TENDER DOCUMENT

SUPPLY AND DELIVERY OF HUMAN-WILDLIFE CONFLICT (HEC) RESPONSE TOOLKITS

LAIKIPIA CONSERVANCIES ASSOCIATION

TENDER NO: LCA/HWC/TOOLKITS/2026/866

SCOPE: MINIMUM OF 60 HEC TOOLKITS

Introduction

The Laikipia Conservancies Association, hereinafter referred to as the Client or Procuring Entity, intends to invite Suppliers to tender for the supply and delivery of a minimum of sixty (60) Human-Wildlife Conflict (HWC) response toolkits.

Proposed supply will comprise the procurement and delivery of HWC response toolkits, each comprising LED flashlights, air horns, silver crackers, Roman candles, and lion lights, to enhance the effectiveness of community and ranger responses to human-wildlife conflict incidents.

The project is funded by the Global Environment Facility (GEF) as the prime donor and implemented by Conservation International (CI) as the GEF Implementing Agency, in partnership with the Government of Kenya through the Ministry of Tourism and Wildlife, the State Department for Wildlife, the Kenya Wildlife Conservancy Association (KWCA), the Laikipia Conservancies Association (LCA), and other conservation partners.

Prepared and Issued By

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Tender Reference No.: LCA/HWC/TOOLKITS/2026/866

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Submission Deadline: 15th November 2026, 4:00pm

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SECTION I: Invitation to Tender

The Laikipia Conservancies Association invites electronic proposals, submitted by email only, from qualified, experienced, and duly registered suppliers for the supply and delivery of a minimum of sixty (60) Human-Wildlife Conflict (HWC) response toolkits, each comprising LED flashlights, air horns, silver crackers, Roman candles, and lion lights.

The initiative forms part of Laikipia Conservancies Association's ongoing human-wildlife coexistence programme, aimed at equipping community scouts, rangers, and response teams with effective, non-lethal tools to safely deter wildlife and manage conflict incidents as they arise.

Interested and eligible bidders are requested to submit both Technical and Financial Proposals in accordance with the requirements set out in this document.

Background and Rationale

Community scouts, rangers, and household members across Laikipia Conservancies Association's operational area regularly respond to human-wildlife conflict incidents involving elephants, predators, and other wildlife. Effective, non-lethal deterrent tools — light, sound, and visual/pyrotechnic deterrents — allow responders to safely move wildlife away from homesteads, livestock, and crop fields, reducing the likelihood of escalation to more dangerous encounters or retaliatory action.

Standardised HWC response toolkits, pre-assembled and readily distributed to conservancy scouts and trained community responders, ensure that the right tools are available at the point of need. Laikipia Conservancies Association seeks to procure a minimum of 60 such toolkits for distribution across its member conservancies and priority hotspot communities.

The project is funded by the Global Environment Facility (GEF) as the prime donor and implemented by Conservation International (CI) as the GEF Implementing Agency, in partnership with the Government of Kenya through the Ministry of Tourism and Wildlife, the State Department for Wildlife, the Kenya Wildlife Conservancy Association (KWCA), the Laikipia Conservancies Association (LCA), and other conservation partners.

Objectives of the Assignment

- Procure and deliver a minimum of sixty (60) HWC response toolkits to Laikipia Conservancies Association's designated distribution point(s).
- Ensure each toolkit is complete, of good working quality, and meets the specifications set out in this document.
- Enhance the capacity of community scouts and rangers to respond safely and effectively to human-wildlife conflict incidents.
- Ensure all pyrotechnic and safety items supplied comply with applicable Kenyan laws and regulations governing their sale, possession, and use.

Scope of Supply

The Supplier shall be responsible for the procurement, quality assurance, packing, and delivery of all toolkits, including but not limited to:

- Sourcing of all toolkit components from reputable manufacturers or authorised dealers, meeting the specifications in Part B (Schedule of Requirements).
- Assembly and packing of each toolkit into a durable, weather-resistant carry case or bag, clearly labelled.
- Supply of any manufacturer's user instructions/safety guidance for pyrotechnic items (silver crackers, Roman candles) and lion lights within each toolkit.

- Compliance with all applicable Kenyan laws and regulations regarding the supply, transport, and handling of pyrotechnic devices, including any required permits or licences.
- Ensure safe transport and storage of pyrotechnic items (silver crackers, Roman candles) at all times, kept away from heat sources and flammable materials, and handled in accordance with manufacturer guidance and applicable regulations.
- Delivery of all toolkits to Laikipia Conservancies Association's designated distribution point(s) within the agreed delivery period.
- Provision of a manufacturer's or supplier's warranty on all durable items (LED flashlights, air horns, lion lights) for a minimum period as specified in the Appendix to Conditions of Contract.
- Submission of delivery notes, packing lists, and any applicable product certificates or compliance documentation per consignment.

