

REQUEST FOR QUOTATION (RFQ)

Supply and distribution of construction materials for the construction of 45 SELAVIP project houses in Kakamega County

RFQ Reference: HFHK/SELAVIP/0001/11/2025 Supply and distribution of construction materials for the construction of 45 SELAVIP project houses in Kakamega County

Date: 19th November 2025

SECTION 1: REQUEST FOR QUOTATION (RFQ)

HFHK kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents: Section 1:

This request letter

Section 2: RFQ Instructions and Data Annex

1: Schedule of Requirements Annex 2:

Quotation Submission Form Annex 3:

Technical and Financial Offer

Evaluation Criteria

GPS Coordinates

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation. Thank you and we look forward to receiving your quotation.

Eileen Mokaya,

National Director
Habitat for Humanity Kenya

SECTION 2: RFQ INSTRUCTIONS AND DATA

<p>Introduction</p>	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by HFHK. This RFQ is conducted in accordance with the HFHK procurement policy</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by HFHK. HFHK is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>HFHK reserves the right to cancel the procurement process at any stage without any liability of any kind for HFHK, upon notice to the bidders or publication of cancellation notice on HFHK website.</p>
<p>Deadline for the Submission of Quotation</p>	<p>December 02, 2025 , Nairobi, Kenya</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p>
<p>Method of Submission</p>	<p>The detailed Request for quotation (RFQ) / Terms of Reference (ToR) can be downloaded through the following link: https://hfhkenya.org/tender-advertisements/</p> <p>Any questions regarding this Request for Quotation should be sent to procurement@hfhkenya.org no later than 24th November 2025. Responses will be published via the following link SELAVIP TENDER BID CLARIFICATION by 27th November 2025.</p> <p>Eligibility Please note that the application is open to legally registered companies only.</p> <p>Submission Instructions Completed applications should be submitted in a sealed envelope clearly marked with the tender reference and addressed to:</p> <p>The National Director Habitat for Humanity Kenya CVS Plaza, 3rd Floor 197 Lenana Place, Lenana Road Nairobi, Kenya</p> <p>Tender Box Location: CVS Plaza, 3rd Floor Reception Telephone: +254 717 454 380 / 020 2572812</p>
<p>Cost of preparation of quotation</p>	<p>HFHK shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
<p>Supplier Code of Conduct</p>	<p>All prospective suppliers must read and sign the HFHK Safeguarding and conflict of interest policies and return the signed copies as part of the bid submission.</p>

Fraud, Corruption,	Moreover, HFHK strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of HFHK vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation.
Gifts and Hospitality	Bidders/vendors shall not offer gifts or hospitality of any kind to HFHK staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, HFHK: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a HFHK contract.
Conflict of Interest	<p>HFHK requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to HFHK if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of HFHK staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to HFHK's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the HFHK General Conditions of Contract
Special Conditions of Contract	<input type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days
Eligibility	<p>A vendor who will be engaged by HFHK may not be suspended, debarred, or otherwise identified as ineligible by any international Organization. Vendors are therefore required to disclose to HFHK whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by HFHK.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by HFHK</p> <p>Bidders must have the legal capacity to enter a binding contract with HFHK and to deliver in the country, or through an authorized representative.</p>
Currency of Quotation	Quotations shall be send in KES
Joint Venture,	If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to

Consortium or Association	act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between HFHK and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.
Only one Bid	The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following: a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFQ; or c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process; d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
Duties and taxes	For avoidance of doubt, the total financial offer shall be deemed to include all taxes payable by the supplier in connection with the Services, including but not limited to income tax, professional tax, and any other statutory obligations arising under Kenyan law. Additionally, as HFHK is a registered VAT Withholding Agent under Kenyan tax laws, it shall deduct two percent (2%) VAT from the gross payable amount and remit the same directly to KRA on behalf of the supplier.
Language of quotation	English Including documentation including catalogues, instructions and operating manuals.
Documents to be submitted	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <input checked="" type="checkbox"/> Company Profile. <input checked="" type="checkbox"/> Registration certificate; Tax Compliance Certificates <input checked="" type="checkbox"/> Contracts for similar supplies <input checked="" type="checkbox"/> Audited Accounts for the 2022 - 2024
Quotation validity period	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<input checked="" type="checkbox"/> Not Permitted
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted

Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements
Contact Person for correspondence, notifications and clarifications	E-mail address: procurement@hfhkenya.org Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified. Any delay in HFHK's response shall be not used as a reason for extending the deadline for submission, unless HFHK determines that such an extension is necessary and communicates a new deadline to the Proposers.
Clarifications	Requests for clarification from bidders will not be accepted any later than 24th November 2025 . Responses to request for clarification will be communicated SELAVIP TENDER BID CLARIFICATION
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract
Right not to accept any quotation	HFHK is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, HFHK reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	<input checked="" type="checkbox"/> Purchase Order/Fixed Amount Contract
Expected date for contract award.	Immediately after conclusion of the evaluation and the required due diligence.
Publication of Contract Award	N/A
Policies and procedures	This RFQ is conducted in accordance with HFHK Procurement Policy
HFHK registration	Any Contract resulting from this RFQ exercise will not be subject to the supplier being registered to the HFHK vendor database.

ANNEX 1: SCHEDULE OF REQUIREMENTS
Technical Specifications for Goods:

	Description	Unit	Qty
	Framework		
1	Timber round props/poles 11ft long	Psc	60
2	Timber trusses 3x2 (wallplate,trusses)	Ft	650
3	Fitos/ horizontal props	Ft	2500
4	Iron sheets Dumu mabati 30g blue in colour 3m long	Psc	16
5	Facia board	Ft	18
	Assorted ordinary nails		
6	2 inches	Kgs	3
7	3 inches	Kgs	7
8	4 inches	Kgs	5
9	5 inches	Kgs	4
10	6 inches	Kgs	4
11	Roofing nails	Kgs	5
12	Rubbers	Pkts	7
	Batten doors Cypress		
13	Doors 900x2100mm complete with frame	Psc	2
14	Door Hinges	Pair	3
15	Tower bolt	Psc	2
16	Hasp and staple	Psc	2
	Batten windows cypress		
17	Windows 800x800mm complete with frame (Wooden Louver window casement fitted with chicken wire gauze; complete with openable members and Locks)	No	2
18	Window Hinges	Pair	2
19	Tower bolt	No	2
	Other items		
20	Water	Litres	2000
21	Murram	Tons	3
22	Red soil (To be dug from the site)	Tones	0
22	Anti termite treatment; Gladiator	Litres	9
23	Standard padlock with 3 pairs of keys – (Tricycle)	Pieces	45

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods 30 days after Contract signature.
Exact Address(es) of Delivery Location(s)	Mumias East, Kakamega County
Distribution to the 45 building locations – GPS Coordinates Annexed	Yes
Packing Requirements	Equipment packed with conditions that guarantee arrival with safety
Training on Operations and Maintenance	N/A
Warranty Period	N/A
After-sales service and local service support requirements	N/A
Preferred Mode of Transport	The choice of supplier

APRIL 2018

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:		
RFQ reference:		Date:

Company Profile

Item Description	Detail
Legal name of bidder	
Legal Address, City, Country	
Website	
Year of Registration	
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) <i>(If yes, provide a Copy of the valid Certificate):</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? <i>(If yes, provide a Copy of the valid Certificate):</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Safeguarding and Conflict of Interest Policy? <i>(If yes, provide a Copy)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues <i>(If yes, provide a Copy)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Bank Information	Bank Name: Bank Address: IBAN: SWIFT/BIC: Account Currency: Bank Account Number:			
Previous relevant experience: 5 contracts				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the HFHK or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to HFHK.

<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by international/local organisations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name:

Title:

Date:

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - GOODS

Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:		
RFQ reference:		Date:

SELAVIP Project In Kakamega County
Number of Houses is 45 units
Mud And Daub Material Houses Material Schedule

	Description	Unit	Qty	Rate	Total
	Framework				
1	Timber round props/poles 11ft long	Psc	60		
2	Timber trusses 3x2 (wallplate,trusses)	Ft	650		
3	Fitos/ horizontal props	Ft	2500		
4	Iron sheets Dumu mabati 30g blue in colour 3m long	Psc	16		
5	Facia board	Ft	18		
	Assorted ordinary nails				
6	2 inches	Kgs	3		
7	3 inches	Kgs	7		
8	4 inches	Kgs	5		
9	5 inches	Kgs	4		
10	6 inches	Kgs	4		
11	Roofing nails	Kgs	5		
12	Rubbers	Pkts	7		
	Batten doors Cypress				
13	Doors 900x2100mm complete with frame	Psc	2		
14	Door Hinges	Pair	3		
15	Tower bolt	Psc	2		
16	Hasp and staple	Psc	2		
	Batten windows cypress				
17	Windows 800x800mm complete with frame (Wooden Louver window casement fitted with chicken wire gauze; complete with openable members and Locks)	No	2		
18	Window Hinges	Pair	2		
19	Tower bolt	No	2		
	Other items				
20	Water	Litres	2000		

21	Murram	Tons	3		
22	Red soil (To be dug from the site)	Tones	0		
22	Anti termite treatment; Gladiator	Litres	9		
23	Standard padlock with 3 pairs of keys – (Tricycle)	Pieces	45		
24	Transport & Distribution Cost				
	Total for One house				
	Total for 45 houses				

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	
Warranty and After-Sales Requirements	<input type="checkbox"/>	<input type="checkbox"/>	
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	
Other requirements <i>[pls. specify]</i>	<input type="checkbox"/>	<input type="checkbox"/>	

Other Information:

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<i>Exact name and address of company</i> Company Name Address: Phone No.: Email Address:	Authorized Signature: Date: Name: Functional Title of Authorized Signatory: Email Address:

Evaluation Criteria

The responsive bids were subjected to three stages of evaluation, namely:

1. Stage 1: Preliminary/Mandatory Requirements Evaluation,
2. Stage 2: Technical Evaluation (Scored Technical),
3. Stage 3: Financial evaluation.

Evaluations were done using The Evaluation Criteria as stated in the Bid Document (: A set of Evaluation Criteria).

7.1: Stage 1: Preliminary/Mandatory Requirements Evaluation

These are mandatory documents to be attached to the tender document. Absence of any of these documents will lead to bidder being disqualified and will not be considered proceeding to the next stage of evaluation.

Schedule-1: Mandatory Requirements

Item	Requirement	Yes / No
1.	Certificate of Registration/Incorporation.	
2.	Updated copy of certified CR12 Form	
3.	Valid KRA Tax Compliance Certificate	
4.	Audited Financial Statements 2022 -2024	
5.	Signed and Stamped HFHK Safeguarding Policy	
6.	Signed and Stamped HFHK Conflict of Interest Policy	

Technical Evaluation Criteria

The technical evaluation is weighed out of 100 points with a pass mark of 70 points. Any bidder scoring 70 points and above in the technical evaluation will be considered for financial evaluation stage. Any bidder scoring below 70 Points in the Technical Evaluation will be disqualified from further evaluation.

Technical Evaluation Summary

Scoring Criteria		Bidder's Score
Item	Requirements	
1.	Annual volume of construction materials supplied during the past three years and above Kshs 30,000,000.00 – Attach contracts	40 40 Points or 20 Not both

	Annual volume of construction materials supplied during the past three years and below Kshs 30,000,000.00 – Attach contracts	20	
2.	Contracts for Supplies of Similar Nature in Kakamega County. 20 Points for demonstrating that you have undertaken similar supplies in the county of project implementation.	10	
3.	Experience as prime supplier with supply of at least five Projects of similar nature and complexity in the last Three Years . (Supply of construction materials). Evidence of completed works must be attached (LPOs/Contracts and their corresponding Delivery Notes) 10 points for each LPOs/Contracts and their corresponding Delivery Notes, Contracts alone are 5 Points each.	50	
Total		100	

Financial Evaluation Stages

The bidders who pass the technical evaluation were subjected to tender price comparisons HFHK will award the Contract to the tenderer whose tender is determined to be substantially responsive to the tender documents and who has offered the lowest evaluated tender price.

GPS Coordinates:

#	Latitude	Longitude
1	0.322721	34.569121
2	0.342997	34.605708
3	0.349988	34.595433
4	0.34372	34.601431
5	0.318136	34.590005
6	0.318463	34.59127
7	0.336035	34.592153
8	0.320473	34.579975
9	0.348452	34.627702
10	0.352048	34.628191
11	0.34308	34.642562
12	0.342342	34.649267
13	0.354676	34.619682
14	0.344577	34.61133
15	0.360616	34.594629
16	0.338635	34.646347
17	0.331707	34.648672
18	0.313746	34.595542
19	0.315005	34.594472
20	0.338705	34.562217
21	0.324932	34.64002
22	0.306306	34.613107
23	0.329633	34.642339
24	0.300977	34.612292

25	0.320837	34.613675
26	0.296655	34.604433
27	0.32138	34.548082
28	0.301612	34.488308
29	0.320856	34.534321
30	0.313922	34.516636
31	0.290825	34.505517
32	0.302337	34.499124
33	0.290852	34.508392
34	0.298109	34.50594
35	0.296336	34.518602
36	0.295152	34.520797
37	0.311202	34.533539
38	0.288288	34.52296
39	0.314118	34.545082
40	0.302422	34.545018
41	0.289443	34.550988
42	0.275912	34.551268
43	0.295415	34.58367
44	0.325851	34.54093
45	0.377783	34.59465