



TERMS OF REFERENCE

Borehole Drilling and Equipping Works

FEBRUARY 2026

1. Scope of Works

The scope of works includes, but is not limited to:

- Hydrogeological investigation (where applicable)
- Borehole drilling
- Casing and gravel packing
- Borehole development and test pumping
- Water quality analysis
- Supply and installation of pump and related fittings
- Commissioning and handover

2. Minimum Eligibility and Mandatory Requirements

Eligible bidders **must attach valid documentation** and meet the following minimum requirements. Failure to submit any of the mandatory documents may lead to disqualification.

1. **Technical Proposal** detailing the methodology and approach for the borehole works.
 2. **Duly Filled Bill of Quantities (BoQ).**
 3. **Professional Company Profile** outlining the firm's background and capacity.
 4. **Certificate of Incorporation** – Certified Copy.
 5. **National Construction Authority (NCA) Registration Certificate** – Certified Copy
 - Category **NCA 6 or Higher for Water Works.**
 6. **Statutory Compliance Documents** – Certified Copies:
 - KRA PIN Certificate
 - VAT Registration Certificate
 - Valid Tax Compliance Certificate
 7. **Evidence of Proven Experience**, including:
 - Details of similar borehole drilling and operation contracts undertaken
 - Client references with contact details
 8. **Technical Capacity**, including evidence of:
 - Relevant equipment owned (attach logbooks and/or purchase receipts), and/or
 - Hired equipment (attach valid lease agreements)
- b. **Human Resource Capacity**, including:
- CVs of key technical personnel
 - Copies of relevant academic and professional certificates
- c. **Financial Capability**, including:
- Audited financial statements for the last **three (3) years**
 - Bank statements for the last **twelve (12) months**
- d. **Programme of Works** clearly showing the proposed schedule for undertaking and completing the works.

e. Site Visit Requirement:

- Tenderers are encouraged, at their own responsibility and risk, to visit and examine the Site of the Works and its surroundings to obtain all information necessary for preparing the tender.
- Any costs associated with the site visit shall be borne by the tenderer.

Evaluation Criteria

Tenders will be evaluated based on:

- Compliance with mandatory requirements
- Technical suitability and methodology
- Relevant experience and capacity
- Financial capability
- Cost competitiveness

3.Submission of Proposals

The Consultants are encouraged to submit the proposals for the Scope of Work to demonstrate that they have the requisite capabilities and competencies.

Completed Technical and Financial proposals should be addressed to:

Procurement & Disposal Committee
Shelter-Afrique Centre – 5th Floor
Longonot Road, Upper Hill, Nairobi
P.O. Box 41479-00100, GPO Nairobi, Kenya
Tel : +254 20 4978000
E-mail: procurement@shelterafrique.org

And should be received in Shelter-Afrique by **1700hrs on 27th February 2026**

QUOTATION FOR BOREHOLE DRILLING

ITEM	DESCRIPTION	UNIT	QTY	RATE	Total
				(KSHS)	(KSHS)
1	PRELIMINARIES				
1.1	Mobilization of all plant, materials and personnel to site.	LSum	1		
1.2	Demobilization at completion of contract, reinstatement and return of sites, removal of all equipment and temporary works of the camp.	Lsum	1		
1.3	Contingency (5% of total cost)		1		
	Sub Total				
2	WELL CONSTRUCTION				
2.1	Drilling for surface casing at 304.8 mm diameter	m	3		
2.2	Drilling 215 mm diameter with air/rotary	m	417		
	Sub Total				
3	WATER FOR DRILLING				
3.1	Supply of Water and chemicals for Drilling	LSum	1		
	Sub Total				
4	SUPPLY AND INSTALLATION				
4.1	Supply and installation of 6" Mild Steel plain casing	m	294		
	Supply and installation of 6" Mild Steel screen casings	m	126		
4.2	Supply and installation of 10" surface casing	m	3		
4.3	Supply and installation of clean well graded pack (2-4 mm particle size) into annular space and carvings.	Ton	14		
4.4	Supply and filling of cement grout at top of the hole inclusive of putting in place the necessary seals.	Lsum	1		
	Sub Total				
5	DEVELOPMENT AND TESTING				
5.1	Development of the production borehole by air lifting method until clean water is observed and design yield achieved.	Lsum	1		
5.2	Test pumping of the borehole to confirm yield at constant discharge continuously for the test period of 24 hours	Lsum	1		
5.3	Taking recovery measurements after testing until the original water level before start of test is reached.	Lsum	1		
5.4	Well head and capping	Lsum	1		
	Sub Total				
6	WATER ANALYSIS				
6.1	Collect submit and issue report on 2 liters of water sample on completion of test pumping for FCA at a recognized laboratory.	LSum	1		
	Sub Total				
7	BOREHOLE REPORTS				
7.1	Compile and submit when ready borehole completion report both to the employer, consultant and WRA on completion of borehole works	LSum	1		
	Sub Total				
	16% VAT				
	Total				

INCLUSIVE OF VAT				
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QUOTATION FOR PUMP INSTALLATION (PROVISIONAL)

DESCRIPTION	UNIT	QTY	RATE (KSHS)	AMOUNT (KSHS)
Supply and installation of submersible pump capable of pumping 8m ³ /hr at a head of 420m complete with all accessories. (PEDROLLO/DAYLIFFE or Equivalent)	LSUM	1		
Plumbing Works	LSUM	1		
TOTAL				

INVITATION TO TENDER

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

1. Technical Proposal for the borehole works
2. The filled Bill of Quantities
3. A professional company profile
4. Must be a registered company Certified Copy (Attach Certificate of Incorporation)
5. Must be registered with the National Construction Authority Certified Copy (Category NCA 6 or Higher for Water works)
6. KRA VAT, PIN registered and current/valid Tax compliance Certificates Certified Copy (Attach documentations)
7. Evidence of Company proven experience with details of contracts and references for works undertaken similar in drilling and borehole operation.
8. Technical capability to include evidence of relevant equipment's owned (Attach logbooks, purchase receipts) / hired (attach lease agreements)
9. Attach CVs and Copies of academic certificates for skilled staff
10. Sound Financial standing (Attach audited financial documents for the last 3 years and bank statements for the last 12 months).
11. Programme of works showing contractors proposed schedule of undertaking the works.
12. The tenderer, at the tenderer's own responsibility and risk, is encouraged to visit and examine the Site of the Works and its surroundings and obtain all information that may be necessary for preparing the tender and entering a contract for construction of the Works. The costs of visiting the Site shall be at the tenderer's own expense.