



PEACE CORPS

REQUEST FOR QUOTATION (RFQ)

TENDER NO. RFQ-615-21-003

Peace Corps Residence Renovation

AT

12-26 Awour Otieno Rd, Milimani, Kisumu

FOR

THE UNITED STATES PEACE CORPS

June 2021

REQUEST FOR QUOTATION

1) OBJECTIVE

The objective of the RFQ is to procure an experienced and qualified building contractor (NCA 01 or NCA 02 registered) to carry out all of the construction of units described in Section 3.

2) EXTENT OF CONTRACT

The work embodied in the contract will comprise all below listed units per Contractor awarded. Shortlisted companies shall be chosen and awarded Contract, based on their greater strengths in relation to the above.

3) SCOPE OF CONSTRUCTION WORK

a) MAIN BUILDING

The works in the Main building comprises of demolitions of floor and wall tiles, ceilings, roofing tiles and sheets, steel casement windows, doors, joinery fittings, plumbing and electrical fittings including decommissioning of existing solar works.

New works includes building of new masonry walling, gypsum partitioning construction of new roof structure and covering including rainwater goods, new waterproofing to existing roof slabs including Eurocon paving tiles, new security doors including timber doors internally, new aluminum windows including steel burglar proofing to ground floor windows, window film and window blinds including Egress windows,

New porcelain tiles to entire floor areas except wet areas with new ceramics tiles to floors and wall, plaster and painting to new walls and redecoration to existing walls, new acoustic and gypsum ceilings, new joinery works to kitchen and bedrooms.

Ref ; Architectural drawings L(--)-01- 09

b) MEDICAL FACILITY AND SICK BAY

The works in the Medical Facility and Sick Bay comprises of demolitions of floors, windows, doors and roof structure including floor tiles , plumbing and electrical fittings including and carting away all debris.

New works includes new substructure works, new masonry walling, gypsum partitioning construction of new roof structure and covering including rainwater goods, new waterproofing to existing roof slabs including sail shade net to volunteers area, new security doors including timber doors internally, new aluminum windows including steel burglar proofing and new window blinds.

New porcelain tiles to entire floor areas except wet areas with new ceramics tiles to floors and wall, plaster and painting to new walls and redecoration to existing walls, new acoustic and gypsum ceilings, new joinery works and Pre-Cast Concrete to terrace area.

Ref ; Architectural drawings L(--)-10- 15

c) **GAZEBO**

The works in the Gazebo area comprises of new substructure works, new masonry walling, gum poles to hold the roof and new roof structure in Asphalt shingles, Roller Down Tarp Shutters all round as windows and doors , floor finishes in regular mazeras and plastered and painted masonry walling. Ceilling in cypress T & G.

Ref ; Architectural drawings L(--)15- 17

d) **UTILITY ROOM**

New substructure works, new masonry walling and roofing works including, new steel doors and louvre vents blocks, ceramics floor finishes with plastered and painted wallings and Precast Paving Slabs all round.

Ref ; Architectural drawings L(--)19- 24

e) **PUMP ROOM**

New substructure works, new masonry walling and roofing works including steel doors and louvre vents as windows, ceramics floor finish and plastered and painted to walling including paving slabs around.

Ref ; Architectural drawings L(--)25- 30

f) **GUARD HOUSE**

New substructure works, new masonry walling and roofing works including new steel and timber doors, aluminum windows with burglar proofing and tinting, ceramics floor and wall tiles with other walls plastered and painted, acoustic ceiling and new lockers for storage.

Ref ; Architectural drawings L(--)31-36

g) **EXTERNAL WORKS**

The external works comprises of demolitions of existing boundary walling and gate house, construction of new boundary walling, gate, parking and drive ways, new storm drainage works and new foul drainage works including connection to the existing sewer line, new concrete barriers as planters and new landscaping works.

Ref; Landscape drawing TRLS-R021

h) **ELECTRICAL AND MECHANICAL WORKS**

The Electrical works includes supply and installation of new generator, UPS including new trunking system, new security lighting with and including new electrical fittings.

Ref; E01/20-1, E01/30/01-05

The Mechanical works comprises of new internal plumbing works including fittings, rain water goods drainage, solar water heating installations and firefighting installations works with associated pipe works.

Ref; M01/D/01-08

4) METHODOLOGY

The offeror is required to provide a brief methodology and method statement on how they intend to carry out the works from site establishment up to completion. Each unit should be treated separately in detail.

