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01st April 2025

Our Ref: **Tender No. KCO/28/03/FY25**
Supply of seedlings in Kwale and Kilifi counties – 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.

The Conservation and Sustainable Management of Coastal and Marine Ecosystems (COSME) project is a three-year initiative led by Plan International, which brings together several partners and stakeholders to significantly scale up Plan International Kenya’s current women-led, climate-resilient livelihoods and coastal management project in Kwale (Msambweni and Lungalunga Sub Counties) and Kilifi (Kilifi North, South and Ganze sub Counties).

Below is the list of seedlings required:-

| Type | Variety/Description | Qty | Unit Price | Total |
|-------------|--|--------------------------------|------------|-------|
| Mango | Grafted Ngowe seedlings (for Kwale and Kilifi) | 6,3520 pcs | | |
| Mango | Apple seedlings (for Kwale and Kilifi) | 6,352 pcs | | |
| Coconut | East Africa Tall Variety seedlings – Grafted (for Kwale and Kilifi) | 9,740pcs | | |
| Cashew Nuts | Grafted seedlings (for Kwale and Kilifi) | 5,025 pcs | | |
| Citrus | Budded oranges with Valencia seedlings (for Kwale and Kilifi) | 4,095 pcs | | |
| Citrus | Washington Navel seedlings (for Kwale and Kilifi) | 4,095 pcs | | |
| Citrus | Pixie seedlings (for Kwale only) | 1,097 pcs | | |
| | Delivery costs for Kilifi Seedlings to be distributed at Village level | See attached distribution list | | |
| | Delivery costs for Kwale Seedlings to be distributed at Village level | See attached distribution list | | |
| | GRAND TOTAL EXCLUSIVE OF VAT | | | |

Each Seedling shall be a least 30 cm and not more than 45 cm in height and at least 1.5 cm stem width. They should all be potted and properly hardened.

Inspection and Tests

- Plan International or its representative shall have the right to inspect and/or to test the goods to confirm their conformity to the Contract specifications. Plan International shall notify the tenderer in writing in a timely manner, of the identity of any representatives retained for these purposes.
- The inspections and tests will be conducted in the premises of the tenderer or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the tenderer or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to Plan International.
- Should any inspected or tested goods fail to conform to the Specifications, Plan International may reject the goods, and the tenderer shall either replace the rejected goods or make alterations.

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

Successful bidders MUST provide a declaration of quality obtained from a laboratory/government body as proof of quality.

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. 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 8th April 2025** through the below email:
-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

The subject of your email should be Tender No: KCO/28/03/FY25 Supply of Seedlings to Kwale and Kilifi – COSME 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 the best of my/our knowledge. For and on behalf of the supplier.

Name

Signature

Date

Position