

REQUEST FOR QUOTATION (RFQ)

TO: QUALIFIED COMPANIES	DATE: 25 June 2024
	REFERENCE: RFQ/PAKPRO/2024/001/COLL Provision of collection and transportation of non-hazardous recyclable packaging materials services within the Nairobi Catchment Area

Dear Sir/ Madam:

We invite you to submit your quotation for the **Provision of collection and transportation of non-hazardous recyclable packaging materials services within the Nairobi River Catchment Area that covers the counties:**

1. Nairobi
2. Kiambu
3. Kajado
4. Machakos
5. Makueni

The provision of these services will require the Collection and Transportation of non- hazardous recyclable packaging materials from NEMA licensed disposal sites to PAKPRO pre-qualified recyclers.

1. INTRODUCTION

Packaging Producer Responsibility Organization Limited (PAKPRO®), formerly trading as Kenya PET Recycling Company Limited (PETCO Kenya) is a collective compliance scheme representing brand owners, importers, retailers, distributors and any entity that places its product in the market in joint efforts to regulate the recovery, treatment and proper end-of-life disposal for non-hazardous post-consumer packaging. It has been instrumental as a leading advocacy agency in Extended Producer Responsibility. Since its incorporation in 2018, it has evolved as an organization consistently and progressively enhancing its capacity in shifting consumer and industry awareness; growing collection and recycling rates; developing strategic partnerships; and by employing influence, enhancing advocacy and knowledge management initiatives.

2. BACKGROUND

The Sustainable Waste Management Act, 2022 was gazetted in July 2022. Section 13 of the Act requires every producer to bear mandatory extended producer obligations to reduce pollution and environmental impacts of the products they introduce into the Kenyan market and waste arising therefrom. Every producer is obligated to fulfill their extended producer responsibility obligations individually or collectively in a compliance scheme.

The producer is defined in the Act as an entity that introduces goods, products and packaging into the country using authorized means by manufacturing, importing, converting, filling, re-filling, repackaging or rebranding.

In August 2023, The National Environment Management Authority (NEMA) published a notice to all producers informing them of the commencement of their inspection and enforcement to the compliance of this Act.

NEMA requires each Producer Responsibility Organisation to contracts with NEMA licensed waste transporters to move recovered products from collection points to approved disposal sites, which include inter alia licensed recycling facilities, licensed incinerators and disposal sites.

3. PRELIMINARIES

Quotations are to be submitted through PAKPRO electronic submission (to: admin@pakpro.co.ke) **depending on “Allowable Manner of Submitting Proposals” indicated in this document below**, on or before **Monday 15/07/2024 at 3:00 pm** noting the following Subject Reference:

Subject Reference: **RFQ/PAKPRO/2024/001/COLL. Provision of collection and transportation of non-hazardous recyclable packaging materials services**

It shall remain your responsibility to ensure that your quotation is submitted on or before the deadline indicated by PAKPRO®.

The size of each e-mail should not exceed five megabytes (5 MB). As an e-mail can take some time to arrive after it is sent, we advise all bidders to send e-mail submissions well before the deadline. Please be aware that bids e-mailed to PAKPRO® will be rejected if they are received after the deadline for bid submission. It is the exclusive responsibility of the bidder to ensure that the document(s) are received at the specified email address before the closing date.

Each bidder should ensure that submitted offers are in PDF **format** and do not contain viruses or corrupted files. Such offers will be rejected.

