



**REQUEST FOR QUOTATIONS
FOR THE SUPPLY AND DELIVERY OF WASTE RECYCLING EQUIPMENT TO
BIOBUU LTD**

**REQUEST FOR QUOTATIONS
ONE-ENVELOPE BIDDING PROCESS**

REF: BB/Organic Waste Recycling	RFQ/ EQUIPMENT
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4th February 2019

For further information, please contact: E-mail. tenders@biobuu.africa

REQUEST FOR QUOTATIONS FOR THE SUPPLY AND DELIVERY OF PRODUCT EQUIPMENT

BioBuu Ltd has received financing from the BioInnovate Africa Programme toward the cost of **trailing a large-scale pilot to recycle organic waste into animal feed**, and intends to apply part of the proceeds to payment of goods, works, related services and consulting services to be procured under this Project. The BioInnovate Africa Programme is funded through the Swedish International Development Cooperation Agency; SIDA.

This document is a formal Request for Quotations from prospective bidders for the supply and delivery of processing equipment to BioBuu Ltd in Mombasa, Kenya. The information you disclose will be handled in the strictest confidence by BioBuu. Successful bidders will also be held responsible for disclosing incorrect or misleading information.

The bidders must comply with all the instructions, terms and conditions and ensure that all the forms required are properly completed and submitted in soft copy to this email address; tenders@biobuu.africa.

Further information can be obtained through email at: tenders@biobuu.africa during office hours **09:00 – 17:00 hrs East Africa Time**.

Request for Quotations must be submitted on or before **25th February 2019 at 11:00 hrs, East Africa Time to the email address; tenders@biobuu.africa**

GENERAL INFORMATION AND NOTICE

- All the information contained in this RFQ and in the Supplier's response will be handled with confidentiality by both the Supplier and *BioBuu*.
- In issuing this RFQ, there is no obligation on *BioBuu* to select and procure all or some of the goods offered.
- Any information given by the Supplier will form the basis of any contract that may be entered into between *BioBuu* and the Supplier.
- *BioBuu* shall not be liable for or required to pay any costs, expenses or losses that may be incurred by the Supplier in the preparation of their Quotation.
- All required information will be submitted on the documents specified in this RFQ.
- *BioBuu* does not bind itself to accept the lowest bid of any Quotation and reserves the right to accept a portion of any quotation.
- The Supplier is to submit a fully qualifying bid.
- *BioBuu* reserves the right to conduct unannounced site visits to the Supplier premises.
- *BioBuu* may contact or arrange site visits to the referees stated in this Quotation.
- *BioBuu* reserves the right to accept or reject any quotation without assigning any reasons thereof.

SECTION 1: PREQUALIFICATION INSTRUCTIONS

To be eligible and be considered for pre-qualification prospective suppliers must prove that they qualify to participate and submit all the information in the format requested herein as part of mandatory documents:

1.1 Mandatory requirements

The proposal **MUST** be submitted with the following documents;

	Documents required	Attach Copy
1.	Covering letter on firms headed paper giving complete details including email addresses, telephone contacts, office location	
2.	Copy of Certificate of incorporation	
3	Tax Identifier documentation	
4.	Copies of relevant Purchase orders (3 copies of your highest value) offering similar goods as required by <i>BioBuu</i> .	
5.	Comprehensive Company Profile	

All above sections will form part of the evaluation criteria.

1.2 Equipment Lots

The equipment required shall include the following Items. Additional details on each Lot can be found listed after the table

Notes:

- Items which are numbered with letter suffix (a,b,c,d) can be offered as one unit.
- Equipment with a capacity above the desired rate can be submitted, no tolerances under the required will be considered.
- All motorised equipment should be offered with optional extra support systems for that equipment.
- All motorised equipment that contain parts that could be expected to wear out within 24 months, should be offered alongside a spare parts packaged.
- All motorized equipment (unless otherwise stated) should be powered by 3 phase, 380v, 50Hz
- Each lot can be tendered alone or in groups with more than one lot. If a discount is offered for multiple lots please indicate in section 1.6.
- Questions on each lot can be answered via; tenders@biobuu.africa

LOT	Item	Pieces	Capacity	Unit
1	Metal Detector (Conveyor/Hopper)	1	40x40	cm HxW
2	Size Reduction	1	1,000	kg/hr
3	Portion/Batch Feed	1	< 2,500	kg/hr
4	Vibratory Separator	1	500	kg/hr
5a	Product Washer	1	200	kg/hr

5b	Product Steriliser	1	200	kg/hr
6	Belt Dehydrator	1	200	kg/hr
7a	Hopper & Belt Conveyor	1	1,000	kg/hr
7b	Hopper & Auger	1	1,000	kg/hr
7c	Belt Conveyor	2	200	kg/hr
7d	Belt Conveyor	1	300	kg/hr
8	Plastic Trays	16,261	20-25	Litres
9a	Digital Weighing Scales Small	2	0.01-2,500	gram
9b	Digital Weighing Scales Large	2	0.01-100	kilogram
10	Universal Oven	1	100	Litres

LOT 1: Metal Detector

- Identify metals located in fruit and vegetable waste.
- Detector can be based in the hopper receiving the waste or along the conveyor transporting the waste
- Detector should be able to identify metals such as those found in market waste; batteries, utensils, packaging etc
- Waste will be received at 1,000 kg/hour

LOT 2: Size Reduction

- Detail: Mechanically reduce fruit and vegetable matter to a size below 5mm.
- Mechanism to reduce size, can be any machinal method. Examples include; shred, grind, mill. So long as particle size is reduced below 5mm
- If additional water is required to process material, supplier should offer solution to remove water added. Supplier need not be reseller of solution to remove excess water added.

