



Request for Quotation (RFQ)

Supply of Office Stationery, Supply of Communication Airtime (Safaricom and Airtel) and Printing of Paper Products.

Reference #: Framework Agreement/DMVV/KISII/07/2023-2024-001-003

Planned Timetable	
Issue Request for Quotation	August 4, 2023
Suppliers return signed Intent to Bid forms due date	August 7, 2023
Questions from Suppliers due date	August 19, 2023, at 5pm.
Answers to Suppliers questions due date	August 19, 2023, at 5pm.
Bid submission due date	August 21, 2023, at 5 PM EAT.
Bid Opening and Evaluation date	August 22, 2023
Suppliers visit if applicable	TBC
Award of Business	TBC
Contract start	TBC

Reference no.	Request for Quotation Title/ Description
Ref #: FA/DMVV/KISII/07/2023-2024-001	Supply of various Office Stationeries
Ref #: FA/DMVV/KISII/07/2023-2024-002	Supply of Communication Airtime (Safaricom and Airtel)
Ref #: FA/DMVV/KISII/07/2023-2024-003	Printing of Paper Products

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I. INTRODUCTION

1. Brief organizational profile

Daraja Mbili Vision Volunteers is a Community Based Organization established in 2003 as a not-for-profit making, voluntary organization with its main offices located at Nyamataro Center, Off Kisii – Kisumu Highway, Kisii-Kenya. DMVV was initiated mainly to focus on improving the health and well-being of poor and vulnerable communities within Kenya. The organization implements various community focused health and empowerment programs in Kisii, Nyamira and Narok Counties and envision to see Healthy and Empowered Societies.

2. The Purpose of this Request for Quotations (RFQ)

It is the intent of this RFQ to secure competitive proposals to select a supplier or vendor for the Daraja Mbili Vision Volunteers to Supply Office Stationery, Supply of Communication Airtime (Safaricom and Airtel) and Printing of Paper Products to its main office. All eligible Suppliers and Vendors that qualify and are technically competent for the supply of the goods in the price list schedule as provided are invited to submit their proposals.

The winning bidder(s) will enter into a Framework Agreement (FA) for one (1) year. Bidders must have complied with all Government legal Regulations to operate in Kenya and a regular tax payer to offer such goods as specified in the tender and shall furnish copy of its operating license/certificate of registration valid for the fiscal year 2023-2024. The Bidder shall not be under a declaration of ineligibility for corrupt or fraudulent practices.

3. Cost of Bidding

The Bidder shall be responsible for all costs associated with the preparation and submission of its bid, and DMVV hereinafter referred to as “the Purchaser”, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

4. Instructions to Tenderers

Tenderers are advised to read carefully these instructions, before preparing the quotation. The standard forms in this RFQ may be photocopied for completion but the Tenderer is responsible for their accurate reproduction. The term **Tenderer** or **Bidders** shall mean the firm or person submitting a quotation. The term **Quotation** herein shall mean the quotation submitted as usually understood in public procurement.

II. THE BIDDING DOCUMENTS:

5. The Bidding Documents

The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents prepared for the selection of authorized suppliers or vendors. Failure to furnish all information required as per the bidding documents or to submit a bid not substantially responsive to the bidding document in every respect will be at the Bidder’s risk and may result in bid rejection.

Mandatory Requirements

No.	Requirements	Score
1.	Copy of Certificate of Registration/Incorporation (including CR12 updated)	Mandatory
2.	Copy of Valid KRA PIN	Mandatory
3.	Copy of Valid Tax Compliance Certificate	Mandatory
4.	Valid Single Business Permit from County Governments	Mandatory
5.	Evidence of physical registered office (Confirm evidence of physical location and address of firm, Single Business Permit from County Governments)	Mandatory
6.	Intent to Bid must be signed and returned to DMVV- Annex 2	Mandatory
7.	Registration of suppliers' application form - Annex 3	Mandatory
8.	Supplier/Vendor Information Form & DMVV Conflict of Interest & Ethical Operating standards- Annex 4	Mandatory
9.	Financial Position and Terms of Trade Form Annex 5	Mandatory
10.	Fill form of disclosure of interest - Annex 6	Mandatory
11.	Fill certificate of independent quotation determination - Annex 7	Mandatory
12.	Fill self-declaration form - Annex 8	Mandatory
13.	Sworn Statement form for Suppliers for Goods & Services - Annex 9	Mandatory

Only bidders who will provide all the mandatory requirements will be subjected to financial evaluation

6. Clarification of the Bidding

A prospective bidder requiring any clarification of the bidding may notify the DMVV in writing via email to procurement@darajavision.org. The request for clarification must reach the DMVV not later than 2 days to the deadline for submission of the proposals and DMVV will respond by e-mail providing clarification. Written copies of the Purchaser's response (including an explanation of the query but without identifying the source of inquiry) will be communicated to all prospective Bidders, who had received the bidding documents.

III. PREPARATION OF BIDS:

7. Language of Bid

The bid and all relative correspondence and documents exchanged between the bidders and the Purchaser shall be written in **English language only**. Any printed literature furnished by the bidder and written in another language must be accompanied by an English translation of its pertinent passages, in which case, for purposes of interpretation of the bid, the English translation shall prevail. Any translations must be performed by a licensed translator as recognized and notarized by the Courts and Government of Kenya.

