



KGN-GDD-082-2016

**TENDER FOR PROVISION OF CATERING AND HOUSE KEEPING SERVICES FOR GEOTHERMAL DRILLING STAFF FIELD ACCOMMODATION FACILITIES/CAMPS.
(RESERVED FOR WOMEN OWNED ENTERPRISES ONLY)**

1st November, 2016.

ADDENDUM NO. 1: MODIFICATION TO PRICE SCHEDULE AND CHANGES TO APPENDIX TO INSTRUCTIONS TO TENDERERS AND EVALATION CRITERIA

In accordance with the TENDER FOR PROVISION OF CATERING AND HOUSE KEEPING SERVICES FOR GEOTHERMAL DRILLING STAFF FIELD ACCOMMODATION FACILITIES/CAMPS. (RESERVED FOR WOMEN OWNED ENTERPRISES ONLY), KENGEN HEREBY ISSUES Addendum No. 1

A. Modification to the price schedule, Line item #7 is the new addition.

No	Item Description	Units	No per Day	Unit Price (Kshs.)	Total Cost for 2 years (=730 days) (Kshs.)
1	Breakfast	persons	150		
2	Ten O'clock tea	persons	150		
3	Lunch	persons	150		
4	Dinner	persons	150		
5	Four O'clock tea	persons	100		
6	Mid-night meal	persons	50		
7	Purified Mineral water per day	500ml bottle	Approx. 130		
8	Purified Mineral Water per day	18.9-liter container	15		
	Other costs (specify)				
	Sub-total				
	Taxes				
	Total Cost				

B. Appendix to instructions to tenderers

The following information for procurement of services shall complement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provisions of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers.

Instructions to tenderers	Particulars of appendix to instructions to tenderers
2.1	<p>Eligible Tenderers</p> <p>This Tender is Reserved for Enterprises Owned by Women ONLY.</p>
2.10	Particulars of other currencies allowed.
2.12	<p>Tender Security is not applicable.</p> <p>Enterprises Owned by Women must fill and sign the Tender-Securing Declaration Form as provided.</p> <p>The format of the Tender Securing Declaration should be in accordance with the form of Tender Securing Declaration included in Section XII (F) - Standard forms.</p>
2.15.1	<p>Sealing and Marking of Tenders</p> <p>2.15.1 The tenderer shall be submitted in plain sealed envelopes or packages not bearing any identification of the Tenderer and marked on the outside with only the Address, Tender Title and Closing date as follows:</p> <p style="text-align: center;">KGN-GDD-082-2016 – TENDER FOR PROVISION OF CATERING AND HOUSE KEEPING SERVICES FOR GEOTHERMAL DRILLING STAFF FIELD ACCOMMODATION FACILITIES</p> <p style="text-align: center;">Tender Closing Date ~.10th November 2016 at 10.00A.M.</p> <p>2.15.2 The submitted tender shall be divided into two separate sections, each one of them shall be placed in a separate sealed envelope marked ‘Envelope A’ and ‘Envelope B’. The envelopes shall then be sealed in an outer envelope.</p> <p>The inner and outer envelopes shall:</p> <p style="padding-left: 40px;">(a) Be addressed to the Procuring entity at the address given in the invitation to tender</p>

(b) Bear, tender number and name in the invitation to tender and the words: *“DO NOT OPEN BEFORE 10th November, 2016 at 10.00A.M,”*

The name and address of the Tenderer **SHALL** only be indicated on the inner envelopes, ‘Envelope A’ and ‘Envelope B’. In addition, ‘Envelope B’ **SHALL** bear the following marking: **“NOT TO BE OPENED WITH ENVELOPE A”**.

2.15.3 Envelope A’ will be opened publicly at the time, on the date and at the place specified in **clause 2.18**.

Envelope A shall contain the **entire tender submission EXCEPT the financial proposal** i.e.

- a) The Tender Securing Declaration form, **bid bond/tender security is not a requirement in this tender**.
- b) Fully completed Confidential Business Questionnaire
- c) Notarized Power of Attorney for the person(s) signing the tender on behalf of the joint venture or consortium
- d) All the mandatory documents and information specified in **Clause 6.3.1** of these Instructions to Tenderers
- e) The technical requirements and information specified in **Clause 6.3.2** of these Instructions to Tenderers.
- f) Any further documentation the Tenderer wishes to submit to detail its Technical offer.

2.15.4 **Envelope B’** will be opened only in the event that the evaluation of contents of “Envelope A” are considered successful for the bid to proceed to financial evaluation stage. Unqualified Tenderers will have their ‘Envelope B’ returned unopened. Qualified Tenderers will be notified of the time, date and place for the public opening of ‘Envelope B’. Financial Opening shall take place 48 hours after notice to successful bidders informing them of the event through e-mail and also mobile phone text messages. E-mail address and text messages shall be sent to the official registered phone number/address provided by the bidder in the confidential business questionnaire.