Table 1: Requirements and Conditions of the Request for Quotation

CONDITIONS	
Preferred Currency of Quotation	<input checked="" type="checkbox"/> Kenya Shillings
Purchase of Materials	The company will collect materials and transport them to pre-qualified recycler and liaise with aggregator for payment by the Recycler for post-consumer packaging material received.
Payment Terms	PAKPRO® shall, on fulfilment of the Delivery Terms, make payment to the transporter within 30 days of receipt of the Supplier's invoice for the goods and copies of the tracking documents specified in the Purchase Order. Note: any bank charges and bank commissions shall be borne by the vendor
Taxes	All prices/rates quoted must be inclusive of all taxes.
Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> PAKPRO® Email Address: admin@pakpro.co.ke
Deadline for the Submission of Quotation	Date and Time: Monday 17/072024
All documentations, including proposals and required licensing, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted	<input checked="" type="checkbox"/> NEMA Waste Storage, Transportation and Recycling Licenses <input checked="" type="checkbox"/> Evidence that contractor possesses not less than 3 years of garbage disposal experience <input checked="" type="checkbox"/> Company CR12 <input checked="" type="checkbox"/> Tax Compliance Certificate <input checked="" type="checkbox"/> Copy of Latest Audited Financial statements <input checked="" type="checkbox"/> Licensed Trucks and Drivers and their valid certifications

CONDITIONS	
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 30 days In exceptional circumstances, PAKPRO® may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Evaluation of Quotation and award criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements as described in the Conditions <input checked="" type="checkbox"/> Acceptance of the PO/Contract General Terms and Conditions The Evaluation Committee will examine the quotation to determine whether they are complete and whether the offer complies with the requirements. Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the offeror does not accept the correction of errors, its quotation will be rejected. If there is a discrepancy between words and figures the amount in words will prevail. Any offers which do not meet the requirements will be rejected. The Contract will be awarded to the bidder that offers the lowest priced technically qualified quotation
PAKPRO® will award to:	<input checked="" type="checkbox"/> Ensure all areas as described in Annex 1 are covered in the most competitive bids
Type of contract to be signed:	<input checked="" type="checkbox"/> Pilot Program of 6 months
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of verification audit based on full compliance with awarded contract
Annexes to this RFQ	<input checked="" type="checkbox"/> Specifications of Provision of “ Collection and Transportation of Non-Hazardous Recyclable Packaging Materials ” required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3). Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries (Written inquiries only)	Gathoni Methu Operations and Membership Lead mailto:gathoni.methu@pakpro.co.ke

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by PAKPRO® after it has received the quotation.

At the time of award of Contract or Purchase Order, PAKPRO® reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

A Service Level Agreement will be issued to the qualified bidders of this RFQ.

PAKPRO® is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible

for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

PAKPRO® encourages every prospective Vendor to avoid and prevent conflicts of interest, by disclosing to PAKPRO® if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

PAKPRO® implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against PAKPRO®, as well as third parties involved in PAKPRO® activities.

Thank you and we look forward to receiving your quotation.

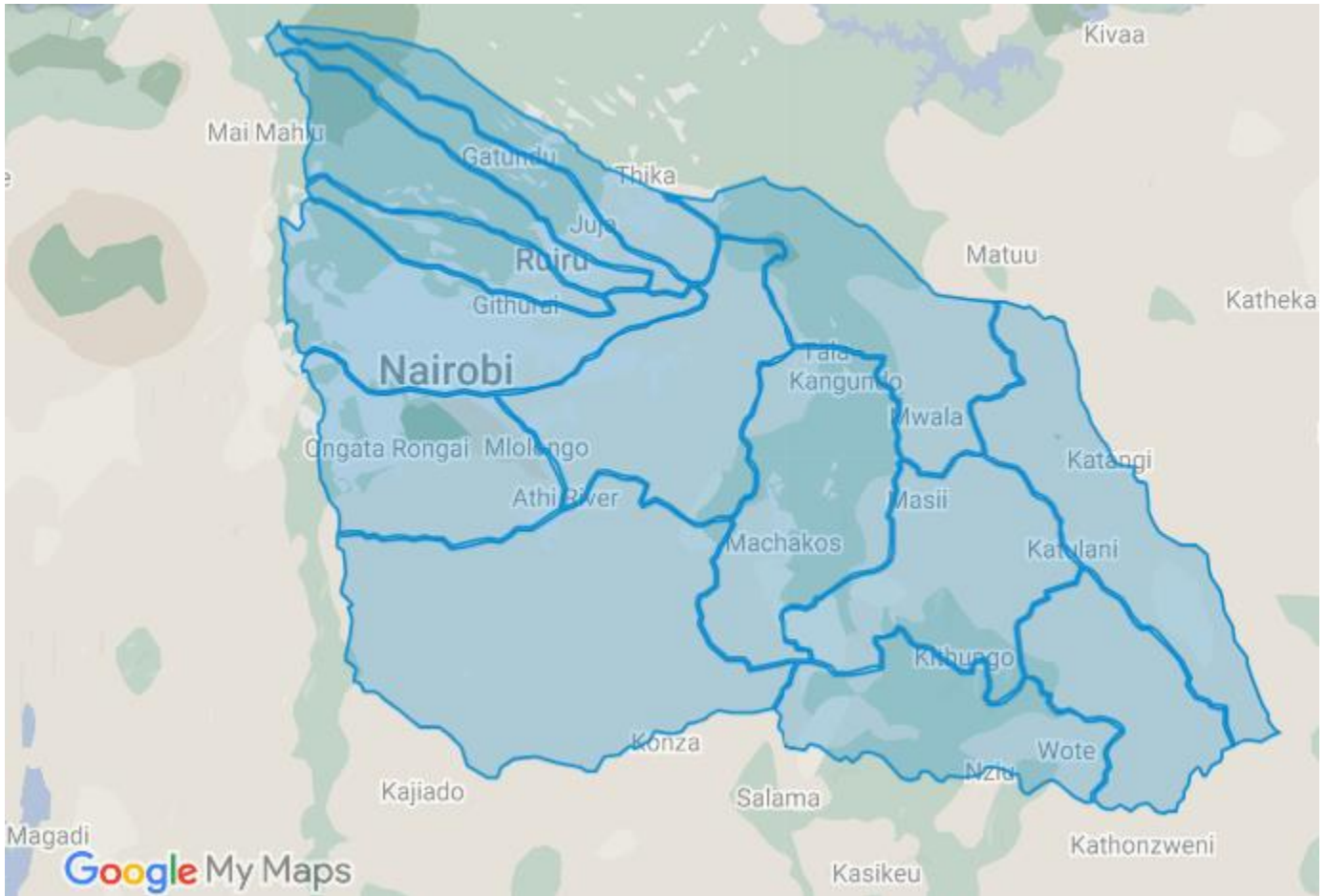
Sincerely yours,

Joyce Gachugi - Waweru
Chief Executive Officer
PAKPRO

Annex I

Proposed Waste Disposal Sites to be identified in the Nairobi River Catchment Area Below

Table 2: Service Area - Nairobi River Catchment Area



Annex II

Requirements Form for Submitting Supplier's Quotation

(This Form must be submitted only using the Supplier's Official Letterhead)

We, the undersigned, hereby accept in full the PAKPRO® General Terms and Conditions, and hereby offer to supply the items listed below in Tables 3 & 4 in conformity with the specification and requirements of PAKPRO® as per RFQ Reference No. RFQ/PAKPRO/2024/001/COLL.

RE: COMPANY PROPOSED COLLECTION AND TRANSPORTATION MODEL

1. Describe your preferred method of servicing the area.
2. Bidders are at liberty to select more than one zone and provide a list of the NEMA licensed disposal sites/ transfer stations for the recovery of Non-hazardous recyclable packaging material.
3. State the minimum and maximum volume to be transferred with each collection trip

Table 3: List of Non- Hazardous Packaging Material to be Collected

	Category Of Materials		Material Description	Date of Collection (e.g. 2 nd Tuesday, 3 rd Friday, Weekly)	Location of Premises	Weight Collected (Kg)
1	PET	1	PET Bottles – Beverage (Clear, light blue)			
		2	PET Bottles – Beverage (Colored)			
		3	PET Bottles – Home & Personal Care			
		4	PET Bottles – Edible Oil			
		5	PET Bottles & Jars – Food			
2	Thermoform	6	PP Thermoform			
		7	PET Thermoform			
		8	PVC Thermoform			
3	Strapping	9	PET Strapping (Closed Loop)			
4	Labels	10	Biaxially Oriented Polypropylene ((BOPP) Labels			
		11	PET Shrink Sleeves			
		12	Polyethylene Terephthalate Glycol (PETG) Labels			
		13	Paper Labels			
		14	Polyvinyl Chloride (PVC) Labels			

5	Paper and Its Corrugates	15	Paper and Corrugated Paper			
		16	Paper Bags			
		17	Paper Carton Boxes			
		18	Paper Straws			
6	Metal	19	Metal Caps and Closures			
		20	Metal Cans and Containers			
		21	Foil and Takeaway packaging material			
7	UBC	22	Used Beverage Cartons Without Aluminium Foil			
		23	Used Beverage Cartons With Aluminium Foil			
8	Plastic Laminates	24	Plastic Laminates			
9	Paper-Plastic Laminate	25	Paper-Plastic Laminate			
10	Alu-Plastic Laminate	26	Alu- Plastic Laminate			
11	Alu-Paper Laminate	27	Alu-Paper Laminate			
12	Glass	28	Glass Bottles - Clear (One-Way)			

		29	<i>Glass bottles – Coloured (One-Way)</i>					
13	<i>HDPE Rigid</i>	30	<i>HDPE Blow Rigid</i>					
		31	<i>HDPE Closures</i>					
		32	<i>HDPE Injection Rigid</i>					
14	<i>Monolayer Flexibles</i>	33	<i>BOPP Film</i>					
		34	<i>HDPE Film</i>					
		35	<i>LDPE Film</i>					
		36	<i>LLDPE Film</i>					
		37	<i>PP Film</i>					
		38	<i>PVC Film</i>					
15	<i>Shrink Wrap</i>	39	<i>BOPP Film</i>					
		40	<i>LDPE Flexible</i>					
		41	<i>LLDPE Flexible</i>					
		42	<i>PP Flexible</i>					
		43	<i>PVC Flexible</i>					
16	<i>LDPE Rigid</i>	44	<i>LDPE Rigid</i>					
17	<i>LLDPE Rigid</i>	45	<i>LLDPE Rigid</i>					
18	<i>PP</i>	46	<i>PP Blow</i>					
		47	<i>PP Closures</i>					
		48	<i>PP Injection Rigid</i>					

		49	<i>PP Straws</i>					
19	<i>Bags and Sacks</i>	50	<i>BOPP Laminated PP Woven Bags</i>					
		51	<i>BOPP Laminated PP Non -Woven Bags</i>					
		52	<i>PP Non-Woven Bags</i>					
		53	<i>PP Woven Bags</i>					
20	<i>PolyStyrene</i>	54	<i>Expanded Polystyrene (EPS)</i>					

Please use the following format to submit your quote:

Table 4: Price Table

Description of Service	Estimated Frequency	Minimum Volume Required for pick up	Cost per trip (KES)	Estimated Monthly Cost (KES)	Estimated 6-month Cost (KES)
Route/s Selected					
Route/s Selected					
Route/s Selected					
Route/s Selected					
Route/s Selected					
Total					

Table 5 : Offer to Comply with other related requirements:

Other Information pertaining to our Quotation are as follows :	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>Remarks</i>
Technical responsiveness/Full compliance to requirements			
Validity of Quotation, 30 days			
Full acceptance of the PO/Contract General Terms and Conditions			
No conflict of interest			

Your company has no outstanding bankruptcy, judgement or pending legal action that could impair operating as a going concern.			
Your company has a "green" waste solutions and/or recycling process (provide details).			
Your company has the ability to collect garbage 5 days a week (Monday-Friday)			
Your company has the ability to collect other disposable items on call.			
Submit evidence that your company possesses not less than 3 years of garbage disposal experience			
Copy of latest audited Financial statements			

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

[Name and Signature of the Supplier's Authorized Person] [Designation] & [Date]