Key contact details and company information should be easily identifiable; no promotional information should be included.

8. Documents Comprising the Bid

The submitted bid must include the following information as per **clause 5 above**. Failure to supply all requested information or comply with the specified formats may disqualify the bidder from consideration.

Technical Proposal

- All documents as per clause 5 above.
- Three (3) References from current or past clients (**at least 2 must be in the last one year**)
- Cover letter expressing interest to be a contracted vendor/supplier (**Content of letter as per clause 14 below**)

Financial Proposal

- A Bid detailing the unit and total prices in the sheet given for the purpose; - Refer to **Annex - 1**

9. Bid Prices & Price Changes

For the purpose of selecting a supplier/vendor and executing the Framework Agreement, the Bidder shall clearly indicate the unit price of the goods they want to supply. All unit prices shall be clearly indicated in the space provided in the price schedule. All unit prices quoted in the RFQ response shall be agreed to be in effect for a minimum of twelve (12) months beginning on the date when the contract is executed. During the validity period of the Framework Agreement, if there is a price change in the market, which are subject to significant and unavoidable market forces which prevent this, the supplier shall describe and justify the driver(s) of potential price fluctuation in writing to the Purchaser a month before implementing the change. The Purchaser shall respond to the request in writing within 15 days of receipt of notice for price change. Once the changes are agreed between both parties, an addendum will be signed and included in the FA. The Bidder must sign and officially stamp the price schedule.

10. Bid Currencies

All financial rates and amounts entered in the Bid Form and Price Schedule and used in documents, correspondence, or operations pertaining to this tender shall be expressed in Kenya shillings.

11. Document Establishing Goods Eligibility and Conformity to Bidding Documents

The Bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the Bidding Documents of all goods and services, which the Bidder proposes to supply under the Contract. The Documentary evidence of the goods' and services' conformity to the Bidding Documents may be in the form of technical specifications, literature, drawings, data (tables, graphs etc.), and shall furnish:

- A detailed description of the goods' essential technical and performance characteristics.
- A clause-by-clause commentary on the Purchaser's Technical Specifications demonstrating the goods' and services' substantial responsiveness to those specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications.

The bidder shall note that standards for material and equipment, and references to brand names or catalogue numbers designated by the Purchaser in its Technical Specifications are intended to be restrictive. However, the Bidder may propose alternate standards, brand-names and/or catalogue numbers in its bid, provided that it demonstrates to the Purchaser's satisfaction that the substitutions are substantially equivalent or superior to those designated in the Technical Specifications.

12. Bid Security

For the purpose of this tender process, Bid Security or Bond is not applicable.

13. Period of Validity of Bids

Bids shall remain valid for 90 working days after the date of bid opening prescribed by the Purchaser. A bid valid for a shorter period may be rejected by the Purchaser as non-responsive.

In exceptional circumstances, the Purchaser may request the Bidders to extend the period of validity. The request and the responses thereto shall be made in writing by letter or e-mail. A bidder agreeing to the request will not be required nor permitted to modify his bid.

14. Format and Signing

The original bid shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. Financial proposal pages of the bid shall be initialed by the person or persons signing the bid and stamped.

Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

The bidder shall include a cover letter in their proposal. The content of the cover letter on tender's/Vendor's own letter head shall include the following information:

- **A table containing bid offer: item description, unit price in price schedule format that is provided (Annex 1A, 1B and 1C)**
- A detailed specification of the offered goods and services
- Warranty (if necessary and appropriate);
- Delivery time;
- Experience;
- Terms of Trade;
- Price validity date (for this purpose and as stated on the advertisement, quote given shall remain unchanged for 90 working days).

IV. SUBMISSION OF BIDS

15. Submission and Marking of Bids:

Bids shall be submitted electronically through procurement@darajavision.org and addressed to:

**TENDER COMMITTEE
DARAJA MBILI VISION VOLUNTEERS**

OR physically and addressed to:

**TENDER COMMITTEE
DARAJA MBILI VISION VOLUNTEERS
P.O BOX 3092-40200,
KISII**

And deposited in Daraja Mbili Vision Volunteers office located at Nyamaturo Center, Kisii – Off Kisumu Main Highway (Opposite Gudka Primary School), Kisii County.

Bids submitted after the deadline will not be considered.

The Purchaser may, at its discretion, extend the deadline for the submission of bids, in which case all rights and obligations of the Purchaser and Bidders, as documented in the RFQ, will be applicable to the new deadline.

Format

The Bidder's proposal shall comprise of technical proposal and financial proposal, in separate folders. The folders should be clearly named -: "**Technical Proposal**" and "**Financial Proposal**". Then the two folders should be zipped, which should be named with the RFQ reference number.

Please refer to list of items in clause 8

1. Technical proposal
2. Financial proposal

16. Modification and Withdrawal of Bids

The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Purchaser prior to the deadline prescribed for submission of bids. No bid may be modified after the deadline for submission of bids.

