



MAUA METHODIST HOSPITAL

P.O. Box 63-60600, Maua

Mobile: 0724697053

Email: mmhinfo@methodisthospitalmaua.org

www.methodisthospitalmaua.org

TENDER ADVERTISEMENT

REQUEST FOR PROPOSAL FOR

BOREHOLE DRILLING AND SOLAR INSTALLATION

RFP NO: MMH RFP 002/2024

To be received on or before 5.00 P.M. On 15th November 2024.

E mail: procurement@methodisthospitalmaua.org

Section A. Objectives of the Invitation & Our Purchase Policy

- The objective of this tendering exercise is to identify capable vendors to deliver goods and services as per MMH requirements.
- MMH 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 MMH procurement policy
- Collusion with employees for any form of favour is against MMH policy.

Section B. Request for Proposal

MAUA METHODIST HOSPITAL a Christian mission hospital under the Methodist Church in Kenya (MCK), established in Kenya in 1928 and registered at the registrar of societies as a Health Services provider, and having its address at PO Box 63, (60600) Maua, Meru County. Hereafter known as **MAUA METHODIST HOSPITAL**

PLEASE NOTE: that MMH reserves the right to accept or reject applications made in pursuant to the tender at its own discretion without assigning any reason thereof. Any subsequent appointment made pursuant to the tender is subject to invitation to tender/quote for specific goods/services

Instructions to Bidders

A) Duly completed documents should be returned by hand delivery on/before **15th November 2024**, addressed to the Procurement Committee through the chief Executive officer. For any clarifications, please send your queries to Procurement@methodisthospitalmaua.org no later than 5 days before the closing date.

B) Documents to be submitted with the proposal: -

Schedule A: Completed and Signed Application Form/Letter

Schedule B: Completed Business Questionnaire and trade References-

Please include: • Certificate of registration, tax compliance certificate, relevant licenses,

- Evidence of previous experience and clients; with proof that the applicant has at least 3 years' Experience in the provision of similar works
- - Copy of Insurance policy (legal liability insurance and insurance coverage for goods under transport).
- Copy of audited financial statements for the last two years (Balance sheet and income statement)

Schedule C: Qualifications and CV of Proposed key personnel and equipment details

Schedule D: Schedule of Services (methodology, work plan and completion period)

Schedule E: Financial Proposal with duly filled BOQ

Section F. General Requirements

1.1. Eligible Applicants

1.2. This Request for Proposal is open to all vendors eligible as described in the application documents. Successful applicants shall later be contacted for the provision of services as required by MMH.

- 1.3. Applicants shall bear all costs associated with the preparation and submission of their application and MMH 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 is accepted:
 - a) That the applicant has financial and technical 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 Kenya Government to trade in the category applied for.
 - c) That the applicant is willing to do business with MMH and shall allow payment terms as per MMH 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) 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, MMH reserves the right without further recourse to verify at its own cost the accuracy of any answers provided herein.
 - f) Applicants will meet all costs associated with preparation and submission of their applications
 - g) Any information given and later found to be incorrect shall lead to disqualification of the Applicant
 - h) The completed document shall be signed off and initiated by Director/Partner of the Organization and rubber stamped on each page and signed on the last page in the space provided.
 - i) Late submission will not be acceptable. Any application (s) received after the date of closure will be considered as late and disqualified.

2.0 Goods eligibility and conformity

- 2.1 The applicant shall indicate 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 MMH requires that applicants observe the highest standards of ethics during the procurement processes and the execution of contract. In pursuance of this policy MMH:

- 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 MMH 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 MMH and includes collusive practices among supplier (prior to or after application submissions) designed to establish item prices, artificial non-competitive levels and to deprive MMH 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.

4.1 Payment Terms

Payment will be remitted in four instalments upon certification by the Procurement Committee: -

- 40% upon mobilization of all materials and labor and the preparation of the site for the drilling of borehole
- 30% Completion of drilling and equipping the borehole and solar installation
- 20% Completion of all necessary tests required
- 10% after completion

5.1 Defects Liability Period

Retention at 10% of the value of the Works will be held by MMH as a safeguard against defects which may subsequently develop during the Defect Liability Period of **six months** or within the pump and other equipment warranty period; whichever shall be the highest. The retention money acts as a guarantee for the Contractor to remedy those defects. This percentage will be deducted from all the interim payments made to the Contractor, and released/paid once the defects are corrected.