Detailed specifications for each toolkit component are provided in Part B (Schedule of Requirements) of this document.

Distribution Schedule

Toolkits shall be delivered to Laikipia Conservancies Association's central distribution point in the first instance, for onward allocation to member conservancies and priority communities. An indicative distribution list is provided below for bidder reference; Laikipia Conservancies Association shall confirm final quantities per conservancy prior to delivery.

Delivery Period

All toolkits shall be delivered in full within 12 weeks from the date of contract signing and issuance of the notice to proceed. Bidders shall indicate their proposed delivery schedule, including whether delivery will be in a single consignment or phased batches, in their Technical Proposal.

Eligibility Criteria

- Registered legal entity (company, partnership, or firm) in good standing, with a valid business registration/incorporation certificate.
- Valid KRA PIN and Tax Compliance Certificate.
- Demonstrated experience in the supply of safety, security, or outdoor/field equipment, with at least two (2) verifiable references/completion certificates from similar supply contracts in the last 5 years.
- Where the bidder is not the manufacturer of any item (particularly pyrotechnic items), a valid Manufacturer's Authorisation Form (Section VI) or equivalent evidence of authorised dealership.
- Valid licence or permit, where required by Kenyan law, to deal in, store, or supply pyrotechnic/fireworks-type items (silver crackers, Roman candles).
- Demonstrated capacity to source, assemble, and deliver the required quantity within the specified delivery period.
- No conflict of interest with Laikipia Conservancies Association, its staff, or governing board.
- Not currently blacklisted or debarred from public procurement, and no contract terminated for non-performance in the preceding two (2) years.

Statement of Financial Capacity

Bank information submitted in support of this Statement will be treated as confidential by Laikipia Conservancies Association, used solely for the purposes of evaluation, verification, and contract payment, and handled in accordance with the Data Protection Act, 2019.

Technical Proposal Requirements

Bidders shall submit a Technical Proposal comprising:

- Company profile and evidence of registration/compliance documents.

- Relevant experience and references for similar supply contracts.
- Product catalogues, technical specification sheets, and/or sample images for each toolkit component.
- Manufacturer's Authorisation Form(s) or evidence of authorised dealership, where applicable.
- Evidence of compliance/licensing for pyrotechnic items, where applicable.
- Proposed delivery schedule and logistics arrangements.
- Warranty terms and after-sales support arrangements.
- Completed Qualification Information and Confidential Business Questionnaire (Section VI).

Financial Proposal Requirements

Bidders shall submit a Financial Proposal using Laikipia Conservancies Association's standard Price Schedule format (see Part B), providing a unit price and total price for each toolkit component and an aggregate total for the full scope of supply (minimum 60 toolkits). All prices should be quoted in Kenya Shillings (KES), inclusive of all applicable taxes and delivery costs, and remain valid for a minimum of 90 days from the submission deadline.

Confidentiality and Data Protection

All information relating to this tender, including the tender documents, site information, technical and financial proposals, and any data, reports or records arising from the assignment, shall be treated as confidential. Tenderers and the successful Contractor shall not disclose such information to any third party, or use it for any purpose other than preparing a tender or performing the Contract, without the prior written consent of Laikipia Conservancies Association.

Personal data (including staff CVs, referee details, bank details, and community or beneficiary information) shall be collected, processed, stored and shared only as necessary for the purposes of this tender and the Contract, and in accordance with the Kenya Data Protection Act, 2019 and its regulations. Tenderers and the Contractor shall put in place appropriate technical and organisational safeguards against unauthorised access, loss, alteration or disclosure, and shall notify Laikipia Conservancies Association promptly of any suspected data breach.

Laikipia Conservancies Association, Conservation International and the Global Environment Facility may access and process information submitted by tenderers for evaluation, verification, audit and reporting purposes, subject to these safeguards. These obligations continue after the completion or termination of the Contract.

LCA-CI Prohibited Practices

LCA-KWCA-Conservation International (CI) requires that all Delivery Partners, tenderers, contractors, consultants and their sub-contractors, employees and agents observe the highest standards of ethics and integrity during the procurement process and in the performance of any resulting contract, and that they do not engage in any Prohibited Practice. For the purposes of this tender, Prohibited Practices include the following:

- **Corrupt practice** – offering, giving, receiving or soliciting, directly or indirectly, anything of value to improperly influence the actions of another party.
- **Fraudulent practice** – any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party in order to obtain a financial or other benefit or to avoid an obligation.
- **Coercive practice** – impairing or harming, or threatening to impair or harm, directly or indirectly, any party or its property to improperly influence the actions of a party.
- **Collusive practice** – an arrangement between two or more parties designed to achieve an improper purpose, including improperly influencing the actions of another party.
- **Obstructive practice** – deliberately destroying, falsifying, altering or concealing evidence material to an investigation, making false statements to investigators, or threatening or harassing any party to prevent disclosure of matters relevant to an investigation, or acting to impede CI's audit or inspection rights.

A tenderer found to have engaged in a Prohibited Practice will have its tender rejected and, where a contract has been awarded, the contract may be terminated, without prejudice to any other remedy available to Laikipia Conservancies

Association or Conservation International, including debarment from future procurement and referral to the relevant authorities. Any suspected Prohibited Practice shall be reported promptly to Laikipia Conservancies Association. The full CI Prohibited Practices document is available at the link below, and prevails over this summary:

https://cdn.sanity.io/media-libraries/mlmEWUxEY7eQ/files/65b9b02e6459e78d9dae38955efb5db18076b7d0.pdf

Code of Conduct and Ethics

Tenderers and the successful Contractor shall conduct themselves ethically and with integrity in all dealings under this tender and any resulting contract.

The full Code of Conduct is herein linked (https://www.conservation.org/about/our-commitment-to-ethics/code-of-conduct). Delivery Partners are expected to review and adhere to the principles outlined in the Code of Conduct.

SECTION II: Instructions to Tenderers

1. General, Eligibility and Cost of Tendering

1.1 Laikipia Conservancies Association, as the Procuring Entity, invites tenders for the Supply Contract described in this document. The successful tenderer will be expected to complete delivery by the Intended Delivery Date specified herein.

1.2 All tenderers shall provide, as part of the Qualification Information, a statement that the tenderer is not associated, directly or indirectly, with any consultant or entity that prepared the specifications for this project, or that is proposed as Project Manager for the Contract.

1.3 The tenderer shall bear all costs associated with the preparation and submission of its tender, and Laikipia Conservancies Association will in no case be responsible or liable for those costs.

1.4 Tenderers who have been blacklisted, debarred, or whose contracts with any procuring entity have been terminated for non-performance in the last 2 years prior to the date of tender advertisement are not eligible to participate.

1.5 Laikipia Conservancies Association's employees, board members, committee members, and their relatives (spouse and children) are not eligible to participate in this tender.

2. Tender Documents

2.1 The complete set of tender documents comprises: these Instructions to Tenderers; Form of Tender and Qualification Information; Conditions of Contract; Appendix to Conditions of Contract; Schedule of Requirements; Price Schedule; and Forms of Securities.

2.2 The tenderer shall examine all instructions, forms, and specifications in the tender documents. Failure to furnish all information required, or submission of a tender not substantially responsive in every respect, will be at the tenderer's risk and may result in rejection.

2.3 Enquiries from prospective tenderers may be sent by email to *procurement@laikipiaconservancies.org*, or raised during the pre-bid briefing referenced in Section I.

2.4 Before the deadline for submission of tenders, Laikipia Conservancies Association may modify the tender documents by issuing a written addendum, which shall be communicated in writing or by email to all registered bidders.

3. Preparation of Tenders

3.1 All documents relating to the tender and any correspondence shall be in the English language.

3.2 The tenderer shall fill in rates and prices for all items described in the Price Schedule. Items for which no rate or price is entered will not be paid for when delivered and shall be deemed covered by other rates and prices in the Price Schedule.

3.3 All duties, taxes, and other levies payable by the Supplier under the Contract shall be included in the tender price submitted.

3.4 The unit rates and prices shall be quoted in Kenya Shillings.

3.5 Tenders shall remain valid for a period of fourteen (14) days from the submission deadline. Laikipia Conservancies Association may request an extension of this validity period in writing; a tenderer may refuse such a request without prejudice.

3.6 The tenderer shall furnish, as part of the tender, a completed Statement of Financial Capacity.

3.7 Any tender not accompanied by a completed Statement of Financial Capacity and supporting bank documentation shall be rejected.

3.8 The tenderer shall submit only one completed tender document, clearly marked with the tender reference number and tender name.

3.9 The submitted tender shall be typed or written in indelible ink and signed by a person duly authorised to sign on behalf of the tenderer. All pages where alterations or additions have been made shall be initialled.