V. BID OPENING AND EVALUATION

17. Preliminary Examination (Assessing for eligibility)

The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether bids are generally in order.

18. Evaluation, Comparison and selection of Bids

Compliant bids will be evaluated by a panel and the successful bidder(s) will be notified in writing or where necessary by phone that his/her bid has been accepted and selected for the specific service(s). **DMVV intends to select multiple providers for the supply of goods and provision of services.**

TECHNICAL AND FINANCIAL EVALUATION CRITERIA.

Item No.	Evaluation Criteria	Max Score	Score Awarded
1.	Company Profile: a) Provide company profile (brief-max 5 pages) To be in existence/operations for the last 3 years or more	5	
2.	Experience: a) Provide list of names and contacts of the customers/clients you have worked with within the last one year (1 mark each) b) Provide recommendation letters of suppliers from institutions/clients within or without Kisii (3 clients with recommendation letters from the clients –1 mark each).	10	
3.	a) Delivery terms - Bidder to provide the most advantageous delivery schedule. Please indicate minimum time required to deliver goods or services (Stationeries, Airtime & Printing services) after notice. (DMVV prefers delivery lead time of at least 5 days after issuance of LPO/Order)	5	
	b) Payment terms - Bidder to provide the most favorable terms of payment. (DMVV payment terms are to pay within 30 working days of acceptance of goods/services and receipt of valid invoice together with the supporting documents)	5	15

	c) Terms of Trade – Bidder to provide details of an operational bank account. <ul style="list-style-type: none"> • Provide a reference letter from the applicant’s bank regarding the existence of an operational bank account (3 marks) • Provide certified bank statement from the bank (2 marks) • Bank details only will be awarded 1 mark 	5	
4.	Physical Facilities: Supplier’s capacity to deliver contracted goods as assessed by a physical visit by DMVV staff members/Tender committee. A proof to be able to supply all the supplies will earn -10 marks Provide details of physical address and contacts – attach lease agreement	10	
5.	Statement(s) that demonstrate an understanding of the category of interest <ul style="list-style-type: none"> • Attach cover letter in a letterhead in in the format in clause 14 – 10 marks • Cover letter with no clear statement of understanding – 5 marks • No cover letter – 0 mark 	10	
6.	Well-arranged Tender document according to the format provided	10	
Only bidders who score 45% and above in the technical evaluation will be subjected to financial evaluation. Bidders who will not meet this minimum score shall be disqualified at this stage.			
7.	Financial Evaluation: Offer as per Price schedules	40	
	TOTAL SCORE	100	

The minimum score to qualify shall be 65% for the supplier to be contracted.

Financial Evaluation Criteria

- 1) Only bids that pass the technical evaluation criteria shall be subjected to the financial evaluation;
- 2) The financial evaluation of bids shall be carried out in accordance to the provisions of the bidding documents, in particular clause 8
- 3) All Bidders shall be ranked based on the evaluated price with the first ranked being the lowest evaluated price, the second ranked being the second lowest evaluated price, and so on.
- 4) The top five ranked bidders shall be selected to enter into a contract (Framework Agreement (FA) for one (1) year

19. Contacting the Purchaser

Subject to Clause 6, no Bidder shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded or the selected qualified supplier(s) is announced.

20. Notification of Award

Prior to the expiration of the period of bid validity, the Purchaser will notify the successful bidder(s) in writing or where necessary by phone that his/her bid has been accepted. At this stage DMVV may also choose to negotiate with the selected bidder to finalize the offer and begin finalizing the contract and agree an implementation plan.

VI. CONTRACTING

21. Contract award and notification

The Purchaser shall award the Contract to the notified successful Bidder(s) whose bid has been determined to be substantially responsive and has been determined to be the best evaluated bid considering price and performance factors, provided further that the Bidder is determined to be qualified to enter into a one-off agreement and perform its obligations satisfactorily.

22. Warranty

The Supplier shall warrant that the goods to be supplied are new, unused, of the most recent or current models (products) and meet the Purchaser's specifications.

The warranty shall remain valid for a period of time as may be specified by the supplier in the Bid and this warranty period shall be considered as one of the bid advantages, and shall in no case be less than that which is provided for by Kenya Law if any.

23. Inspection

The Purchaser shall have the right to inspect the goods to confirm their conformity to the specification. The inspection will be conducted by assigned staff of the Purchaser or a reputed relevant consultant selected by the Purchaser.

In the future business relation, should any inspected goods fail to conform to the specification, the Purchaser may reject them and the Bidder shall replace the rejected goods without extension of time except at the Purchaser's sole discretion.

24. Price Schedules and Location

A Bid detailing the unit and total prices in the sheet given for the purpose. Bidder shall prepare and submit their quotation in the format provided. - Refer to **Annex – 1A, 1B & 1C**

25. Service or consultant agreements

For service or consultant agreements time and material awards are not authorized unless it is the only suitable award and a ceiling is established.

26. Disclaimer

The Purchaser reserves the right to alter the dates of the timetable. DMVV reserves the right to change any aspect of, or cease, the tender process at any time and does not bind itself to accept the lowest or any proposal. All information supplied by DMVV to the tenderers, including that contained in this RFQ, is subject to the supplier's own due diligence. DMVV accepts no liability to tenderers whatsoever and however arising and whether resulting from the use of this RFQ, or any omissions from or deficiencies in this document. It is the responsibility of potential suppliers to obtain for themselves at their own expense all additional information necessary for the preparation of their response to this RFQ. No claims of insufficient knowledge will be entertained.

Attached Form/Documents

- Annex 1- Price schedules; Refer to **Annex – 1A, 1B & 1C**
- Annex 2 – Intent to Bid
- Annex 3- Registration of Suppliers' Application Form
- Annex 4- Supplier Information Form
- Annex 5- Financial Position and Terms of Trade Form
- Annex 6- Form for Disclosure of Interest
- Annex 7- Certificate of Independent Quotation Determination
- Annex 8- Self-Declaration form
- Annex 9 - Sworn Statement form for Suppliers for Goods & Services.

Appendix 1 A- Price schedule – Office Stationeries

Ref #: DMVV/RFQ/07/2023-2024-001

Item No	Description	Detail Specification	Unit of Measure	Qty	Unit Price TAX inclusive	Remarks (if quoted different brand or specification, please mention here.)
1	Photocopying papers-JK copier	A4/ white/500 sheets	Ream	1		
2	Photocopying papers-Paper one	A4/ white/500 sheets	Ream	1		
3	Photocopying papers- A one	A4/ white/500 sheets	Ream	1		
4	Photocopying papers-JK copier	A3/ white/500 sheets	Ream	1		
5	Photocopying papers-Paper one	A3/ white/500 sheets	Ream	1		
6	Photocopying papers- A one	A3/ white/500 sheets	Ream	1		
7	Box File (3") – Office Point	9300E/320mm*280mm (A4) Blue	pcs	1		
8	Box File (2")- Office point	A4/Blue	pcs	1		
9	Spring fillers - PVC - assorted colors	Office point or similar	PCS	1		
10	Paper clip (28 mm)		Packet	1		
11	Paper clip (33 mm)		Packet	1		
12	Paper clip (50mm)		Packet	1		
13	Paper clip (55mm)		Packet	1		
14	Paper clip (78 mm)		Packet	1		
15	Sticky notes-Assorted color	76*76 mm	Packet	1		
16	Sign here sticky note		Packet	1		
17	Envelope (brown)good quality, A3 size		Pcs	1		
18	Envelope (brown)good quality, A4 size		Pcs	1		
19	Envelope (brown)good quality, A5 size		pcs	1		
20	Envelope (brown) good quality Small size		Pcs	1		
21	Note book- A5 Kasuku Short hand	Harts or Similar	book	1		
22	Flip Chart (A1 size) thick	white	pcs	1		
23	File Divider- Manilla Assorted color	Ruled/Size 8*5	Pcs	1		
24	File Divider- Office point	A4 size	Pcs	1		
25	Pritt Glue Stick 43g original		Pcs	1		
26	Pritt Glue Stick 22g original		Pcs	1		
27	Highlighter Pen (assorted color)		pcs	1		

28	Permanent Markers –assorted color		Pcs	1		
29	Double permanent marker-assorted color		Pcs	1		
30	Suspension File	Manila	pcs	1		
31	Clear bag A4 size		pcs	1		
32	Clear PVC-assorted color		Ream	1		
33	Embossed papers-assorted color		Ream	1		
34	Exercise book A4	Pages 96	pcs	1		
35	Exercise book A4	Pages 120	pcs	1		
36	Exercise book A4	Pages 200	pcs	1		
37	Paper Punch DP 540	Kangaro or similar	pcs	1		
38	Paper Punch DP 700	Kangaro or similar	pcs	1		
39	Paper Punch DP 800	Kangaro or similar	pcs	1		
40	Ball Pen Blue/Black/Red	Sharp pointed	PKTS	1		
41	Bic Blue/Black/Red/ green	Uniball	PKTS	1		
42	Ball point pen-(Obama) Blue/Red/Black		PKTS	1		
43	Handbook A4	Ruled/2 quire	pcs	1		
44	Handbook A4	Ruled/3 quire	pcs	1		
45	Handbook A5	Ruled/3 quire	pcs	1		
46	Handbook A5	Ruled/2quire	pcs	1		
47	Binding Tapes- Assorted color	B20/18m	pcs	1		
48	Masking Tape 1.5" White	100 ft	roll	1		
49	Masking Tape 2" white	100 ft	roll	1		
50	White Board Marker Pen (assorted color)		dozen	1		
51	Ruler (plastic) 12"	Clear color	pcs	1		
52	Stapler	Kangaro DS 45 or similar	pcs	1		
53	Stapler	Kangaro DS 210 or similar	pcs	1		
54	Stapler pin	Kangaro DS 24/6, or similar	box	1		
55	Stapler pin	Kangaro DS 24/6, or similar	box	1		
56	Stapler pin	Kangaroo DS 23/15	box	1		
57	Staples Remover		PCS	1		
58	Document tray	3 layers	PCS	1		
59	HP laser cartridge	83A	PCS	1		
60	Kyocera -Toner	TK 475	PCS	1		
	Kyocera - Toner	TK 6115	PCS	1		
61	HP LaserJet CM1415fn	Black Cartridge CE320A	PCS	1		
	HP LaserJet CM1415fn	Cyan Cartridge CE321A	PCS	1		
	HP LaserJet CM1415fn	Yellow Cartridge CE322A	PCS	1		