6. Projects goals & objectives

To have safe, clean and surplus of water for pupils and staffs at St John Malaene Primary Schools for their daily use

Site visit

A mandatory pre-proposal site visit for the bidder is a must to guide the bidder prepare the response. site visit day will be November 5th 2024

Project Time-line

The contractor is required to estimate in project time line & schedule in the proposal

Warranties

Each bidder should provide product details /specifications & terms of warranties

7.Evaluation metrics and criteria

The following criteria shall be applied by MMH procurement committee to determine whether proposals meet minimum qualification, failure to meet any of the below may render a proposal being non responsive

Criteria	Weight (100) marks	Score
1.operating as a legally registered firm for at least 60 months	10	
2.Expertise in working with similar customer	20	
3.Letter of recommendation from 3 clients of completed jobs	15	
4.Certificate of incorporation	10	
5.Attached copies of curriculum vitae of key personnel	5	
6.Attach membership document of technical team from professional body	10	
7.Attach copies of KRA registration & tax Compliance certificate	10	
8.Project tasks & timeline	10	
9.Proposed design –to be presented to mmh procurement committee	10	

Application Form A

(To be submitted in the letterhead of the tenderer) Date:

To: Maua Methodist Hospital
P.O BOX 63
MAUA-60600
MERU NORTH

1. Having examined the tender documents including, we the undersigned, offer

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(Description of Goods/Services)

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 MMH
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 MMH general terms and conditions of contract
5. We understand: -
 - a) That this is a tender/quotation application for consideration to supplier for goods/services to this tender.
 - b) That MMH is not bound to accept this application or any other that it may receive.

Dated this day of20.....

(Signature) (In the capacity of)

Duly authorized to sign tender for and on behalf of

Rubber Stamp/Company Seal

FORM B: Completed Business Questionnaire and trade references

1	Name of Organization	
2	Postal Address	P.O Box.....

3	Physical location of Business Premises	Town..... Street..... Building..... Name..... Floor.....
4	Contacts	Telephone..... 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.
7	Business Operations	Year established..... Duration of Business Operation.....
8	Company Registration No. (Attach Copy) ()	Number..... ...
9	Registration Certificate VAT Number	Number..... Number..... Attached copy

10	State Credit Period (Minimum proposed is 30 days) NB: if a down payment is required, the successful bidder must provide a bank guarantee for 50% of the contract value	
11	State Tender Validity Period (Minimum proposed is 90 days)	
12	Contact Person.....	Job Title.....
13	Registration with relevant Regulatory bodies	Registration Body..... Category of Registration.....

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? MMH? (Tick one)	YES NO
		Describe the contract and nature of works and for how long
B 1	Others Organizations or Companies 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

4	Organization Name Contact Name and Position Office & Mobile Tel No. Email Address Service provided
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TRADE REFERENCES

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

Schedule C: Qualifications and CV of Proposed key personnel and equipment

Schedule D: Schedule of Services (methodology, work plan and completion period)

SECTION D: SCOPE OF WORKS

8 GENERAL

8.1 MATERIALS AND EQUIPMENT

All materials, equipment, etc. to be used in the execution of the work by the Contractor in this contract shall conform to the requirements of the latest Kenya Bureau of Standards (KBS), International Standard Organization (ISO) or other approved applicable standards in Kenya unless otherwise specifically stated.

8.2 QUALITY OF MATERIAL AND WORKMANSHIP

The materials and workmanship shall be of the best of their respective kinds and shall be to the approval of the Engineer.

Should any material/equipment which are in the judgement of the project manager unsound, or of inferior quality or in any way unsuited for the work in which it is proposed for use, such materials/equipment shall not be used upon the works and shall forthwith be removed from the site and replaced with the proper quality items to the approval of the project manager, all at the expense of the contractor.

