



ICRC and The Kenya Red Cross Society

COVID-19 Response in Prisons

PRF07439

Terms of Reference for the fabrication, Installation, testing and commissioning of ventilator ducts in GOK Prisons

Project Title: COVID-19 Prisons Response

1. Introduction and back ground information

1.1 Background

Kenya Red Cross Society in partnership with Kenya Prison Service (KPS) and ICRC has conducted COVID-19 preparedness assessments in Kenyan Prisons in order to map out challenges that these prisons may encounter in their fights against the pandemic. From the assessments, it was established that most of these prisons are congested and lack quarantine facilities. In response to these, KRCS, GOK Prisons and ICRC have undertaken to provide materials to prisons to facilitate construction of quarantine facilities in selected prisons in order to fight the COVID-19 pandemic. Also, the partners have agreed to alleviate the living conditions of the inmates by providing good aeration through installation of ventilators in congested wards in prisons around Kenya.

Project Goal:

Improved health as a result of increased access to sufficient conducive air for the inmates in Kenyan prisons.

1.2 Location:

The project area is located around various prisons in the various regions in Kenya which will be reached through the Kenya Red Cross branches & regional networks.

1.3 Description of Project:

This idea of the project emanated from the fact that most prisons in Kenya had limited space leading to congestion of inmates. This posed a huge challenge for the enforcement of COVID-19 social distancing measures proposed by the Kenyan Ministry of Health that required a minimum of 1m spacing between individuals. The inmates who in some cases would only get about 30 minutes of sunshine outside their cells/wards, would in most hours of the day be spending their time in their cells/wards. With limited space between them, the wards/cells would end up

becoming hot and with insufficient ventilation, end up not having free flow of sufficiently enough fresh air. The congestion is rampant in these prisons regardless of whether it is a maximum or medium prison.

The project therefore entails the fabrication and installation of ventilator ducts in wards/cells that have ceilings or concrete slabs on top of the wards/cells, once achieved it will help in improve in-house aeration and to help keep temperatures within ranges not so uncomfortable for the inmates.

The specific tasks to be undertaken by the Contractor will be into two parts;

Part I- Fabrication, transport and Installation of ventilator ducts

This will include;

- Fabrication of 300mm diameter ventilator ducts each of 1.8m length
- Transport and installation of ventilators ducts specific prisons where installation will be undertaken.
- Installation of the ventilator ducts to the wards as directed by the supervising engineer & specification of the ventilator manufacturer.

Part II- Testing and commissioning.

This will include;

- Testing the installed ventilators.
- Commissioning and training the prison staff on operation and maintenance of the ventilators.

(This assignment is provisional at this stage and the contractor should project the scope of the assignment and provide for the staffing and other resources required.)

Note: The contractor will also advice 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 (materials & labor contracts) including implementation & logistics plans.

The Contractor will also prepare Operation and Maintenance Manuals and build capacity of the required O&M practice. These O&M guidelines should also demonstrate and articulate clearly the O&M requirements for the installed systems.

The Contractor will also assist the client and the prison staff during pre-handover period (not less than 3 days) to ensure that the operators and other staff understand, operate and maintain system according to the design standards.

2. Payment Terms

Payments shall be based on delivery of the agreed upon milestones and shall be based on the number of ventilator ducts installed.

3. 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 certificate
3. Curriculum vitae of the proposed experts and personnel to be included in the execution of the work.
4. Past experience of the firm & or staff in undertaking such installation.
5. Tax compliance certificates
6. Proposed execution methodology
7. Work program

4. Tender Submission, Analysis & Award.

Tenderers are required to follow submission accompanying this TOR. Due to the current Covid 19 pandemic the tender will be submitted through the designated email stated in the invitation to tender.

5. Financial proposal

The costing of the works shall be based on installation of individual ventilator ducts and contractors should ensure they have costed appropriately to include for all necessary logistics & personal cost to deliver the assignment.

The BOQ below provides a schedule of all the prisons & their location which will be billed for in the execution of the works.

6. Submission:

Kindly note that all submissions must be made through your company's letterhead, dated and stamped and should reach us before **Wednesday 21st October 2020 at 11.00 A.M.** Late bids will not be accepted

Submission method: tenders@redcross.or.ke

BOQ supply & installation of ventilator ducts							
	Region			No of ventilors	Unit	Rate	amount
	Allow for supply, and fabrication of galvanized flat sheet air duct to sizes, soldered and fastened as directed by the KRCS Engineer						
	Supply fasteners, rivets and fittings to the duct specifications						
	Allow for securing of the ventilators to be installed on ceiling board (rate to include cutting of the ceiling board and filling the holes with bodex finishes)						
a	Cost of transport for materials & labor central region			1	item		
1	Eastern	Embu	Embu Main	17	No.		
2	Eastern	Embu	Embu Women	1	No.		
3	Eastern	Meru	Meru Main	10	No.		
4	eastern	Tharaka	Marimanti	0	No.		
5	Central	Nyeri	Nyeri Maximum	17	No.		
6	Central	Nyeri	Nyeri Women	1	No.		
7	Central	Muranga	Maranjau	0	No.		
8	Central	Kirinyaga	Mwea	3	No.		
	Subtotal for Nyeri Store			49			
	Allow for supply, and fabrication of galvanized flat sheet air duct to sizes, soldered and fastened as directed by the KRCS Engineer						
	Supply fasteners, rivets and fittings to the duct specifications						
	Allow for securing of the ventilators to be installed on ceiling board (rate to include cutting of the ceiling board and filling the holes with bodex finishes)						
b	Cost of transport for materials & labor upper eastern region			1	item		
9	Eastern	Isiolo	Isiolo	5	No.		
10	Eastern	Marsabit	Marsabit	2	No.		
11	Eastern	Marsabit	Moyale	2	No.		
	Subtotal for Nyeri Store			63			
	Allow for supply, and fabrication of galvanized flat sheet air duct to sizes, soldered and fastened as directed by the KRCS Engineer						
	Supply fasteners, rivets and fittings to the duct specifications						

