



## TENDER NOTICE: EAB-ER-KEN23.01-18a & b

SIGN OF HOPE is announcing **an open tender for the supply of food items in Turkana North** Turkana North Sub County - Lake Zone - Todonyang and its environs and Kibish Sub County- Kokuro location and Marikuka village.

### 1) ABOUT THIS TENDER PROCESS

#### Context of the tender process

Hoffnungszeichen | Sign of Hope e.V. (SoH) is a humanitarian and development organisation promoting Human Rights, providing Humanitarian Assistance and Development Cooperation in several countries around the world. Based in Constance, Germany, SoH is dedicated to helping those in distress and exploited people worldwide. In Northern Kenya, South Sudan and Ethiopia, SoH implements a project funded by the German Federal Foreign Office (GFFO) to support severely food insecure communities through improved access to MPCA, WASH, protection services, food support and capacity building in partnership with Caritas Marsabit, Merti Integrated Development Program (MID-P), Catholic Diocese of Rumbek, Score and ECC-SDCO Soddo.

#### Invitation to tender

Sign of Hope requires the provision of locally manufactured/grown food items aimed at supporting communities in our area of operation to recover from the effects of drought and famine that is affecting most parts of Northern Kenya.

This Request for bids is open to all legally-constituted companies that can provide the requested service and have legal capacity to deliver in the country, or through an authorized representative.

#### Procurement process

Open Tender Procedure

#### Purchaser

SIGN OF HOPE

#### Terms of contract

One time supply

#### Submission of Quotations

**Deadline:** Quotations have to be submitted on or before 16<sup>th</sup> October 2023, 16:00hrs EAT

#### Submission of bids

All interested bidders are invited to submit their bid in electronic form only, to the email address [tenders@sign-of-hope.org](mailto:tenders@sign-of-hope.org) with the subject line **EAB-ER-KEN23.01-18 TENDER FOR THE SUPPLY OF FOOD ITEMS** on or before **16<sup>th</sup> October 2023, 16:00hrs EAT**. All documents shall be encrypted PDF documents. The password for the documents shall be shared in a separate e-mail. If bidders fail to submit a password, their offer will not be considered.

**Accepted currencies of the quotations:** All prices shall be quoted only in KES

Accepted languages of the offers: English.

### Questions?

In case of any need for clarification, please write to [tenders@sign-of-hope.org](mailto:tenders@sign-of-hope.org).

## 2) TECHNICAL SPECIFICATIONS/TERMS OF REFERENCE

### A) Scope of work/services: Lot 1 and Lot 2 with similar items as below

No.	Item Description	Units	UOM	Quantity	Specifications
1	Rice	GFFO/SOH logos on both sides Branded bag	25 kg each	300	White rice, uniform shape and size Good reputable quality same uniform size free of fissures, contaminants such as stones and weed seeds and empty or half-filled grains or pest infestation Less than 3% broken grains With KEBS Diamond Mark of Quality
2	Maize	GFFO/SOH logos on both sides Branded bag	25 kg Each	300	Dry White maize – Not machine dried( Moisture content of less than 13% KS EAS 2:2017 standards Good reputable quality with no chemicals Free from contaminants such as stones and weed seeds (clean) or pest infestation. Uniform shape and size Free from Aflatoxin
3	Vegetable cooking oil	Jerrycan	3 litres	300	High in omega 3 – fatty acids Light golden colour Monounsaturated With KEBS Diamond Mark of Quality With Fortification Mark
4	Salt (sodium chloride)	Packet	500g each	300	High quality non-clumped iodated salt. With KEBS Diamond Mark of Quality
5	Beans	GFFO/SOH logos on both sides Branded bag	7 kg each	300	Dry Long red Wairimu beans Not machine dried (moisture content of less than 13% KS EAS 46:2017 standards) Good reputable quality of same uniform size free from contaminants such as stones or pest infestation. Uniform sized – no empty or half-filled grains.
6	Transport Cost	Load	Tonnes	18.15	Transport to Turkana North Sub County - Lake zone - Todonyang and its environs Kibish Sub County- Kokuro location and Marikuka village.

### Division into lots

**Lot 1 EAB-ER-KEN23.01-18a food items 18.15 tonnes delivered in October 2023**

**Lot 2 EAB-ER-KEN23.01-18b food items 18.15 tonnes delivered in November 2023**

The food items will be delivered in two lots in the month of October and November 2023. Bids should be submitted for each lot.

Alternative offers will not be accepted.

**SIGN OF HOPE** reserves the right to award the contract based on the first and non-negotiated quotation.

## B) Eligibility criteria

Interested service providers must meet the following eligibility criteria to participate in this tender:

- Legal registration proving that the bidder is authorised to supply food items/do business under the Kenyan law and that the bidder meets all required legal regulations.

### Mandatory requirements

1. Copy of valid Certificate of Incorporation/Registration
2. Current Tax Compliance Certificate issued by the Kenya Revenue Authority
3. Relevant experience, demonstrating a proven track record in provision of food items
4. Capacity to provide food items
5. Self-declaration that the bidder has not been debarred from participating in Public Procurement in Kenya due to contravention of any part of Section 41 of The Public Procurement and asset Disposal act No 33 of 2015
6. Resources and Facilities: Possess the necessary resources, equipment to facilitate delivery of food items to Turkana North – Todonyang area and its environs.

