ELIWAS Project
Request for Quotation (RFQ)
No. 1178/2020/03/KKM

WARNING: Prospective Offerors who have received this document from a source other than Action Africa Help International Kakuma, should immediately contact kakumaprocurement@actionafricahelp.org and provide their name and mailing address in order that amendments to the RFQ or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted via email.

1. Request for Quotation

Action Africa Help International is implementing a Water Sector Trust Fund funded project dubbed Enhancing Livelihood through Water and Sanitation Project (ELIWAS) that has components of water supply, Sanitation and water resources management. Starting from January 2020 to June 2020, invites qualified vendors to submit Quotation/quotes to supply pasture seeds, as outlined below.

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<td>1.</td>
<td>RFQ No.</td>
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<tr>
<td>2.</td>
<td>Issue Date</td>
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<td>3.</td>
<td>Title</td>
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| 4. | Issuing Office & Email/Physical Address for Submission of Quotations | Hard Copy to Action Africa Help International Office in Kakuma.
Attn: Chairman Procurement Committee
Or Email to: kakumaprocurement@actionafricahelpinternational.org |
<p>| 5. | Deadline for Questions | Questions due by 1 pm local Kenya time on Thursday 26th March, 2020 to: <a href="mailto:kakumaprocurement@actionafricahelpinternational.org">kakumaprocurement@actionafricahelpinternational.org</a> |
|   |   | Each Offeror is responsible for reading very carefully and understanding fully the terms and conditions of this RFQ. All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email or in writing delivered to the Issuing Office no later than the date specified above. All questions received will be compiled and answered in writing and distributed to all interested Offerors. |
| 6. | Deadline for Receipt of Quotations | Quotations due by 5:00 pm local Kenyan time on Monday 30th March, 2020. |
| 7. | Contact Person | <a href="mailto:kakumaprocurement@actionafricahelpinternational.org">kakumaprocurement@actionafricahelpinternational.org</a> |
| 8. | Anticipated | Issuance of this RFQ in no way obligates Action Africa Help International to |</p>
<table>
<thead>
<tr>
<th>Award Type</th>
<th>Award a subcontract or purchase order and offerors will not be reimbursed for any costs associated with the preparation of their bid.</th>
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<tr>
<td>9. Basis for Award</td>
<td>An award will be made based on Technical responsiveness/Full compliance to requirements and the Lowest Price Source Selection process. The award will be issued to the responsible Offeror submitting the lowest evaluated price that meets or exceeds the acceptability requirements for technical/non-cost factors described in this RFQ.</td>
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| 10. General Instructions to Offerors | - Late offers will be rejected except under extraordinary circumstances at Action Africa Help International discretion.  
- Submission of Quotation - Quotations must be in English and include one (1) hard copy printed on company letterhead items listed in the excel file **Price Schedule-B** and/or one (1) soft copy to kakumaprocurement@actionafricahelpinternational.org. All Quotations must be signed and stamped by the Offeror.  
- Offerors shall confirm in writing that the Offeror fully understands that their Quotation must be valid for a period of ninety (90) days by signing the **Attachment A**: Cover Letter.  
- These services are not eligible for VAT exemption under the AAH-I contract with WSTF.  
- Action Africa Help International has a right to increase or decrease items.  
- No Advance Payment will be made by Action Africa Help International. |
| 11. Scope of Work Requirements for Technical Acceptability | Action Africa Help International seeks Offeror to supply various variety of grass seeds for its project office in Kakuma. Detailed item list is attached (“**Price Schedule-B**”). In addition to meeting the scope of work listed above, offerers are required to meet or exceed the significant non-cost factors listed below:  
- Offerors shall complete Attachment A: price schedule template – of the items they can provide.  
- All items must be new, unused, and in their original packaging;  
- All prices should be quoted in local currency Kshs; and  
- All prices should be inclusive of product warranties. |
| 12. Determination of Responsibility | AAH-I will not enter into any type of agreement with an Offeror prior to ensuring the Offeror’s responsibility. When assessing an Offeror’s responsibility, the following factors are taken into consideration:  
1. Offerors shall provide a copy of their current, valid business permit to operate in Kenya;  
2. Having adequate financial resources to deliver goods or the ability to |
1. Obtain financial resources.
2. Ability to comply with required or proposed delivery or performance schedules.
3. Have a satisfactory past performance record.
4. Have a satisfactory record of integrity and business ethics.
5. Be qualified and eligible to perform supply contract under applicable laws and regulations.

| 13. Compliance with Terms and Conditions | Offerors shall be aware of the general terms and conditions for an award resulting from this RFQ. |
| 14. Procurement Ethics | By submitting an offer, offerors certify that they have not/will not attempt to bribe or make any payments to AAH-I employees in return for preference. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Offeror or the AAH-I staff may report violations to wrs.expolink.co.uk/AAHI or via email to aahi@expolink.co.uk. |
| 15. Offeror’s Agreement with Terms and Conditions | The completion of all RFQ requirements in accordance with the instructions in this RFQ and submission to AAH-I of a quote will constitute an offer and indicate the Offeror’s agreement to the terms and conditions in this RFQ and any attachments hereto. Issuance of this RFQ in no way obligates AAH-I to award a purchase order, nor does it commit AAH-I to pay any costs incurred by the Offeror in preparing and submitting the quote. AAH-I has the rights to increase or decrease the goods and services mentioned in this RFQ. |
Attachment A: Cover Letter

Date:

TO:

To Whom It May Concern:

We, the undersigned, provide the Request for Quotation (RFQ) – 1178/2020/03/KKM in accordance with your Request for Quotation dated March 16, 2020.

We certify a validity period of 90 days for the prices provided in the attached Price Schedule/Bill of Quantities. Our Quotation shall be binding upon us subject to the modifications resulting from any discussions.

We understand that AAH-I is not bound to accept any Quotation it receives.

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:
Telephone:
Email:

Company Seal/Stamp:
STANDARD INVITATION FOR QUOTATIONS/TENDERS

Date: 16/3/2020
Supplier Address:

Dear Sir/Madam,

RE: Quotation/Tender Request No. 1178/2020/03/KKM
Title of Order Contents: Grass seeds

We invite you herewith to submit, an offer to supply the following items:

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<tr>
<th>SN/No.</th>
<th>FULL Item/Service Description and Specifications</th>
<th>Unit</th>
<th>Qty (Ksh)</th>
<th>Total Cost (Ksh)</th>
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<tbody>
<tr>
<td>1</td>
<td>Maasai love grass – Eragrostis superba</td>
<td>Kgs</td>
<td>450</td>
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<td>2</td>
<td>Cenchrus ciliaris – African fox tail</td>
<td>Kgs</td>
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Total Amount (currency)
Tax (VAT, WHT)
TOTAL AMOUNT (Tax Inclusive)

NOTES:
Indicate your legal name if different from the above
Quote the above order number when replying
Delivery period, place and validity of your quote to be included
Price quoted must be net inclusive of Taxes where applicable
The quote must be dated, stamped and signed
The quotation should be enclosed in plain sealed envelope where applicable and deposited in the tender box at the administration office
Failure to observe these conditions will lead to automatic disqualification of the Bidder and without obligation on our part
The organisation reserves the right to accept or reject any bid either wholly or in part and does not bind itself to accept the lowest or any bid or give reason for the rejection
If you are not able to quote, we shall appreciate a brief indication to this effect as soon as possible

Include DELIVERY PERIOD........................................... QUOTE VALIDITY PERIOD..................................
Quotation must be received at our office on or before, date: 30th March 2020, 5:00 P.M

Yours faithfully,
For: Action Africa Help – International
Does your proposal include the following?

☐ Cover Letter (use template in Attachment A)

☐ Detailed Cost Breakdown (use Attachment B: Price Schedule)