5) TIMELINES

The offeror is required to provide a provisional works program (Gantt chart) starting from Contract signing to mobilization, up to the completion of the works. Each unit should be treated separately but integrated into an overall plan.

6) ACQUAINTANCE WITH RFQ DOCUMENTS

By submission of a Quotation, the contractor shall be deemed to have acquainted himself with the contract requirements and laws and all aspects of the work envisaged in the documents, prior to pricing and submission of a quotation. It is of vital importance that the offerors visit the site prior to the submission of a quotation to study conditions on site.

No claim resulting from failure to comply with any of the above will be entertained.

7) CONTRACT DOCUMENTS

The contract documents shall comprise:

- This RFQ enquiry document, Bills of Quantities and its annexures
- Drawings; As per Drawing Register (attached).
- U.S. Peace Corps Standard Contract Template (attached for reference)

8) BILLS OF QUANTITIES

The bills of quantities contain pages numbered consecutively as indicated. Before the Contractor submits a quotation he should check the number of pages, and if any are found missing or duplicated, or the figures or writing indistinct, or the RFQ documents contain any obvious errors, he should apply to the Contracting Officer/Director of Management and Operations (CO) or Contracting Officer's Representative (COR) at once and have same rectified. There is no liability whatsoever on the part of Peace Corps for incomplete or incorrect submissions in a quotation due to the foregoing.

On no account should these documents be used for placing orders for materials. The contractor may do so at his own risk but shall not be reimbursed for additional costs so incurred.

Unless a separate rate for the supply and for the installation of any items is specifically called for, the supply and installation costs of any item shall be deemed to be fully included in the unit price.

9) MATERIAL AND LABOUR COST FLUCTUATIONS

Quotations shall be fixed i.e., inclusive of provision of material and labour cost fluctuations during the works. In the case of a quotation submitted with an adjustable price, the quotation will be treated as non-responsive and rejected.

10) QUOTATION PRICES

All taxes including VAT, levies and custom duties etc as applicable to the Works and determined 7 days prior to the Quotation Submission shall be deemed excluded in the Quotation Prices.

11) RFQ DOCUMENTS

A prospective Contractor requiring any clarification of the RFQ Documents may notify the CO or COR in writing to these email addresses: cwilliams2@peacecorps.gov and lmutai@peacecorps.gov. The deadline for sending any queries shall be 3 days prior to the Quotation Submission date.

12) QUOTATION VALIDITY

The Quotation shall be valid for 90 days after closing date.

13) CONTRACT PERIOD

Final completion of the works will be required within four (4) months. This contract period is for all the above mentioned units together. Therefore, it will be required from each prospective Contractor to provide a programme of works for each respective unit, that will in total, amount to the above stated 4-month period. (The individual Programmes of Works should therefore overlap)

14) DAMAGES FOR NON-COMPLETION

The liquidated agreed and fixed damages for non-completion on due date shall be Kshs 40,000 payable per day of delay until the work is completed or accepted. This amount will be deducted from final payments as needed.

15) CONDITIONS TO BE OBSERVED DURING BIDDING

- Quotations shall exclude Value Added Tax, American Embassy-Peace Corps Kenya is VAT Zero Rated
- The lowest, or portion of any, quotation **will not** necessarily be accepted.
- Quotations must hold good for ninety (90) calendar days from the submission date as stated.
- All Quotations must be entered on the form provided herein.
- Offerors shall also provide:
 - (c) Power of Attorney

- (b) Certified Copy of an official statement of the Directors and alternative directors (i.e., Form J) or owner(s) in the case of unincorporated persons
 - (c) Certified Copy of an official statement of the annual summary of share capital and shares (ie, Form C or equivalent) for unincorporated persons
 - (d) Programme of Works and Methodology
 - (e) List of plant and equipment that will be used.
 - (f) Key Personnel and their CV's
 - (g) Labour Compliance Certificate
 - (h) Current and Valid Tax Clearance Certificate
 - (i) Current and Valid National Construction Authority registration certificate
 - (j) Letter of Intent
 - (k) Current Workload and their relevant references
- Peace Corps shall not be responsible for any expenses or losses incurred by any offeror in the preparation of this quotation.

16) FORMAT AND SIGNING OF QUOTATION

The Offeror shall be allowed to provide Quotations in either soft copy, or hard copy format. These shall include all documents as requested above in Item # 16. In the event of submission in electronic format (soft copy), the Offeror shall be required to make sure that, a follow-up by phone call is made to make certain of receipt of offer.

In the event of submission in hard copy format, The Offeror shall prepare one original and one complete copy of the Quotation and its annexures and clearly marking each one respectively as "Original", "Copy". In the event of any discrepancy between them, the original shall govern.

The Quotations of the six units shall be packaged separately.

The Original and all Copies of the Quotation, each consisting of the documents listed above shall be typed or written in indelible ink and shall be signed by the Offeror or person or persons duly authorised to bind the Offeror to the Contract. The latter authorisation shall be indicated by written power of attorney accompanying the Quotation.

All documents required during submission (compliance documents, company profile, power of attorney etc) don't have to be duplicated for each unit. One copy per submission package as indicated can suffice. Only unit specific documents (work programme, methodology etc) should be separated and fall under the specific units.

17) SUBMISSION OF QUOTATIONS

The submitted quotations shall include;

- Priced Bill of Quantities.
- All relevant documents as listed above

- Relevant Experience
- Cover letter

The quotations whether hand delivered, or emailed should be clearly marked;

Quotations must be submitted by email as PDF files and must be sent to both cwilliams2@peacecorp.gov and lmutai@peacecorps.gov

18) SUBMISSION DEADLINE

Quotations must be received by Peace Corps at the address by **Monday 28th June 2021 not later than 12:00 PM local Kenya time.**

Peace Corps may at its discretion, extend this deadline for submission of Quotations by amending the RFQ documents in which case all rights and obligations of Peace Corps and Offerors will thereafter be subject to the deadline as extended.

19) EVALUATION METHODOLOGY

The evaluation will be separated into two parts. First will be the technical evaluation after which the financial evaluation will be done for those contractors that surpass the minimum accepted score for technical evaluation.

- The technical evaluation shall be carried out based on their responsiveness to the requirements above, applying the evaluation criteria and point system specified below. Each responsive evaluation will be given a technical score. A Quotation shall be rejected at this stage if it does not respond to the important aspects of the requirements.
- The financial evaluation shall comprise in itself, correction of any computational or arithmetic errors.
- The weighted technical and financial scores shall be added to give a total score of the evaluated Quotation. The quotation achieving the highest combined technical score shall be recommended for award.

Evaluation Criteria

Applicants will be evaluated for the main works according to the following Evaluation Criteria. Only applicants who score 80% and above will be qualified for the next stage of financial bid opening. ***(Please note only the applicants who have complied with mandatory requirement will be evaluated)***

Mandatory requirements are;

1. Certificate of Incorporation and CR12 updated in 2021.
2. National Construction Authority registration (NCA 1 or 2)
3. Current Tax Compliance Certificate from Kenya Revenue Authority (KRA)

| No. | Evaluation Attribute | Weight | Score | Max Score |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------------------|-------------------|
| 1) | Category of Registration by The National Construction Authority a) NCA 1 b) NCA 2 c) Others | 5 | 5 4 0 | <u>25</u> |
| 2) | Number of years in construction work a) More than 10 years b) 7-10 years c) 3-6 years d) 1-2 years e) less than a year | 4 | 5 4 2 1 0 | <u>20</u> |
| 3) | Qualified Technical Staff in the Company (attach Curriculum Vitae) a) 15 and above b) 10-14 staff c) 5 -9 staff d) 3-8 staff e) Less than 3 | 3 | 5 4 2 1 0 | <u>15</u> |
| 4) | Management Staff a) 5 and above b) 3 to 5 staff c) 1 to 2 | 1 | 5 3 2 | <u>5</u> |
| 5) | Accomplishments (proof of similar projects completed successfully within the last 5 years worth Ksh200m and above each) a) Over 3 projects b) 1-3 projects | 3 | 5 2 | <u>15</u> |
| 6) | Financial capability (Assets: liabilities ratio) a) 3:1 and above b) 2:1 c) Below 2:1 | 2 | 5 2 0 | <u>10</u> |
| 7) | List of clients you have completed work for in the last 5 years. Supported by award letters and completion certificates a) 3 and above b) 2 c) Less than 2 | 2 | 5 2 1 | <u>10</u> |
| 9) | Total | | | <u>100</u> |

- The Minimum Technical Score required to pass is 80 (eighty).
- Peace Corps is not bound to accept the lowest price from any of the Offerors.

The Contractor with the highest combined Technical and Financial Score will be invited for negotiations.

20) CLARIFICATION OF QUOTATIONS

During Quotation evaluation, Peace Corps may, at its discretion, ask the Contractor for clarification of its Quotation.

The request for clarification and the response shall be in writing and no change of price or substance of the Quotation shall be sought, offered or permitted.

21) PRELIMINARY EXAMINATION OF QUOTATIONS

Peace Corps will examine the Quotations to determine whether they are complete, whether any computation errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the Quotations are in order.

Arithmetic errors will be rectified in the following basis. If there is a discrepancy between the unit price and the total price, which is obtained by multiplying the unit price and quantity, or between sub-totals and the total price, the unit or sub-total price shall prevail, and the total price shall be corrected. If there is a discrepancy between words and figures the amount in words will prevail. If the Contractor does not accept the correction of errors, its Quotation will be rejected.

Prior to the detailed evaluation, Peace Corps will determine whether each Quotation is of acceptable quality, is complete and substantially responsive to the RFQ Documents. For purposes of this determination, a substantially responsive Quotation is one that conforms to all terms, conditions and specifications of the Bidding documents without material deviations and objections, conditionalities or reservations. A material deviation, objection, conditionality or reservation is one; (i) That affects in any substantial way the scope of works, quality or performance of the contract; (ii) that limits in any substantial way, inconsistent with the RFQ Documents, Peace Corps rights or successful Contractor's obligations under the Contract; or (iii) whose rectification would unfairly affect the competitiveness position of other Contractors who are presenting substantially responsive.

If a Quotation is not substantially responsive, it will be rejected by Peace Corps, and may not subsequently be made responsive by the Contractor by correction of the non-conformity. Peace Corps' determination of a Quotation responsiveness is based on the contents of the Quotation itself without recourse to extrinsic evidence.

22) CONTACTING PEACE CORPS

From the time of the Quotation submission to the time of Contract award, if any Contractor wishes to contact Peace Corps on any matter related to its Quotation, it should do so in writing. Substantive answers to all queries by one Contractor will be provided to all Contractors bidding on this project.

Any effort by a Contractor to influence Peace Corps' Quotation evaluation, Quotation comparison or Contract award decisions, may result in rejection of the Contractor's Quotation.

23) AWARD OF CONTRACT

- **The Award Criteria**

Peace Corps may award the Contractor whose Quotation has been determined to be substantially responsive and provided that the Contractor is determined to be qualified to perform the Contract satisfactorily. Peace Corps is not bound to accept the lowest-priced Quotation or any at all and no reasons will be given for non-acceptance of Quotation.

- **Peace Corps' Right to accept any Quotation and to reject any or all Quotations**

Peace Corps' reserves the right to accept or reject any Quotation, and to annul the RFQ process and reject all Quotations at any time prior to award of Contract, without thereby incurring any liability to the affected Contractor or Contractors or any obligation to inform the affected Contractor or Contractors of the grounds for the Peace Corps' action.

- **Peace Corps' Right to vary quantities at time of award**

Peace Corps reserves the right at the time of award of Contract to increase or decrease the quantities of goods and services up to 25% of the Total Quotation Price without change in unit prices, preliminary and general cost, or other terms and conditions.

- **Pre-Award Negotiations**

Prior to the expiry of the period of Quotation Validity, Peace Corps will invite the successful Contractor for Contract negotiations. This may be done virtually during COVID-19 Pandemic conditions and the selected contractor will be required to videoconference from the Contractor's Office or may be invited to participate on-site at the PC Office.

The successful conclusion of the Contract Negotiations will constitute the formation of the Contract.

Peace Corps, or its agent will prepare the Minutes of Contract negotiations which shall form part of the Contract.

- **Signing the Contract Agreement**

The Employer will send the successful Contractor the Contract Agreement provided in the RFQ Documents, incorporating all agreements between parties.

Within 7 (seven) days of receipt of the Contract Agreement, the successful Contractor shall sign and date the Contract Agreement and return it to the Employer.

24) CORRUPT OR FRAUDULENT PRACTICES

Any Contractor that is found to be, or who attempts to be involved in any corrupt or fraudulent activity or practice involving any party concerned in the RFQ process, shall be disqualified.

25) QUOTATION DATA SHEET

| | | |
|---|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Eligibility Criteria | <p>All required documentation and information highlighted below has been submitted.</p> <ul style="list-style-type: none"> (a) Certified Copy of an official statement of the Directors and alternative directors (ie, or owner(s) in the case of unincorporated persons (b) Certified Copy of an official statement of the annual summary of share capital and shares (c) Labour Compliance Certificate (d) Current and Valid Tax Clearance Certificate (e) Current and Valid Construction Industry Council Registration Certificate (f) Letter of Intent (g) Current Workload and their relevant references <p>NB: A Quotation bid which does not contain the documents listed above shall be deemed to be non-responsive and may be eliminated from further evaluation.</p> |
| 2 | Compulsory Site Visit | A compulsory site inspection shall be held on a date to be communicated individually (Covid-19 Protocol). |
| 3 | Validity | The Quotation shall be valid for 90 days from the submission/closing date. A Quotation with less than 90 days validity shall be deemed non- |

| | | |
|---|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | responsive. |
| 4 | Prices | Quoted prices must be in the local currency (Kenya Shillings) and should include all relevant levies and taxes. The price should be fixed and firm for the duration of the contract. |
| 5 | Documents comprising the Quotation | The documentation required for this Quotation are; <ul style="list-style-type: none"> (a) Signed Quotation Form, and Declaration of Eligibility. (b) Company Profile, statutory documents, qualifications criteria related documents, a list of similar projects, CV's of key personnel etc, as highlighted in the document. (c) Power of Attorney. (d) Programme of Works and Methodology as per the requirements of the Quotation. (e) List of Plant and Equipment that will be used. (f) Price Schedule and Quotation Validity. |
| 6 | Contractors' request for clarification | The deadline for clarifications shall be 3 days from the submission date. All requests for clarification should be emailed to these email addresses: cwilliams2@peacecorps.gov and lmutai@peacecorps.gov |
| 7 | Quotation submission | The location for the submission of Quotations is: Quotations can be submitted by email to cwilliams2@peacecorps.gov lmutai@peacecorps.gov |
| 8 | Evaluation of Quotations | The evaluation criteria is detailed in the Evaluation Methodology section of the RFQ documentation. |

REQUEST FOR QUOTATION FORM

Date.....

Tender No

Director of Management and Operations/ Overseas Contracting Officer

The United States Peace Corps - Kenya

cwilliams2@peacecorps.gov

Having examined the RFQ Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to execute the works to the Architect's entire satisfaction, as depicted by the Contract Drawings.

The works entail;

| UNIT | PRICE QUOTATION |
|--------------------------------------------------|--------------------|
| a) <u>MAIN BUILDING</u> | |
| b) <u>MEDICAL FACILITY AND SICK BAY</u> | |
| c) <u>GAZEBO</u> | |
| d) <u>UTILITY ROOM</u> | |
| e) <u>PUMP ROOM</u> | |
| f) <u>GUARD HOUSE</u> | |
| g) <u>EXTERNAL WORKS</u> | |
| h) <u>ELECTRICAL AND MECHANICAL WORKS</u> | |
| <u>TOTAL</u> | |

We agree to abide by this Quotation for a period of ninety (90) calendar days from the date of Quotation submission, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We agree to sign the Agreement and abide by the Conditions of Contract.

Until a formal Contract is signed and executed, this Quotation, together with yourwritten

acceptance thereof and your notification of award, shall constitute a binding agreement between us.

We understand that you are not bound to accept the lowest-priced or any Quotation you may receive.

We hereby certify that we have inspected the site and fully acquainted ourselves as to the conditions under which the works have to be done.

We hereby acknowledge and accept that the damages for non-completion shall be Forty Thousand Kenyan Shillings (Kshs 40,000) per day of delay until the work is completed and accepted.

.....

(Authorised Signature for and on behalf of Contractor)

Name:

Title:

Company:

Address:

.....

..... Phone #: Date:

..... Email :

DECLARATION OF ELIGIBILITY

All Contractors must meet the following criteria, to be eligible to participate in procurement, and submit with the RFQ on company letter head, the following statement:

Dear Overseas Contracting Officer, US Peace Corps

Re RFQ Reference

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In accordance with the eligibility requirements of the Procurement Regulations and the RFQ documents we hereby declare that;

- a) We, including any joint venture partners or consortium partners are a legal entity and have the legal capacity to enter into the contract;
- b) We further declare that we are not insolvent, in receivership, bankrupt or being wound up, our affairs are not being administered by a court or a judicial officer, our business activities have not been suspended and we are not the subject of legal proceedings for any of the foregoing;
- c) We declare that we have fulfilled obligations to pay taxes;
- d) We have not, and our directors or officers have not, been convicted of any criminal offence related to our/their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter contract within a period of five years preceding the commencement of the procurement proceedings; and
- e) We do not have a conflict of interest in relation to the procurement requirement.

Signed

Date