Throughput: 1,000 kg/hr

Preferred material for fruit and vegetable contact areas: Stainless steel

LOT 3: Portion/Batch Feed

Detail: Mechanism required to batch load 25 litre trays. Trays will be pushed or placed onto a scale under the loader, allowing the machine to auto load the required amount, automatically stopping the process once the scale has reached the desired amount.

Material to be loaded:

- Fruit and Vegetable waste (processed into a mash)
- max 5mm in all dimensions
- Moisture Content 80-90%
- Bulk Density: 570kg/m³ (+/- 50kg)

Loading Tolerances

- +/- 10 grams
- Max 12 kg
- Throughput of 7 trays per minute (9-10 seconds per tray)

LOT 4: Vibratory Separator

Detail: Fruit and vegetable residue to be separated from target material inside residue, Target material has the following dimensions; L20-30mm, W3-5mm, H2-4mm (rectangular prism). Target is not rigid.

Machine should have the ability to easily swap out separation screens to adjust to changes in separations required.

Material to be separated into 3 parts

- >6mm
- $3 < x < 6$ mm (Target Material)
- <3mm

Offer should include additional possible screen sizes to allow for adjustments.

Throughput: Separate input of 500 kg/hour
Preferred material: Stainless steel

LOT 5a: Wash & LOT 5b: Sterilise

Mechanism to remove excess debris from material with dimensions; L20-30mm, W3-5mm, H24mm (rectangular prism). Material is not rigid.

Material needs to be sterilised at 70-100 degrees Celsius for 1-5 minutes. Method to sterilise can include steam or boiling water.

Throughput; 200kg/hour
Preferred material for contact areas: Stainless steel

LOT 6: Dehydrate

Detail: Self loading and unloading (belt fed) dehydrator. Dehydrate material;

- Dimensions; L20-30mm, W3-5mm, H2-4mm (rectangular prism)
- weighing 0.15 (+/-0.05) grams each.
- Water content 60%, looking to reduce to less than 10% water.

Heating Mechanism: Natural Gas

Throughput: 200kg/hr
Preferred material for product contact areas: Stainless steel
Max drying temperature must be >75 degrees centigrade

LOT 7: Hopper and Conveyors

- All conveyors & augers are to be considered motorised
- All conveyors and hoppers should be quoted as an estimate. Costing will only be possible once other equipment inlet/outlets are known. Dimension details below for all conveyors

are estimates. Once tender has closed and equipment confirmed, conveyor start/end heights and accurate distances can be advised.

- Draft drawings for conveyors available on request.

LOT	Item	Pieces	Capacity	Unit	Material	Incline (degrees)	Distance (meters)
7a	Hopper & Belt Conveyor	1	1,000	kg/hr	Fruit and Vegetable Waste <30cm dimensions	45 +/-	10
7b	Hopper & Auger	1	1,000	kg/hr	5mm fruit and vegetable waste	45 +/-	5
7c	Belt Conveyor	2	200	kg/hr	Dimensions L20-30mm, W3-5mm, H2-4mm (rectangular prism)	0 - 20	5
7d	Belt Conveyor	1	300	kg/hr	Fruit and Vegetable Residue <5mm dimensions	0 - 20	5

LOT 8: Plastic Trays

Plastic Non Stackable trays
 Dimensions: 520mm x 380mm x 105 (+/-)
 Capacity: Min 20 liters Max 25 liters.
 Plastic thickness: 3mm +/- 1mm
 Material: Recycled PPE Preferred
 Qty: 16,300
 Colour: Black

Lot 9a: Digital Weighing Scales Small

Max Capacity: 2,500grams
 Tolerances: 0.01 grams
 Note: Scales should be able to run without electricity (deliver with rechargeable batteries)
 Power Supply: 220v 50/60Hz
 Qty: 2

Lot 9b: Digital Weighing Scales Large

Max Capacity: 100 kg
 Tolerances: 0.01 kg
 Note:

- Scales should be able to run without electricity (deliver with rechargeable batteries)
- Scales should be able to tolerate movement on a trolley
- Where possible scales should already be mounted on wheels for movement within location.
- Weigh area minimum 0.4m²
- Power Supply: 220v 50/60Hz

Qty: 2

Lot 10: Laboratory Oven

Volume: 80-110 litres

Detail:

- Temperature range in °C up to +300°C
- Power Supply: 220v 50/60Hz

1.3 Tenderers Information

Tenderer's Information	
Tenderer's legal name	
Tenderer's country of constitution	
Tenderer's year of constitution	
Tenderer's legal address in country of constitution	
Tenderer's authorized representative (name, address, telephone numbers, fax numbers, e-mail address)	

1.4 Sub-Contractors

Does your company intend to sub-contract any of the proposed services to another firm?

