TENDER DOCUMENT

SOLAR EQUIPPING AND UPGRADE OF EXISTING BOREHOLES

LAIKIPIA CONSERVANCIES ASSOCIATION

TENDER NO: LCA/HWC/SOLARBOREHOLES/2026/856

SCOPE: TWO (2) EXISTING BOREHOLES

Introduction

The Laikipia Conservancies Association, hereinafter referred to as the Client or Project Manager, intends to invite Contractors to tender for the proposed equipping of two (2) existing boreholes with solar power systems, together with improvements to the associated water supply systems.

Proposed works will comprise the assessment, solar equipping, and water supply system improvement of two (2) existing community boreholes, to improve the reliability and efficiency of water supply for domestic and livestock use.

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/SOLARBOREHOLES/2026/856

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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 contractors for the equipping of two (2) existing boreholes with solar power systems, together with improvements to the associated water supply systems to reduce water spillage.

The initiative forms part of Laikipia Conservancies Association's ongoing human-wildlife coexistence programme, aimed at improving the reliability, efficiency, and year-round availability of community water supply, thereby reducing pressure on natural water sources shared with wildlife.

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

A number of existing community boreholes within Laikipia Conservancies Association's operational area currently rely on diesel generators or grid power for pumping, incurring high running costs, and in some cases operate intermittently as a result. In addition, several associated water supply systems — pipework, storage tanks, tap stands, and livestock troughs — suffer from leakage, poorly controlled overflow, and other losses that waste a significant proportion of pumped water.

Equipping these existing boreholes with solar power removes the recurring fuel cost burden or improves the reliability of supply for broken boreholes, while repairing and upgrading the associated distribution infrastructure reduces water spillage, ensuring more of the water pumped actually reaches domestic and livestock users. Laikipia Conservancies Association, working with its member conservancies and the beneficiary communities, seeks to upgrade two such boreholes at identified priority sites.

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

- Equip two (2) existing boreholes with solar-powered pumping systems, replacing or supplementing current power sources.
- Reduce water spillage and wastage by repairing and upgrading the associated water supply and distribution systems at each site.
- Improve the reliability and year-round availability of water for domestic and livestock use at both sites.
- Lower the recurring operating costs borne by the community water user committee at each borehole.
- Strengthen the capacity of the community water user committee at each site to operate and maintain the upgraded system.

Scope of Works

The Contractor shall be responsible for the full assessment, equipping, and improvement works at each borehole, including but not limited to:

- Site verification and condition assessment of each existing borehole, pump, and associated infrastructure, in liaison with Laikipia Conservancies Association and respective conservancy/community focal points.
- Verification of current borehole yield and pump performance, including a short test-pumping exercise where the existing pump can be safely removed and reinstalled.

- Decommissioning and removal of any existing diesel generator, power cabling, or defective pump, as applicable at each site.
- Supply and installation of a solar-powered submersible pump sized to the confirmed borehole yield and head.
- Supply and installation of a solar photovoltaic panel array, mounting structure, pump controller, and associated electrical protection.
- Security fencing/cage around the solar panel array to prevent theft and vandalism.
- Inspection of existing pipework, storage tank(s), tap stands, and livestock troughs to identify sources of leakage and uncontrolled overflow.
- Repair or replacement of leaking or damaged pipework and fittings within the distribution network.
- Installation or repair of float valves and shut-off controls at storage tanks, tap stands, and troughs to eliminate overflow losses.
- Repair or reconstruction of concrete aprons, soakaways, and drainage at tap stands and troughs to manage any residual spillage safely.
- Basic refresher training of the existing community water user committee on operation and maintenance of the upgraded solar and distribution systems.
- Reinstatement of any disturbed ground and site clean-up on completion.
- Handover of each upgraded borehole with sign-off by Laikipia Conservancies Association and the respective conservancy/community representative.
- Submission of as-built records, a condition assessment report, photographic documentation (before, during, after), and a completion report per site.

Detailed technical specifications for solar system sizing and distribution system repairs shall be provided as an annex to this tender.

Site Schedule

The works shall be carried out at two (2) existing community boreholes. Laikipia Conservancies Association shall confirm the final list of sites, current power source, and known spillage issues prior to contract commencement.

