



REQUEST FOR QUOTATION (RFQ)

SUPPLY AND DELIVERY OF LAPTOPS AND LAPTOP ACCESSORIES

RFQ Reference: HFHK/BMZ/MAC/0001/12/2025

SUPPLY AND DELIVERY OF LAPTOPS AND LAPTOP ACCESSORIES

Date: 2nd December 2025

SECTION 1: REQUEST FOR QUOTATION (RFQ)

Habitat for Humanity Kenya (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

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.

The National Director
Habitat for Humanity Kenya
CVS Plaza, 3rd Floor
197 Lenana Place, Lenana Road
Nairobi, Kenya

SECTION 2: RFQ INSTRUCTIONS AND DATA

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| Introduction | <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 submitted bid will be regarded as an offer by the bidder and does not constitute or imply HFHK's acceptance of the bid. 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> |
| Deadline for the Submission of Quotation | <p>December 15, 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> |
| Method of Submission | <p>The detailed Request for quotation (RFQ) / 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 8th December 2025. Responses will be published via the following link <u>SUPPLY OF BMZ MACHAKOS LAPTOPS</u> by 10th December 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 style="text-align: center;">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</p> |
| Cost of preparation of quotation | <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> |

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| Supplier Code of Conduct, | 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. |
| 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 resulting from this RFQ shall be subject to the HFHK General Conditions of Contract. |
| Special Conditions of Contract | Cancellation of PO/Contract if the delivery/completion is delayed by 30 days |

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| 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 submitted 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 | <p>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.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> 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 |

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| | 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 PLEASE NOTE: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, the bid 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. |

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| Clarifications | Requests for clarification from bidders will not be accepted any later than 8th December 2025 . Responses to request for clarification will be communicated SUPPLY OF BMZ MACHAKOS LAPTOPS |
| 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:

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|---|------------------------------------|---|--------|
| 1 | Supply of 2 OPPO A60 Phones | RAM:8GB +8GB Expansion, Storage 256GB, Battery: 5000mAh 45W SuperVOOC, Camera: 50MP + 2 MP, Selfie 8 MP, Display: 6.67 inch, FHD+,90Hz, Processor: Snapdragon 680/Android, Connectivity: Dual SIM 4G LTE, Wi-Fi connectivity with External Memory Support | 2 Pcs |
| 2 | Headsets (Jabra Evolve 20MS Stereo | Headsets- Jabra Evolve 20MS Stereo | 10 pcs |
| 3 | Computer Mouse | Logitech Wireless Mouse M185 9 Black | 10 pcs |
| 4 | Laptop Bags | Kingson KS 3027w Brand Black | 10 pcs |
| 5 | HP Laptops | Laptop 14-inch display screen, Operating System Windows 11 Pro, Processor Type: Intel® Core™ i7-1355U (1.2 GHz E-core base | 10 pcs |

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| | <p>frequency, 1.7 GHz P-core base frequency, up to 3.7 GHz E-core Max Turbo frequency, up to 5.0 GHz P-core Max Turbo frequency, 12 MB L3 cache, 2 P-cores and 8 E-cores, 12 threads, Memory 16 GB RAM, Hard Drive: up to 512 GB PCIe® NVMe™ SSD Graphics Card and Wi-fi: Integrated: Intel® UHD Graphics and Realtek RTL8111HSH-CG 10/100/1000 GbE NIC; Intel® Wi-Fi 6E AX211 (2x2) and Bluetooth® 5.3 wireless card, non-vPro</p> <p>Warranty: HP 3-year parts and labour</p> <p>(On-site strongly recommended)</p> | |
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Delivery Requirements

| Delivery Requirements | |
|---|---|
| Delivery date and time | Bidder shall deliver the goods 30 days after LPO/Contract signature. |
| Exact Address(es) of Delivery Location(s) | Habitat for Humanity Kenya CVS Plaza, 3rd Floor 197 Lenana Place, Lenana Road Nairobi, Kenya |
| Packing Requirements | Equipment packed with conditions that guarantee arrival with safety |
| Training on Operations and Maintenance | N/A |
| Warranty Period | Warranty HP 3-year parts and labour |
| After-sales service and local service support requirements | N/A |
| Preferred Mode of Transport | The choice of supplier |

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 |
| | | | | |
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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 Organization'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 organizations, 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 us that could impair our 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 authorized 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: |

| # | Item Description | Item Detailed Description | Qty | Unit Cost | Total Cost |
|--------------------|-------------------------------------|--|--------|-----------|------------|
| 1 | Supply of 2 OPPO A60 Phones | RAM:8GB +8GB Expansion, Storage 256GB, Battery: 5000mAh 45W SuperVOOC, Camera: 50MP + 2 MP, Selfie 8 MP, Display: 6.67 inch, FHD+,90Hz, Processor: Snapdragon 680/Android, Connectivity: Dual SIM 4G LTE, Wi-Fi connectivity with External Memory Support | 2 Pcs | | |
| 2 | Headsets (Jabra Evolve 20MS Stereo) | Headsets- Jabra Evolve 20MS Stereo | 10 pcs | | |
| 3 | Computer Mouse | Logitech Wireless Mouse M185 9 Black | 10 pcs | | |
| 4 | Laptop Bags | Kingson KS 3027w Waterproof Black Laptop Bag | 10 pcs | | |
| 5 | HP Laptops | Laptop 14-inch display screen, Operating System Windows 11 Pro, Processor Type: Intel® Core™ i7-1355U (1.2 GHz E-core base frequency, 1.7 GHz P-core base frequency, up to 3.7 GHz E-core Max Turbo frequency, up to 5.0 GHz Pcore Max Turbo frequency, 12 MB L3 cache, 2 P-cores and 8 E-cores, 12 threads, Memory 16 GB RAM, Hard Drive: up to 512 GB PCIe® NVMe™ SSD Graphics Card and Wi-fi: Integrated: Intel® UHD Graphics and Realtek RTL8111HSH-CG 10/100/1000 GbE NIC; Intel® Wi-Fi 6E AX211 (2x2) and Bluetooth® 5.3 wireless card, non-vPro Warranty: HP 3-year parts and labour (On-site strongly recommended) | 10 pcs | | |
| 6 | | Transport Cost | | | |
| | | VAT@16% | | | |
| Grand Total | | | | | |

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. | Supplier dealership / Partnership certificates | |
| 5. | Audited Financial Statements 2022 -2024 | |

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 | Maximum Possible Points | |
| 1. | Annual volume of laptops supplied during the past three years and above KES 30,000,000.00 – Attach contracts | 40 | |
| | Annual volume of laptops supplied during the past three years and below KES 30,000,000.00 – Attach contracts | 40 Points or 20 Not both 20 | |
| 2. | Experience as prime supplier with supply of at least six Projects of similar nature and complexity in the last Three Years . (Supply of laptops). 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

Bidders who pass the technical evaluation will proceed to the tender price comparison stage. HFHK will award the contract to the tenderer whose bid is determined to be substantially responsive to the tender requirements and who offers the lowest evaluated price.