



**Plan International Inc.**  
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8<sup>th</sup> April, 2025

Our Ref: **Tender No. KCO/29/04/FY25**  
**Supply of Solar Lamps – Sponsorship 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 would like your services in the supply of the below items:-

Item	Description	Qty	Unit Price	Total
Solar Lamps	<p>It should have an open-face design, with a wide lens area to increase luminosity and spread light to all corners of the room. The lantern should have two lighting settings: medium, and high, to meet different needs and adaptable to all situations. It should offer up to 20 hours of 360-degree lighting.</p> <p>It should offer dual-way charging: solar power and AC. It should also have USB features with at least three [3] types of charging heads, allowing for the charging of a phone or other small appliances by free and sustainable solar power.</p> <p>The design should be damage resistant and useful in a wide variety of situations. It should have a stand that allows hanging from a variety of nail sizes and allows it to be used as a table lantern. The solar panel should be at least 2.35W, that uses a maintenance-free Lithium-ion battery.</p> <p>It should have at least two [2] years warranty.</p>	1,150 pcs		

Delivery costs to Plan International Kilifi office		1 Lot		
	<b>GRAND TOTAL EXCLUSIVE OF VAT</b>			

Below is the image of the required lamp

**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. Grand total should be inclusive of transport costs. The Prices should be **exclusive of VAT. Plan International Inc is VAT Exempted.**
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)
9. Send Dully filled out, stamped, and signed quotations

**Submission Instructions:**

Quotations should be received by **Close of business on 15<sup>th</sup> April 2025** through the below email: [Kenya.Bids@plan-international.org](mailto:Kenya.Bids@plan-international.org)

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

Queries/clarifications related to this tender can be addressed to [Kenya.procurement.kilifi@plan-international.org](mailto:Kenya.procurement.kilifi@plan-international.org)

The subject of your email should be Tender No: KCO/29/04/FY25 **Supply of Solar Lamps – Sponsorship Project**

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*

“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.....

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). 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 thebest of my/our knowledge. For and on behalf of the supplier.

Name

Signature

Date

Position