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REQUEST FOR QUOTATION (RFQ)

Date: June 1st 2025
RFQ Reference Number: MTAKA/RFQ/2025.
Subject: Invitation to Submit Quotations for the Supply of Goods and Provision of Services Across Multiple Procurement Categories

1. Background

M-taka Waste Solutions Ltd is a technology-integrated waste management social enterprise working to transform waste management through data-driven solutions, material recovery, recycling, and the promotion of an inclusive circular economy in Kenya.

To support its operational, administrative, technical, and programmatic activities, M-taka Waste Solutions Ltd invites qualified suppliers, service providers, consultants, and other eligible businesses to submit quotations for the supply of goods and provision of services under the procurement categories listed in this RFQ.

Applicants may submit quotations for **one or more categories**, depending on their areas of specialization, capacity, and experience.

The procurement exercise aims to establish a pool of qualified suppliers and service providers capable of delivering quality goods and services at competitive prices, within agreed timelines, and in accordance with M-taka Waste Solutions Ltd's procurement requirements.

2. Categories for Quotation

Applicants may apply for one or more categories by referencing the specific **Category Code** indicated below. Applicants must clearly indicate the category or categories for which they are submitting quotations.

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No.	Category	Category Code
1	General Office Supplies and Stationery	MTAKA/RFQ/2025/01
2	ICT Equipment and Accessories (Laptops, Printers, Networking)	MTAKA/RFQ/2025/02
3	Design, Printing, Branding & Promotional Materials	MTAKA/RFQ/2025/03
4	Catering & Event Support Services	MTAKA/RFQ/2025/04
5	Vehicle and Motorbike Hire Services	MTAKA/RFQ/2025/05
6	Personal Protective Equipment (PPE) and Safety Gear	MTAKA/RFQ/2025/06
7	Waste Collection & Material Recovery Tools/Equipment	MTAKA/RFQ/2025/07

8	Hall and Meeting Venue Hire	MTAKA/RFQ/2025/08
9	Photography, Videography and Media Production	MTAKA/RFQ/2025/09
10	Software Development, ERP & Digital Systems Support	MTAKA/RFQ/2025/10
11	General and Technical Consultancy Services, including Market Research	MTAKA/RFQ/2025/11

3. Scope of Goods and Services

The categories cover, but are not limited to, the following:

3.1 General Office Supplies and Stationery

- Office stationery, paper, files, pens, printing consumables, and related office supplies.

3.2 ICT Equipment and Accessories

- Laptops, desktop computers, printers, networking equipment, computer accessories, and related ICT supplies.

3.3 Design, Printing, Branding and Promotional Materials

- Graphic design, printing of reports and publications, banners, branded merchandise, promotional materials, and corporate branding.

3.4 Catering and Event Support Services

- Catering, refreshments, meals, event logistics, and related support services.

3.5 Vehicle and Motorbike Hire Services

- Vehicle, motorcycle, and other transport hire services for staff, project activities, fieldwork, logistics, and material collection.

3.6 Personal Protective Equipment and Safety Gear

- Safety boots, gloves, reflective jackets, helmets, masks, overalls, and other occupational safety equipment.

3.7 Waste Collection and Material Recovery Tools/Equipment

- Waste collection tools, weighing scales, sorting equipment, storage containers, material handling equipment, and related recovery tools.

3.8 Hall and Meeting Venue Hire

- Conference halls, meeting rooms, training venues, workshop facilities, and associated venue services.

3.9 Photography, Videography and Media Production

- Event photography, video production, documentation, editing, interviews, and related media services.

3.10 Software Development, ERP and Digital Systems Support

- Software development, system configuration, ERP support, database development, digital data collection, system integration, maintenance, and technical support.

3.11 General and Technical Consultancy Services, Including Market Research

This category includes professional, technical, advisory, research, and consultancy services relevant to M-taka's operations and strategic objectives.

A key assignment of interest is:

Understanding Circular Economy Readiness in Western Kenya: A Market Research Assessment of Waste Ecosystems, Digital Recovery Readiness, Market Opportunities and Circular Economy Pathways.

The market research assignment may cover:

- Mapping waste ecosystems and stakeholders, including waste generators, collectors, aggregators, buyback centres, recyclers, processors, buyers, suppliers, and relevant institutions.
- Assessing recyclable material flows, market prices, demand, supply, quality requirements, trading practices, and market constraints.
- Evaluating digital recovery readiness, including the adoption of digital tools for waste collection, weighing, transaction recording, payments, material traceability, and reporting.
- Identifying market opportunities, potential buyers, partnerships, business models, and opportunities for improving material recovery and sales.
- Assessing circular economy readiness and identifying practical pathways for recycling, reuse, resource recovery, and inclusive circular business development.
- Providing evidence-based recommendations, stakeholder maps, research reports, and editable datasets where applicable.

Consultants applying for this assignment should submit a technical proposal outlining their methodology, geographical coverage, stakeholder engagement approach, team qualifications, deliverables, timeline, and financial quotation.

4. Quotation and Application Requirements

Interested suppliers and service providers should submit the following documents, as applicable to their category:

1. Company or business registration certificate.
2. Valid KRA PIN certificate.
3. Detailed quotation identifying the category code(s) applied for.

4. Itemized prices, quantities, unit costs, applicable taxes, and total quoted amounts, as relevant.
5. Product specifications, brochures, photographs, or catalogues for goods and equipment, where applicable.
6. Delivery timelines, warranty terms, and after-sales support arrangements, where relevant.
7. Company profile detailing relevant experience and capacity.
8. References for two to three similar assignments or supplies, where available.
9. Contact details, physical address, email address, and telephone number.
10. Any relevant licences, certifications, professional registrations, or technical qualifications required for the category.

For consultancy and market research assignments, applicants should additionally provide:

- A technical proposal and proposed methodology.
- Relevant experience and profiles/CVs of key personnel.
- A proposed work plan and assignment duration.
- A breakdown of professional fees, fieldwork costs, transport, data collection, analysis, reporting, and applicable taxes.
- Proposed deliverables and quality assurance measures.

Applicants should submit clear, complete, and accurate information. M-taka Waste Solutions Ltd may request clarification or supporting documentation where necessary.

5. Evaluation Criteria

Applications will be evaluated according to the nature of the category and the requirements of the assignment.

The general evaluation criteria will include:

1. Completeness of the application and compliance with the stated requirements.
2. Relevance of the applicant's goods or services to the selected category.
3. Supplier experience, reputation, and demonstrated capacity.
4. Quality, technical compliance, and suitability of the goods or services offered.

5. Competitiveness and transparency of the quotation.
6. Delivery timelines, reliability, warranty, and after-sales support, where applicable.
7. Professional qualifications, methodology, and quality of proposed deliverables for consultancy assignments.
8. Relevant references and evidence of previous performance.

For specific procurement assignments, M-taka Waste Solutions Ltd may undertake further technical and financial evaluation before making an award.

Submission of a quotation or application does not guarantee an award or future purchase.

6. Submission Instructions

Applicants should submit their quotations and supporting documents by email or in a sealed envelope.

Submission deadline: 30TH JUNE 2025

Email: procurement@m-taka.co.ke

Email subject line:
REQUEST FOR QUOTATION

For applicants applying for multiple categories, all relevant category codes should be listed in the email subject line and clearly identified in the quotation.

Applicants may submit one consolidated application covering multiple categories or separate quotations for individual categories, provided that each quotation clearly identifies the relevant category code and pricing.

Physical submission address, if applicable:
M-taka Waste Solutions Ltd
Off Owuor Road

Opposite CIHEB KENYA

Milimani Kisumu.

7. General Terms and Conditions

1. All quotations should be submitted in Kenya Shillings (KES), unless otherwise specified.
2. Prices should clearly indicate applicable taxes and any delivery, transport, installation, or other charges.
3. Applicants are responsible for ensuring that their submissions are complete and received before the deadline.
4. M-taka Waste Solutions Ltd reserves the right to seek clarifications, verify submitted information, reject non-compliant submissions, or cancel the procurement exercise in accordance with its procurement procedures.
5. Any award will be subject to the relevant procurement process, budget availability, approvals, and applicable contractual terms.
6. Where a supplier is considered for a specific assignment, additional technical specifications, terms of reference, or service-level requirements may be provided.
7. Submission of an application does not create an obligation on M-taka Waste Solutions Ltd to purchase goods or services from any applicant.

8. Clarifications and Enquiries

For clarification regarding this RFQ, applicants may contact:

Procurement Department
M-taka Waste Solutions Ltd
Email: procurement@m-taka.co.ke

Applicants are encouraged to ensure that their quotations are clearly itemized, competitively priced, and submitted under the correct category code.

M-taka Waste Solutions Ltd appreciates your interest in working with us to advance efficient, technology-enabled waste management and a more inclusive circular economy in Kenya.

For clarifications, contact us at **procurement@m-taka.co.ke**


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