Health Poverty Action

Africa Regional office

P.o box 10660 Nairobi, 00100- GPO

Wendy Court, David Osieli Rd/ Westlands Ave.Junction, Westl

30th May 2022

**Request for Quotation No. ET - KE 001 – 2022 (2)**

**Description of items – Final Evaluation and Best practice papers**

Dear Sir/Madam:

Health Poverty Action (HPA) with funding from the Irish Aid hereby request you to submit price quotation(s) for the supply of the item(s) listed on the attached Bidding Form titled ‘RFQ No. ET - KE 001 – 2022 (2)

You should submit one hardcopy original of the attached Bidding Form. On the same form you also have to indicate your present stock level and availability and the delivery period. Your quotation should be sealed in an envelope, clearly marked ‘Request for Quotation No. ET – KE 001 - 2022 (2) delivered to the address above. Alternatively, your Quotation may be submitted by facsimile to this secure Procurement email address: [procurement@healthpovertyaction.org](mailto:procurement@healthpovertyaction.org)

The deadline for receipt of your quotation is **5PM East Africa Time (EAT) on Wednesday 8th June 2022,** at the address above.

You quotation should be submitted as per the following instructions.

1. Prices: The prices should be quoted for supply and delivery (Terms - DDP) to **HPA destination Point as given in the attached Bidding Form**.
2. Evaluations of Quotations: Offers determined to be substantially responsive to the technical specifications will be evaluated, in part, by comparison of their prices.
3. The delivery lead time may also be a consideration in the contract award.
4. Award of Purchase Order: The contract award will be made to the bidder offering the best value for money (not necessarily the lowest price). The successful bidder will sign a Contract (Purchase Order) as per the attached HPA General Conditions of Contract for Procurement of Goods and must also sign and uphold the HPA Code of Ethics.
5. Validity of the Offer: Your quotation should be valid for a period of 60 days from the deadline for receipt of the quotation. HPA will attempt to notify all suppliers of the outcome of their Quotations by 10th June 2022.

All enquires and questions should be addressed to: [procurement@healthpovertyaction.org](mailto:procurement@healthpovertyaction.org)

Under HPA’s Code of Ethics Policy Bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. HPA will reject a Bid if it determines that the Bidder recommended for award, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract.

Please ensure that the following documents are included in the RFQ Tender reply:

1. Signed and stamped HPA General Terms & Conditions (Annex P18)
2. Signed and stamped HPA Code of Ethics (Annex P19)
3. Business name, Registration Certificate or Certificate of Incorporation
4. At least two references of previous similar works
5. Any other specific documents requested in the attached ToRs

All bids will be evaluated assessing the following criteria:

* Compliance with Request for Quotation and documents requested (10%);
* Technical specifications (40%);
* Price (30%);
* Delivery times (10%);
* Similar supplies of items undertaken in the past (10%)

Please provide information on the above.

Yours sincerely

HPA Procurement Team

**HPA BID FORM – Request for Quotation No: ET – KE 001 – 2022 (2)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *HPA Office to complete* | | | | *Bidder to complete* | | | |
| **Line** | **Item Required** | **Specification** | **Quantity required** | **Offered specification (if different from required)** | **Quantity offered** | **Unit price** | **Total Price** |
| **1** | **Final Evaluation and Best Practices Paper** | **See attached ToRs** | **1** |  |  |  |  |

**Required Delivery Date/Time:** 30th June 2022 **Offered Delivery Date/Lead Time**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Required Delivery Destination:** N/A  **Offered Delivery Destination:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**This Bid is valid for:** \_\_\_\_\_\_\_ **days Country of Origin of offered Items:** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Company/Supplier Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Facsimile No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I certify that I have read and understood the HPA General Conditions of Contract for the Procurement of Goods and the HPA Code of Ethics. I further certify that the above mentioned company has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, any Contracts.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please stamp this Bid Form with your Company Stamp*