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KICKSTART KILIFI COMMUNITY-BASED ORGANIZATION (CBO)

TENDER DOCUMENT

FOR THE SUPPLY, DELIVERY, AND TESTING OF BAKING EQUIPMENT AND
INGREDIENTS

FOR THE BAKING & PASTRY TRAINING PROJECT

Tender No: KKCBO/QT/2026/001

Date of Issue: 11th May 2026

Closing Date: 5th June 2026

INVITATION TO TENDER

Kickstart Kilifi Community-Based Organization (CBO) invites sealed bids from eligible and qualified suppliers for the supply, delivery, installation/testing where applicable, and commissioning of baking equipment and supply of baking ingredients for the Baking Training Project to be implemented at the Kickstart Kilifi Training Hub in Bamba, Kilifi County.

Kickstart Kilifi CBO is a youth-focused organization based in Kilifi County, Kenya, dedicated to empowering vulnerable and underserved communities through skills development, digital inclusion, entrepreneurship, and livelihood programmes. Established in 2018, the organization operates a solar-powered ICT and training hub in Bamba and has supported over 450 young people through practical training initiatives in digital skills, life skills, and economic empowerment. Through partnerships with Shining Hope for Communities (SHOFCO) and other stakeholders, the organization is implementing baking and pastry training programmes aimed at equipping young rural mothers and youth with employable and income-generating skills.

Eligible suppliers are invited to submit their bids for the tender as detailed in this document.



1. TENDER PARTICULARS

Item	Description
Procuring Entity:	Kickstart Kilifi Community-Based Organization (CBO)
Tender Name:	Supply, Delivery, and Testing of Baking Equipment and Ingredients
Tender Number:	KKCBO/QT/2026/001
Project Location	Bamba Township, Ganze Sub-County, Kilifi County
Tender Closing Date	5 th June 2026
Tender Submission Address	Kickstart Kilifi Learning Center, Bamba Town, Behind Godoma Senior School.
Contact Email	kickstartkilifi@gmail.com
Telephone	0788551145

2. OBJECTIVE OF THE TENDER

The objective of this tender is to identify competent and reliable suppliers for the supply, delivery, testing, and commissioning of baking equipment as well as supply of baking ingredients and related training materials for the Baking Training Project.

The selected supplier(s) shall ensure that all equipment supplied meets acceptable quality standards and is suitable for training and practical learning purposes.

3. SCOPE OF WORK

The successful bidder(s) shall:

1. Supply baking and pastry equipment as specified.
2. Deliver all items to the Kickstart Kilifi Training Hub in Bamba.
3. Test and commission electrical equipment where applicable.
4. Provide user instructions/manuals for supplied equipment.
5. Supply baking ingredients and consumables of acceptable quality.
6. Replace defective or damaged items at own cost.
7. Provide warranty for equipment where applicable.

4. TECHNICAL SPECIFICATIONS

4.1. A. Baking Equipment

S/No	Baking & Pastry Equipment	Unit	No. of Units	Unit Cost	Total
1	Oven (2 Deck, 4 Tray)	pcs	1		
2	Oven gloves	pcs	15		
3	Freezer & Fridge	pcs	1		
4	Charcoal oven	pcs	1		
5	Stand Mixer	pcs	2		
6	Weighing scale	pcs	2		
7	Bread Improver	pcs	3		
8	Cupcake wraps	Pct	4		
9	Nozzles	set	2		
10	Piping Bags	set	5		
11	Cake boxes	pcs	10		
12	Mixing bowls (1 L)	pcs	3		
13	whisks	pcs	3		
14	Mwiko	pcs	3		
15	Measuring jugs	pax	3		
16	Sufurias-Arsoted	pcs	5		
17	Sievers	pcs	3		
18	Spoons	dozen	1		
19	Fodants pins	pcs	2		
20	Baking tins(assorted)	pcs	1		
21	Storage containers	pcs	2		
22	Pallet Knives	pcs	2		
23	Cake decorating rotating turn table	pcs	1		
24	Baking scraper spatula	pcs	1		
25	Cake boards	pcs	10		
26	Bread Knives	pcs	2		
27	Display Counter	pcs	1		
28	Kitchen Cabinet	pcs	1		
29	Water Tank (5,000lts) Exo/Top Tank Brand	pcs	1		
	SUB TOTAL				

