



MANDATORY TENDER INSTRUCTIONS

TENDER NO.	TENDER DESCRIPTION	LOCATION
KCO16/04/FY24	FABRICATION AND SUPPLY OF BRANDED 2-SEATER DESKS IN SCHOOLS IN KILIFI COUNTY	KILIFI

Plan International Kenya invites you to bid for fabrication and supply of branded 2-seater school desks to be used in schools in Kilifi County.

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

1. Must be a registered company (**Attach Certificate of Incorporation/Registration**)
2. KRA PIN registration and a valid Tax Compliance Certificates (**Attach documentations**)
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. Sound Financial standing (**Attach bank statement for the last 6 months – October 2023 to March 2024**).
5. Dully filled out, stamped and signed quotation

Bids submission instructions:

- Completed bids should be emailed to: **Kenya.bids@plan-international.org**
- Email subject line should read: **Tender No. KCO/16/04/FY24 -Fabrication and Supply of Branded 2-seater Desks**
- Deadline for receiving bids is **29th April 2024**.

Any clarifications/queries should be directed to: kenyaprocurement.kilifi@plan-international.org

NB: Quotation to **include** transport costs.

Tender prices must remain valid for 90 days from the date of tender closing.

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

The specifications for the desks as per the below details: -

- 120 pcs of 2-seater desks, size 1220mm length by 305mm width by 686mm high top and 1220mm length by 230mm wide by 432mm high bench.
- **Branded with two logos in full colour. The logos will be painted and not stickers.**
- Material to be used is **Seasoned cypress timber bolted to with metal frame** for 1220mm x305mm x25mm thick top piece.
- Application of one primer coat and two finishing coats of first grade gloss paint.
- Application of one undercoat and two finishing coats of first grade wood vanish to wooden surfaces
- A Sample will be delivered to Plan International Kilifi office for approval before final mass production.
- The desks will be delivered to the 5 schools within Kilifi

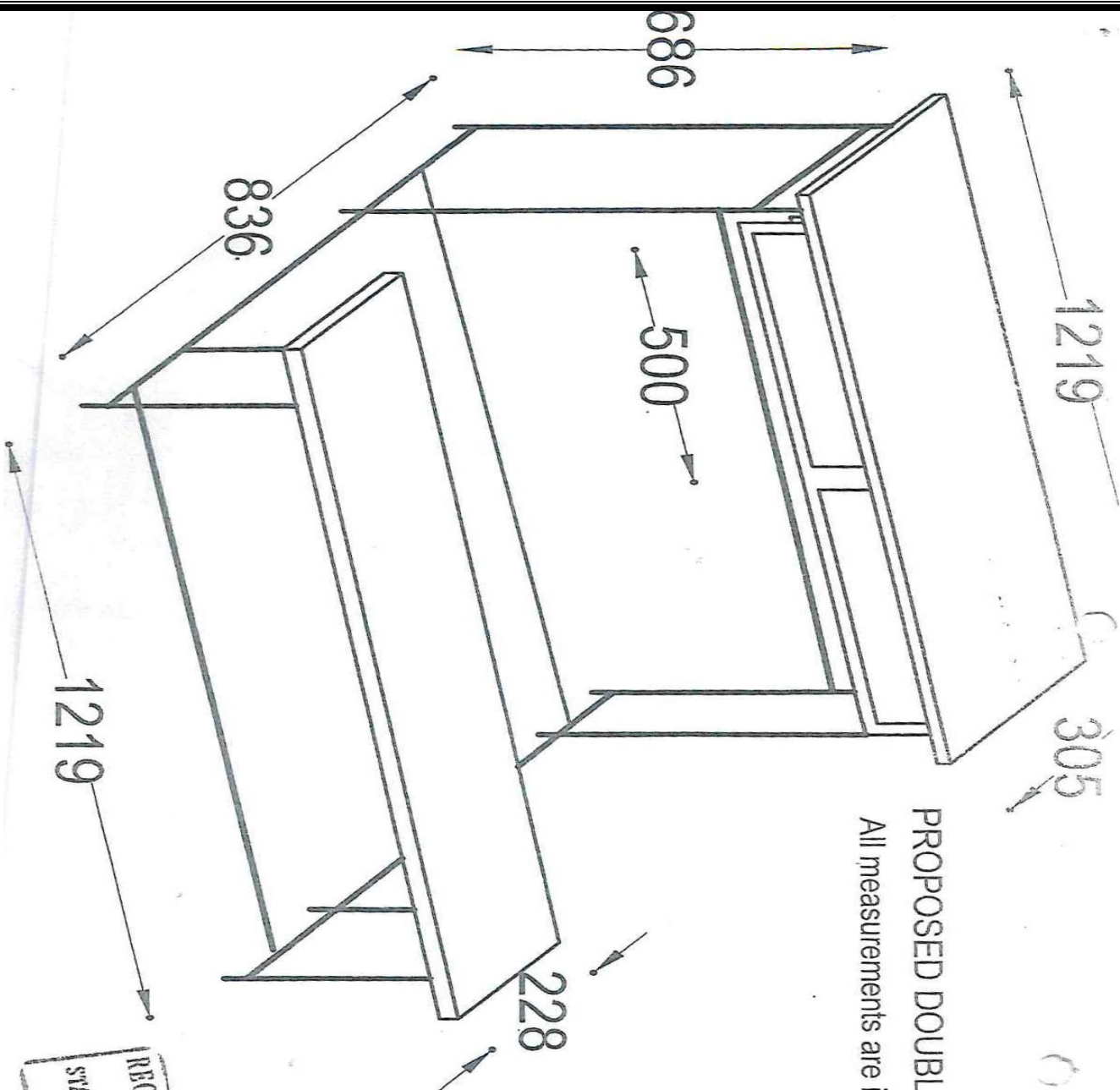
Item	Quantity	Location	Distance from Kilifi Town
Supply of 2-seater desks for Kimbule Primary School	120 Desks	Ganze Sub county	30kms
Supply of 2-seater desks for Mikuluni Primary School	280 Desks	Kauma Sub county	18kms
Supply of 2-seater desks for Magogoni Primary School	120 Desks	Kauma Sub county	25kms
Supply of 2-seater desks for Mangororo Primary School	160 Desks	Kauma Sub county - KILIFI	25kms
Supply of 2-seater desks for Matolani Primary School.	240 Desks	Kauma Sub-county	25kms
Total Desks	920 Desks		
Total costs for the Desks (Prices inclusive of 16% VAT)			
Total transport costs			
GRAND TOTAL INCLUSIVE OF TRANSPORT			

Tender's Name -----

Address-----

Signature and stamp

Date -----



PROPOSED DOUBLE DESK

All measurements are in mm

REGIONAL WORKS OFFICER
MOTIH & UD
STATE DEPT FOR PUBLIC WORKS
MOMBASA