## C) Timeframe

Activity	Date
Invitation to tender	6 <sup>th</sup> Oct 2023
Bidder questions regarding the tender until	12 <sup>th</sup> Oct 2023
Samples delivery by registered courier service provider	16 <sup>th</sup> Oct 2023 Before 12:00hrs
<b>Submission of quotations until:</b>	16 <sup>th</sup> Oct 2023, 16:00hrs EAT
Information about planned awarding	23 <sup>rd</sup> Oct 2023
Award of Contract	24 <sup>th</sup> Oct 2023
Binding period, day until which the quotations have to remain valid	23 <sup>rd</sup> Nov 2023
Delivery of Lot 1 EAB-ER-KEN23.01-18a food items	31 <sup>st</sup> Oct 2023
Delivery of Lot 2 EAB-ER-KEN23.01-18b	14 <sup>th</sup> Nov 2023

## D) Application process

This is an open tender procedure. All interested bidders are requested to submit their bid in electronic form only, to the email address [tenders@sign-of-hope.org](mailto:tenders@sign-of-hope.org) with the subject line **EAB-ER-KEN23.01-18 TENDER FOR THE SUPPLY OF FOOD ITEMS** on or before **16<sup>th</sup> October 2023, 04:00 EAT**. Bids received after deadline will not be considered. If offers are incomplete, bidders may be able to hand in missing documents within a deadline upon request by the procurement officer. Sign of Hope reserves the right to extend the deadline for submission, if necessary.

## E) Required documents

- Provide all documents needed to fulfil requirements under B
- Technical proposal (as per Terms of Reference above).
- Financial proposal, incl. payment terms in KES.
- Documents confirming the right to carry out the relevant activity (e.g. company registration, certificates, license etc.).
- Signed supplier declaration form as per annex 1
- At least three references for similar projects (not older than 3 years).
- Timeframe of the planned works with finishing date should not later than 31<sup>st</sup> Nov 2023 for the 1<sup>st</sup> lot and not later than 14<sup>th</sup> Nov 2023 for the 2<sup>nd</sup> lot.

### Additional information:

- The financial proposal/quotation shall contain all the prices for the individual services and items as well as the total price (with VAT being stated separately).
- All prices shall be quoted in KES.
- All of the side expenses (taxes, deliveries etc.) should be included into ultimate bid price. Any expenses exceeding bid price shall not be covered.
- Accepted languages of the offers: English.
- Please also state the reference number **EAB-ER-KEN23.01-18 TENDER FOR THE SUPPLY OF FOOD ITEMS** in your cover letter
- The provided document scans must be legible and of good quality.
- The bidder is responsible for the accuracy of the information provided in the proposal.
- Sample of the rice, maize and beans ¼ a kilo per item delivered by registered courier service provider to Sign of hope offices at Bethany House at the Junction of Ole Odume-Argwing Kodhek rd with clear details of the bidder.
- The bidder agrees that Sign of Hope does not return materials submitted at any stage of the tender.
- The contract will be set up by Sign of Hope. A contract set up by bidders won't be accepted.

## F) Evaluation of quotations and award criteria

The contract will be awarded to the supplier whose quotation offers the lowest price for the required goods and services upon the evaluation of both price and technical evaluation.

Award Criteria	
Price	50%
Quality of sample	20%
Proven prior experience	15%
Delivery time	15%

The price will be assessed according to the stated price in the quotation including discounts.

Should two or more offers have the same price, lots will be drawn.



## **G) Award**

The winner of the tender process will be selected within 7 working days from the deadline – with the possibility of extending this period if necessary to clarify the information contained in the proposals in writing.

Tender results will be communicated to all participants no later than 5 business days from the date of the decision on the winner by sending an email to the bidders. The winner of the tender will be sent a corresponding email within a day from the moment when such a winner is selected.

In the event of a possible extension of the tender deadline by Sign of Hope, the binding period shall be extended, even if its expiry is determined according to a specific date or time, by the period by which the tender deadline is extended, unless otherwise agreed.

## Annexes 1 Supplier Declaration

We, \_\_\_\_\_ (name of company) hereby declare that

1. we comply with our national law, assure that our business professionally reliable and we can fulfill our contractual obligations,
2. we are providing you with all the information required in connection with participation in a tender,
3. we are not involved in fraud, corruption and criminal activities,
4. we guarantee that products are from approved suppliers,
5. we guarantee to maintain the cold chain for medical and food supplies, where appropriate,
6. we respect basic social rights and working conditions,
7. we avoid the connection with a party to a conflict,
8. we are not involved in the supply or transport of illicit arms and/or land-mines,
9. we are not involved in the unethical exploitation of natural resources, in particular sensitive commodities such as precious metals, stones and rare earths,
10. we avoid environmental damage,
11. we pay special attention to the protection of child rights and condemn child labor,
12. we avoid conflict of interests in all our business activities,
13. we support the local economy where possible,
14. we adhere to the Hoffnungszeichen | Sign of Hope e.V. code of conduct and additional safeguarding documents (e.g. sexual exploitation and abuse and child protection policy). As found on the following links

[code of conduct rev. 03.00 seite 1.jpg \(2241x2596\) \(hoffnungszeichen.de\)](#)

[antifraud anticorruption policy rev. 03.00 english seite 1.jpg \(2192x3555\) \(hoffnungszeichen.de\)](#)

[psea\\_policy seite 1.jpg \(2480x3506\) \(hoffnungszeichen.de\)](#)

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Date, Company Name, Signature of CEO/Owner, Name in block letters, Stamp