‘Envelope B’ shall contain: -

- a) Duly completed Form of Tender.

	<p>b) Duly completed Price Schedules from A to G and Summary of Price Schedules.</p> <p>c) Any further documentation the Tenderer wishes to submit to detail its Financial offer.</p> <p>2.15.5 The inner envelopes shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared “late”.</p> <p>2.15.6 If the outer envelope is not sealed and marked as required by paragraph 2.15.2, the Procuring entity will assume no responsibility for the tender’s misplacement or premature opening.</p> <p>2.15.7 The tender shall be submitted in the original, so marked, and two copies marked “copy” in separate sealed envelopes and delivered to the address specified under clause 2.15.2.</p> <p>2.15.8 Should there be any discrepancies between entries in the original and the other copies, the entries in the original tender shall be deemed to be correct.</p>
2.16.1	<p>DEADLINE FOR TENDER SUBMISSION:</p> <p>a) Day: Tuesday</p> <p>b) Date: 10th November 2016</p> <p>c) Time: 10.00A.M</p> <p>d) Venue:- Kenya Electricity Generating Company Offices; Stima Plaza Phase III, Kolobot Road, Parklands, Nairobi, Kenya</p>
2.22	<p style="text-align: center;"><i>ENVELOPE A: TECHNICAL PROPOSAL</i></p> <p><i>The following shall be the evaluation Criteria:</i></p> <p><i>FOR THE TECHNICAL PROPASAL LABELED ENVELOPE A:</i></p> <p style="text-align: center;"><u>A)Preliminary /Mandatory Criteria</u></p> <p>a) Certificate of Incorporation/ Registration.</p> <p>b) Duly completed signed and stamped form of tender (<u>do not indicate any financial information</u>)</p> <p>c) Valid Tax Compliance or exemption Certificate from KRA</p> <p>d) Duly completed Tender Securing Declaration Form as provided</p> <p>e) Sequential pagination/Serialization of all pages in the tender document</p> <p>f) Submission of an ORIGINAL and Two COPIES of the tender document (for both Envelope ‘A’ and ‘B’)</p> <p>g) Valid and current target group certificate (Enterprises Owned By Women)</p> <p>h) Mandatory Confidential Questionnaire as provided.</p>

- i) Company Profile
- j) Copies of certificates of business registration and details of principal place of business. (Attach evidence and Map)
- k) Written undertaking that should the tender be awarded the contract they shall process to have a Workman's Compensation and Group Personal Accident Insurance, Third Party of Public Liability Insurance.

D). Contractual agreements with key service providers.

Bidders are required to attach executed contracts between them and specific service providers for the following listed services. In the event the contract is awarded to the bidder, then the key service provider evaluated shall be responsible to undertake the required services and the contractor pays for the services.

- i. Contract for handling and transport of waste generated at the rig camp site. The service provider shall have relevant and valid National Environmental Management Authority (NEMA) certifications/ letters of approval for handling and transporting wastes. The contract so executed shall be attached to the bid for evaluation purpose.
- ii. Contract for conducting quarterly pest control services at the rig camp sites. The service provider shall have relevant Pest Control Board License for Pest Control Services.

B) Technical Evaluation Requirements

- i. Major items of appropriate equipment or leased/hired. (Attach documentary evidence.
- ii. Qualifications and experience of key site management and technical personnel proposed for the Contract.
- iii. Catering staff Food Handling Licenses
- iv. Occupation/Health and safety Profile
- v. Method of work Statement- include staff skills, deployment, and methodology in executing scope of work. The method statement shall be detailed to cover the services required in the rig camp sites.
- vi. Relevant Qualifications of one key management staff and one technical personnel proposed for the Contract to include their current CVs and academic qualifications.
- vii. List of equipment proposed to execute the contract, their location and proof of ownership (own, hire or lease).
- viii. Provide evidence of financial capacity to undertake the contract e.g. a valid financing commitment for this specific procurement issued by a recognized financial institution addressed to KenGen. The minimum amount shall be Kes. 30million.
- ix. Substantial Responsiveness to all technical Specifications provided

Detailed Technical (Envelope "A") Evaluation Score Sheet		
No	Description.	Max Score
1.	<p>Contract for handling and transport of waste generated at the rig camp site. Evidence of the relevant Certified NEMA Certificates/Letters of approval for the service provider OR Certified copies of contracts between the bidder and the service providers for the services the below:</p> <ol style="list-style-type: none"> a. License to Handle and Transport waste (1mk) b. License to dispose hazardous waste (1mk) c. License to dispose biodegradable waste (1mk) d. License to dispose Bottles, Plastic & polythene waste (1mk) e. License to handle sanitary bins and disposal of the waste (1mk) f. License to undertake exhaust services(1mk) 	6
2	<p>Contract for conducting quarterly pest control services at the rig camp sites. The service provider shall have relevant Pest Control Board License for Pest Control Services.</p> <p>The service provider has valid license(4mks)</p>	4
3	<p>Physical Facilities</p> <ol style="list-style-type: none"> a) List of detergents, chemicals, pesticide other appropriate consumables related to the cleaning services offered. Indicate the description and trade names of each consumable and categorize them as per the nature of service they will be used for. (4mks) b) Breakdown of machines, equipment/tools related to the services to be provided. (4mks) c) Personal protective equipment list.(2mks) 	10
4	<p>Supervisor and Manager must have: -</p> <ol style="list-style-type: none"> a) K S C E Certificate; b) Certificate of Good Conduct; c) Certificate/Diploma in relevant courses such as housekeeping and communication/ managerial skills; 	15

	<p>(i) Certificate (1mk) (ii) Diploma (3mks) (iii) Degree (6mks) (iv) Three years relevant working experiences (1mk) (v) Letter of recommendation from previous area of operation (1mk) (vi) At least five (5) fire marshals and five (5) first aiders among the staff (3mks).</p> <p>Note: the staff whose names as proposed shall be the ones to be engaged and present continuously at the campsite during the whole contract period. Any Replacement must be approved by the employer and such a replacement must possess equivalent or higher qualifications.</p>	
5	<p>Submission of Work plan</p> <p>a) Number of staff to be deployed in each specific areas of service as provided in the Bill of Quantities. This shall include a statement that the intended wage rate shall be above minimum that allowed in accordance to the labor law. i. Above minimum wage (1mk) b) Training Schedule (1mk) c) Supervisor's daily checklist (2mk) d) Waste handling procedure i.e. biodegradable, hazardous, Bottles, Plastic, polythene and septic wastes (10mks) e) Detailed Food Handling Procedures- (7mks) f) Safety measures including emergency or contingency measures in terms of staffing for any eventuality (2mks) g) Methodology of execution(2mks)</p>	25
6	<p>Adequacy of proposed facilities and Kitchenware to cover the scope adequately. (attach supporting documents) (20kms)</p>	20
7	<p>Availability of transport facilities (attach proof of ownership or Lease agreement) a). More than 2 vehicles (specific for staff and another for food stuff transportation)- 5mks. b). 1 vehicle each for staff and another for transporting food stuff (4mks) c). only vehicle (1mk)</p>	10
8	<p>Valid Public Health Certificate for proposed Personnel (All staff proposed as per method statement)</p>	8
9	<p>Document Presentation (2)</p>	2

	<p>Total Score</p>	<p>100%</p>
<p>Tenderers MUST attain the 80% minimum pass mark to be deemed successful. NB: KenGen at its own discretion may carry out due diligence of the successful bidder before Contract negotiations.</p> <p style="text-align: center;"><i>ENVELOPE B: FINANCIAL PROPOSAL</i></p> <p><i>The following shall be the evaluation Criteria: FOR THE FINICIAL PROPASAL LABELED ENVELOPE B</i></p> <p style="text-align: center;">C)Financial Evaluation (<i>Technically compliant tenderers only</i>)</p> <p>Financial (Envelope “B”) Evaluation</p> <ul style="list-style-type: none"> x. Must contain a signed and stamped tender form and xi. The price schedule <p>Opening of Financial Proposals</p> <p>KenGen shall notify the Tenderers who have secured the minimum qualifying score in the technical evaluation, indicating the date and time set for opening the Financial Proposals. The notification may be sent by registered letter, facsimile or electronic mail. The Financial Proposals shall be opened publicly in the presence of the Tenderers representatives who choose to attend. The Technical Scores and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened.</p> <p>KenGen’s evaluation of a tender will exclude and not take into account any allowance for Price adjustment during the period of execution of the contract</p> <p>Award shall be based on the total lowest evaluated price for all items</p>		

NB: The form that appears under part 2(i) of the Mandatory Business Questionnaire has been declared a non-requirement for this tender. Tenderers are advised to ignore this section when completing the form.

ACKNOWLEDGEMENT OF ADDENDUM NO.1

We, the undersigned hereby certify that the addendum is an integral part of the document and the alterations set out in Addendum has been incorporated in the tender proposal.

Signed

Tenderer

Date.....