	HP LaserJet CM1415fn	Magenta Cartridge CE323A	PCS			
62	Spring files		pcs	1		
63	Seal-tape		pcs	1		

	SPECIFY THE FOLLOWING	Remarks	Indicate here:
	THE PRICE VALIDITY PERIOD (DMVV preferred validity is 3 months from the date of submission)	Indicate in Months	
	DELIVERY PERIOD Please indicate minimum time required to deliver Stationeries/Airtime/Printing Services after notice. (DMVV prefers a period of 2 days or below after notice)	Indicate in Days or hours	

Important Notes;

1. Please indicate the prices in the column provided
2. Do not delete or reorganize any of the item(s) or information, if you do have the product/item, just leave the space blank.
3. Use the remarks column if quoting different brand or specification.
4. Indicate the information below:

Name of Company/Vender/Tenderer.....

Name of person quoting the price list

Title:

Sign:

Date:

Official Stamp:

Appendix 1 B- Price schedule – Paper printing Products

Ref #: DMVV/RFQ/07/2023-2024-002

No	Item Description	Detail Specification	Unit of measure	Qty	Unit Price TAX inclusive
1	Fliers	A5 printed on art paper 150gsm glossy, full color	Pieces	1	
2	Letterheads	Text and donor Logo-full color on classic paper	Pieces	1	
3	Brochures	A4 printed on art paper 150gsm glossy, full-color	Pieces	1	
4	Printing Certificates	Colored Branded certificates on A4 size embossed paper with logos and serialized	Pieces	1	
5	Business Cards	Ivory paper 300gsm -printed both sides matt laminated	Pieces	1	
6	Business Cards	Ivory paper 300gsm -printed both sides gloss laminated	Pieces	1	
7	Photocopy black and white	A4 on 80 gsm paper	Pieces	1	
8	Printing color	A4 on 80 gsm paper	Pieces	1	
9	Stock cards	A4 on manilla 300 gsm printed 2 colors	Pieces	1	
10	Registers	A3 printed on Bond paper-80 gsm - 100 sheets/200 pgs.	Pieces	1	
11	Branded Folders	Printed on art 300 gsm paper with die cut and matt finish	Pieces	1	
12	Store Release Book	NCR 50*4 printed two colors	Pieces	1	
13	Appointment cards	On manilla 300 gsm printed in colors	Pieces	1	
14	Referral books	A6 printed on Manilla 224 gsm both sides on color	Pieces	1	
15	Lamination	Matt or gross lamination	Pieces	1	
16	DMVV Branded note books	A5 size leather cover 50 pages	Pieces	1	
17	DMVV Branded note books	A4 size leather cover 50 pages	Pieces	1	
18	Tape binding	A4-300-400 pages	Pieces	1	
	Tape binding	A4-100-200 pages	Pieces		
	Tape binding	A4-Below 100 pages	Pieces		
19	Spiral binding	A4-300-400 pages	Pieces	1	
	Spiral binding	A4-100-200 pages	Pieces	1	
	Spiral binding	A4-Below 100 pages	Pieces	1	
20	Payment voucher	A4 printed 3 colors	Pieces	1	
21	Requisition book	A4 printed 3 colors	Pieces	1	
22	Surrender book	A4 printed 3 colors	Pieces	1	

	SPECIFY THE FOLLOWING	Remarks	Indicate here:
	THE PRICE VALIDITY PERIOD (DMVV preferred validity is 3 months from the date of submission)	Indicate in Months	
	DELIVERY PERIOD Please indicate minimum time required to deliver Stationeries/Airtime/Printing Services after notice. (DMVV prefers a period of 5 days or below after notice)	Indicate in Days or hours	

Important Notes;

1. Please indicate the prices in the column provided
2. Do not delete or reorganize any of the item(s) or information, if you do have the product/item, just leave the space blank.
3. Indicate the information below:

Name of Company/Vender/Tenderer.....

Name of person quoting the price list

Title:

Sign:

Date:

Official Stamp:

Appendix 1 C- Price schedule – Communication Airtime

Ref #: DMVV/RFQ/07/2023-2024-003

Item No	Description	Detail Specification	Delivery Period (Fill this information)	Unit of Measure	Qty	Unit Price
1	Supply of Airtime	Safaricom 1,000 denomination		PCS	1	
2	Supply of Airtime	Safaricom 500 denomination		PCS	1	
3	Supply of Airtime	Safaricom 200 denomination		PCS	1	
4	Supply of Airtime	Safaricom 100 denomination		PCS	1	
1	Supply of Airtime	Airtel 1,000 denomination		PCS	1	
2	Supply of Airtime	Airtel 500 denomination		PCS	1	
3	Supply of Airtime	Airtel 200 denomination		PCS	1	
4	Supply of Airtime	Airtel 200 denomination		PCS	1	

	SPECIFY THE FOLLOWING	Remarks	Indicate here:
	THE PRICE VALIDITY PERIOD (DMVV preferred validity is 3 months from the date of submission)	Indicate in Months	
	DELIVERY PERIOD Please indicate minimum time required to deliver Stationeries/Airtime/Printing Services after notice. (DMVV prefers a period of 1 day or below after notice)	Indicate in Days or hours	

Important Notes;

- 1. Please indicate the prices in the column provided**
- 2. Do not delete or reorganize any of the item(s) or information, if you do have the product/item, just leave the space blank.**
- 3. Indicate the information below:**

Name of Company/Vender/Tenderer.....

