



# FEDERATION OF EAST AFRICAN FREIGHT FORWARDERS ASSOCIATIONS

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## CALL FOR QUOTATION FOR A ONE OF SUPPLY OF STATIONARY AND OFFICE SUPPLIES

**Date Published**            **21<sup>st</sup> March 2019**

**Closing Date**            **5<sup>th</sup> April 2019**

The Federation of East African Freight Forwarders Associations (FEAFFA) is an apex body of national associations of clearing and forwarding agents in the EAC. It is registered and domiciled in the United Republic of Tanzania in 2006 but its Secretariat is situated in Nairobi, Kenya. Current member associations are Association Burundaise des Agences en Douane et Transitaires (ABADT), Kenya International Freight & Warehousing Association (KIFWA), Rwanda Freight Forwarders Associations (RWAFFA), Tanzania Freight Forwarders Association (TAFFA), Uganda Freight Forwarders Association (UFFA) and Zanzibar Freight Forwarders Bureau (ZFB). It represents over 2500 clearing and forwarding firms in East Africa.

In line with its procurement policy, FEAFFA invites interested vendors to bid for the stationary and office supplies indicated and specified below.

ITEM	DETAILS	QUANTITY
<b>Printing paper</b>	White plain	4 boxes
<b>Envelopes</b>	- C6 – Brown	5 packets
	- C4 – Brown	5 packets
<b>Box files</b>	Black, Navy Blue, Dark green and Red 6 of each colour	24
<b>Clear files</b>	Yellow and Black	50
<b>File dividers</b>	A4, Multi-coloured and alphabetized	12 packets
<b>Document wallet/pocket</b>	A4, Clear plastic, multi punched	3 packets
<b>White out</b>	12 ml	5
<b>Pritt Glue stick</b>	40 gms	20
<b>Sticky notes - Multi coloured</b>	Size 4*4	1 doz
	Size 2*2	1/2 doz
<b>Page marker</b>	5 to 8 colour tabs	2 doz
<b>Binder clips</b>	- 19 mm	3 packets
	- 24 mm	1 packet
	- 51mm	1 packet
<b>Thumb pins</b>	Multi coloured	2 packets

<b>Permanent markers</b>	Snowman	1 packet
<b>White board markers</b>	Snowman	1 packet
<b>White board magnets</b>	At 6 – 8 colour sets At least 4 pieces per colour	1 packet
<b>High lighters</b>	Multicoloured sets or each packets its own colour.	5 packets
<b>Cello tape</b>	- Extra-large, clear	5
	- Large - Clear	5
	- Medium – Clear	5
<b>Name card case</b>	400 cards	1
<b>Kaspersky Antivirus</b>	Multi User	2
<b>Toner</b>	HP Laser jet P2035	2
<b>Toner</b>	HP Laser jet M1217nfw MFP	2
<b>Toner</b>	Laser Jet Pro MFP M22dn	2
<b>Mini printer</b>	HP – DeskJet 3755 Wireless All-in-One Instant Ink Ready Printer or equivalent	1
<b>Weighing Scale</b>	Mechanical 100-150 kg	1
<b>Mouse</b>	Wireless	2
<b>Flash disk</b>	8 GB	1
<b>Magazine Stand</b>	6 racks/pockets Foldable	1

### **1. Procedure**

This call for Quotations is being issued in accordance with the FEAFFA procurement regulations

### **2. Request for clarifications**

Bidders are urged to promptly notify FEAFFA of any ambiguity in or discrepancy between any of the documents of this call for Quotation which may be discovered upon examination of the documents.

Bidders may submit any written requests for clarification concerning this call for quotations to [procurement@feaffa.com](mailto:procurement@feaffa.com) until three days to the submission deadline. Any requests after this date will not be accepted.

### **3. Submission of Quotations**

All quotations must be submitted by email to [procurement@feaffa.com](mailto:procurement@feaffa.com)

Late quotations will be rejected and will not be considered for evaluation. No liability will be accepted for rejection of late quotations.

In submitting their quotation, bidders will be submitting their best and final offer. Bidders are deemed to have taken account of all that is required for the submission, including its correctness and completeness and that they have included all charges in their rates and prices.

Quotations must comply with the requirements as stated in this Call for Quotations.

### **4. Validity of Quotations**

Price quoted shall remain valid for a period of three months from the closing date for the submission of the quotation stipulated in section three.

## **5. Cancellation of the call for quotation**

FEAFFA shall reserve the right to cancel any published call for quotation prior to its closing date.

Cancellations will be notified through the FEAFFA website [www.feaffa.com](http://www.feaffa.com). It is the bidder's responsibility to keep abreast with information published on the FEAFFA website prior to submitting their quotations.

## **6. Evaluation process**

The entire evaluation process is confidential.

Bids are ranked based on the lowest cost however the lowest priced quotation shall not be the only indicator of the best value for money and may therefore be rejected.

The bidder may be requested at FEAFFA to provide clarifications. FEAFFA reserves the right to conduct an interview with the bidder to assess the bidders experience and approach toward delivery of the requirements.

FEAFFA is not bound to accept any of the submitted quotations and has the right to refuse in part or in full of any or all submissions even the most advantageous without giving reason to do so.

## **7. Award**

Notifications of the award shall be published on the FEAFFA website and directly notified to the bidder.

Upon the award the winning bidder will be expected to abide by the signed bidders declaration.

## **General Instructions**

FEAFFA shall NOT be liable in respect of any costs incurred by the bidder in the preparation of the tender proposal or any associated work effort.

The FEAFFA shall NOT be bound to accept the lowest or any tender proposal, and reserves the power to accept any part of any tender proposal, unless the bidder expressly stipulates to the contrary at the time of tendering.

The process is very competitive. Bids shall be evaluated according to price, lead-time, and reputation of Vendor etc. It is therefore critical for vendors to make an indication of the timelines within which they will deliver

All prices quoted shall be inclusive of all costs including the relevant taxes and in Kenya shillings only.

The cost of publishing, layout and design and printing should be presented separately.

Payment shall be by check effected not more than 60(sixty) days upon delivery and acceptance of the items.

A visit to the bidder's premises or a presentation of the tender/proposal to the Federation may be required in order to clarify any questions or queries regarding the tender offer.

In the event of the products not being in accordance with the specifications agreed upon by both parties, FEAFFA shall reserve the right to cancel the contract at any stage.

Both email and hard copy submissions will be accepted.

**Note** that evaluation parameters above are not listed in order of priority