


16th January 2025

Our Ref: **Tender No. KCO/20/01/FY25**; Supply & Installation of Solar Dryers 8m*30m- Galvanized Tunnel and HDPE tarpaulins (4*6)M in Kwale- COSME Project

REQUEST FOR QUOTATION.

Background Information.

Plan International is an independent development and humanitarian organization that advances children's rights and equality for girls and is requesting your best quotation for the following items;

	Item description	Quantity	Unit Cost	Total Cost Exc. of VAT
1	Installation of Solar Dryer 8m*30m - Galvanized Tunnel 	2		
2	HDPE tarpaulins (4*6)M	100		
3	Transportation costs			

Subject Line to read: KCO/20/01/FY25 Supply & Installation of Solar Dryers 8m*30m - Galvanized Tunnel and HDPE tarpaulins (4*6)M in Kwale-COSME Project

ACTIVITY OBJECTIVE

- To enable the farmers appropriately dry seaweed.
- To enhance quality and marketability of seaweed.

DELIVERY METHODOLOGY

The successful vendor will;

- Deliver tarpaulins directly to the groups with the help of the TOTs.
- The vendor will further train the groups on their proper use.

Delivery Places in Kwale:

- The successful vendor will assess the sites and subsequently install the drying sheds on site, one in **Mtimbwani** (51km from Ukunda: Coord. -4.6026983; 39.3315133) and another in **Tumbe** (23.4km from Ukunda: Coord. -4.4665285; 39.4889461).
- The vendor will further train the groups on their proper use of Dryer Sheds.
- 100 HDPE tarpaulins to be delivered to groups: **Chiromo (20), Kijiweni (20), Shangani Amani (10), Jimbo Youth (10), Furaha Women (10), Nuru Islamic (10),**

Amka Utsamba (10), Daima (10). The coordinates of the groups are as follows:

Group	Coordinates		Distance from Ukunda (KM)
Chiromo	-4.6238033	39.314275	52.1
Kijiweni shg (Shimoni-Kibuyuni Rd)	-4.6391516	39.3549824	54.3
Shangani (Msambweni)	-4.4523292	39.4975295	21.7
Jimbo (Vanga)	-4.658861	39.207814	69.7
Furaha seaweed (Funzi)	-4.5760271	39.4374041	37.4
Nuru Isamic	-4.6284867	39.3245383	51.8
Amka Utsamba	-4.6284867	39.3245383	51.8
Daima shg	-4.626905	39.3244783	52.1

NB: The highlighted can receive their consignment at the same venue.

Below are the mandatory tender instructions:

Eligible bidders should attach valid documentation and be able to meet the following mandatory requirements that will form part of the evaluation criteria: -

1. Must be a registered company (Attach a certificate of Incorporation/registration)
2. KRA VAT, PIN registered and current/valid Tax Compliance Certificates (Attach documentation).
3. a) Attach proof of similar or relevant works completed within at least the last 3 years giving details of clients who may be contacted for more information. (Attach a minimum of 3 completion certificates/copies of LPOs/Contracts)
b) Provide a list of clients and references to which the company has supplied similar items (attach at least 3 copies of reference letters).
4. Attach bank statements for the last 6 months (June 2024 to December 2024).
5. Indicate delivery lead time on your quotation.
6. Indicate the warranty terms.
7. Proof of Environmental sustainability Practices.
8. Grand total should be inclusive of transport costs. The Prices should be **exclusive of VAT**. Plan International Inc is VAT Exempted.
9. Indicate if you accept to supply as per our credit policy of payment within 30 days after delivery.
10. Fill attached document (confidential business questionnaire)
11. Dully filled out, stamped, and signed quotations

Bids submission instructions:

Quotations should be received by 24th January 2024 through the below email: Kenya.bids@plan-international.org

- Email subject line should read: Tender No. **KCO/20/01/FY25 – Supply & Installation of Solar Dryers 8m*30m-Galvanized Tunnel and HDPE tarpaulins (4*6)M in Kwale- COSME Project**

Queries/clarifications related to this tender can be addressed to Kenya procurement.kilifi@plan-international.org

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

We thereby request for your best competitive rates.

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

Global Policy Safeguarding

Plan International is committed to actively safeguarding children and program participants from harm and ensuring children's rights to protection are fully realized. Plan takes seriously the commitment to promote child safe practices and protect children from harm, abuse, neglect and any form of exploitation as they come into contact with Plan International supported interventions. In addition, we will take positive action to prevent child abusers from becoming involved with Plan International in any way and take stringent measures against any Plan International Staff and/or Associate who abuses a child or program participant. Decisions and actions in response to safeguarding concerns will be guided by the principle of 'the best interests of the child.'

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



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.....

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