



KARIRE PRODUCTS LIMITED

REQUEST FOR PROPOSALS TENDER FOR SUPPLY OF A MULTIFUNCTIONAL ESSENTIAL OIL DISTILLER

RFP Release Date: September 1, 2020

Last date for receipt of bids: **September 15, 2020 at 23:59 hrs.,
East Africa Time.**

For further information, please contact:

Email: Cariton.Kubwabo@rogers.com, karireproducts2016@yahoo.com and jbwire@icipc.org

REQUEST FOR PROPOSALS

FOR THE SUPPLY, DELIVERY AND INSTALLATION OF A COMPLETE SET OF A MULTIFUNCTIONAL ESSENTIAL OIL DISTILLATION EQUIPMENT ESSENTIAL OIL DISTILLATION EQUIPMENT

INTRODUCTION

The Karire Products Limited is aiming at developing supply chains based on medicinal plant farm outputs and strengthened processing enterprises. As an effect of the interventions, farms and herbal medicine processing enterprises will become more profitable. The transition of the industry creates the need for appropriate structures; therefore, the company strategy now involves the creation of these structures. The envisaged Karire Agro Industrial-Park (KAIP) is one of these structures.

With financial support from *ICIPE/Bioinnovate Africa*, Karire Products Limited seeks to establish a pilot production facility, which will be gradually scaled up for processing and production of selected Traditional Medicinal plants. The center will be equipped with machinery and tools appropriate for modern Medicinal plants processing. The experts of the center will work on product development and share knowledge with community groups. The center will develop its services to become an Agro-Industrial Park aiding the Medicinal plants processing industry of Burundi.

INVITATION FOR BIDDING

This document is a formal Request for Proposals from reputed Manufacturers/Authorized Dealers /Tenderer for procurement for the supply, delivery and installation of Complete Set of a **Multifunctional Essential Oil Distillation Equipment** to Karire Products Limited in Bujumbura, Burundi. The information disclosed will be handled in the strictest confidence by Karire Products Ltd. The Supplier 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 either physically to:

Physical address: Rohero 2, Avenue Mugamba No. 11, **Bujumbura - Burundi**

Or electronically to:

Email: Cariton.Kubwabo@rogers.com and Karireproducts2016@yahoo.com

Request for Proposals must be delivered on or before **15th September 2019 at 23:59 hrs., East Africa Time**. The bids will be opened the same date and time. The submissions in hard copy should be clearly marked:

‘Request for Proposals – Supply of a complete Set a Multifunctional Essential Oil Distillation Equipment. REF: KPL/RFP/DM/1.

Late submissions will be rejected.

Further information can be obtained at this address: link:

GENERAL INFORMATION AND NOTICE

- All the information contained in this RFP and in the Supplier's, response will be handled with confidentiality by both the Supplier and Karire Products Limited.
- In issuing this RFP, there is no obligation on Karire Products Limited 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 between Karire Products Limited and the Supplier.
- Karire Products Limited 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 Proposal.
- All required information will be submitted on the documents specified in this RFP.
- Karire Products Limited does not bind itself to accept the lowest bid of any Proposal and reserves the right to accept a portion of any proposal.
- The Supplier is to submit a fully qualifying bid.
- Karire Products Limited reserves the right to conduct unannounced site visits to the Supplier premises.
- Karire Products Limited may contact or arrange site visits to the referees stated in this Proposal.
- Karire Products Limited reserves the right to accept or reject any quotation without assigning any reasons thereof.

SECTION 1. QUALIFICATION INSTRUCTIONS

To be eligible and be considered for the award prospective bidders 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 in one copy, bound, typed and completely printed in one sealed envelope¹. The proposal **MUST** be submitted in the format below.

	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	Copy of VAT Registration Certificate	
4	Valid Tax compliance certificates	
5	Copy of PIN certificate	
6	Copies of relevant purchase orders (3 copies of your highest value) offering similar goods as required by Karire Products Limited	
7	Copy of Manufacturer(s) Authorization/Dealership	
8	Copies of Current Trade License	
9	Comprehensive Company Profile (including organization chart)	

All above sections will form part of the evaluation criteria.