Name of person quoting the price list

Title:

Sign:

Date:

Official Stamp:

Annex 2 - Intent to Bid

DARAJA MBILI VISION VOLUNTEERS
INTENT TO BID FORM

Reference #:

Company/Firm Name _____

(Please indicate #1 or #2 below).

Submit this form indicating your selected option by **7TH August 2023 at 5 pm (EAT)** through email:
dmvvtenders@gmail.com

1. It is the intent of this company/Firm to submit a response to the **Supply of stationeries, Supply of Communication Airtime and Printing of Paper Products Request for Quotation.**

Please provide a name and email address for the person within your company that should receive notices, amendments, etc. that are related to this RFQ:

Name: _____

Phone: _____

Email: _____

Signature _____

Title of Person signing _____

Date _____

We realize that this is an intent to bid and in no way obligates this company to participate in this process.

2. This Company/Firm DOES NOT intend to participate in this RFQ.

Name: _____

Phone: _____

Title of Person signing _____

Date and Signature _____

Please email this form at your earliest convenience to the attention of:

Tender Committee

Email: dmvvtenders@gmail.com

Annex 3- Registration of Suppliers' Application Form

DARAJA MBILI VISION VOLUNTEERS
REGISTRATION OF SUPPLIERS' APPLICATION FORM

The information provided will be used to evaluate the Company/Vendor for Pre-Qualification before contracting with DMVV.

Reference #:

REGISTRATION OF SUPPLIERS' APPLICATION FORM

I/Wehereby apply for prequalification as
(Name of Company/Firm)

supplier(s) of

.....

.....
(Item Description)

.....

.....
(Sub-Category/Reference No.)

Organization & Business Information:

Post Office Address

Town

Street

Name of building

Room/Office No. Floor No.

Telephone/Mobile Nos.

Other branches' location

Full Name of applicant Contact Person

Name of General Manager/Director

Name of Manager.....

Number of Other Staff.....

Partnership (if applicable)

Names of Partners

- 1.
- 2.
- 3.
- 4.

- 1. The business founded or incorporated (Yes/No)
- 2. Under present management since (Indicate dates)
- 3. The business has a bank account (Yes/No)
- 4. Bank Name and address
- 5. Indicate terms of trade/sale.....

Group (If applicable)

Name of Group.....

Date of registration.....

Type of registration.....

Name of Office Bearers/Group Leaders

Chair..... Phone No.

Secretary..... Phone No.

Treasurer..... Phone No.

Certification

On behalf of the Tenderer, I certify that the information given above is complete, current and accurate as at the date of submission.

Full Name: _____ **Title/Designation:** _____

Signature: _____ **Date:** _____

Bidder/Vendor official stamp: _____

Annex 4- Vendor Information form

DARAJA MBILI VISION VOLUNTEERS
Vendor Information Form

The information provided will be used to evaluate the Company/Vendor for Pre-Qualification before contracting with DMVV.

Please complete all fields. Fields marked (*) are mandatory.

Vendor Information

*Company/ Organization Name *For individual consultants, provide legal first and last name	
*Any other names company is operating under (Acronyms, Abbreviations, Aliases) if any	
*Previous names of the company	
*Date of legal registration	
*Company Registration Number	
*Primary Country of registration	
*Number of Locations	
*Postal Address of the company	
*Physical Address of the company's Head Office (Confirm evidence of physical location)	Town:
	Building including Floor and Room Number:
	Street:
	Nearest Landmark:
*Physical Address of the branch's office(s)	
Website	
*Phone/Email Address	Phone: _____ Official Email: _____
*Official Primary Contact	First Name: _____ Last Name: _____ Title: _____
	Phone Number: _____ Email Address: _____
Number of Staff	
Avg. Value of Stock on Hand (Ksh)	

*Name(s) of Company Owner(s)	
*Parent companies, if any	
*Subsidiary or affiliate companies, if any	

Financial Information

*Bank Name and Branch	
*Specify Standard Payment Terms (Net, 15, 30 days etc.)	
*Payment Method (select all that applies)	Payment By: <u>Cheque</u> Yes No <u>Mobile Money</u> Yes No <u>Cash</u> Yes No Other Methods Specify:
*Name under which company is registered at bank	<u>This field is mandatory if Cheque is the selected payment method</u>
Bank account number	<u>This field is to be completed upon notification of awarding of order\contract</u>
Swift code and Branch code (if applicable)	<u>This field is to be completed upon notification of awarding of order\contract</u>

***Product/Service Information**

*List Range of Products/Services Offered	
*Basis For Pricing (Catalog, List, etc.)	

***Documentations as applicable:**

*Registration Certificate	Provided _____ Not provided: _____ Reasons: _____
*KRA Pin	Provided _____ Not provided: _____ Reasons: _____
*KRA Tax Compliance Certificate	Provided _____ Not provided: _____ Reasons: _____
*Company Profile	Provided _____ Not provided: _____ Reasons: _____
*Lease/Tenancy Agreement (Prove of physical office)	Provided _____ Not provided: _____ Reasons: _____

References

*Client Name:	<u>Contact Name, Phone, Email Address:</u>
*Client Name:	<u>Contact Name, Phone, Email Address:</u>
*Client Name:	<u>Contact Name, Phone, Email Address:</u>

Supplier/Vendor Self-Certification of Eligibility

Company/Vendor certifies that:

1. They are not debarred, suspended, or otherwise precluded from participating in major donor (e.g., United States Government, United Nations, Global Fund) competitive bid opportunities.
2. They are not bankrupt or being wound up, are having their affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any similar situation arising from a similar procedure provided for in national legislation or regulations.
3. They have not been convicted of an offense concerning their professional conduct.
4. They have not been guilty of grave professional misconduct proven by any means that the contracting authority can justify, or been declared to be in serious breach of contract for failure to comply with their contractual obligations towards any contracts awarded in the normal course of business.
5. They have fulfilled obligations related to the payment of social security contributions or the payment of taxes in accordance with the legal provisions in Kenya.
6. They have not been the subject of a judgment for fraud, corruption, involvement in a criminal organization or any other illegal activity.
7. They maintain high ethical and social operating standards.

Conflict of Interest and Legal Compliance

- Vendor hereby warrants that, to the best of its knowledge, no DMVV employee, officer, consultant or other party related to DMVV has a financial interest in the Vendor’s business activities.
- Vendor hereby warrants that, to the best of its knowledge, no DMVV employee, officer, consultant or other party related to DMVV has a family relationship with the vendor’s owners.

- Discovery of an undisclosed conflict of interest will result in immediate termination of any Agreement and disqualification of Vendor from participation in current and future DMVV activities.
- Vendor hereby warrants that the organization is not conducting business under other names or alias's that have not been declared to DMVV.
- Vendor hereby warrants that it does not engage in theft, corrupt practices, collusion, nepotism, bribery, trade in illicit substances, or terrorism or support of terrorism.
- Vendor hereby warrants that it complies with all applicable laws in Kenya.

Ethical operating standards

Bidder Non-Collusion Statement

DMVV prohibits collusion and will disqualify all bids where collusion is detected. Collusion happens when related parties submit separate bids for the same tender. Collusion includes situations where:

- Members of the same family submit separate bids for the same tender
- Separate companies owned by the same person submit separate bids for the same tender
- Employees of a bidding company submitting separate bids through companies they own for the same tender
- Partners in a bidder submitting separate bids under their own names/companies they own for the same tender

It is collusion for a person to be involved in more than one companies/ businesses submitting a bid to the same tender. Collusion will lead to DMVV disqualifying the involved individuals or companies from that tender as well as disqualify them from submitting bids for future tenders.

By signing the Vendor Information Form, you certify that your Company is eligible to supply goods and provision of services to major donor funded organizations and that all of the above statements are accurate and factual as per the date of Submission.

Bidder/Vendor Name: _____
Name of Representative: _____
Title: _____
Signature: _____
Date: _____
Bidder/Vendor Official Stamp _____

FOR DMVV USE

I _____ an employee of DMVV having completed and reviewed this form confirm the accuracy of information provided:

Name _____
 Title/Position _____
 Signature _____
 Date _____

Annex 5 - Financial Position and Terms of Trade Form

DARAJA MBILI VISION VOLUNTEERS
FINANCIAL POSITION AND TERMS OF TRADE FORM

The information provided will be used to evaluate the Company/Vendor for Pre-Qualification before contracting with DMVV.

Reference #:

FINANCIAL POSITION AND TERMS OF TRADE FORM

- (1) Provide details of an operational bank account and attach a banker's letter as evidence of the operational account.

Account Name.....

Account Number

Bank..... Branch.....

Please state your credit terms.....

Certification

On behalf of the Tenderer, I certify that the information given above is complete, current and accurate as at the date of submission.

Full Name: _____

Title or Designation: _____

Signature: _____

Date: _____

Bidder/Vendor official stamp: _____

Annex 6 - Form for Disclosure of Interest

DARAJA MBILI VISION VOLUNTEERS
Form For Disclosure of Interest

The information provided will be used to evaluate the Company/Vendor for Pre-Qualification before contracting with DMVV.

Reference #:

Are there any person/persons in **Daraja Mbili Vision Volunteers** who has/have an interest or relationship in this firm?

1 Yes

2. No

If yes, provide details as follows.

	Names of Person	Designation in Daraja Mbili Vision Volunteers	Interest or Relationship with Tenderer
1			
2			
3			
4			
5			

Certification

On behalf of the Tenderer, I certify that the information given above is complete, current and accurate as at the date of submission.