Duration of Assignment

The assignment shall be completed within 12 weeks from the date of contract signing and issuance of the notice to commence. A detailed work plan/Gantt chart showing sequencing across both sites shall be submitted as part of the Technical Proposal.

Defects Liability and Handover

A mandatory three (3)-month Defects Liability Period will apply from the date of provisional handover, during which a 5% financial retention will be withheld to guarantee the prompt rectification of any structural, mechanical, or workmanship defects before final sign-off.

The retention shall be released once all notified defects have been rectified to the satisfaction of Laikipia Conservancies Association and final sign-off has been issued.

Environmental and Regulatory Compliance

- Laikipia Conservancies Association shall be responsible for obtaining any NEMA Environmental Impact Assessment (EIA) licence or approval required prior to commencement of works at each site; the Contractor shall not commence physical works at any site until such approval has been confirmed in writing by the Project Manager.
- The Contractor shall comply with all conditions attached to the NEMA EIA licence/approval throughout execution of the Works.

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 solar-powered water pumping system supply and installation, with at least two (2) verifiable references/completion certificates from similar assignments in the last 5 years.
- Demonstrated experience in water supply system repair, plumbing, and leak reduction works.
- Adequate technical personnel (including a qualified solar/electrical technician and plumber) and logistical capacity to work across both sites.
- No conflict of interest with Laikipia Conservancies Association, its staff, or governing board.
- Willingness to engage and, where possible, employ local labour from host communities.
- 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 solar borehole equipping and water supply repair projects.
- Proposed methodology and approach to condition assessment, solar equipping, and spillage-reduction works at each site.
- Work plan / Gantt chart covering both sites.
- Key personnel CVs, including the proposed solar/electrical technician and plumber.
- Health, safety, and environmental management approach.
- Proposed approach to refresher training of the community water user committee at each site.

Financial Proposal Requirements

Bidders shall submit a Financial Proposal using Laikipia Conservancies Association's standard Bill of Quantities (BQ) format (see Part B), providing a unit-cost and total-cost breakdown per borehole and an aggregate total for the full scope of works. All prices should be quoted in Kenya Shillings (KES), inclusive of all applicable taxes.

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 Employer, invites tenders for the Works Contract described in this document. The successful tenderer will be expected to complete the Works by the Intended Completion 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 design or specifications for this project, or that is proposed as Project Manager for the Contract.

1.3 All tenderers shall provide in the Form of Tender and Qualification Information a preliminary description of the proposed work method and schedule as necessary.

1.4 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.

1.5 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.

1.6 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; Specifications/Drawings; Bill of Quantities; 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 will be addressed via the email *procurement@laikipiaconservancies.org.*

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 of Works described in the Bill of Quantities. Items for which no rate or price is entered will not be paid for when executed and shall be deemed covered by other rates and prices in the Bill of Quantities.

3.3 All duties, taxes, and other levies payable by the Contractor 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/SOLARBOREHOLES/2026/856.

4.3 Technical and Financial Proposals, including the completed Bill of Quantities, 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. Any effort by a tenderer to influence Laikipia Conservancies Association's officials or the evaluation process shall result in rejection of its tender.

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.

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.

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 2 most recent audited financial statements, signed and dated	1 or 0	
7	Evidence of NCA registration (or equivalent works category) with valid annual practising licence	1 or 0	
8	Commitment to undertake the works across all sites within the proposed schedule	1 or 0	
9	Company profile with details of relevant past 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	Key personnel: technical team leader and site supervisors — qualifications and years of relevant experience	20 Marks
2	Average annual turnover (last 2 audited financial years) relative to the estimated project cost	15 Marks
3	Proposed methodology and work plan/Gantt chart for sequencing works across all sites	15 Marks
4	Proof of similar completed works within the last 5 years (building construction or rural infrastructure)	20 Marks
5	Equipment and logistical capacity to work across multiple, often remote, sites	15 Marks
6	Health, safety, and environmental management approach	10 Marks
7	Litigation history declaration (sworn affidavit, if any)	5 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 front-loading. 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 Bill of Quantities 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, site visits to past projects, and verification of submitted documents, prior to final award.

PART B: Financial (Bill of Quantities)

It should be noted that the quantities provided in this Bill of Quantities are approximate and indicative only. The Bidder is required to price each item and indicate the site/facility name on each completed BQ, where more than one copy is required for multiple sites of differing scale.

