

### MANDATORY TENDER INSTRUCTIONS

TENDER NO.	TENDER DESCRIPTION	LOCATION
KCO/09/01/FY26	PROPOSED CONSTRUCTION OF A TWO DOOR PIT LATRINE AND TWIN CLASSROOM WITH OFFICE AT NATIONOKAR ECDE	TURKANA WEST SUBCOUNTY

**Plan International Kenya** invites tenders from approved and reputable contractors for the above works in Turkana West Subcounty.

#### Mandatory Instructions:

Eligible bidders should attach valid documentations and be able to meet the following mandatory requirements: -

1. Must be a registered company (**Attach Certificate of Incorporation/Registration**)
2. Share certified CR12 document (**Attach documentation**)
3. The contractor must be registered with National Construction Authority (NCA) and possess registration documents in the specialist category of building works NCA 7 or higher (**Attach documentation**).
4. The contractor must attach their valid KRA Pin (**Attach documentation**)
5. The contractor must attach a current/valid Tax Compliance Certificates (**Attach documentation**)
6. Provide details of physical address (**Attach business permit/CR8 form**)
7. Attach details of similar or relevant works completed within the last 3 years (2023 to date) giving details of clients who may be contacted for more information. (**Attach a minimum of 3 completion certificates**)
8. **Technical capability to include:**
  - a) List of relevant equipment's owned/hired and skilled staff (Site agents, masons, plumbers etc.), give details and provide proof of the same. (**Attach certified copies of certificates of ownerships, purchase receipts, valid sale agreements or lease agreements and certified copies of certificates, membership to professional bodies for staff**)
  - b) Provide a list of clients and references to which the company has done similar works (**attach certified copies of reference letters addressed to Plan International - minimum of 3 letters**)
  - c) Organizational structure
9. Sound Financial standing (**Attach bank statements for the last 6 months; June 2025 to date**).
10. Programme of works showing contractor's proposed schedule of undertaking the construction.
11. Confirm ability to raise 5% of contract sum as Performance Bond valid for the period of the contract if awarded the contract. (**Attach letter from the bank addressed to Plan International referencing the said tender**)
12. A consistent history of litigation or arbitration awards for the Applicant or any partner of a Joint Venture may result in disqualification. Joint Ventures are not permitted for this project. However, subcontracting will be allowed, at the discretion of the Employer
13. Must visit the site and show evidence of the visit through a signed and stamped confirmation letter from the school. (**Attach signed letter**)

#### Submission Instructions:

Completed Tender documents should be submitted to the following email address: [Kenya.Bids@plan-international.org](mailto:Kenya.Bids@plan-international.org) clearly showing the **Tender No. and Description** to be received on or before **Friday 16<sup>th</sup> January 2026 COB**.



**Until we are all equal**

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**www.plan-international.org**

**Tender prices must remain valid for 90 days from the date of tender closing.**

*Women-owned businesses and companies actively engaged in or advancing gender equality and women's empowerment in the workplace are especially encouraged to apply.*

*"Plan International Kenya reserves the right to accept or reject any bid and is not bound to give reasons for its decision".*

All the best,  
Plan Procurement.