



CONFIDENTIAL COMPANY QUESTIONNAIRE

(Must be filled by all applicants who choose to participate this pre-qualification of suppliers)

You are requested to give particulars called for below whichever applies to your type of Company.

You are advised that giving wrong or false information on this form will lead to automatic disqualification.

PART 1: GENERAL INFORMATION

Name of Company

Location of Company Premises /Street/Road

Company's Telephone No.....

Email address:

Contact Person (Full names and Telephone No.).....

Plot No. Trade license No. (*Attach copy*)

Nature of Company

VAT no. (*Attach copy*). PIN No. (*Attach copy*)

Valid Tax compliance Certificate (*Attach copy*)

CR12 Certificate with the company's directors (*Attach copy*)

Maximum value of Company you can do at any particular time

Name of your Bankers Branch

At least six months bank statement (current)..... (*Attach certified copies*)

Part 2(a) - Sole Proprietor:

Your name in Full.....

Nationality Country of origin

Part 2(b) Partnership

Give Details as follows

Name	Nationality	Citizenship Details	Shares
1.			
2.			
3.			

Part 2 (c) - Registered Company

Private or Public

Company Profile (attach)

State Nominal and issued Capital

Company Nominal Kshs

Company Issued Kshs

Give Details as follows

Name	Nationality	Citizenship Details	Shares
1.			
2.			

If Citizen indicate citizenship details whether By Birth, Naturalization or Registration.

Date **Signature**

OFFICIAL RUMBER STAMP



REQUEST FOR QUOTATION

18th April 2024

Vendor Address: **KAK/EDUCATION/37475//2024**

DF. No. 37475	Quote deadline: Date; 15 th May 2024, Time: 04.00pm	Consignee (delivery address): LWF KAKUMA OFFICE	Expected Delivery Date: 2 weeks
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Bid documents addressed to the procurement committee should be registered and dropped in the tender box at the LWF Kakuma office by 15th May 2024 before 4.00 Pm.

Item	Description	Unit	Quantity	Unit Cost Curr: KES	Total Price: Curr: KES
1	Office chair- with heavy duty metal frame, PVC back and seat (as per the attached Specification)	piece	790		
	N/B - Bidders may be requested to deliver samples for evaluation to the LWF Kakuma Office before the award. All costs of making and delivering the samples will be borne by the bidder.				
Terms:				Sub Total	
1. Clearly indicate VAT figures SEPARATELY where applicable 2. Clearly indicate your KRA PIN and VAT number 3. Attach your valid Tax Compliance Certificate 4. Kindly indicate Delivery and lead times where applicable 5. Date, stamp and sign (lack of either will be disqualified) 6. Please read detailed instructions at the back page 7. .****				VAT 16%	
				Total Price:	

Total Price in Words:

This Quotation is Valid until..... (Date

For the Vendor- (Date, Sign, Stamp)		For the LWF Kenya-Somalia: Nairobi Program - (Date, Sign, Stamp)	
Name:		Name:	Grace Kihara
Title:		Title:	Assistant Procurement Officer
Signature:		Signature:	
Date:		Date:	18/04/2024

Request for Quotation Conditions Acknowledgement

Bid documents addressed to the procurement committee should be registered and dropped in the tender box at the LWF Kakuma office by 15th May 2024 before 4.00 Pm.

A.1. General

The Supplies to be purchased are for use by the Buyer in the Kenya-Somalia Programme. The supplier can submit a quotation for one, several or all lots.

A.2. Cost of quotation

The supplier shall bear all costs associated with the preparation and submission of his quotation and the Buyer will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the negotiated procedure.

A.3. Eligibility and qualification requirements

Suppliers are not eligible if they are in one of the situations listed in article 15 of the General Terms and Conditions for Supply Contracts – Ver4 2012. In the Quotation Submission Form suppliers shall attest that they meet the above eligibility criteria. If required by the Buyer, the supplier whose quotation is accepted shall further provide evidence satisfactory to the Buyer of its eligibility through certificates issued by competent authorities in its country of establishment or operation or, if such certificates are not available, through a sworn statement. Suppliers shall also be requested to certify that they comply with article 13. “Child Labour and Forced Labour” and article 14 “Mines” of the General Terms and Conditions for Supply Contracts – Ver4 2012 and with the Code of Conduct for Contractors as attached with Local Purchase Order To give evidence of their capability and adequate resources Suppliers shall provide the information and the documents requested by the Buyer

A.4. Exclusion from award of contracts

Contracts may not be awarded to Suppliers who, during this procedure:

- (a) are subject to conflict of interest:
- (b) are guilty of misrepresentation in supplying the information required by the Buyer as a condition of participation in the Contract procedure or fail to supply this information.

A.5. Documents comprising the Request for Quotation

The Supplier shall complete and submit the following document with his quotation:

1. The attached completed Quotation Submission Form((Financial Offer on the supplier’s letter head where applicable)
2. Clearly indicate VAT Figures where applicable.
3. Clearly indicate Supplier’s Pin and VAT Numbers on the quotation
4. Attach valid tax compliance certificates (This help in processing of VAT exemption certificates)
5. Clearly indicate the Lead times per item on the supplier’s quotation.

A.6. Price

The price quoted by the supplier shall not be subject to adjustments on any account except as otherwise provided in the conditions of the Contract. VAT and/or any sales tax applicable to the purchase of supplies shall be indicated separately in the Quotation Submission Form. Price shall be quoted in Kenya Shillings or the local currency. For evaluation purpose, where quotations are given in different currencies it shall be converted into EUR at the rate published in info euro website (https://ec.europa.eu/info/funding-tenders/how-eu-funding-works/information-contractors-and-beneficiaries/exchange-rate-infoeuro_en).

LWF is VAT exempt on goods and while the organization will follow up with the concerned ministry and pay the total amount before tax within a month of receipt of invoice, LWF will not be liable for delays associated with issuance of exemption certificates.

A.7. Validity

Quotations shall remain valid and open for acceptance for the period indicated by the vendor on the RFQ after the closing date.

A.8. Submission of quotations and closing date

Your offer must bear the company official letterhead and should be registered and dropped in the tender box at the LWF Kakuma office By 15th May 2024 before 4.00 Pm.t. Any quotations received after that will not be considered. Quotations must be clearly dated and signed and state the name of company and RFQ reference no.

A.9. Administrative Compliance

The Buyer will determine whether the Quotation meets the eligibility requirements, has been properly drafted and signed and is substantially responsive to the Request for Quotation requirements. If a proposal is not substantially responsive i.e. it contains material deviations from or reservations to the terms, conditions and specifications of the Request for Quotation, and/or is not technically responsive, it shall be disregarded, unless the Candidate who has submitted the non-responsive proposal is authorized by the Buyer to re-submit his/her Quotation.

A.10. Award of Contract and Criteria

The Buyer will award the Contract to the supplier whose quotation has been determined to be substantially responsive to the criteria of this Request for Quotation (RFQ) and who has offered the lowest evaluated price, provided further that the supplier has the capability and resources to carry out the Contract Effectively the Buyer reserves the right to accept all or part of your quotation, whichever is in its best financial interest.

A.11. Signature and entry in to force of the Contract

Prior to the expiration of the period of the quotation validity, the Buyer will notify the successful supplier in writing.

Within **5 days** of receipt of the Contract, not yet signed by the Buyer, the successful supplier must sign and date the Contract and return it, to the Buyer. On signing the Contract, the successful supplier will become the Contractor and the Contract will enter into force once signed by the Buyer.

If the successful supplier fails to sign and return the Contract and within the days stipulated, the Buyer may consider the acceptance of the quotation to be cancelled without prejudice to the Buyer's right to, claim compensation or pursue any other remedy in respect of such failure, and the successful supplier will have no claim whatsoever on the Buyer.

A.12. Cancellation for convenience

The Buyer may for its own convenience and without charge or liability cancel the RFQ at any stage.

Vendor Date, Sign, Stamp

Specifications for the chair



SPECIFICATION

- PVC back and seat
- Seat and back plate thickness:1.2mm
- Elastic sponge
- Chromed iron frame
- Stackable
- Tube dia:19*1.0mm
- Size: W55*D41*H76CM

Quotes to be addressed to the procurement committee should be registered and dropped in the tender box at the LWF Kakuma Office by Wednesday **15th May 2024 at 4:00 pm Nairobi time.**

Evaluation Criteria

Lutheran World Federation
Department for World Service
Kenya – Somalia Program

P.O: Box 40 870, GPO 00100 Nairobi, Kenya
Tel. +254 732 818 818 / +254 723 115 737
Visiting address: Gitanga Road, Lavington

The tender document submitted will be evaluated in two (2) stages; - General Mandatory, Financial.
The evaluation process will be in stages as follows: -

1. General Mandatory –Pass/Fail
2. Financial – Lowest Cost Evaluated bidder

1. MANDATORY EVALUATION

The bids shall undergo a general pre-qualification process in order to determine bid compliance to the following mandatory requirements. Tenderers are required to comply to the following requirements, failure to which the firm shall not proceed with the next stage of evaluation: -

NO.	REQUIREMENTS	Pass	Fail
M1	a) Certificate of Registration/Incorporation		
M2	b) Valid Tax Compliance Certificate		
M3	c) Copy of CR12 Certificate showing names and citizenship of directors and shareholding		
M4	Dully filled, signed and stamped business questionnaire		
M5	Dully filled, signed and stamped RFQ		

Failure to submit any of the above-mentioned documentation, will lead to disqualification of the firm at the mandatory stage. The bidders that will meet all the mandatory requirements above will qualify to proceed to technical evaluation stage.

2. FINANCIAL EVALUATION

The bids that qualify at the mandatory evaluation stage will be subjected to financial evaluation to determine the winner. The lowest evaluated bidders will be requested to deliver samples to LWF Kakuma Office. The bidder who delivers a sample as per the requirements will be considered for award of tender.