

18th September 2024

Our Ref: **Tender No. KCO/11/09/FY25**

Supply of 75 Branded Plastic Water Tanks each with a capacity of 10,000 litres to 65 schools Kilifi & 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 Inc of VAT
1.	Branded Plastic water Tank -10,000 litres	75		
2.	Transportation Cost Kilifi	1 LOT		
3.	Transportation Cost Kwale	1 LOT		
TOTAL				

Delivery Place/Location; Kilifi &Kwale Counties as per below Table; -

No.	County	Sub-County	Name of School	Number of Tanks	Distance Estimates from Kilifi town and Kwale Town
1.	Kilifi	Kilifi South	Bembo Primary	2	23
2.	Kilifi	Kilifi South	Dzomere Primary	1	11
3.	Kilifi	Kilifi North	Fumbini Primary	2	4.7
4.	Kilifi	Ganze	Kang'amboni Primary	1	39
5.	Kilifi	Kilifi South	Kidutani Primary	1	26
6.	Kilifi	Kilifi South	Kiriba Primary	1	7.6
7.	Kilifi	Kilifi South	Kizingo Primary	1	39
8.	Kilifi	Kilifi North	Konjora Primary	1	11
9.	Kilifi	Ganze	Kwa Dadu Primary	1	53
10.	Kilifi	Kilifi South	Majajani Primary	2	11
11.	Kilifi	Ganze	Maya Island Primary	1	33
12.	Kilifi	Kilifi North	Mbogholo Primary	1	7.5
13.	Kilifi	Ganze	Mbwana Primary	1	55
14.	Kilifi	Ganze	Mdangarani Primary	1	28
15.	Kilifi	Kaloleni	Mgamboni Primary	1	44
16.	Kilifi	Kilifi South	Mtepeni Primary	1	42
17.	Kilifi	Kilifi South	Mtomondoni Primary	2	42
18.	Kilifi	Kilifi South	Mwarakaya Primary	2	30

19.	Kilifi	Kilifi South	Mwazangómbe Primary	1	40
20.	Kilifi	Ganze	Ndugu Mnani Primary	2	57
21.	Kilifi	Kilifi South	Reserve Primary	2	10
22.	Kilifi	Kilifi South	Timboni Primary	1	20
23.	Kilifi	Kaloleni	Tsagwa Primary	2	34
24.	Kilifi	Kaloleni	Tsunguni Primary	2	39
25.	Kilifi	Kilifi South	Tunzanani Primary	1	42
26.	Kilifi	Kilifi South	Vwevvesi Primary	1	86
27.	Kwale	Lungalunga	Chitsukwa Primary	2	70
28.	Kwale	Msambweni	Eshu Primary	2	74
29.	Kwale	Lungalunga	Ganda Primary	1	82
30.	Kwale	Msambweni	Ganja Primary	1	37
31.	Kwale	Lungalunga	Kichaka Mkwaju	2	75
32.	Kwale	Lungalunga	Kidziweni	2	63
33.	Kwale	Msambweni	kilulu Primary	1	37
34.	Kwale	Msambweni	Mafisini Primary	2	67
35.	Kwale	Msambweni	Magodi Primary	1	41
36.	Kwale	Lungalunga	Majoreni Primary	1	84
37.	Kwale	Msambweni	Maphombe Primary	1	41
38.	Kwale	Lungalunga	Mbumbuni Primary	1	97
39.	Kwale	Lungalunga	Mgombezi	1	98
40.	Kwale	Msambweni	Mivumoni Primary	1	64
41.	Kwale	Msambweni	Msambweni Primary	1	50
42.	Kwale	Lungalunga	Mshiu Primary	2	72
43.	Kwale	Lungalunga	Mtimbani Primary	1	80
44.	Kwale	Msambweni	Munje Primary	1	58
45.	Kwale	Msambweni	Mwachande Primary	1	61
46.	Kwale	Lungalunga	Mwangweni Primary	1	78
47.	Kwale	Lungalunga	Mwazaro Primary	2	72
48.	Kwale	Lungalunga	Mzizima Primary	2	72
49.	Kwale	Lungalunga	Perani Primary	2	90
50.	Kwale	Msambweni	Shamu Primary	2	30
51.	Kwale	Msambweni	Shimoni Primary	2	78
52.	Kwale	Msambweni	Shirazi Primary	1	61
53.	Kwale	Lunga Lunga	Tswaka Primary	1	76
54.	Kwale	Msambweni	Vingujini Primary	1	50
55.	Kwale	Lungalunga	Visawangaleni Primary	1	70
			Total	75	

Subject Line to read: Tender no: **KCO/11/09/FY25-**

Supply of 75 Branded Plastic Water tanks of 10,000 litres- COSME Project

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. 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)
4. Indicate delivery lead time on your Tender.
5. Indicate whether prices are inclusive or exclusive of VAT where applicable. Grand total should be inclusive of all government taxes and transport costs
6. Indicate if you accept to supply as per our credit policy of payment within 30 days after delivery.
7. Fill attached document (confidential business questionnaire)
8. Dully filled out, stamped, and signed Tender

Bids submission instructions:

Branding (logos attached in Annex 1)

The logos should be side by side and painted (no stickers)
As for the logo size, ensure the logo is visible enough but not too big and unproportioned.

Tender should be received by 1st October 2024 through the below email:

Kenya.bids@plan-international.org

Email subject line should read: Tender No. **KCO/10/08/FY25 – Supply of 75 Branded Plastic Water tanks of 10,000 litres- COSME Project**

Queries/clarifications related to this tender can be addressed to

Kenyaprocurement.kilifi@plan-international.org

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

We thereby request for your best competitive rates.

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.'

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".

Annex 1

Logos

PLAN/GAC Logo





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