**Annex III:
 Proposed PAKPRO Recyclers**

Table 6: PAKPRO Pre- Qualified Recyclers

Category Of Materials	Material Description	Recycling Company	Location	Contact Person	Contact
PET	PET Bottles – Beverage (Colored)	Sunrise Impex	Industrial Area - Nanyuki Road	Ravi Kumar	714327707 / 0735458874
		Weeco Recycling Industry EPZ	EPZ, Athi River	Mamiso Andole	0713762250 / 0787187414
	PET Bottles – Home & Personal Care	Karsam Serviettes Limited	Industrial Area	Kevin Karanja	0718770826
		Dawn To Glo	Industrial Area near Winners Chapel	Dominic Kagwi	0726686922
	PET Bottles – Edible Oil	PET Bottle Recyclers	Baba Dogo	Rose Were	0721467037/ 0762005378
	PET Bottles & Jars – Food	T3 EPZ Limited	EPZ, Athi River	Ikreet Kenth	0781108603
		Mr. Green Africa Trading	Sameer Industrial Park	Peter Ajulu	0728323897
Thermoform	PP Thermoform	Mr. Green Africa Trading	Sameer Industrial Park	Peter Ajulu	0728323897
		Takataka Solutions	Njiru, Thika Kiambu	Brian/ Norah	0795966058 0799484645 / 0727107994
		Texplast Industries	Magana	Mihir / Satyendra	722523573/ 0745714711
Strapping	PET Strapping (Closed Loop)	Pyramid Industries	Juja	Dave Hardik	723410467
Labels/ Laminates, PS		Noma Green	Kikuyu	Mugo Gitau	722743783
		Eco Posts	Njiru	Lorna Ruto	721953768
		Constructive Plastics	Kariobangi	Joseph Muita	711306163

Paper and Its Corrugates	Paper and Corrugated Paper	Kamongo Waste Paper	Industrial Area	Mohamed Hussein	0724479786 / 0739757057
	Paper Bags				
	Paper Carton Boxes				
	Paper Straws				
		Simba Waste Paper	Industrial Area	Nobert Agesa	072387246
Metal	Metal Caps and Closures	Srap Metal Dealers		NEMA Licensed	N/A
	Metal Cans and Containers (takeaway containers)				
	Aluminium foil				
Used Beverage Cartons	Used Beverage Cartons	Ramani Warehouse	Thika, Former Castle Breweries	Amos Mogire	0706690115
		Eco Tech Industries	Industrial Area	Chana	0722510900
		Takataka Solutions	Njiru, Thika, Kiambu	Brian Njaro / Norah	0799484645 / 0727107994
		Zoa Taka Limited	Enterprise Road	Steve	0723774448
Glass	Glass Bottles - Clear (One-Way)	Ardagh Glass	Thika Rd	Walter Muigai	0721200044
	Glass bottles – Coloured (One-Way)	Milly Glass		Eric Othieno	0717142243
HDPE/ PP/ LDPE Rigid	Blow, Injection, Caps and Closures	Mr. Green Africa Trading	Sameer Industrial Park	Peter Ajulu	0728323897
		Takataka Solutions	Njiru, Thika, Kiambu	Brian/ Norah	0799484645 / 0727107994
		December Waste	Njiru	Antony Amimo	0713353640
Monolayer Flexibles	BOPP Film	December Waste	Njiru	Antony Amimo	0713353640
	HDPE / LDPE/ LLDPE Film	December Waste	Njiru,	Antony Amimo	0713353640 0799484645 /

		Takataka Solutions	Njiru,Thika, Kiambu	Brian/ Norah	0727107994
		Texplast Industries	Magana	Mihir Shah/ Satyendra	0722523573/ 0745714711
		County Recyclers		David Mathu	0723282308
	PP Film	Takataka Solutions	Komarock Road Njiru, Thika, Kiambu	Brian/ Norah	0799484645/ 0727107994
		County Recyclers	Komarock Road	David Mathu	0723282308
Gunias & Shopping Bags	BOPP Laminated Woven Bags	Texplast Industries		Mihir Shah/ Satyendra	722523573/ 0745714711
	BOPP Laminated Non-Woven Bags	December Waste		Antony Amimo	0713353640
	PP Woven Bags				
	PP Non- Woven Bags				