4.1. B. Baking Ingredients and Consumables

	Ingredients	Unit	No. of Units	Unit Cost	Total
30	Baking flour	Bale	10		
31	Sugar	Kg	50		
32	Baking powder	Dozen	5		
33	Margarine	kg	15		
34	Yeast	kg	2		
35	Salt	kg	6		
36	Eggs	tray	18		
37	Essence	ltrs	10		
38	Food colour	kg	3		
39	Grease papers	Rolls	40		
40	Icing sugars	kg	30		
41	Whipping creams	Bale	2		
42	Cooking oil	ltrs	60		
43	Milk	Box	10		
44	Cocoa powder	Kg	10		
45	Dark & white chocolate	Kg	10		
46	Cinnamon	Pack	8		
47	Assorted extracts (almond, lemon, peppermint, orange, Vaniila, straberry)	Set	10		
48	Spices (nutmeg, ginger, cloves)	Set	8		
49	Sprinkles & decoratives (sanding sugar, edible pearls, food gels)	Set	10		
50	Dried fruits & nuts (walnuts, pecans, raisins, cranberries)	Kg	10		
51	Apricot jam	Jar	10		
	SUB TOTAL				
	GRAND TOTAL				

Note: Bidders may attach additional technical specifications and brochures where applicable.



5. ELIGIBILITY REQUIREMENTS

Interested bidders must submit the following documents:

1. Copy of Certificate of Incorporation/Registered Business Name.
2. Existing Bank account in Business Name
3. Valid KRA PIN Certificate.
4. Valid Tax Compliance Certificate.
5. Business Permit/County Trade License.
6. Warranty information for applicable equipment.
7. Detailed quotation/financial proposal.
8. Delivery schedule.
9. Evidence of ability to deliver within the required timeline.

Late submissions shall not be accepted.

6. DELIVERY REQUIREMENTS

The successful bidder shall deliver all goods to:

Kickstart Kilifi Training Hub
Bamba Town
Kilifi County, Kenya

All deliveries shall be completed within **Fourteen (14) days** from the date of signing the contract or issuance of Local Purchase Order (LPO).

7. EVALUATION CRITERIA

Bids shall be evaluated based on the following criteria:

Criteria	Marks
Completeness of Mandatory Requirements	30
Technical Compliance and Quality Specifications	30
Relevant Experience	15
Delivery Timeline	10
Financial Proposal/Cost Competitiveness	15
Total	100



Only bidders meeting the minimum technical requirements shall proceed to financial evaluation.

8. PAYMENT TERMS

1. Payment shall be made upon satisfactory delivery, inspection, testing, and acceptance of goods within **Fourteen (14) days**.
 2. Partial payments may be considered for phased deliveries where agreed.
 3. Suppliers shall submit invoices and delivery notes for payment processing.
 4. Payment will be via **Cheque**.
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9. WARRANTY AND DEFECT LIABILITY

1. All applicable equipment must carry a warranty period of not less than Twelve (12) months unless otherwise specified.
 2. Any defective items identified during inspection or within the warranty period shall be replaced by the supplier at no additional cost.
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10. TENDER SUBMISSION INSTRUCTIONS

Interested bidders are requested to submit:

- One original hard copy or soft copy of the tender document.
- Clearly marked with the tender number and tender name.
- Submitted on or before the closing date indicated.
- Payment of Non-refundable fee of Kes 1,000/- per tender.
- Payment will be by M-Pesa to Kickstart Kilifi Account via the details below:
Pay Bill: **516600**
Account No. **0874922001 - DIAMOND TRUST BANK (DTB)**.
- For online submission documents to be sent via e-mail to kickstartkilifi@gmail.com attaching a screenshot of the M-Pesa transaction for the Nonrefundable fee of Kes 1,000/-

Late submissions shall not be accepted.



11. CONFIDENTIALITY

All information provided by Kickstart Kilifi CBO in relation to this tender shall be treated as confidential and used solely for purposes of preparing the tender response.

12. RIGHTS OF THE PROCURING ENTITY

Kickstart Kilifi CBO reserves the right to:

- Accept or reject any tender in whole or in part.
 - Cancel the tender process at any stage without incurring liability.
 - Request clarification or additional information from bidders.
 - Negotiate with the successful bidder where necessary.
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13. DECLARATION BY BIDDER

I/We the undersigned hereby declare that:

1. We have read and understood the tender document.
2. The information provided is true and accurate.
3. We agree to supply the goods in accordance with the specifications and conditions stated in this tender document.

Name of Bidder: _____

Authorized Representative: _____

Signature: _____

Company Stamp: _____

Date: _____