(1): Electronic submissions will be accepted

1.2 Scope of supply

ITEM No	REQUIREMENTS: Equipment, Parts, Supplies	LOAD CAPACITY		
		10 L	300 L	500 L
1.1	Distillation unit including a condenser	1	1	1
1.2	Oil separator all pumps and fittings	1	1	1
1.3	Water cooling tower (cooling of condenser water)	1	1	1
1.4	Steam generator	1	1	1
1.5	Installation, commissioning, and training on site		1	1
1.6	Cost of Transportation (DAP) – Combined for the 3 distillers	1	1	1
1.7	Cost of insurance (if applicable) – CIF Bujumbura	1	1	1

1.3 Technical specifications

1. Equipment Material: European Standard (French Style Essential Oil Distillation Equipment);
2. Distillation tank: 2 layers' stainless steel;
3. The distillation unit includes all electric water pumps;
4. Water oil separator: 1 set with capacity of 30 liters that separates essential oils;
5. Condensers each with a capacity to approximately condense 100-liter steam per hour;
6. All the necessary fittings and fixtures for commissioning in the building and fire box attached to the boiler, for the steam generator;
7. Heating fuel: natural gas/electricity;
8. Cooling fluid: Water;
9. Raw materials:
 - **Flowers:** Jasmine; lavender; chamomile; ylang ylang
 - **Leaves:** Catnip; eucalyptus; mint; patchouli; pine needles; basil
 - **Grasses:** Rosemary; lemongrass
 - **Citrus:** Lemon; orange; lime; tangerine

1.4 Directors and Partners

List below the names and addresses of all the Directors and/or Partners (executive and non-executive) of your company:

Name	Complete Address	Executive (Yes/No)

1.5 Other companies

List below other firms, holding firms, or other organizations, and their addresses, holding major interest in your company.

Company Name	Location (Country)	Status (interest)

1.6 Account Management

List below the names of the persons assigned to supervise the Clients account by your firm explain the roles clearly.

Name	Position

1.7 Bank Reference

List below bank (s) which your company has account (s)

Name of Bank	Address and Location	Branch

1.8 Financial Statements

Please submit your audited accounts for the past three years accompanied by the auditor's opinion.

1.9 Client/Business References

List 3 major clients whom you have provided similar goods to in the last three financial years that you would recommend for Reference - *must be relevant to the items you have expressed interest to supply*. Please break them down into the following categories:

a) **Non-Profit/Donor Funded Organizations:**

Name of Firm	Location/Physical Address	Contact Person	Business USD a.n

b) **Commercial Organizations:**

Name of Firm	Location/Physical	Contact Person & Address/Tel.	Business USD. a.n

1.10 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?

1.11 Business Principles:

a) Conflict of Interest

1.11.1 Karire Products Limited 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

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

1.11.3 Is a member of your immediate family or relative a Karire Products Limited employee? Y /N. If yes, please provide details.

Karire Products Limited now invites you to submit quotation for the provision of listed items below:

NOTES –

- a) **THIS IS NOT AN ORDER.** Read the condition (3). Your quotation should indicate price per unit and instructions on reverse before quoting, which includes all costs for delivery, product brand, country of origin, warranty period and installation cost (if any), and best value discount (final offer). Please provide your details in the format below:

No	Item Description	Unit price (USD)	Quantity	Total price (USD)	Delivery Period	Product Brand	Warranty Period	Country of Origin
1								
2								
3								

CONDITIONS

1. The General Conditions of the Contract with Karire Products Limited 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. All entries must be typed or written in ink. Mistakes must not be erased but should be crossed out and corrections made and initialed by the persons who signed the quotation.
2. Quote for each item separately, and in units as specified.
3. This form must be signed by an authorized representative of the candidate and preferably it should also be rubber stamped.
4. Each quotation should be submitted separately in a sealed envelope with only the Quotation Number endorsed on the outside. Descriptive literature or samples of the items offered may be forwarded with the quotation. Electronic submissions will be accepted.
5. If you do not wish to quote, please endorse the reasons on this and return it, otherwise your name may be deleted from the Procuring Entity's mailing list for the items listed hereon.

SECTION 2: EXPECTATIONS AND DECLARATION

2.1 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 regarding 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 Karire Products Limited observes green procurement regulations therefore suppliers and manufacturers should ensure that goods and services are compliant with emerging Environmental Management Standards.

2.4 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 Karire Products Limited.	
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	