

Request for Quotation (RFQ)

Long-Term Agreement (LTA) for Supply of Isuzu Spare parts

No. 00002/2020/10/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 (Long term agreement for supply of Isuzu Spare parts)

Action Africa Help International is the lead logistics and livelihood partner for UNHCR in Kakuma. AAHI invites qualified vendors to submit Quotations/bids for the supply of ISUZU spare parts, No. 00002/2020/10/KKM as per the specifications provided on the price schedule B.

1. RFQ No.	00002/2020/10/KKM
2. Issue Date	October 02, 2020
3. Title	Long-Term Agreement (LTA) for Supply of Isuzu Spare Parts
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@actionafricahelp.org
5. Deadline for Questions	Questions due by 3.00 pm local Kenya time on Monday , 12 th September 2020 to : procurementqueries@actionafricahelp.org 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 09:00 a.m. local Kenyan time on Friday, 16 th September 2020.

7. Contact Person	kakumaprocurement@actionafricahelp.org
8. Anticipated Award Type	Issuance of this RFQ in no way obligates Action Africa Help International to award a subcontract or purchase order and offerors will not be reimbursed for any costs associated with the preparation of their bid.
9. Basis for Award	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.
10. General Instructions to Offerors	<ul style="list-style-type: none"> • 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@actionafricahelp.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 one year by signing the Attachment A: Cover Letter. • These services are not eligible for VAT exemption under the AAH-I contract with UNHCR. • 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	<p>Action Africa Help International seeks Offeror for a long terms agreement to supply spare parts for its project in Kakuma. Detailed specifications list is attached (“Price Schedule-B”).</p> <p>In addition to meeting the scope of work listed above, offerors are required to meet or exceed the significant non-cost factors listed below:</p> <ul style="list-style-type: none"> • 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 KES;
12. Determination of Responsibility	<p>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:</p> <ol style="list-style-type: none"> 1. Having adequate financial resources to deliver goods or the ability to obtain financial resources. 2. Ability to comply with required or proposed delivery or performance

	<p>schedules.</p> <ol style="list-style-type: none"> 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.

1.1

Attachment A: Cover Letter

Date:

TO:

To Whom It May Concern:

We, the undersigned, provide the **Request for Quotation (RFQ) – 00002/2020/10/KKM** in accordance with your Request for Quotation dated October, 02, 2020.

We certify a validity period of one year for the prices provided in the attached Price Schedule/Bill of Quantities and terms of reference. 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: