REQUEST FOR QUOTATION (RFQ)

Supply and delivery of construction materials for the completion of 29 houses and Latrine Blocks in Kakamega East Sub County, Kakamega County

RFQ Reference: HFHK/OVG/001/10/2026 Supply and delivery of construction materials for the completion of 29 houses and Latrine Blocks in Kakamega East Sub County, Kakamega County	**Date:** 29th October 2026

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:

GPS Coordinates – Annex 4

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.

Dr. Eileen Mokaya,

National Director
Habitat for Humanity Kenya

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	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 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. 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.
Deadline for the Submission of Quotation	**November 12, 2026 4 P.M, Nairobi, Kenya** If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.
Method of Submissio n	The detailed Request for quotation (RFQ) / Terms of Reference (ToR) can be downloaded through the following link: https://hfhkenya.org/tender-advertisements/ Any questions regarding this Request for Quotation should be sent to **procurement@hfhkenya.org** no later than November **04th 2026.** Responses will be published via the following link OVG Houses by **November 6th, 2026**. **Eligibility** Please note that the application is open to **legally registered companies only**. **Submission Instructions** Completed applications should be submitted in a sealed envelope clearly marked with the tender reference and addressed to: **The National Director** Habitat for Humanity Kenya CVS Plaza, 3rd Floor Lenana Road Nairobi, Kenya **Tender Box Location**: CVS Plaza, 3rd Floor Reception **Telephone**: 0101 454 380
Cost of preparation of quotation	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.
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	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. 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. 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.
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	☐ Cancellation of PO/Contract if the delivery/completion is delayed by 30 days
Eligibility	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. 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 Bidders must have the legal capacity to enter a binding contract with HFHK and to deliver in the country, or through an authorized representative.
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: ☒**Annex 2: Quotation Submission Form duly completed and signed** ☒**Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1**
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	☒**Not Permitted**
Alternative Quotes	☒**Not permitted**

Payment Terms	**☒100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.**
Conditions for Release of Payment	**☒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 **04th November 2026**. Responses to request for clarification will be communicated through the following link OVG Houses
Evaluation method	**☒The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer**
Evaluation criteria	**☒Full compliance with all requirements as specified in Annex 1** **☒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	**☒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:

	ITEMS	UNIT	QTY
1	Natural laterite Murram for sub base levelling	Tonnes	7
2	Clean Sand (free of any soil particles)	Tonnes	20
3	Ordinary portland Cement	Bags	30
4	Coast calcium lime (25)Kgs	Bags	3
5	Timber formwork 6x1	Ft	100
6	Malt undercoat (duracoat brilliant while)	Litres	20
7	Cream Emulsion Paint	Litres	20
8	Paint brush 4"	Pieces	3
9	grey Oxide	Pieces	2
10	DPM	SM	33
11	Red Oxide	Pcs	3

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods 30 days after issuance of the LPO.
Exact Address(es) of Delivery Location(s)	**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**

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) *(If yes, provide a Copy of the valid Certificate):*	☐ Yes ☐ No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? *(If yes, provide a Copy of the valid Certificate):*	☐ Yes ☐ No
Does your Company have a written Statement of its Safeguarding and Conflict of Interest Policy? *(If yes, provide a Copy)*	☐ Yes ☐ 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 *(If yes, provide a Copy)*	☐ Yes ☐ 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	
☐	☐	**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.
☐	☐	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.
☐	☐	**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.
☐	☐	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.

☐	☐	**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.
☐	☐	**Prohibitions, Sanctions:** l/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.
☐	☐	**Bankruptcy**: l/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.
☐	☐	**Offer Validity Period:** I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.

Yes	**No**	
☐	☐	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.
☐	☐	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:

Habitat for Humanity Kenya

Materials Schedule

	ITEMS	UNIT	QTY	RATE (Kshs)	TOTAL (Kshs)
1	Natural laterite Murram for sub base levelling	Tonnes	7		
2	Clean Sand (free of any soil particles)	Tonnes	20		
3	Ordinary portland Cement	Bags	30		
4	Coast calcium lime (25)Kgs	Bags	3		
5	Timber formwork 6x1	Ft	100		
6	Malt undercoat (duracoat brilliant while)	Litres	20		
7	Cream Emulsion Paint	Litres	20		
8	Paint brush 4"	Pieces	3		
9	grey Oxide	Pieces	2		
10	DPM	SM	33		
11	Red Oxide	Pcs	3		
12	Transport Cost – Asper the GPS Coordinates	Lumpsum	1		
	Sub Total				
	VAT 16%				
	Grand Total for 1 House				
	Grand Sum for 29 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	☐	☐	
Delivery Lead Time	☐	☐	
Warranty and After-Sales Requirements	☐	☐	
Validity of Quotation	☐	☐	
Payment terms	☐	☐	
Other requirements *[pls. specify]*	☐	☐	

