of the Proprietor, Directors or Partners - Proprietor | 1. |
|---|--|---------|

| | | |
|--|---------------|--|
| | - Partnership | 1. 2. 3. 4. |
|--|---------------|--|

| | | |
|--|--------------------------|--|
| | - Public Limited Company | 1. 2. 3. 4. |
|--|--------------------------|--|

| | | |
|----|--|---|
| 13 | Registration with Regulatory relevant bodies | Registration Body..... Category of Registration..... |
|----|--|---|

TRADE REFERENCES

| | | | | | | |
|--|---|--|-----|----|--------------------------|--------------------------|
| Provide contact details for three referees for previous/current work that is similar or the same to the one now applied for. Note that the referees may be contacted without further reference to you. (Attach documentary evidence of existence of the contract) | | | | | | |
| A | Have you previously been contracted by WWF-Kenya? (Tick one) | <table border="0" style="width: 100%;"> <tr> <td style="text-align: center;">YES</td> <td style="text-align: center;">NO</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> Describe the contract and nature of worksand for how long | YES | NO | <input type="checkbox"/> | <input type="checkbox"/> |
| YES | NO | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | |
| B | Others Organizations or Companies 1. Organization Name Contact Name and Position Office & Mobile Tel No. Email Address Service provided | | | | | |

| | | |
|----|--|---|
| 2. | Organization Name Contact Name and Position Office & Mobile Tel No. Email Address Service provided | |
| 3. | Organization Name Contact Name and Position Office & Mobile Tel No. Email Address Service provided | |

| | | |
|--|--------|---------------------|
| Do any of the following apply to your Organization, or to (any of) the Director(s)/Partners/Proprietor(s) | | |
| Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons? | Yes/No | If Yes give details |
| Has been convicted of a criminal offence related to business or professional conduct | Yes/No | If Yes give details |
| Have you had any contracts terminated for poor performance in the last five years, or any contracts where damages have been claimed by the contracting authority/client? | Yes/No | If yes give details |

| | | |
|--|--------|--------------------------------------|
| Have you fulfilled your obligations to pay taxes and social security contributions for the last three years? | Yes/No | Attach certificate of Tax compliance |
|--|--------|--------------------------------------|

Schedule F: SCHEDULE OF GOODS

Specifications of Goods: Supply & Install Seven Submersible solar water pumps (Three in Kwale & four in Lamu)

Solar water pumps features:

1. Maximum head is 65M / 215feet.
2. Maximum flow rate of 2500 Litres per hour (At 0 head).

Available Components:

1. Submersible pump.
2. 50m Electric cable.
3. Climate Smart Battery.
4. 310W solar panel.
5. 100M (25MM) HDPE Pipe.
6. 4 sprinklers,
7. Necessary fittings.
8. 4 LED Light Bulbs and USB charging ports.

To be delivered to:

1. Goods to be delivered & Installed (Three in Kwale & four in Lamu)

Description of items offered by Bidder:

Bidder's statement on any deviations from WWF K specifications:

Product catalogue (attach)

Quality assurance Certification (attach):

Total Lead time for delivery of goods:

WWF Kenya – Kwale Office..... Days

Schedule G: PRICE SCHEDULE

(-----) Goods –Indicate Price

Goods suppliers where applicable would have to provide their own detailed schedule of costs/rates and attach them to this page.

Unit Price (Kshs.)

VAT (KShs)

Total Amount