

REQUEST FOR EXPRESSION OF INTEREST

EOI NO. TCML/MGD/2019/02

**PROJECT: CONSTRUCTION OF STAFF
HOUSING FLATS AT MAGADI TOWNSHIP**

**PROJECT LOCATION: MAGADI TOWN,
KAJIADO COUNTY, KENYA**

Contents

About Tata Chemicals Magadi.....	3
CALL FOR INTEREST.....	3
The scope will include, but is not limited to:	4
IMPORTANT NOTES TO BIDDERS.....	4
MANDATORY REQUIREMENTS	5
SUBMISSION INFORMATION.....	6
QUESTIONNAIRE.....	7
PART A GENERAL INFORMATION	7
PART B ELIGIBILITY	9
PART C FINANCIAL INFORMATION	10
PART D TRADE REFENCES.....	11
PART E SAFETY INFORMATION	13
PART F CERTIFICATION & REGISTRATION	14
PART G EQUIPMENT CAPABILITIES	15
PART H SIGNATORY	15

About Tata Chemicals Magadi

Tata Chemicals Magadi Limited (TCML) occupies a significant place in the African economy. It is Africa's largest soda ash manufacturer and one of Kenya's leading exporters. Just as significant, the company is an important part of the socio-economic fabric of the Lake Magadi region in Kenya, where its soda ash facility is based.

Formerly known as Magadi Soda Company, TCML has been a part of Tata Chemicals since 2005. Tata Chemicals Limited (TCL), part of the global Tata group, is one of the world's leading chemical companies, with a widespread portfolio of household products, industrial chemicals and agricultural inputs. TCL's operations are located in the US, the UK, Kenya and India.

Established in 1911, Tata Chemicals Magadi Limited has been producing soda ash at Lake Magadi for over a hundred years. The site is situated 120kms south west of Nairobi. Here, the company recovers Trona (a naturally occurring mineral that contains sodium carbonate compounds) from one of the purest surface deposits in the base of the Rift Valley at Lake Magadi. TCML converts Trona into soda ash, which is transported by rail to the Port of Mombasa for onward shipping to the markets.

Soda ash is an essential constituent in the manufacture of glass and the production of detergents and industrial chemicals. Over 95 per cent of the company product is exported to its principal markets of South East Asia, Indian sub-continent, Africa and the Middle East through the Mombasa port.

CALL FOR INTEREST

TATA CHEMICALS MAGADI LTD, invites eligible and qualified contractors to express their interest in undertaking the CONSTRUCTION OF STAFF HOUSING at their premises at Magadi, Kajiado County.

The scope will include, but is not limited to:

The Scope will be the Construction of three (3) blocks Staff housing of G+2, according to the design given by Tata Chemicals LTD.

IMPORTANT NOTES TO BIDDERS

- (a) The purpose of this document is to assist TCML in the identification and evaluation of potential Contractors who may subsequently be invited to tender for the said works.
- (b) Contractors will be selected in accordance with the procedures set out in TATA Chemicals Magadi Procurement Manual
- (c) All documents must be submitted in English Language.
- (d) Provide supporting documents requested for in the questionnaire.
- (e) You may also be asked to clarify your answers or provide more details.
- (f) TCML will examine the documents to determine completeness, general orderliness and sufficiency of response. Failure to complete any part of this questionnaire and/or to provide written answers to any further questions or requested additional information for clarification will result in the applicant's elimination from further consideration.
- (g) Please note that TCML reserves the right without further recourse to verify at its own cost the accuracy of any answers provided herein.
- (h) Any information given and later found to be incorrect shall lead to disqualification of the Applicant.
- (i) Information given by the applicant shall be treated in strict confidence.
- (j) Applicants to kindly note that this does not amount to any contractual obligation on the part of TCML, and that TCML is not obliged to invite tenders/quotation from any or all who express interest by responding to this EOI process.
- (k) If insufficient space has been provided on the questionnaire for the answers, please provide the answers as supplementary on separate sheets.
- (l) The original document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the applicant. Any such corrections must be initialed by the person(s) who sign(s) the Document.
- (m) The completed document shall be signed off and initialed by Director/Partner of the organization and rubber stamped on each page and signed on the last page in the space provided.
- (n) Applicants will meet all cost associated with preparation and submission of their applications.
- (o) Canvassing will lead to automatic disqualification of the applicant.
- (p) Submission is as per instruction given in the Request for Expression of Interest.

- (q) Late submission will not be acceptable.
- (r) Any application(s) received after the date of closure will be considered as late and disqualified.
- (s) Only a limited number of firms will be invited to tender, the submission of an expression of interest should not be taken as a guarantee of inclusion on the shortlist. Those who will not be invited to tender will be notified.

MANDATORY REQUIREMENTS

You shall be required to attach the following mandatory documents;

- i. Certificate of Incorporation, Partnership or Business registration Tax Payer Registration (PIN /VAT) certificate
- ii. Tax Compliance certificate
- iii. Local Single Business Permit.
- iv. Registration with National Construction Authority Category NCA 4 (Building and Civil Works) and above
- v. Proof of having a Registered office/Physical Address
- vi. Certificate of registration with relevant regulatory authorities
- vii. List of Directors, telephone, postal and email address
- viii. CVs of Top management and Senior Staff whom you propose for the project
- ix. Organogram
- x. Schedule of Completed projects (including award letters/completion certificates) of contract amount of Kshs 50m and above in the last 5 yrs.
Minimum 5 No.
- xi. Schedules of on-going projects (including award letters). Minimum 5No.
- xii. Evidence of physical registered office (Attach miscellaneous receipt/ lease)
- xiii. Audited financial reports for the past 3years
- xiv. Schedules of contractor's equipment
- xv. Evidence of Financial Resources (provide either Bank statements for the last 6 months or line of credit)
- xvi. Provide Name, Address and Telephone of your Bankers
- xvii. Litigation History (provide a sworn affidavit)

SUBMISSION INFORMATION

Two copies in sealed envelopes clearly marked “**EOI FOR CONSTRUCTION OF STAFF HOUSING FLATS AT MAGADI TOWNSHIP**” One copy marked as “**ORIGINAL**” and the other marked as “**COPY**” all to be finally put in one sealed envelope.

NOTE (At this stage no financial proposal is required)

Addressed to:

**The Head of Procurement,
TATA Chemicals Magadi Limited
P.O. Box 1-00205,
MAGADI.**

The same will be deposited in the tender box situated in Administration Block, Magadi OR Collection Centre, at Enterprise Road - Avon house, Industrial area so as to reach him/her on or before 5.00 p.m. on 27th September, 2019

Interested Contractors may also obtain further information at the address below.

procurement-magadi@tatachemicals.com

QUESTIONNAIRE

PART A GENERAL INFORMATION

1	Name of Organization				
2	Postal Address				
3	Principal Contact Person	Name: Position:			
4	Contacts	Telephone: Email:			
5	Physical Location of Business Premises (Note that a visit to your office may be made to confirm information provided as part of the evaluation)	Town Street Building Name Floor			
6	Nature of organization	<table border="1"> <tr> <td>Limited Liability Company (1)</td> <td>Partnership (2)</td> <td>Joint Venture (3)</td> </tr> </table>	Limited Liability Company (1)	Partnership (2)	Joint Venture (3)
Limited Liability Company (1)	Partnership (2)	Joint Venture (3)			
7	Names of the Proprietor, Directors or Partners NOTE: Attach copies of Identity Cards / passports	1. 2. 3.			



		4.
8	Geographical area of operations	
9	Business Operations	Year established Duration of Business Operation
10	Company Registration No. (Attach Copy)	Number.....
11	State Credit period (in days)	

NOTES:

1. Attach company profile
2. All documentary evidence submitted to support PART A above should be marked Appendix A

PART B ELIGIBILITY

1. Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons? YES / NO.
2. If yes, when?
Present legal documentary evidence that you are cleared and your business is now solvent.
3. Are you or your servants or agents subject of legal proceedings for corrupt or unethical business practice or offered any inducement to any procurement entity so that you can be considered for award of a tender? YES / NO.....
4. Have you fulfilled your tax obligations and paid social security contributions for the last three years? YES / NO. (Submit relevant compliance certificates)
5. Has your company or any of its directors been debarred or suspended from participating in Public Procurement or has any procurement entity initiated proceedings of that nature against the firm or any of its directors for any reason whatsoever? YES / NO.....
6. Have you had any contracts terminated for poor performance in the last five years, or any contracts where damages have been claimed by the contracting authority / client? YES / NO.....

NOTE: If successful, you will be required to sign **TATA Code of Conduct**, and will also be subject to the **United Kingdom Anti Bribery Act 2010**.
All documentary evidence to support your answers in PART B, should be included in an appendix labelled B

PART C FINANCIAL INFORMATION

Banker	Name :			
	Address:			
	Telephone:			
	Email			
Financial information	Financial information in Kshs/USD			
	2017	2018	2019	2020
1. Total assets				
2. Current assets				
3. Total liabilities				
4. Current liabilities				
5. Working Capital				
6. Credit lines available				

NOTES:

1. All documentary evidence to support your answers in PART C should be included in an appendix labelled C
2. Attach signed audited statement of accounts.
3. Submit a copy of the firm's audited accounts and certified bank statements for the last two years.
4. Provide reference letters from the bankers regarding the firm's credit position

PART D: TRADE REFERENCES

Provide contact details for 3 referees for previous/current work that is similar to the one applied for.					
	<p>How many references are you indicating? (Tick one)</p> <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 30px; text-align: center;">0</td> <td style="width: 30px; text-align: center;">1</td> <td style="width: 30px; text-align: center;">2</td> <td style="width: 30px; text-align: center;">3</td> </tr> </table>	0	1	2	3
0	1	2	3		
1.	<p>Organization Name</p> <p>Contact Name and Position</p> <p>Office & Mobile Tel No.</p> <p>E-mail Address</p> <p>Name of project & location</p> <p>Service Provided</p>				
2.	<p>Organization Name</p> <p>Contact Name and Position</p> <p>Office & Mobile Tel No.</p>				



	E-mail Address
	Name of project & location
	Services provided
3.	Organization Name
	Contact Name and Position
	Office & Mobile Tel No.
	E-Mail address
	Name of project & location	
	Service provided	

NOTE:

1. All documentary evidence to support your answers in PART D, should be included in an appendix labelled D
2. Attach copies of LPOs, Letters of Award, or any other approved document showing works done, completion certificates and values.

PART E: SAFETY INFORMATION

1. Does your organization have a safety policy? YES/NO

If yes, how often is it reviewed? -----
(Attach a copy)
2. Does your company have a Safety, Health & Environment Management plan?
YES/NO (provide evidence)
3. If yes in (2) above, who in your organization is responsible for the implementation and management of the plan?
.....
4. How does your organization capture and document safety and other related incidences at your work place? (Attach proof)
.....
5. What is the recorded “accident free” period at the time of submission of this application?
6. What is longest “accident free” period ever achieved at your work place?
.....
7. Have you ever been suspended from undertaking any works for safety, health and environment related issues? YES/NO
8. Has your organization or Principal Partner ever been charged for non-compliance or violation of any safety regulations? YES/NO
9. What is the average number of regular employees stationed at your head office and/or main workshops?
10. Is the organization’s Head Office and/or major workshops registered as Work Places under OSHA 2007? YES/NO (if yes attach copy)
11. Are there Safety Committees at the organization’s work places? YES/NO

NOTE:

1. All documentary evidence to support your answers in PART E, should be included in an appendix labelled E

PART F: CERTIFICATION & REGISTRATION

Provide list of registration certificates with relevant bodies.

- i.
- ii.
- iii.
- iv.
- v.
- vi.
- vii.
- viii.
- ix.
- x.

NOTE:

1. All documentary evidence to support your answers in PART F, should be included in an appendix labelled F
2. Copies of relevant registration certificates of the Firm and the Professional Personnel should be included in appendix F

PART G: EQUIPMENT CAPABILITIES

Attach a list of all relevant vehicles, cranes, equipment and tools detailing ownership status (with proof), Name of manufacturer, model, Capacity, year of manufacture and any other relevant information

NOTE: All documentary evidence to support your answers in PART G, should be included in an appendix labelled G

Incase these are not owned by the bidding organization, at least evidence of ability to let/lease, sub contract should be provided.

PART H: SIGNATORY

I/We do hereby certify that the above information is correct in all respects.

Full Name:

Designation/Position

Signature:

Date:

Company Stamp/seal