BOQ supply & installation of ventilator ducts							
	Region			No of ventilors	Unit	Rate	amount
	Allow for securing of the ventilators to be installed on ceiling board (rate to include cutting of the ceiling board and filling the holes with bodex finishes)						
c	Cost of transport for materials & labor coast region			1	item		
12	Coast	Kwale	Kwale Main	5	No.		
13	Coast	Kilifi	Kilifi	1	No.		
14	Coast	Kilifi	Malindi Main	12	No.		
15	Coast	Kilifi	Kaloleni	1	No.		
16	Coast	Tana River	Hola	2	No.		
17	Coast	Lamu	Hindi	2	No.		
18	Coast	Mombasa	Shimo Maximum	26	No.		
19	Coast	Mombasa	Shimo Women	2	No.		
20	Coast	Mombasa	Shimu Medium	4	No.		
21	Coast	Mombasa	Shimu B.I	2	No.		
22	Coast	Mombasa	Mombasa Remand	5	No.		
23	Coast	Taita Taveta	Manyani (MAX?)	10	No.		
24	Coast	Taita Taveta	Voi Remand	2	No.		
25	Coast	Taita Taveta	Taveta	2	No.		
	Subtotal for Mombasa Store			76			
	Allow for supply, and fabrication of galvanized flat sheet air duct to sizes, soldered and fastened as directed by the KRCS Engineer						
	Supply fasteners, rivets and fittings to the duct specifications						
	Allow for securing of the ventilators to be installed on ceiling board (rate to include cutting of the ceiling board and filling the holes with bodex finishes)						
d	Cost of transport for materials & labor Nairobi region			1	item		
26	Eastern	Kitui	Kitui	4	No.		
27	Eastern	Kitui	Kitui Women	2	No.		
28	Eastern	Kitui	Mwingi	4	No.		
29	Eastern	Kitui	Mutomo	0	No.		
30	Eastern	Makueni	Makueni	10	No.		
31	Eastern	Makueni	Makueni Remand	4	No.		
32	N/eastern	Garissa	Garissa Main	5	No.		
33	N/eastern	Garissa	Garissa Medium	3	No.		
34	N/eastern	Mandera	Mandera	2	No.		

BOQ supply & installation of ventilator ducts							
	Region			No of ventilors	Unit	Rate	amount
35	N/eastern	Wajir	Wajir	2	No.		
	Subtotal for Mombasa Store			115			
	Allow for supply, and fabrication of galvanized flat sheet air duct to sizes, soldered and fastened as directed by the KRCS Engineer						
	Supply fasteners, rivets and fittings to the duct specifications						
	Allow for securing of the ventilators to be installed on ceiling board (rate to include cutting of the ceiling board and filling the holes with bodex finishes)						
e	Cost of transport for materials & labor North rift region			1	item		
36	R/Valley	Trans Nzoia	Kitale Main	16	No.		
37	R/Valley	Turkana	Lodwar Main	9	No.		
38	R/Valley	Kericho	Kericho Main	10	No.		
	Subtotal for Eldoret Store			35			
	Allow for supply, and fabrication of galvanized flat sheet air duct to sizes, soldered and fastened as directed by the KRCS Engineer						
	Supply fasteners, rivets and fittings to the duct specifications						
	Allow for securing of the ventilators to be installed on ceiling board (rate to include cutting of the ceiling board and filling the holes with bodex finishes)						
f	Cost of transport for materials & labor west kenyaA region			1	item		
39	Nyanza	Kisumu	Kisumu Maximum	30	No.		
40	Nyanza	Kisumu	Kibos Maximum	10	No.		
41	Nyanza	Kisumu	Kisumu Women	2	No.		
42	Nyanza	Kisii	Kisii Main	14	No.		
43	Nyanza	Kisii	Kisii Women	3	No.		
44	Nyanza	Migori	Migori Main	8	No.		
45	western	Kakamega	Kakamega Main	10	No.		
46	western	Bungoma	Bungoma	14	No.		
47	western	Busia	Busia Main	9	No.		
	Subtotal for Kisumu Store			100			
	Total Costof ventilator ducts			438			

BOQ supply & installation of ventilator ducts					
	Region	No of ventilators	Unit	Rate	amount
	Allow for securing of the ventilators to be installed on concrete slabs (rate to include hacking of existing slab and filling with a motor mould, boring of holes and bodex finishes)	170	No.		
	Grant TOTAL Cost				

Annex 1: bid evaluation criteria

Item No.	Item scored	score
	Firms mandatory documents (registration certificate, tax compliance, NCA registration, pin number) Note: if any of this is missing then the firm is automatically disqualified	4
	Experience of the firm & or staff with experience in undertaking similar assignment. (proof of this using contracts, LPOs, Cvs required to earn the score)	30
	Financial capability of the firm to undertake works of this nature & value	16
	Firms equipment for the assignment which will include vehicles, machinery, tools	20
	Proposed works methodology & work program	30
	Total	

In the technical evaluation a cut off of 70% has been set considering this is a materials & labour contract for a specialized engineering task. Any firm that will score below this score will not be evaluated further.

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 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 conclude.