The Contractor shall remove and reconstruct at his own expense any portion of the works which gives evidence of any defects or injury which may affect the strength of durability of the work or the performance of the system.

9. CONTRACTOR'S LIABILITY

The Contractor shall indemnify the Employer against any claims made in respect of loss of life, injury or damage to persons, animals, goods or property.

10. scope of works

The drilling works and solar installation shall be carried out by a qualified Borehole Drilling Contractor who is duly registered with the Ministry of Environment, Water and Climate.

10.1.1 REGULATIONS AND STANDARDS - TECHNICAL SPECIFICATIONS

The borehole shall be drilled at the site to be identified by the Geologist. The borehole shall be drilled to the depth ordered by the geologist, anticipated to be **140 meters in depth**. It shall be drilled through all strata encountered.

MMH has already applied for any permit and Government authorization that might be required before drilling the borehole. The survey report is ready

10.1.2 MOBILIZATION, DEMOBILIZATION AND RESTITUTION.

The Contractor shall mobilize to the site in accordance with the agreed Programmed.

The sum for mobilization shall include: Such preparation as is required, including erection, dismantling and preparation of such temporary camps as the Contractor deems necessary. It shall include provision of water for camp and redevelopment purposes and the provision of personal sanitation facilities.

The Contractor shall minimize disturbance to neighboring plots and in the school compound. This shall particularly include ensuring that bailed fines and pumped test water are discharged in a manner that does not create a nuisance either to public or private property.

Site re-instatement under the condition of contract shall include the removal of all hydrocarbons spilled, leaked or otherwise released and associated packaging and cotton waste.

Site re-instatement is deemed an integral part of mobilization. This activity shall be costed considering the items above and expressed as a lump sum.

10.1.3 DRILLING

. The contractor shall provide appropriate tools and equipment and maintain them in good condition capable of operating to the manufacturer's rating and to ensure a smooth, straight hole. Drilling shall continue to the stipulated total depth at a minimum diameter.

ACTIVITY: Proposed drilling of one (1) Borehole and solar installation at **ST JOHN MALAENE PRIMARY SCHOOL**

IGEMBE NORTH SUB COUNTY

Estimated Borehole Drilling depth: Maximum 140 M

Technical proposal should entail the following

1.Permits, Drilling, Development and Test	Already done
2.Mobilization and Demobilization, Erecting and dismantling of drilling and test pumping equipment	
3.Drilling one borehole with finished internal diameter to the required maximum depth	
4.Supply and Installation of a pumping system Capable of pumping	
5.Test Pumping for 24 hours, draw-down, yield recovery and data analysis	
6.Supply and Installation of surface casing with retrieval	
7.Supply and Installation of surface casing (To be Retained	
8.Chemical analysis of water sample	
9.Borehole Completion Report	
10.Solar Installation	
11.Supply of water for drilling operations use	

Eligible candidates may pick the RFP documents from the Maua Methodist Hospital Procurement Office during working hours (8AM- 5PM), Monday to Friday or can be downloaded from the Maua Methodist Hospital website: www.methodisthospitalmaua.org.

Pay a non-refundable fee of Kenya Shillings Two Thousand (Kshs 2,000) only

Tel Phone number for any enquiry 0795715785/0701820109.

Deadline for bidding: 15th **November 2024**

There will be brief meeting with the bidders to do a presentation, after the closing date which will be communicated to the bidders who will have meet the requirements.

Payments should be made to; **Maua Methodist Hospital, KCB Bank, Account number: 1210596490, Maua Branch. Or through Mpesa Pay bill 265638 Account No Tender. The Original Bank deposit slip/Receipt MUST be attached to the pre-qualification documents while submitting the response for proposal.**

The responses be submitted in plain sealed envelopes clearly labeled:

AND must be deposited in the Tender Box located at the Administration block Maua Methodist Hospital Offices or **by post (clearly labeled as above) to:**

**The Chief Executive Officer
Maua Methodist Hospital
P. O. Box 63-60600 Maua**