

REQUEST FOR QUOTATION

Date: July 1st, 2021

RFQ No. 001/2021

Stichting JustdiggIt Foundation (hereinafter referred to as “JustdiggIt” or “JDI”), is issuing a Request for Quotation for Provision of a 4WD Station Wagon or Double Cabin 4WD Pickup. Details listed in Section II). The attached RFQ contains all necessary information for interested offerors.

Background:

JustdiggIt (www.justdiggIt.org) is a non-profit organization with a mission to regreen Africa and cool down the planet while creating benefits and opportunities for local communities. Our approach is to inspire and empower millions of subsistence farmers and pastoralists to regreen their land by combining Farmer Managed Natural Regeneration (FMNR, or Kisiki Hai) and water harvesting interventions with good grazing management.

So far, we have regreened over 60,000 hectares and brought back 5 million trees in Kenya and Tanzania. In the next 10 years it is our ultimate goal to reach 350 million farmers and inspire & activate them to restore all degraded land on the African continent. The above mentioned 4WD Station Wagon or Double Cabin 4WD Pickup will be used in range land restoration projects across Kenya.

Interested offerors should submit their quotations to eastafricaffinance@justdiggIt.org by July 21st, 2021 (5:00 PM EAT). Please use the following subject line in your mail: “**Vehicle quotation**”.

Interested Offerors can submit their questions to eastafricaffinance@justdiggIt.org.

Full details of the RFQ can also be found on www.justdiggIt.org.

Code of Ethics

JustdiggIt makes dry land green again by inspiring and activating farmers in Africa, positively impacting climate change, nature and people. Central to achieving this, is a Code of Conduct and Ethics.

Ethical values at JustdiggIt:

- **LEADERSHIP:** We show leadership in scaling-up landscape restoration impact by inspiring and activating as many people as possible to regreen (their) land.
- **RESPECT:** We work together and respect each other: not only within our team, but also with our (local) partners; understanding needs, learning from and bringing out the best in each other.
- **INCLUSIVE:** We connect and aim to be as inclusive as possible.
- **CAN DO MENTALITY:** We are positive and have a can-do attitude, attracting like-minded partners to be involved in landscape/ ecosystem restoration to further scale-up landscape restoration impact.
- **PEOPLE FIRST:** We deal with people first, systems second; we empower local farmers and their communities to restore their ecosystems, in this way we can be a catalyst for socio-economic transition.
- **RESPONSIBLE & TRANSPARANT:** We run our programs responsible, our program management approach ensures that programs are run in an efficient, accountable and transparent matter.

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Section 1 Instructions and General Guidance

1.1 Introduction

JustdiggIt (JDI), the Buyer, is soliciting bids from eligible interested offerors for the supply of a 4WD Station Wagon or Double Cabin 4WD Pickup.

1.2 Instructions for Offerors

1.2.1. Submission Deadline: Quotations must be emailed to eastafricaffinance@justdiggIt.org no later than July 21st, 2021 (5:00 PM EAT). Quotations should be correctly identified with RFQ number. **RFQ No. 001/2021**

(Due to covid we will only receive Quotations in soft copy.)

1.2.2. Inquiries: Interested Offerors can submit their questions to eastafricaffinance@justdiggIt.org.

1.2.3. Restrictions on multiple submissions: Each offeror may submit a maximum of **three** Quotations. Submission of more than three quotations will result in disqualification of the interested offeror.

1.2.4. Communications: Upon issuance of this RFQ, JDI, its representative(s), or partners will not answer questions or otherwise discuss the contents of this RFQ with any potential Offerors or their representative(s), except for the written inquires described in sub-part 1.2.2 above. Attempts to ask questions by phone or in person will not be allowed or recognized as valid. Failure to observe this restriction may disqualify the offeror.

1.2.5. Amendments: Any amendment to this request for Quotation will be communicated to all interested offerors and will be published on JDI official website.

1.2.6. Validity Period: Offerors Quotations must remain valid for 60 calendar days after the RFQ deadline.

1.2.7. Condition of the 4WD Station Wagon or Double Cabin 4WD Pickup: New or Second hand Vehicle (which is not more than 7 years old). The 4WD Station Wagon or Double Cabin 4WD Pickup must be covered by the seller's warranty.

1.2.8. Insurance: The 4WD Station Wagon or Double Cabin 4WD Pickup will be insured by the offerors until the vehicle has been delivered at the location of JDI's choice. Any loss and damage during the shipment will be to the offerors.

1.2.9. Terms of contracts: This is a request for Quotations only and in no way, obligates JDI to award a contract. In the event of contract negotiation with a successful offeror, JDI will use a firm fixed price contract. A binding contract shall consist of: (1) the RFQ and any amendments thereto, (2) the offeror's response (Quotation) to the RFQ including the offeror's best and final offer and (3) the acceptance of the response (Quotation) by "notice of award".

In the event where the offeror fails to deliver the supplies/equipment per the agreed contract terms and conditions, JDI will issue a notice of cancellation terminating the contract immediately.

1.3. Chronological List of Events

The following calendar summarizes important dates in the solicitation process. Offerors must strictly follow these deadlines.

RFQ published	July 1 st , 2021
Deadline for written questions	July 14 th , 2021
Quotations due date	July 21 st , 2021

The dates above may be modified at the sole discretion of JDI. Any changes will be published/advertised in an amendment to this RFQ on the JDI website.

1.4. Submission and Requirement

The quotations must address the following information at the minimum (Financial & Technical) to JDI.

1.4.1. Offers must be priced in Kshs or USD, signed and dated. The price must clearly demonstrate unit price, total cost, and any additional expenses associated with delivery and insurance to the final destination.

1.4.2. The offerors must detail their 4WD Station Wagon or Double Cabin 4WD Pickup enough by attaching an available catalog for demonstrating the product features. The offerors may attach a sample of standard manufacturer's warranty.

1.4.3. Offerors are to describe in detail the technical specification of the 4WD Station Wagon or Double Cabin 4WD Pickup including the Model, Brand, Year of product, Warranty (Refer to Section II)

1.4.4. Service and maintenance: offeror must describe how it offers service and maintenance to its customers and vehicles. Offeror must also provide details of the vehicle service and maintenance log sheet for the last 3 years for second hand vehicles.

1.4.5. Past performance: The offerors must provide 3 past performance references of similar work (under contract or sub-contract). This should include both the sale and delivery of a similar vehicle and the servicing afterwards. The offerors must provide contact information of companies including name, point of contact who can speak to the offeror's performance, and address of the companies.

1.4.6 Other: other items that should be included in the quote are delivery times, validity of the quote and a confirmation that offeror can comply with all requirements mentioned in this RFQ (or an explanation where and why not).

1.5. Evaluation and Basis for Award

1.5.1. An award will be made on an all or none basis. Only bids submitted by 21st July 2021, 5 p.m, with required submittal documents and meeting qualifications will be considered. Failure to submit the required information may be cause for rejection of the offer response. JDI reserves the right to waive informalities and minor irregularities in offers received.

1.5.2. Award: JDI will award a contract to the offeror whose quote is considered to be the Best Value to JDI, price and other factors considered. The following factors may be used to evaluate offers:

- Lowest Pricing inclusive of insurance freight and taxes 30%
- Technical and quality–Meeting/exceeding the requirement described in section II of the RFQ 50%
- Stock Availability and delivery time frame 20%

1.5.3. Award: JDI reserves the right to consider offerors qualifications, references; conduct studies and other investigations as necessary to evaluate any response; request additional relevant information; disqualify offer based on unsatisfactory reference checks, reports and records of service.

1.6. Delivery and Acceptance

1.6.1 Freight: The offeror is responsible to deliver the 4WD Station Wagon or Double Cabin 4WD Pickup in good condition to JDI's destination of choice, which will either be Nairobi or Kajiado South. The offeror is responsible for any damages during shipping or the otherwise not arriving in good working order at the final destination.

The offeror is responsible for all charges including handling, any associated custom fee, and shipping cost to the final destination. The offeror must include any estimated associated fee with the unit price.

1.6.2. Delivery Schedule: Delivery shall not exceed 14 working days from the date of award. The offeror must contact JDI to schedule delivery date and time.

1.6.3. Acceptance Address: Email to eastafricaffinance@justdiggit.org

1.6.4. Acceptance, inspection and performance testing will not take more than five (5) working days. Offeror will be notified within this time frame of any units not delivered in full compliance with the order specifications.

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Section II. Specification / Scope of Work

ANY MANUFACTURER'S NAMES, TRADE NAMES, BRAND NAMES, INFORMATION AND/OR CATALOG NUMBERS LISTED IN A SPECIFICATION AND/OR REQUIREMENT ARE FOR INFORMATIONAL PURPOSES ONLY AND ARE NOT INTENDED TO LIMIT COMPETITION. THE OFFEROR MAY OFFER ANY BRAND WHICH MEETS OR EXCEEDS THE SPECIFICATION FOR ANY ITEM, BUT MUST STATE THE MANUFACTURER'S NAME AND MODEL NUMBER FOR ANY SUCH BRANDS IN THE QUOTATION.

Item	Description	Quantity	Unit of Measure	Unit Price Kshs/USD.	Total costs Kshs/USD.
1	<p>New or Second hand 4x4 vehicle which is not more than 7 years old and Already Registered</p> <p><i>Requirements:</i></p> <ul style="list-style-type: none"> - 4WD Station Wagon or Double Cabin 4WD Pickup - Canopy for load bin if double cabin vehicle - Seating for at least 4 adult passengers - Power steering - 4 x 4 wheel drive all-terrain vehicle - Locking differentials, low range capability or market leading all terrain system - Engine capacity between 2000 and 4500 cc - New all-terrain off road tyres - Steel wheel rims (preferred) - 2 Spare wheels hold in place with sturdy brackets - 12 Volt Compressor for inflating tyres (built-in preferred) - X-type wheel spanner (Chrome Vanadium) - Hydraulic jack (minimum 4 ton capacity) - Heavy duty jumper cables - Heavy duty tow rope (kinetic type preferred) - Fully functional air conditioning - All electrics working 	1	each		

Item	Description	Quantity	Unit of Measure	Unit Price Kshs/USD.	Total costs Kshs/USD.
	<ul style="list-style-type: none"> - Manual or Automatic transmission - Gearbox and Axle breather pipes outlets to be raised not lower than the engine air intake - Fuel (Type – diesel preferred; indicate tank capacity – (long range tank preferred) - Off road Suspension shocks (Front and Rear) and offroad steering damper - Fixed type front axle (preferred) - AM/FM Radio with blue tooth capability (preferred) - Airbags - Electric Windows and Mirrors (preferred) - Wrap around or Full-width Off-road Bullbar and undercarriage protection (preferred) - Side steps / rock slider protection (preferred) - Rear steel bumper with step-on facility - Snorkel fitted or snorkel ‘ready’ - Quality internal upholstery – no damage (cavass seat covers preferred) - Excellent overall Condition - Service history - No accidents <p>Additional documents for second hand vehicles</p> <ul style="list-style-type: none"> - Vehicle valuation report from Automobile association of Kenya (not more than 3months old) - Vehicle service and mechanical log sheet for the last 3 years <p><u>Reference Brand / Specify Make/Model/ YOM and mileage done for second hand vehicles</u></p>				