

TERMS OF REFERENCE FOR CONSTRUCTION OF FABRICATED CONTAINER HALL/ OFFICE

1. Background

Fadhili Trust is a Christian organization registered in Kenya as a Trust. The organization works through strategic partnerships to design, promote and implement innovative and sustainable projects for holistic transformation in rural communities. This is achieved through Climate Smart Agriculture, Church and Community Transformation, Gender, Economic Empowerment, Education Support, and Environment Restoration. Fadhili is interested in setting up a container fabricated hall/block which will act as a meeting place with inclusion of offices. Fadhili is seeking to engage a contractor who will be responsible in overseeing all the aspects of the fabrication and conversion process from the initial planning and design to setting up and the final handover. Fadhili Trust is located along Fadhili Close, Off Pipeline Road (Kiserian – Isinya)

2. Objectives

The primary objective is to construct **40 x 24 square feet Fabricated Container with a Hall and 3 Office offices.**

Specific objectives

- Drawing and obtaining Bill of Quantities (BQ)
- Efficient structural design phase (i) fabricated container without a roof top lounge and phase (ii) with a roof top lounge. Including a strong foundation and finishings. (*Preferably two, 40-foot containers with 8 feet extension in between*)
- Appropriate selection of machinery and equipment for use
- Safety and site management
- Timely completion of the project

Scope of proposed tender

The work shall comprise of design, regularization with relevant authorities (Obtaining relevant permits) of the above project with specifications, construction, and handover.

The bidder should possess the following qualifications:

Mandatory Requirements

Registration and Licenses:

- Registration with the Registrar of Companies
- Valid up -to-date Tax Compliance Certificate
- Professional Credential
- Business Registration Certificate

Experience and Qualifications:

- Relevant experience: Evidence of having completed similar engagement/assignment in an institution/firm (attach at least three (3) reference letters for projects completed during the past 5 years)
- Technical expertise: The bidder is required to showcase expertise in conducting the work. Expertise in construction best practices, including knowledge of relevant regulations and standards; Capacity to conduct thorough architectural, structural, mechanical and electricals; Compliance with regulatory requirements and ethical standards; Proven track record of delivering high-quality consultancy services within agreed timelines. Able to provide a detailed Bill of Quantities (BQ)
- The bidder is required to furnish proof of the qualifications and competence of essential staff members for the assignment, specifically the Team Leader and Deputy Team Leader. This includes submitting the curriculum vitae (CV) of both the Team Leader and Deputy Team Leader.

Other Requirements:

- Financial capacity: The bidder should provide proof of having the financial capacity to carry out the project successfully. Past year audited accounts report.
- Clean track record: The bidder should have a clean track record of ethical conduct and no history of financial or legal issues.
- Compliance with construction regulations: Bidders must comply with the relevant regulations and procedures set by the entity.
- Company Profile

3. Safeguarding Policy

The successful bidder shall sign a code of conduct with Fadhili Trust which is an integral part of the Protection Sexual Exploitation and Abuse (PSEA) policy and broader safeguarding strategy

4. Tender Submission Requirements

Priority will be given to bidders dealing with Prefabricated structures and materials. Interested bidders should submit a compelling technical proposal and a separate financial proposal which must include below components:

4.1 Technical Proposal

The bidder's understanding of the terms of reference and detailed proposal on how they will provide the service(s) to Fadhili and the modalities of the consultancy services in relevant categories including, but not limited to:

4.1.1 Introduction and Understanding of Terms of Reference (ToR):

- Clear and concise introduction outlining the bidder's understanding of the ToR.
- Demonstration of comprehension regarding the assignment, qualification of consultant/ contractor and due diligence processes outlined by Fadhili.

4.1.2 Methodology:

- Detailed explanation of the criteria and methodology, workplan and timelines.
- Clear outline of the due diligence process, including the parameters and checks to be conducted.

4.1.3 Regulatory Compliance:

- Documentation proving registration with relevant regulatory bodies where applicable, such as the National Construction Authority in Kenya.
- Up-to-date membership with professional bodies related to construction consulting.

4.1.4 Reporting and Communication:

- Outline of the reporting structure, including frequency and format of progress reports.
- Communication plan, demonstrating how the consultant will interact with Fadhili throughout the project.

5. Financial Proposal

- Provide a clear and detailed breakdown of all costs associated with the consultancy services, distinctly separating costs related to (i) fabricated container without a roof top and phase (ii) with a roof top. Including a strong foundation and finishings. Plus due diligence processes.
- Present the fee structure, clearly indicating whether it is fixed or variable. Include any additional costs or contingencies that might be applicable.
- Propose payment milestones linked to project deliverables. Provide a transparent payment schedule that aligns with the progress of the consultancy.
- Offer clarity on any applicable taxes and charges, specifying whether they are included in the proposed costs.

6. Contractual Arrangements:

The selected consultancy firm will enter into a formal contract with Fadhili trust, outlining the terms and conditions of the engagement, including deliverables, timelines, and payment schedules.



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7. Confidentiality:

All information provided to the consultancy firm during the project must be treated as confidential and not disclosed to third parties without prior consent from Fadhili Trust.

8. Completed Bids

The completed proposals, by interested applicants/ bidders should be submitted by email to **info@fadhilitrust.org**, so as to be received **on or before 5.00pm on 21st January 2025**. The email subject line should read *"Bid for Fabricated Container Hall and Offices works,"*

Attn: The Procurement/Tender Committee,

Fadhili Trust,
P.O. Box 244 – 00511,
Ongata Rongai, Kajiado County.
Submission email: info@fadhilitrust.org