



WINDLE INTERNATIONAL KENYA
10 Amboseli Rd, Off Gitanga Rd, P O Box 40521
Tel: 0721 551451, **Nairobi**

REQUEST FOR QUOTATIONS

Supplier

Name	
Address	
City	
Phone	
Email	

QUOTATION CLOSING DATE: FRIDAY 05.09.2025
CLOSING TIME: 2:00PM

Dear Sir/ Madam

Kindly provide a quotation for the below Goods/Services

NO	Products/Service Description	Package	Quantity	VAT Inc. Unit Price	VAT Incl. Total Value	Maximum Delivery Period
	NAIROBI					
	HALL HIRE SERVICES					
1	Full-Day Hall hire - 300 Pax					
2	Half- Day Hall hire - 300 Pax					

Stictly use our template. Include your Company stamp .Scan and mail to same email as received.

Terms and Conditions

1. Goods/Service should be delivered to our offices immediately LPO/CPO within the stipulated time period
2. All deliveries should be accompanied by a delivery note and invoice and a signed and filled CPO/LPO
3. Your prices must be valid for atleast 90 days and include 16% VAT or relevant levies where applicable
4. Credit Period is 90 days
5. Only responses within the timelines shall be considered.

CHECKLIST

1. WIK Template Filled RFQ.
2. Maximum Delivery Period
3. Fully filled Business questionnaire

All quotations MUST be submitted back through this Email: : rfq@windle.org



**Amboseli Road, Off Gitanga Road, Lavington
P.O. Box 40521 – 00100, - NAIROBI, Kenya
Land line Telephone : +254 20 2606516-19
Mobile telephone : +254 721 551451**

BUSINESS QUESTIONNAIRE

1.0 Introduction

1.1 Description of the Windle International - Kenya and Our Core Business

✚ **Registration:** Windle International - Kenya (WIK) is a registered non-governmental organization in Kenya, registration number OP. 218/051/915/65

✚ **Vision:** Our Vision is to bring inspiration, empowerment and hope to every WIK student.

✚ **Mission:** Our primary mission is to provide, promote and coordinate quality education and training for refugees in Kenya and for needy Kenyans, particularly and thereby to transform both their lives and that of their communities.

✚ **Motto:** "Education Transforms Society"

✚ **Core Values:** Our core values have the acronym TRACE – Trust, Respect, Accountability, Commitment, and Equity. They embody what WIK stands for, what drives us, what we believe in and what directs our decisions, actions and relationships with others on a daily basis.

1.2 Corporate Social Responsibility

WIK wishes to work with suppliers who embrace our core values, and also demonstrate Corporate Social Responsibility (CSR) by taking account of economic, social and environmental factors.

2.0 QUESTIONNAIRE

2.1 Corporate Information

No	Information Required	Information Provided
i.	Company /Organization Name	
ii.	Trading Name (if different from above)	
iii.	Legal status (partnership/sole proprietor/ Ltd. Company)	
iv a)	Company registration certificate No. (attach copy)	
b)	Certification by regulatory bodies (e.g. KPLC, Ministry of public works etc) (Attach copies)	
v	Contact Person	
	Name	
	Title	
	Tel. No	
vi	Postal Address	

	Tel. No	
	Fax	
	Email Address	
	Website	
vii	Physical Location	
viii	Is your organization a public Listed Company? If Yes attach copies.	
ix	Is your Company/organization a partnership? If Yes attach partnership deed.	

2.2 Names of Directors and their nationality:

No	Names of partners/shareholders	Nationality	Percentage of shares
i.			
ii.			
iii.			
iv.			
v.			

b) Bank details

What is the name and branch of your bank

Name of the bank	
Account no.	
Branch	

2.3 Does your company/organization have other associates or affiliates? If yes list, the business names and details of Directors

No	Names of Company	Names of ALL Directors	ID/Passport Number
1.		a)	
		b)	
		c)	
2.		a)	
		b)	
		c)	
3.		a)	
		b)	
		c)	
4.		a)	
		b)	
		c)	

(attach FORM CR12)

3.0 Business Activities

i) What are the main business activities of your organization?

Manufacturer

Assembler

Distributor

Service Centre

Retailer

Other

(Please Specify)

ii) If a manufacturer or service organization, are your products certified by Kenya Bureau of standards or are you affiliated to a recognized accrediting body?

Yes

☐

No

☐

(Attach documentary evidence of certification)

iii) If you are not a manufacture, are you an authorized dealer?

Yes

☐

No

☐

(Attach manufacturer's authorization certification)

iv) Attach your company/organization organogram with emphasis on the job you are bidding for.

v) Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons?

Yes

☐

No

☐

If yes, when (If yes, you must present legal documentary evidence that you are cleared and your business is now solvent).

vi) Are you or your servants or agents subject of legal proceedings for corrupt or unethical business practice or offered any inducement to any procurement entity so that you can be considered for award of a tender?

Yes

☐

No

☐

vii) Is the firm/company making this application or any of its directors been debarred or suspended from participating in public procurement or have any procurement entity initiated proceedings of that nature against the firm or one of its directors, for any reason whatsoever?

Yes

☐

No

☐

viii) Which quality standards certification have you attained in the last two years? (Attach copies and give details on a separate sheet of paper)

ix) What is your average response time to a request for quotation/RFP?

x) What is your average response time to delivery of goods /services after issuance of LPO?

xi) What is the maximum value of business, which you can handle at any one time?

USD.....

3.1 Declaration

For purpose of transparency and fair dealing, all vendors shall make full disclosure of any past/existing business relationship with any WIK employee.

Do you have a relationship with any WIK employee?

Yes

☐

No

☐

If yes Specify the type of relationship

I declare for and on behalf of (company/firm) that all the information furnished to WIK in connection with this pre- qualification is true and accurate in all material respect. WIK is hereby authorized to make such inquiries relating to the said information including with the firms/company's clients and bankers as it may deem necessary without prior notice to the firm/company.

Information submitted by

Title

Signature

Date

Telephone Number

Email

Company Stamp

Witnessed by

Title

Signature

Date

Telephone Number

Email

Company Stamp