

8th April 2024

Our Ref: Tender No. KCO/08/04/FY24

Supply of Food Items for Ezakaso and Gana Schools in Kilifi County.

REQUEST FOR QUOTATION.

Background Information.

Plan International is an independent development and humanitarian organization that advances children's rights and equality for girls and would like your services in: -

Supply of maize, beans, cooking oil and Corn Soy Blend (CSB) Flour to be delivered to 6 schools in Kilifi.

Location	Maize (Kg)	Beans (Red Kidney beans) Kgs	Liquid Cooking Oil (Ltrs)	Corn Soy Blend (CSB) Flour Kgs	Kms from Kilifi Town
Mangororo Primary School	2,876	614	307	746	30
Matolani Primary School	4,806	898	449	1,183	30
Magogoni Primary School	11,182	2,215	1,163	3,096	30
Kimbule Primary School	1,749	345	151	466	20
Mikuluni Primary School	9,674	2,077	1,069	2,323	35
Migodomani Primary School	5,801	1,185	653	1,489	45
Totals	36,088	7,334	3,792	9,303	
Delivery costs to the 6 locations					

The CSB flour will be packaged in 25kg bags – Standard Factory Packaging
Maize will be packaged in 50kg bags

NB: The successful bidder will deliver the items to the indicated schools in Kilifi County

Eligible suppliers must be duly registered, licensed or authorized to supply the food items.

Below are the mandatory tender instructions:

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

1. Attach complete company profile

2. Must be a registered company (Attach certificate of Incorporation/registration)
3. KRA VAT, PIN registered and current/valid Tax Compliance Certificates (Attach documentations)
4. Attach details of similar or relevant works completed within the last two years
5. Indicate **delivery lead time** on your quotation.
6. Indicate whether prices are inclusive or exclusive of VAT where applicable. Grand total should be inclusive of all government taxes
7. Indicate if you accept to supply as per our credit policy of payment within 30 days after delivery.
8. Fill attached document (confidential business questionnaire)

Submission Instructions:

Quotations should be received by **20th April 2024** through the below email: -
Kenya.Bids@plan-international.org

Tender prices must remain valid for 60 days from the date of tender closing.

For any enquiries related to this tender, kindly email KenyaProcurement.kilifi@plan-international.org

The subject of your email should be Tender No: KCO/08/04/FY24 **Supply of Food Items for Ezakaso and Gana Schools in Kilifi County.**

We thereby request for your best competitive rates.

Safeguarding Children and Young People policy

As a child centered community development organization, Plan ascribes to the Convention on the Rights of the Child and the Children's Act, Act 8 of 2001. Accordingly, Plan has a policy on Safeguarding Children and Young People, which provides guidance on how individuals should conduct themselves while working with and otherwise relating to children, either directly or indirectly, in the course of project implementation. All individuals and organisations, who work in partnership with Plan International shall at all levels, subscribe to and uphold the principles and practices outlined in the Policy which will be provided to the successful bidder.

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

Regards,
Procurement Department.

APPENDIX I

(CONFIDENTIAL BUSINESS QUESTIONNAIRE).

PART 1-GENERAL INFORMATION (To be filled by the bidder)

a) Business Name.....

b) Location of business premises

Country/Town.....

Plot No.

Street/Road.....

Name of building.....

Floor.....Room No.....

c) Postal Address.....

Code.....Town.....

Tel No.....

Fax No.....

Email Address.....

d) Nature of Main Business.....

Certificate of Registration/Incorporation

Trade License No.....

V.A.T Registration No.....

PIN No.....

City /County Council License No.....

Income Tax Compliance Certificate No.....

(Must attach copies of all the above documents)

e) Name of your Bankers.....

Branch.....

f) Provide detailed contacts for at least three referees from your current clients (i.e organization, Name, Position, Telephone, e-mail etc)

Part 2 (a)- Sole proprietor

Name in full.....
 Age.....
 Nationality.....
 Country of origin.....

Part 2 (b)- Partnership

Give details of partners as follows:

Name in full	Nationality	Citizen Details	Shares
1.....
2.....
3.....
4.....

Part 2 (c)- Registered Company

a). Private or public (state whichever is applicable)

b). State the nominal and issued capital of the company:

Nominal Kshs.
 Issued Kshs.

c). Give details of all directors as follows:

Name in full	Nationality	Citizen Details	Shares
1.....
2.....
3.....
4.....



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DECLARATION

I/We the undersigned certify that the information given above is accurate and correct to the best of my/our knowledge. For and on behalf of the supplier.

Name

Signature

Date

Position