



**KENYA RED CROSS SOCIETY  
P.O.BOX 40712-00100 NAIROBI.**

**TENDER NAME: SUPPLY, TRANSPORTATION, FABRICATION AND INSTALLATION  
OF 2NO. NEW 40FT CONTAINERS FOR TELECOUNSELING SERVICES IN KRCS  
HEADQUARTERS IN NAIROBI COUNTY.**

**FOR  
TELECOUNSELING SERVICES**

**TENDER NO. PRF 07490/2020**

**CLOSING DAY: WEDNESDAY, 23<sup>RD</sup> DECEMBER 2020**

**REQUEST FOR PROPOSAL**

**DATE OF ISSUE: DECEMBER 2020**

*No offer, payment, consideration, or benefit of any kind which could be regarded as an illegal or corrupt practice shall be made – neither directly nor indirectly – as an inducement, or reward in relation to tendering award of the contract or execution of the contract. Any such practice will be grounds for the immediate cancellation of this contract and for such additional action civil and/or criminal as may be appropriate. At the discretion of the Kenya Red Cross Society a further consequence of any such practice can be the definite exclusion from any tendering for projects funded by the Kenya Red Cross Society”.*

*Please report any malpractices on tender process to [complaints@redcross.or.ke](mailto:complaints@redcross.or.ke)*

**NOTE: Bidders are required to submit combined Technical and Financial Proposal.**

**Project Title: Telecounseling services**

**BID FOR THE SUPPLY, TRANSPORTATION, FABRICATION AND INSTALLATION OF 2NO.  
NEW 40FT CONTAINERS FOR TELECOUNSELING SERVICES IN KRCS HEADQUARTERS IN  
NAIROBI COUNTY**

## **1. Introduction and back ground information**

### **1.1 Background**

Kenya Red Cross Society is partnership with Mastercard Foundation is implementing a (COVID19) Recovery and Resilience Program whose overall objective is to support immediate needs in the response to the COVID-19 pandemic in 14 target counties in Kenya. One of the programmes objective is to focus on increasing access to provision of protection services (Psychosocial support and Gender-Based Violence) to affected populations through training of Mental Health and Psycho-Social Services(MHPSS) providers and health workers on Psychological First Aid(PFA), training of call centre operators, support to tele counselling services, provision of psychosocial support to

In Line with the objectives of the project in provision of tele-counselling and MHPSS services to the affected population, the project is targeting to scale up the tele-counselling services by increasing the number of counselors manning the toll-free call center.

### **1.2 Location**

The project area is located in Kenya Red Cross Society Head Quarters office in South C Bellevue.

### **1.3 Project description**

The tele counselling centre is an area where counsellors are able to provide counselling services in a very convenient and confidential manner. The centre will ensure that more people access the service in a more safe, confidential and private environment.

The proposed layout of the centre will include:

- Tele counselling room to accommodate 4 counsellors
- Create 2 rooms for one on one counselling to fit with 1 small table and 3 chairs for each room. Also create space for 2 filing cabinets
- Create break out room to fit a 5-seater sofa set – (3-seater, 2-seater and 1 seater) and a small coffee table

### **1.4 Scope of Work**

Requirements in this assignment is that the Contractor supply two 40ft containers for telecounseling services at the Nairobi HQ offices.

- 1.4.1 Supply and transportation of new shipping containers centre as per the requirements on the concept note: two 40 feet containers.
- 1.4.2 Fabrication of the two containers as stipulated on 1.3

## **1.5 Instruction to the Bidders**

- 1.5.1 Bidder must be a qualified entity (firm / company).
- 1.5.2 Bidder shall submit the list of jobs intended to be sub-contracted along with the details of sub-bidders. The bidder in the event of his tender being accepted, shall not assign or delegate the contract or any part thereof, without the prior written approval of KRCS.
- 1.5.3 The site will be offered on AS IS WHERE IS for the execution of this job and it will be the sole responsibility of the bidder
- 1.5.4 Before submitting the bid should clearly understand the scope of work and must be satisfied with the required quantities of material, accommodation as may be required and no claim subsequently on account of ignorance shall be entertained. No consequent extra claims on any misunderstanding or otherwise shall be allowed
- 1.5.5 The bid shall be evaluated as complete package and not on the basis of individual items.
- 1.5.6 The bidder will have to make his own arrangement to transport the required materials outside and inside the working place and leaving the premises in a neat and tidy condition after the completion of the job to the satisfaction of the KRCS Engineer and any Engineering Consultant assigned by KRCS.
- 1.5.7 The bidder will have to arrange for site office and temporary shed on his own expense for safe keeping of his materials and should provide necessary security arrangements for safe guarding the materials. KRCS will not be responsible for any claims in this regard.
- 1.5.8 As far as possible, the bidders should endeavor not to stipulate any counter terms / conditions or modifications of tender clauses and should quote strictly as per tender conditions. KRCS reserves the right to reject offers not meeting its technical requirements and commercial conditions.
- 1.5.9 The bidder shall arrange their own expense to attend pre-bid meetings, technical discussions and project progress review scheduled by KRCS. The venue for the meetings will be at KRCS headquarters, virtual or at the project site.
- 1.5.10 All material constructed or otherwise, shall be considered as the property of bidder till the handover of the project.

## **1.6 Project timelines:**

KRCS would like to have a prototype of the container and furnishings ready by end of **December 2020**

## **1.7 Format of RFP Response and Other Information for Bidders**

1.5.1. The overall summary information regarding the tele-counseling services center is given the attached concept note. The bidder shall include in their offer any additional services or items considered necessary for the successful completion of the project

1.5.2. Proposals from bidders should be sent to [tenders@redcross.or.ke](mailto:tenders@redcross.or.ke) clearly marked **PRF 07490/2020 – SUPPLY, TRANSPORTATION, FABRICATION AND INSTALLATION OF 2NO. NEW 40FT CONTAINERS FOR TELECOUNSELING SERVICES IN KRCS HEADQUARTERS IN NAIROBI COUNTY**

**OPENING DATE: 23<sup>rd</sup> December 2020 at 12.00 noon**

Tenders will be opened immediately thereafter in the presence of the candidates or their representatives who choose to attend our **online tender opening meeting** on the same day. Interested bidders to confirm participation on mail [tenders@redcross.or.ke](mailto:tenders@redcross.or.ke) and thereafter we will share the Zoom link for the meeting.

### **1.8 Tender clarification and registration**

Bidders who download the tender document must arrange to register with KRCS the company name, email and telephone address for the purposes of receiving any further tender clarifications and/or addendums if need be through the email [tenders@redcross.or.ke](mailto:tenders@redcross.or.ke)

Tenderers requiring any clarification of the tender document may notify the Kenya Red Cross Society by email at [tenders@redcross.or.ke](mailto:tenders@redcross.or.ke) cc: [osodo.elizabeth@redcross.or.ke](mailto:osodo.elizabeth@redcross.or.ke). The Kenya Red Cross Society will respond in writing to any request for clarification of the tender documents, which it receives no later than five (5) days prior to the deadline for the submission of tenders, prescribed by the Kenya Red Cross Society. Written copies of the Society's response (including an explanation of the query but without identifying the source of enquiry) will be uploaded to the website.

**Note:** The contractor/bidder will also advise the client on any issues or additional items that are deemed necessary to ensure the success of project and avoid delays during construction.

In view of these, the Kenya Red Cross Society would like to procure the services of a contractor from registered and qualified firms to submit competitive bids for the works (labor contracts) including implementation & logistics plans.

## **2. Technical Proposal.**

The bidder is expected to submit a technical proposal with their bid which shall include and not limited to:

1. A submission letter.
2. Particulars of their firm including registration certificates including Certificate of Incorporation, Pin Certificate, Valid Tax Compliance Certificate, NCA certificate NCA registration or the registration documentation from the relevant Government agencies
3. Details of the firm past experience in similar works (Installation). LPOs, LSO, Completion Certificates or signed contracts should be attached as proof of similar past experience; and
4. Audited books of accounts for 2019, 2018 and 2017. Having a letter of credit whose value is equal or above the bidder's quoted amount will be an added advantage.

## **3. Tender Submission, Analysis and Award**

Tenderers are required to follow submission accompanying this BID. Due to the current COVID19 pandemic the tender will be submitted through the designated email stated in the invitation to tender

that is [tenders@redcross.or.ke](mailto:tenders@redcross.or.ke)

The evaluation will involve review of the Mandatory documents as outlined in section 2 & annex 1 – technical proposal for admissibility and completeness. **Only tenders that meet the mandatory requirement will move to the technical proposal evaluation stage.** The technical proposal evaluation will be conducted as per the evaluation criteria provided in Annex-1. The Technical proposal shall be weighted out of 60 points. **Any bidder scoring below 60 points in the technical evaluation shall not be considered for financial evaluation.**

For Financial proposal, lowest bid will be awarded the maximum 40 points. Thereafter, either the bidder with the lowest financial bid will be considered or in the aggregated score, the bidder with the highest aggregated score (most competitive bidder) will be awarded the bid.

#### **4. Financial proposal**

The costing for the works shall be based on transportation of the containers to the final destination. Bidders are required to ensure they have costed appropriately to include for all necessary logistics and personal cost to deliver on the assignment.

Fabrication of the containers – The contractor/bidder is to submit a proposal with drawings of the containers with the following requirements:

- **Tele counselling room to accommodate 4 counsellors**
- **Create 2 rooms for one on one counselling to fit with 1 small table and 3 chairs for each room. Also create space for 2 filing cabinets**
- **Create break out room to fit a 5-seater sofa set – (3-seater, 2-seater and 1 seater) and a small coffee table**

The BOQ below provides a schedule of all items which will be billed for in the execution of the works. The contractor/bidder shall only quote for the items below. **Note that KRCS is zero tax rated on goods and services supplied to it. Therefore, all rates must be exclusive of tax.**

**BILLS OF QUANTITIES FOR SUPPLY OF 2NO. 40FT NEW SHIPPING CONTAINERS FOR  
TELECOUNSELING SERVICES IN KRCS HEADQUARTERS**

<b>Item</b>	<b>Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Rate (Kshs)</b>	<b>Amount (Kshs)</b>
<b>1</b>	<b>Mobilization</b>				
1.1	To include transportation of containers, equipment, suppliers and incidentals and lifting (Loading and unloading) if container units to the site (Nairobi KRCS Head Quarters office)	LS	1		
<b>2</b>	<b>Supply and delivery of containers</b>				
2.1	New 40 ft high cube shipping containers.	No.	2		
<b>3</b>	<b>Fabrication of the containers</b>				
3.1	Fabricate the containers as per the specifications provided on item 1.3 above under project description	No.	2		
	<b>Total</b>				

## **ANNEX 1: CRITERIA FOR BID EVALUATION**

### **Stage 1: Mandatory Document Requirement**

A tender is responsive if it conforms to all the eligibility and other mandatory requirements in the tender documents.

<b>Item No.</b>	<b>Item scored</b>	<b>Score</b>
1	The mandatory documents will include the following: 1. Valid registration certificate 2. Valid tax compliance certificate 3. KRA pin certificate, 4. NCA registration or the registration documentation from the relevant Government agencies 5. Signed child protection policy <b>Note: if any of this is missing or incorrect then the firm is automatically disqualified.</b>	YES/NO

### **Stage 2: Evaluation of Technical Proposal**

The tender evaluation team shall evaluate the proposals on the basis of their responsiveness to the RFP and concept note, applying the evaluation criteria as follows:

<b>Item No.</b>	<b>Item scored</b>	<b>Score</b>
1	Experience of the firm with experience in undertaking similar assignment. (proof of this by submitting Signed Contracts and LPO required to earn the score)	35
2	Firms equipment for the assignment which will include vehicles, cranes, machinery, tools	35
	Financial capability of the firm to undertake works of this nature & value <b>Provide Audited Reports for 2019, 2018 and 2017.</b> Having a letter of credit whose value is equal or above the bidder's quoted amount will be an added advantage.	30
	<b>TOTAL</b>	100

In the technical evaluation, the technical score will cut off of 60% has been set considering this is labour contract for a specialized engineering task. Any firm that will score below this score will not be evaluated further.

### **Stage 3: Financial Evaluation**

For firms that pass this level the technical score will be prorated to 60 after which the financial score which will have a maximum of 40 will be added and the best firm with the highest aggregate score, or the lowest financial bid selected.

Based on the final bid, the winning firm may be invited for a negotiation of the terms and costs

after which the final award will be concluded.

**Disclaimer:** Issuance of this RFP does not constitute an award commitment on the part of KRCS nor commit the project to pay for costs incurred in the preparation and submission of an application. Further, KRCS reserves the right to reject any or all applications received. Similarly, an invitation for further negotiation or to submit a full application is not a commitment to fund that application.