If yes,

To who?

What portion and why?

1.5 Business Principles

a) Conflict of Interest

1.9.1 *BioBuu* insists on honesty, integrity and fairness in all aspects of the business relationship with your company. Direct or indirect offer, payment, soliciting and acceptance of bribes in any form are unacceptable practices. Please confirm your agreement to the above.

Y / N

1.9.2 To avoid conflict of interest between their private financial activities and their part in the conduct of company business, *BioBuu* employees or member of their immediate family or relatives should not acquire financial interest in any company or organization with which *BioBuu* has commercial relationship.

1.9.3 Is a member of your immediate family or relative an *BioBuu* employee?

Y /N. If yes, please provide details.

1.6 Quotation

BioBuu now invites you to submit quotation for the provision of listed items below:

THIS IS NOT AN ORDER. Your quotation should indicate final unit price and instructions on reverse before quoting. Which includes all costs for delivery, product brand, country of origin, installation cost (if any), and best value discount. If the goods are coming from outside of Kenya, please advise of an Ex Works and FOB Price.

Please also provide detail documents about the equipment quoted for as an addendum to your submission.

Please provide your details in the format below:

	Item Description	Qty	Unit Price (USD/KSH) Ex Works	Unit Price (USD/KSH) FOB	Delivery period	Product Brand	Country of Origin*	Warranty period
1	Metal Detector (Conveyor/Hopper)	1						
2	Size Reduction	1						
3	Portion/Batch Feed	1						
4	Vibratory Separator	1						
5a	Product Washer	1						
5b	Product Steriliser	1						

6	Belt Dehydrator	1						
7a	Hopper & Belt Conveyor	1						
7b	Hopper & Auger	1						
7c	Belt Conveyor	2						
7d	Belt Conveyor	1						
8	Plastic Trays	16,261						
9a	Digital Weighing Scales Small	2						
9b	Digital Weighing Scales Large	2						
10	Universal Oven	1						

* For any equipment costing above US\$5,000 a Certificate of Origin, signed by the Chamber of Commerce of the Country originating the goods, shall be required

CONDITIONS

1. The General Conditions of the Contract with the BioBuu Ltd apply to this transaction. This form properly submitted constitutes the agreement to supply the goods shown at the prices and within the delivery period stated overleaf.
2. The offer shall remain valid for 30 days from the closing date unless otherwise stipulated by the candidate.
3. The Procuring Entity shall not be bound to accept the lowest or any other offer, and reserves the right to accept any offer in part unless the contrary is stipulated by the candidate.
4. Samples of offers when required will be provided free and before the closing date of the quotation. If not destroyed during tests they will, upon request, be returned at the candidate's expenses, or may be collected by the owner.

INSTRUCTIONS

1. Quote for each item separately, and in units as specified.
2. Quote for the freight/transportation charges as a separate line item (if offered).
3. Quote for any Installation and Training costs as a separate line item.
4. Show the VAT amount (where applicable) as a separate line item.
5. This form must be signed by an authorized representative of the candidate and preferably it should also be rubber stamped.

6. Descriptive literature or samples of the items offered may be forwarded with the quotation.
7. When tendering for multiple lots and offering a discount, please state the total price and discount in an addendum to your submission.

SECTION 2: EXPECTATIONS AND DECLARATION

2. Continuous improvement and Performance Measurements

The supplier will be required to participate positively in the client's performance measurement systems, which will include the following:

- a) Ensure the most efficient and high quality service delivery.
- b) Ensure high quality standard materials are used and may be subject to random checks.
- c) Ensure good communication and be ready to offer any information to the client in regard to the contract/project.
- d) Be ready to address and rectify any queries that may arise during the contract/project period.

2.2 Credit Facilities

Upon delivery of invoice, what would be the expected maximum credit period offered by your firm?

- a) Where prices have been offered - they must be net discounted prices and VAT exclusive.
- b) Indicate terms and conditions of delivery and installation.
- c) Indicate the extended warranty period for items where applicable.

2.3 What are your standard procedures for handling customer queries?

2.4 Please provide a Customer Care, Policy and Standard Manual (if available).

2.5 *BioBuu* observes green procurement regulations therefore suppliers and manufacturers should ensure that goods and services are compliant with emerging Environmental Management Standards.

2.6 Supplier Declaration:

I declare that to the best of my knowledge that the answers submitted in this prequalification proposal (and any supporting documentation) are correct. I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with *BioBuu*.

FORMS COMPLETED BY

Name:	
Position (Job Title):	
Date:	
Telephone Number(s):	
Email address:	
Signature:	
Stamp/Seal:	

FORMS WITNESSED BY

Name:	
Position (Job Title):	
Date:	
Email address:	
Signature:	
Stamp/Seal:	