



"LEADING CHAMPION FOR CHILDREN"

PO BOX 249-90121,
TEL:254-79290082 / 254-79290083,
EMALI-KENYA,
KWFT BUILDING,1ST FLOOR.

10th April 2018

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EMALI DEDICATED CHILDREN'S AGENCY

Background

Emali Dedicated children's Agency is a Local Partner organization supported by ChildFund Kenya to implement child and youth programs focusing on Healthy and Secure Infants; Educated and Confident Children; Skilled and Involved Youth; Capacity Building for Families and Communities. It is located at Emali town along Mombasa Nairobi Highway around 150 km from Nairobi. The projects core intent is to help deprived, excluded and vulnerable children have the capacity to improve their lives and the opportunity to become young adults, parents and leaders who bring lasting and positive change in their communities; and societies whose individual and institutions participate in valuing, protecting and promoting the worth and rights of children.

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1.0 INVITATION TO TENDER

Tender No: DESIGNS/0003/April/2018

Tender Name: "Consultancy service for preparation of detailed designs architectural drawings and BOQs for the proposed EDCA office "

1.1 Emali Dedicated Children's Agency invites sealed tenders from sealed bids from eligible suppliers, interested and competent firms for the tenders for the Consultancy service for preparation of detailed designs architectural drawings and BOQs for the proposed EDCA office.

1.2 Prices quoted should be net inclusive of all taxes, must be in Kenya Shillings and shall remain valid for (60) days from the closing date of the tender.

1.2 Completed tender documents clearly marked "ORIGINAL" are to be enclosed in plain sealed envelopes marked with tender reference number and be **deposited** in the Tender Box provided at Emali Dedicated Children's Agency P.O Box 249-90121 Emali Office located in KWFT Building first floor at Emali before 17th April 2018 **1600 hours** with an official business rubber stamp and bidder's signature. Or be addressed to Emali Dedicated Children's Agency P.O Box 249-90121 Emali so as to be received on or before 17/04/2018 at 1600 Hours.

1.3 Tenders will be opened by the Procurement Committee.

2.0 INSTRUCTIONS TO TENDERERS

2.1 Tenderers shall include the following information and documents with their tenders, unless otherwise stated:

- (a) Copies of certificates of registration, and principal place of business;
- (b) Tax compliance certificate
- (c) Pin Certificate
- (d) Attach your detailed designs and BOQs
- (e) Bank deposit slip of ksh 3,000 Non Refundable tender processing fee from the following bank

Bank Name: Sidian Bank

Branch: Emali

Account Name: EMALI DEDICATED PROGRAMME

Account Number: 01021030000210

NB: Download draft drawings from our website for reference.

2.2 The procurement entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.

2.3 The tender document is downloaded free of charge from the organization website,

2.4 The Tenderer shall not influence the organization on any matter relating to his tender from the time the tender is evaluated to the time the Contract is awarded. Any effort by the Tenderer to influence the organization or his employees in his decision on tender evaluation, tender comparison or Contract award may result in the rejection of the tender.

3.0 Award of Contract

3.1 The organization reserves the right not to award the lowest bidder.

3.2 Notwithstanding the provisions of clause 3.1 above, The organization reserves the right to accept or reject any tender and to cancel the tendering process and reject all tenders at any time prior to the award of Contract without thereby incurring any liability to the affected Tenderer or Tenderers or any obligation to inform the affected Tenderer or Tenderers of the grounds for the action.

3.3 The Tenderer whose tender has been accepted will be notified of the award prior to expiration of the tender validity period in writing or by cable, telex or facsimile. The contract shall be formed on the parties signing the contract. At the same time the other tenderers who will not have gotten any reply 10 days after the deadline day, shall automatically know that they were not successfully.

4.0 Terms of Payment

4.1 Payment to be made 30 days from the date of invoice

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5.0. Corrupt and fraudulent practices

5.1 The procuring entity will reject a tender if it determines that the tenderer recommended for award has engaged in corrupt and fraudulent practices in competing for the contract in question.

5.2 The procuring entity requires that the tenderer observes the highest standard of ethics during the procurement process and execution of the contract. A tenderer **shall sign** a declaration that he has not and will not be involved in corrupt and fraudulent practices.

5.3 Further a tenderer who is found to have indulged in corrupt and fraudulent practices risks being debarred from participating in Emali Dedicated Children's Agency procurement.

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6.0 SCHEDULE OF REQUIREMENTS

Kindly fill the form below as an expression of interest.

#	Item/Service Description	Qty	Unit Cost	Total Cost
1.	Detailed designs	N/A		
2.	Detailed BOQs	N/A		
	TOTAL			

Tender Amount in words-----

Name of Tenderer: -----

Signature: -----

Date: -----

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7.0 CONFIDENTIAL BUSINESS QUESTIONNAIRE

7.1 You are requested to give the particulars of your business.

7.2 You are advised that it is a serious offence to give false information on this Form.

Tenderers Name:

Postal Address:

Telephone (Office):Mobile.....

Email Address:

Physical Address:

Website Address.....

Contact Person & Mobile.....

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8.0 DECLARATION

8.1 I / We, the above tenderer declare that the above information is correct and that I / We give Emali Dedicated Children's Agency authority to seek any other references concerning my / our company from whatever sources deemed relevant, e.g. Office of the Registrar of Companies, Bankers, etc.

8.2 I / We the above tenderer declare that I / We shall not and will not be involved in corrupt and fraudulent practices.

Name of Tenderer:

Signature:

Date:

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