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.	
Exact name and address of company Company Name Address: Phone No.: Email Address:	Authorized Signature: Date: Name: Functional Title of Authorized Signatory: Email Address:

GPS COORDINATES

Habitat for Humanity Kenya

	Partner Names	Lattitude	Longitude
	Jentrix Vuchete	0.36112	34.573727
	Annet Anna Ashoni	0.29021	34.621295
	Dorcas Shikuku Habakhali	0.36985	34.599412
	Sara Oneya ibrayimu	0.32432	34.541094
	Ronald Obongita	0.28829	34.52296
	Christopher Barasa	0.38291	34.56499
	Ida Wesonga wambutsi	0.30489	34.602754
	Ruth Nechesa	0.28829	34.52296
	Ruth Shisia Omusotsi	0.31033	34.603328
	Janet Nerima Nyongesa	0.32709	34.609923

	Breakson Nzuiya	0.35073	34.565507
	Brigid Eshihanda	0.32432	34.577131
	Sheila Amunga	0.28829	34.558996
	Anne Atieno Sumba	0.33835	34.573575
	Damaris Otuma	0.32019	34.611898
	Patrick Wesonga	0.32973	34.525695
	Clementina Okutoyi	0.34057	34.544778
	Rhonda Mulindi	0.3237	34.550737
	Gladys kutsushi	0.30251	34.55438
	Victoria Adhiambo	0.30311	34.529261
	Silas WaninguMakhokha	0.31043	34.526525
	Rachel Apiyo	0.33354	34.544638
	Felix Mango Sakwa	0.36257	34.57469
	Athman Chanda	0.38752	34.577413
	Boniface Juma Okoth	0.37462	34.595793
	Tobias Arthur Mombo	0.30688	34.610112
	Julius Shikhukhu	0.38413	34.565283
	Ruth Mukhabana	0.28471	34.607213
	Tabitha Naomi onyango	0.29222	34.621085

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	

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 construction materials supplied during the past three years and above Kshs 10,000,000.00 – Attach contracts/LPO's Annual volume of construction materials supplied during the past three years and below Kshs 10,000,000.00 – Attach contracts/LPO's	40 40 Points or 20 Not both 20	
2.	Contracts for Supplies of Similar Nature in Kakamega County. 10 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.

Habitat for Humanity® Kenya

Date: 29th October 2026

TENDER ADVERTISEMENT

Habitat for Humanity Kenya (HFHK) invites sealed bids from interested eligible, reputable and reliable Suppliers for:.

TENDER REF NO	ITEM DESCRIPTION
HFHK/OVG/001/10/2026	Supply and delivery of construction materials for the completion of 29 houses and latrine blocks in Kakamega East Sub County, Kakamega County
Public Bid Opening: **Date:** 13th November 2026 **Time:** 11:00 a.m. **Venue:** CVS Plaza, 3rd Floor, Lenana Road,Nairobi	

Detailed request for quotations and bill of quantities may be obtained **(Free of charge)** from the Habitat for Humanity Kenya website: **https://hfhkenya.org/tender-advertisements/**

Duly completed and sealed tender documents in a plain envelope, with the **TENDER REF NO.** and **TENDER DESCRIPTION** clearly indicated on the envelope, should be deposited in the tender box at Habitat for Humanity Kenya on or before **12th November 2026** at **4:00 p.m.**, addressed to:

The National Director
Habitat for Humanity Kenya
CVS Plaza, 3rd Floor, Lenana Road
Nairobi, Kenya
Tender Box Location: CVS Plaza, 3rd Floor Reception

Habitat for Humanity Kenya reserves the right to accept or reject any tender in part or in whole and does not bind itself to accept the lowest bidder. Only successful bidders will receive communication from HFHK office. **Any form of canvassing either directly or indirectly shall lead to disqualification of the tender.**