



Metro World Child Kenya

Nakuru
Kenya

Request for Quotation No. MWC /DG/2024

**REQUEST FOR QUOTATION FOR SUPPLY AND DELIVERY OF ASSORTED DRY
FOOD STUFF**

Planned Timetable	
Issue RFQ/ Publish Tender Notice	17 th April 2024
Questions from Supplier due date	24 th April 2024
Deadline for reply to Bidders Question's	25 th April 2024
Deadline for submission of Bids	26 th April 2024
Evaluation of RFQ	27 rd April 2024
Delivery of goods to 97 schools in Naivasha and Nakuru	By 30 th April 2024 (First Batch)

INTRODUCTION

ABOUT METRO WORLD CHILD KENYA

Metro World Child is a global, faith-based humanitarian organization dedicated to serving children throughout New York City, various urban centers and rural communities around the world.

Metro World Child, formerly Metro Ministries, was founded in 1980 in Brooklyn, New York by Pastor Bill Wilson. His original passion when he moved to New York was to reach at-risk, inner-city children exposed to violence, crime, drugs, gangs, neglect and poverty. His heart was to reach children with the Gospel of Jesus Christ through high-impact, fun and exciting Sunday School services. Over time, however, the overwhelming needs Pastor Bill saw all around him expanded and enlarged both his heart and his vision; he saw that there was more that needed to be done to reach not only New York City, but an ever-increasing number of places all around the world.

PURPOSE OF THE BID

The purpose of this bid is to secure competitive proposals to select a supplier or vendor for the MWC Kenya to supply, package and deliver assorted dry foods to various schools within Nakuru and Naivasha before opening of the second term. All eligible Suppliers and Vendors that qualify and are technically competent for the provision of the service are invited to submit their proposals.

Prospective tenderers Must have complied will all the tender requirements and shall not be under a declaration of ineligibility for corrupt or fraudulent practices or debarred by MWC, UN, the World bank and any international body.

SECTION 1 – REQUEST FOR QUOTATION

- 1.1 Metro World Child Kenya invites sealed bid tenders from eligible bidders for the supply, packaging and delivery of assorted groceries as detailed in the “Requirements” section below.
- 1.2 It should be noted that it is the responsibility of the bidder submitting proposals to familiarize themselves with the requirements and to price for the services accordingly.
- 1.3 Prices quoted should be inclusive of delivery costs and **exclusive of all taxes** and must be expressed in Kenya shillings and shall remain valid for (30) days from the closing date of the tender.

Submission of Bids:

SRM eProcurement; Metro Wold Child Kenya has appointed SRM eProcurement to manage this bid. All bids shall therefore be submitted through www.srmhub.com . Invited firms shall log in or create user accounts in the portal and follow step by step process in submitting their applications

Application Deadline is 26th April 2024 at 1600 hours.

SECTION 2 - INSTRUCTIONS TO TENDERERS

2.1 Cost of tendering

The Tenderer shall bear all costs associated with the preparation and submission of its tender, and MWC Kenya, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

2.2 Contents of tender documents

The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderers risk and may result in the rejection of its tender.

2.3 Clarification of Documents

A prospective candidate making inquiries of the tender document may notify MWC Kenya by email at mosesn@mwk.org and admin@srmhub.com . The request for clarification must reach MWC Kenya not later than 24th April 2024. MWC Kenya will respond by providing the feedback / clarification through email provided on the tender documents by 25th April 2024. The response (including an explanation of the query but without identifying the source of inquiry) will be communicated to all prospective Bidders through the web portal provided.

2.4 Amendment of documents

2.4.1 At any time prior to the deadline for submission of tenders, MWC Kenya, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by issuing an addendum

2.4.2 All prospective tenderers will be notified of the amendment through our web portal and such amendment will be binding on them

2.4.3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, MWC Kenya, at its discretion, may extend the deadline for the submission of tenders.

2.4 Form of Tender

The tenderers shall complete the Form of Tender and the appropriate Price Schedule furnished in the tender documents.

2.5 Tender Currencies

All rates and amounts entered in the tender documents and price schedule and used in any document correspondence or operations pertaining to this tender shall be expressed in Kes (Kenya Shillings).

2.6 Taxes

The prices quoted shall be inclusive of 16% VAT and other applicable taxes.

2.7 Tenderers Eligibility and Qualifications.

The documentary evidence of the tenderers qualifications and experience to perform the contract if it's tender is accepted shall establish to MWC Kenya's satisfaction that the tenderer has the financial and technical capability necessary to perform the contract.

2.8 Deadline for Submission of Tenders

2.8.1 Tenders must be submitted through SRM portal no later than **Thursday 26th April 2024 at 1600 hours EAT**

2.8.2 MWC Kenya may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents, in which case all rights and obligations of the procuring entity and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

2.9 Modification and withdrawal of tenders

2.9.1 The tenderer may modify or withdraw its tender after the tender's submission, provided that written notice of the modification, including substitution or withdrawal of the tender's is received by MWC Kenya prior to the deadline prescribed for the submission of tenders.

2.9.2 No tender may be modified after the deadline for submission of tenders

2.9.3 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer on the Tender Form.

2.9.4 MWC Kenya may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

2.9.5 MWC Kenya shall give prompt notice of the termination to the tenderers and will not give reasons for termination.

2.10 Clarification of tenders

To assist in the examination, evaluation and comparison of tenders the procuring entity may at it's discretion, ask the tenderer for a clarification of their tender. The request for clarification and the response shall be in writing, and no change in the prices or substance shall be sought, offered, or permitted.

2.11 Evaluation and Comparison of Bids

Tenders that meet all the criteria set above will be deemed to be substantially responsive and will be considered for the evaluation process with the following criteria.

Description	Weight (%)
Company Profile	Mandatory
Tax compliance certificate	Mandatory
Registration Certificate	Mandatory
Technical Proposal	50%
Financial proposal	50%
Total Score	100%

Refer to the evaluation criteria for more details.

Award Criteria

- a. MWC Kenya will award the contract in full as per the different categories depending on ease of management, responsiveness and competitiveness of the bids. The award will be to the successful tenderer whose tender in part or full has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is qualified to perform the contract satisfactorily.
- b. MWC Kenya reserves the right to accept or reject any tender and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the procuring entity's action. If the procuring entity determines that none of the tenderers is responsive; the procuring entity shall notify each tenderer who submitted a tender.
- c. Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms & Conditions. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of MWC Kenya, provided as a supplementary document to this request for proposal.
- d. MWC Kenya encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to MWC Kenya if they, or any of their affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.
- e. MWC Kenya implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against MWC Kenya, as well as third parties involved in MWC Kenya activities.

SECTION III – SCHEDULE OF REQUIREMENTS

Technical Specification for Dry Foods

Item	Minimum Technical Requirements	Unit of Measurement	Packaging
1	6 tonnes Cooking Oil – Golden Fry	Litres	20 litre jerrican
2	79 tonnes rice – Pakistan (Full grain)	KG	25kg bag
3	19 tonnes of Rosecoco Beans	KG	90kg bag

**Please download the delivery schedule from the documents attached in the RFQ*

SECTION V - EVALUATION CRITERIA

i. Technical Proposal – 50%

EVALUATION CRITERIA		DESCRIPTION	REQUIRED DOCUMENTATION	WEIGHT(%)
Company Profile		Refers to the tenderer’s ability to demonstrate relevant experience and compliance with registration for business operations. This includes	<ol style="list-style-type: none"> 1. Certificate of incorporation 4. Business Licenses 5. Tax Compliance certificate 	Mandatory
Technical	Scope of the work	Refers to Extent / Depth of understanding of the service as stated in the schedule of requirements. Ensure all services and areas of delivery are properly covered and addressed. Consideration will be given to superior package with greater concessions.	<ol style="list-style-type: none"> 1. Key services that will be provided as per the scope 2. Delivery timeline 4. Geographical coverage of all services as per the schedule of requirement and delivery to 97 schools in Naivasha and Nakuru 	12%
		Refers to Bidders ability to demonstrate relevant experience and technical	<ol style="list-style-type: none"> 1. Contracts or purchase orders for similar work 	

Proposal	Past experience	knowledge of the goods and services required, experience working with similar organizations. Include list of five major clients, summary of services rendered, value of contracts and contact person plus their address and telephone numbers.	<ol style="list-style-type: none"> 2. List of at least 2 contact references of current clients you are serving. 3. Proof of physical location 	18%
-----------------	------------------------	--	---	-----

The proposal must be submitted as per the order below.

i. Financial proposal - 50%

From the analysis of the Centers' requirements, please provide the best quotation. Provide details of additional benefits as necessary.

Price Breakdown Schedule

***Refer to the attached Price Schedule**

ANNEXES

FORM OF TENDER

Metro Wold Child Kenya

P.O. Box 52 - 00220

Kijabe, Kenya

TENDER FOR..... SERVICES

1. In accordance with the Instructions to Bidders, Conditions of Contract, Supplier Code of Conduct and scope of works for the execution of the above named Services, we the undersigned undertake to offer the services for the sum of: Kshs..... [Amount in figures- Inclusive of VAT]

Kenya shillings..... [Amount in words]

2. We undertake, if our tender is accepted, to commence the services as soon as is reasonably possible after the receipt of the Metro Wold Child Kenya's notice.

3. We agree to abide by this tender for a period of 90 days from the date of tender opening and shall remain binding upon us and may be accepted at any time before the expiry of that period.

4. Unless and until a formal Agreement is prepared and executed this tender together with your written acceptance thereof, shall not constitute a binding Contract between us.

5. We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this day of20.....

Signaturein the capacity of

duly authorized to sign tenders for and on behalf of:

..... [Name of Bidder] of

..... [Address of Bidder]

PIN No.

Witness: Name

Address