Bill of Quantities — Per Borehole

Bidders are required to complete the Bill of Quantities below in full. Rates and amounts should reflect the cost of equipping ONE existing borehole with a solar power system and improving its associated water supply system to Laikipia Conservancies Association specifications; the Site Schedule and Grand Summary should reflect pricing for the full scope (2 boreholes). Bidders may attach a separate signed/stamped BQ sheet if more space is required.

Element 1: Condition Assessment and Decommissioning

Item	Description	Unit	Qty	Unit Rate (KES)	Amount (KES)	Remarks
1	Condition assessment of existing borehole, pump, and associated infrastructure	Item	1			
2	Short test-pumping exercise to verify current yield and pump performance	Item	1			
3	Decommissioning and removal of existing diesel generator and power cabling (where applicable)	Item	1			
4	Removal and safe disposal/storage of existing defective pump (where applicable)	Item	1			

Element 2: Solar Pumping System

Item	Description	Unit	Qty	Unit Rate (KES)	Amount (KES)	Remarks
1	Supply and installation of solar submersible pump, sized to confirmed borehole yield and head	No.	1			
2	Supply and installation of solar photovoltaic panel array, including mounting structure	Item	1			
3	Supply and installation of pump controller and electrical protection devices	Item	1			
4	Rising main, cabling, and associated fittings from pump to wellhead	Item	1			
5	Lightning/surge protection for the solar installation	Item	1			
6	Security fencing/cage around solar panel array to prevent theft and vandalism	Item	1			

Element 3: Water Supply System Repair and Spillage Reduction

Item	Description	Unit	Qty	Unit Rate (KES)	Amount (KES)	Remarks
1	Inspection and pressure-testing of existing pipework to identify leaks	Item	1			
2	Repair or replacement of leaking/damaged pipework and fittings	LM	80			
3	Supply and installation of float valves at storage tank(s) to prevent overflow	No.	2			
4	Supply and installation of shut-off/control valves at tap stands and troughs	No.	4			
5	Repair of leaking joints, taps, and trough valves	Item	1			
6	Inspection and repair/re-sealing of existing storage tank (or replacement, if beyond repair)	Item	1			
7	Repair or reconstruction of concrete apron and soakaway at tap stand(s)	SM	8			
8	Repair or reconstruction of concrete apron and drainage at livestock trough(s)	SM	8			

Element 4: Wellhead Protection and Site Works

Item	Description	Unit	Qty	Unit Rate (KES)	Amount (KES)	Remarks
1	Repair or reconstruction of wellhead protection slab (reinforced concrete)	SM	4			
2	Repair or upgrade of perimeter fencing around borehole and storage compound	LM	40			
3	Repair or replacement of lockable gate/entry point to the compound	No.	1			

Element 5: Community Handover, Labour and Site Reinstatement

Item	Description	Unit	Qty	Unit Rate (KES)	Amount (KES)	Remarks
1	Refresher training of community water user committee on operation and maintenance	Item	1			
2	Labour — skilled (electrical/solar technician, plumber, mason)	Item	1			
3	Labour — unskilled (general site assistance)	Item	1			
4	Site reinstatement and clean-up on completion	Item	1			

Item	Description	Unit	Qty	Unit Rate (KES)	Amount (KES)	Remarks
5	Handover documentation, condition assessment report, and photographic record per site	Item	1			
6	Other (specify)	Item	1			
	Subtotal (per borehole)					
	Contingency (%)					
	VAT / Applicable Taxes					
	TOTAL COST PER BOREHOLE (KES)					

Site Schedule and Summary — All Sites

The unit cost per borehole established in the Bill of Quantities above shall be applied to each of the two (2) sites listed below, unless site-specific conditions are flagged.

Site No.	Borehole / Location	County	Current Power Source	Cost (KES)
1				
2				
	SUBTOTAL — ALL SITES			

Grand Summary — Full Scope of Works

Item	Description	No. of Boreholes	Total Amount (KES)
1	Subtotal — all sites (from Site Schedule above)		
2	Mobilisation / demobilisation costs (if quoted separately)		
3	Supervision / project management costs (if quoted separately)		
	GRAND TOTAL (KES) — Inclusive of All Taxes		

Bidder Name: _____

Authorised Signature: _____ Date: _____

Company Stamp/Seal: