

Project/Activity Name	PURCHASE OF FIREWALL, LICENSES AND NETWORK EQUIPMENT
Charge Code:	KE0000HIKE20
Country:	Kenya

REQUEST FOR QUOTES - 20250722KE

RFP Release Date:	24th July 2025
Contract Performance Period:	60 days
Proposal Submission Deadline:	13 th August 2025
Question/ Inquiry Submission Deadline:	8 th August 2025
Electronic submission to the attention of:	Procurement Kenya
Electronic submission:	procurement-ke@heifer.org
Contact information for inquiries about this RFP:	procurement-ke@heifer.org

1. BACKGROUND TO THE ASSIGNMENT

Heifer International Kenya is expanding, in terms of program portfolio with expected funding for much larger internal and externally funded projects. With the strategic shift to Signature programming model, the Country Program is making provisions to ensure reliable connectivity, security for its network and enhanced functionality in its offices in Nairobi and its field office in Eldoret.

2. SCOPE OF THE ASSIGNMENT

We are inviting qualified suppliers and distributors to submit competitive bids for the Supply, licensing, and support of Cisco Meraki network equipment as listed below

Item No.	Description	Quantity
1	Meraki MX75 Router/Security Appliance	1
2	Meraki MX75 Advanced Security License and Support, 1 Year	1
3	Meraki MS150-24P-4G L2 Stackable Cloud-Managed 24GE 370W PoE Switch	2

4	Meraki MS150-24 Enterprise License and Support, 1 Year	2
5	Meraki MR36 Wi-Fi 6 Indoor Access Point	8
6	Meraki MR Enterprise License, 1 Year	8
7	Configuration and Support Services	1 Lot
8	Meraki AC Power Cord for MX and MS (UK Plug)	3

3. BID SUBMISSION

The bid (duly signed) from ICT suppliers and distributors should comprise the following.

- Price of each unit (including applicable taxes and duties).
- Clear terms of payment after delivery must be outlined.
- Timeline for delivery: Expected delivery timeline from the date of the order.
- Compliance with Specifications: Proof that the ICT equipment meets the specified requirements for each line item.
- Certificates as authorized dealers, resellers and suppliers of CISCO equipment.
- Vendors must provide a minimum of **1 year warranty** for all ICT equipment covering manufacturing defects and performance-related issues. The warranty terms should be clearly stated in the bid.

Applications will be accepted in soft copy through email with the subject line; “**SUPPLY OF FIREWALL**” to procurement-ke@heifer.org on or before **Wednesday 13th August 2025**.

4. BID SUBMISSION DOCUMENTS

The bidding company **MUST** attach the following documents below together with their bid to Heifer International:

- Certificate of Incorporation or Business Registration Certificate.
- KRA online PIN Certificate.
- Valid Tax Compliance Certificate.
- Bank Details on Company Letterhead
- Trade reference and clientele list including their respective contacts.

5. BID FORMAT/REQUIREMENTS

Bids must be submitted in PDF format through the procurement email provided above clearly marked with the subject line and bidder's contact information. All bids must remain valid for a minimum of 30 days from the bid submission deadline. Bidders must provide all required documentation and information as outlined in the bid documents. Failure to meet any of the



requirements may result in disqualification of the bid.

6. BID QUERIES

All questions or requests for clarification regarding the bid documents must be submitted in writing to procurement-ke@heifer.org no later than **Friday 8th August 2025**. Heifer International Kenya will provide responses to all questions received within the query submission deadline.

7. EVALUATION

The evaluation committee will evaluate the proposals based on the responsiveness to the Terms of Reference, applying the evaluation criteria as follows:

Description	Percentage
Cost competitiveness	20%
Compliance with outlined technical specifications	40%
Proposed delivery timelines	20%
Certifications and relevant licenses as CISCO product dealers	20%
Total	100%

8. VALIDITY OF PROPOSALS

Proposals submitted shall remain open for acceptance for Thirty (30) days from the last date specified for receipt of the proposal. This includes, but is not limited to pricing, terms and conditions, service levels, and all other information. If your organization is selected, all information in this document and the negotiation process is contractually binding.

9. LIMITATIONS

This Request for Proposal does not represent a commitment to award a contract, to pay any costs incurred in the preparation of a response to this RFQ, or to procure or to contract for services or supplies. Heifer reserves the right to fund any or none of the applications submitted and reserves the right to accept or reject in its entirety and absolute discretion any proposal received as a result of the RFQ.

10. INTELLECTUAL PROPERTY

Section 1. Ownership Generally. Subject to Section 2 below, any intellectual property (including but not limited to copyrights, trademarks, service marks, and patents), intellectual property rights, deliverables, manuals, works, ideas, discoveries, inventions, products, writings, photographs, videos, drawings, lists, data, strategies, materials, processes, procedures, systems, programs, devices, operations, or information developed in whole or in part by or on behalf of Contractor or its employees or agents in connection with the Services and/or Goods (collectively, the "Work Product") shall be the exclusive property of HPI. Upon request, the Contractor shall sign all documents and take all actions necessary to confirm or perfect HPI's exclusive ownership of the

Work Product.

Section 2. Prior-Owned Intellectual Property. Any intellectual property owned by a Party before the Effective Date ("Prior-Owned IP") shall remain that Party's sole and exclusive property. With regard to any of Contractor's Prior-Owned IP included in the Work Product, Contractor shall retain ownership, and hereby grants HPI a permanent, non-exclusive, royalty-free, worldwide, irrevocable right and license to use, copy, reproduce, publicly display, edit, revise, perform, and distribute said intellectual property, in any format or any medium, as part of the Work Product.

Section 3. Work Made for Hire. To the extent copyright laws apply to the Work Product, the Parties agree that (a) HPI specially ordered or commissioned the Work Product, (b) the Work Product is a "work made for hire" under United States copyright laws, and (c) HPI shall be deemed the author thereof and shall own all right, title, and interest therein. To the extent such rights, in whole or in part, do not vest in HPI as a "work made for hire", Contractor hereby irrevocably grants, assigns, and transfers to HPI, exclusively and in perpetuity, all of the Contractor's rights of any kind or nature, now known or hereafter devised, in, too, and in connection with the Work Product, and HPI shall solely and exclusively own any rights therein, and in the elements thereof, including but not limited to any allied, ancillary, subsidiary, incidental, and adaptation rights. The contractor hereby waives all rights known as "moral rights", and any similar rights, which Contractor may have in connection with the Work Product. The description of Services and/or Goods provided in this Agreement shall in no way limit the way HPI may use the Work Product.

11. APPLICABLE REGULATIONS

Offerors must be legally registered to operate within Kenya and comply with local applicable legislation, including but not limited to labor laws, financial requirements, taxes, etc.

Offerors will also be required to comply with Covid 19 protocols provided by the Government-Ministry of Health.

12. PROPOSAL SUBMISSION

Interested firms should submit a quote, with prior similar works, references, to support the application to Procurement-ke@heifer.org by **Wednesday 13th August 2025**. Bids submitted after the afore-mentioned date will be rejected.