Full Name: _____

Title or Designation: _____

Signature: _____

Date: _____

Bidder/Vendor official stamp: _____

Annex 7 - CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION

**DARAJA MBILI VISION VOLUNTEERS
CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION**

Reference #:

I, the undersigned, in submitting the accompanying Letter of quotation to the **Daraja Mbili Vision Volunteers** for the **Provision/Supply of**
.....
in response to the request for tenders made by:

_____ [Name of Tenderer]

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of _____ [Name of Tenderer] that:

1. I have read and I understand the contents of this Certificate;
2. I understand that the Tenderer will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the quotation on behalf of the Tenderer;
4. For the purposes of this Certificate and the quotation, I understand that the word “competitor” shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who:
 - a) Has been requested to submit a quotation in response to this request for quotations;
 - b) Could potentially submit a quotation in response to this request for quotations based on their qualifications, abilities or experience;
5. The Tenderer discloses that [check one of the following, as applicable]:
 - a) The Tenderer has arrived at the quotation independently from, and without consultation, communication, agreement or arrangement with, any competitor;
 - b) The Tenderer has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this request for quotations, and the Tenderer discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
6. In particular, without limiting the generality of paragraphs (5)(a) or (5)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - a) Prices
 - b) Methods, factors or formulas used to calculate prices
 - c) The intention or decision to submit, or not to submit, a quotation; or
 - d) The submission of a quotation which does not meet the specifications of the request for

quotations; except as specifically disclosed pursuant to paragraph (5) (b) above;

7. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the works or services to which this request for tenders relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph (5)(b) above;
8. The terms of the quotation have not been, and will not be, knowingly disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official quotation opening, or of the awarding of the Contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (5)(b) above.

Name

Title/Position

Signature

Date

Certification

On behalf of the Tenderer, I certify that the information given above is complete, current and accurate as at the date of submission.

Full Names

Title or Designation

Signature

Date

Bidder/Vendor official Stamp

Annex 8 - SELF-DECLARATION FORM
DARAJA MBILI VISION VOLUNTEERS
SELF-DECLARATION FORM

Reference #:

We, the Tenderer _____ (*insert name*) submitting our Quotation in respect of Quotation reference Number

DECLARE AS FOLLOWS:

That, We the Tenderer including any entity or individual that directly or indirectly controls, is controlled by or is under common control with us, and any subcontractors, suppliers, project managers, consultants, manufacturers, service providers, agents, individuals, or any other party involved or to be involved for any part of the processes of procurement and contract execution related to the above quotation:

- a) Have not engaged/will not engage in any corrupt or fraudulent practices in the processes of procurement and contract execution related to the above quotation as defined and/or described in the following:
 - i) The RFQ for the above Quotation;
 - ii) Kenya's Public Procurement and Asset Disposal Act, 2015) and its attendant Regulations;
 - iii) Kenya's Anti-Corruption and Economic Crimes Act, 2013; and
 - iv) Any such other Acts or Regulations of Government of Kenya;
- b) Have not offered/will not offer any inducement to any member of the board, management, staff and/or employees and/or agents of **Daraja Mbili Vision Volunteers**.
- c) Have not engaged/will not engage in any collusive or corrosive practice with other tenderers participating in the subject quotation;
- d) Have not been sanctioned or debarred by any entity from participation in public procurement proceedings of Kenya.

That, what is deponed to herein above is true to the best of our knowledge, information and belief.

Name of the Tenderer: _____

Name of the person duly authorized to sign the quotation on behalf of the Tenderer:

Title of the person signing the Quotation: _____

Signature of the person named above: _____

Date of signing _____ **Bidder/Vender Official Stamp** _____

Annex 9 - Sworn Statement form for Suppliers for Goods & Services.

DARAJA MBILI VISION VOLUNTEERS
SWORN STATEMENT FORM FOR SUPPLIERS FOR GOODS & SERVICES.

DMVV intends to secure competitive proposals to select a suppliers or vendors for the provision of assorted goods and services for the period ending 31st December 2024. All eligible Suppliers and Vendors that are qualified and are technically competent for the supply of the goods and services in the price list schedule as provided are invited to submit their proposals, indicating the category of goods or services they wish to supply

Having studied the pre-qualification information for the above project we/I hereby state:

- The information furnished in our application is accurate to the best of our knowledge.
- That in case of being pre-qualified and contracted, we acknowledge that this grants us the right to participate in due time in the submission of a quotation on the basis of provisions in the quotation documents to follow.
- We have enclosed all the documents and information required for the pre-qualification evaluation.
- Understand that pre-qualification and being contracted does not amount to being guarantee to supply the said goods and services unless a specific order is placed from time to time.
- That I/we have the capacity and the ability to supply quality goods and services whenever ordered in a timely manner.
- That being prequalified and contracted does not limit DMVV in its decision to use whichever supplier of her choice.
- That any breach in the stated terms and conditions may lead to the cancellation of my/our prequalification/contract by DMVV without any reference to me.

Applicant's /Company's Name

Represented by (Names)

Signature

Date

Bidder/Vender Official Stamp