4. Submission of Tenders

4.1 Proposals must be submitted by email only to *procurement@laikipiaconservancies.org.* Physical or hand-delivered submissions will NOT be accepted.

4.2 The email subject line must clearly state the tender reference number: LCA/HWC/TOOLKITS/2026/866.

4.3 Technical and Financial Proposals, including the completed Price Schedule, should be attached as separate, clearly labelled PDF documents.

4.4 Tenders shall be submitted not later than 15th November 2026, 4:00pm. Any tender received after the deadline will not be considered.

4.5 Tenderers may modify or withdraw their tenders by giving written notice before the submission deadline. No tender may be modified after the deadline.

4.6 Tenderers may only offer discounts or otherwise modify the prices of their tenders by submitting a formal tender modification before the deadline.

5. Tender Opening and Evaluation

5.1 Tenders received by the deadline will be opened and logged by Laikipia Conservancies Association's Procurement Committee. Given the electronic submission format, a physical tender-opening event will not be held; a tender opening register/report shall nonetheless be prepared.

5.2 Information relating to examination, clarification, evaluation, and comparison of tenders shall not be disclosed to tenderers or third parties until the award to the successful tenderer has been announced.

5.3 Laikipia Conservancies Association may, at its discretion, request written or email clarification of any tender, including breakdowns of unit rates. No change in the price or substance of a tender shall be permitted except to confirm correction of arithmetic errors.

5.4 Prior to detailed evaluation, Laikipia Conservancies Association will determine whether each tender (a) meets the eligibility criteria; (b) has been properly signed; (c) is accompanied by a completed Statement of Financial Capacity and supporting bank documentation; and (d) is substantially responsive to the tender documents.

5.5 A tender that is not substantially responsive will be rejected and may not subsequently be made responsive by correction or withdrawal of the non-conforming deviation.

6. Award of Contract

6.1 Subject to Clause 6.2, the Contract will be awarded to the tenderer whose tender is substantially responsive and has offered the lowest evaluated tender price, provided the tenderer is eligible and qualified in accordance with this document.

6.2 Laikipia Conservancies Association reserves the right to accept or reject any tender, and to cancel the tendering process and reject all tenders at any time prior to award, without incurring liability to affected tenderers or any obligation to state its reasons.

6.3 The successful tenderer will be notified of the award in writing or by email prior to expiration of the tender validity period. Unsuccessful tenderers will also be informed.

6.4 Failure of the successful tenderer to comply with Clause 6.3 shall constitute grounds for cancellation of the award, and the tenderer may be barred from participating in future tenders issued by Laikipia Conservancies Association for a period of up to two (2) years.

6.5 Tender evaluation shall be carried out within a maximum of 21 calendar days from the closing date of the tender.

7. Corrupt and Fraudulent Practices

7.1 Laikipia Conservancies Association requires that tenderers observe the highest standards of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration (Section VI) that it has not and will not be involved in corrupt or fraudulent practices.

7.2 In addition, tenderers shall comply with the CI Prohibited Practices and the Conservation International Code of Conduct described in Section I of this document.

8. Appeal Period

8.1 Any bidder who wishes to appeal against the outcome of the tender shall do so in writing within three (3) working days of the date of the notification/regret letter, addressed to: The Chairperson, Procurement Committee, Laikipia Conservancies Association, procurement@laikipiaconservancies.org. Letters or email received after this period shall be treated as null and void.

SECTION III: Tender Evaluation Criteria

After tender opening, tenders will be evaluated in four stages: (1) Preliminary Evaluation, (2) Technical Evaluation, (3) Financial Evaluation, and (4) Due Diligence.

Stage 1: Preliminary Evaluation

Bids will be evaluated based on the criteria below. Bids lacking any of the mandatory documents will be considered non-responsive and eliminated at this stage.

No.	Mandatory Requirement	Marks	Compliant?
1	Copy of Certificate of Incorporation / Registration	1 or 0	
2	Copy of valid KRA Tax Compliance Certificate	1 or 0	
3	Copy of CR12 (or equivalent) generated within the last 12 months	1 or 0	
4	Copy of valid business trading licence	1 or 0	
5	Completed Statement of Financial Capacity, with bank details and a bank reference letter or voided/blank cheque attached	1 or 0	
6	Copies of most recent audited financial statements	1 or 0	
7	Manufacturer's Authorisation Form(s) or evidence of authorised dealership, where the bidder is not the manufacturer	1 or 0	
8	Evidence of compliance/licensing for supply of pyrotechnic items, where applicable	1 or 0	
9	Company profile with details of relevant past supply experience	1 or 0	
10	All pages sequentially paginated and the document duly signed	1 or 0	

Stage 2: Technical Evaluation

Tenders that pass the Preliminary Evaluation will be scored on the following technical criteria. A bidder must score at least 60% of the total available marks to qualify for Financial Evaluation.

No.	Description of Requirement	Max Score
1	Relevant experience supplying similar safety/security/outdoor equipment in the last 5 years	25 Marks
2	Quality, specification match, and durability of proposed products (catalogues/spec sheets/samples)	25 Marks
3	Proposed delivery schedule and logistics arrangements	15 Marks
4	Warranty terms and after-sales support arrangements	15 Marks
5	Average annual turnover (last 2 audited financial years) relative to the estimated contract value	10 Marks
6	Litigation history declaration (sworn affidavit, if any)	10 Marks
	TOTAL	**100 Marks**

Any bidder who scores at least 60 marks out of 100 shall qualify for the next stage of Financial Evaluation.

Stage 3: Financial Evaluation

Upon completion of Technical Evaluation, a detailed financial evaluation shall follow, comprising three parts:

(a) Determination of Arithmetic Errors — In the event of a discrepancy between the amount in figures and words, the amount in words shall prevail. Where there is a discrepancy between a unit rate and its extended line total, the unit rate as quoted shall prevail unless there is an obvious typographical error.

(b) Comparison of Rates — Items that are significantly under-priced or overpriced may indicate risk of non-delivery or substandard quality. Laikipia Conservancies Association may request a detailed cost breakdown for such items before making an award recommendation.

(c) Consistency of Rates — The evaluation committee will compare the consistency of rates for similar items across the Price Schedule and note any inconsistencies.

Stage 4: Due Diligence

Laikipia Conservancies Association may subject the top-ranked bidder(s) who pass Technical and Financial Evaluation to a due diligence process, which may include reference checks, verification of authorised dealership status, and inspection of product samples, prior to final award.

PART B: Financial (Schedule of Requirements and Price Schedule)

It should be noted that the quantities provided below are minimums only. Bidders shall price each item and provide a total for the full scope of supply (minimum 60 complete toolkits).

Toolkit Contents and Specifications

Each HEC Response Toolkit shall comprise, at minimum, the following items. Bidders shall provide the make/model and specification of each proposed item alongside their pricing in the Price Schedule below.

Item	Component	Minimum Specification	Qty per Kit
1	LED Flashlight	High-intensity, rechargeable or battery-powered, minimum 500 lumens, weather-resistant housing	2
2	Air Horn	Compressed-air or hand-operated, minimum 100 decibels, refillable or rechargeable canister	1
3	Silver Crackers	Pyrotechnic bird/wildlife scaring device, compliant with applicable Kenyan explosives regulations	10
4	Roman Candles	Pyrotechnic visual/aerial deterrent, compliant with applicable Kenyan explosives regulations	10
5	Lion Lights	Solar-powered flashing predator deterrent light unit, complete with mounting hardware	1
6	Carry Case / Bag	Durable, weather-resistant case or bag sized to hold all above items, clearly labelled	1

Note: Bidders proposing an alternative but equivalent or superior specification for any item should clearly indicate this, with supporting product information, in their Technical Proposal.

Price Schedule

Bidders are required to complete the Price Schedule below in full, providing a unit price for each component (per individual item) and the resulting price for one complete toolkit.

Item	Description	Unit	Qty per Kit	Unit Price (KES)	Amount (KES)	Make / Model
1	LED Flashlight	No.	2			
2	Air Horn	No.	1			
3	Silver Crackers	No.	10			
4	Roman Candles	No.	10			
5	Lion Light (solar predator deterrent)	No.	1			
6	Carry Case / Bag	No.	1			
	Subtotal (per toolkit)					
	Packing and delivery cost (per toolkit)					
	VAT / Applicable Taxes					
	TOTAL COST PER TOOLKIT (KES)					

Distribution Schedule and Grand Summary

The unit cost per toolkit established in the Price Schedule above shall be applied to the total number of toolkits required (minimum 60, allocated per the Distribution Schedule in Section I).

Item	Description	No. of Toolkits	Total Amount (KES)

Item	Description	No. of Toolkits	Total Amount (KES)
1	Total cost per toolkit × number of toolkits (minimum 60)		
2	Bulk delivery / logistics costs to central distribution point (if quoted separately)		
	GRAND TOTAL (KES) — Inclusive of All Taxes		

(Carried to Form of Tender)

Bidder Name: _____

Authorised Signature: _____ Date: _____

Company Stamp/Seal: