Food and Agriculture Organization of the United Nations

(RFQ) Request for Quotation for Goods

SUPPLY AND DELIVERY OF DRY FOOD STUFF

ITB Ref No: FAO/NFP/RFQ/23/2026

FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS
P.O. Box 30470 – 00100
Nairobi, Kenya
www.FAO.org

SECTION 1: REQUEST FOR QUOTATION (RFQ)

FAO kindly requests your quotation for the provision of goods, works and/or services as detailed in line items section of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This RFQ document generated by the online system.
Section 2: RFQ Instructions and Data Annex 1: Schedule of Requirements Annex 2: Quotation Submission Form Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted as per instructions given by the UN personnel assigned to the account: responding to the questions and uploading required documents by the date and time indicated. It is your responsibility to ensure that your quotation is submitted before the deadline. Quotations received after the submission deadline outside the online portal, for whatever reason, will not be considered for evaluation.

SECTION 2: RFQ GENERAL INSTRUCTIONS

Introduction	**Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by FAO. This RFQ is conducted in accordance with the FAO Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement**
	Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by FAO. FAO is under no obligation to award a contract to any Bidder as a result of this RFQ. **FAO reserves the right to cancel the procurement process at any stage without any liability of any kind for FAO, upon notice to the bidders or cancellation of the tender in the online portal.**
Deadline for the Submission of Quotation	**16th NOVEMBER, 2026 before 18:00 EAT** **If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.**
Method of Submission	**Quotations must be submitted as follows:** **Courier / Hand delivery** **Bid submission address: UN Office at Nairobi, Gigiri, Block M Middle Level, UN Avenue, Nairobi, Kenya** **Ensure the following specifics are adhered to.** ✦ **File Format: Printed Copy (signed and stamped)** ✦ **File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.** ✦ **All files must be free of viruses and not corrupted.** ✦ **Max. File Size per transmission:** Click or tap here to enter text. ✦ **Mandatory subject of email:** Click or tap here to enter text. ✦ **Multiple emails must be clearly identified by indicating in the subject line "email no. X of Y", and the final "email no. Y of Y.** ✦ **It is recommended that the entire Quotation be consolidated into as few attachments as possible.** ✦ **The bidder should receive an email acknowledging email receipt.**
Cost of preparation of quotation	**FAO shall not 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.**
Supplier Code of Conduct, **Fraud, Corruption,**	**All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code- conduct** **Moreover, FAO strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of FAO**
	vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. FAO's Anti-Fraud Policy can be found at **http://www.FAO.org/content/FAO/en/home/operations/accountability/audit/office of audit andinvestigation.html#anti**

Gifts and Hospitality	**Bidders/vendors shall not offer gifts or hospitality of any kind to FAO staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, FAO: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a FAO contract.**
Conflict of Interest	**FAO requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to FAO 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. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.** **Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part- owners, officers, directors controlling shareholders, of the bidding entity or key personnel who are family members of FAO staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/o services under this RFQ.** **The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to FAO's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.**
Eligibility	**A vendor who will be engaged by FAO may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to FAO whether they are subject to any sanction or temporary suspension imposed by these organizations Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by FAO.** **It is the Bidder's responsibility to ensure that its ultimate beneficial owners, employees, joint venture members, sub contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by FAO.** **Bidders must have the legal capacity to enter a binding contract with FAO and to deliver in the country, or through an authorized representative.** **Other more specific eligibility requirements are included in Section 2.1 RFQ Specific Instructions, if applicable.**
Currency of Quotation	**USD.**
Joint Venture, Consortium or Association	**If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that: (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the**

	members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between FAO and the designated lead entity, who shall be acting for and on behalf of al the member entities comprising the joint venture, Consortium or Association. Refer to Clauses 19 - 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.
Only one Bid	The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium o Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following: a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFQ; or c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process. d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder: or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Alternative Quotes	If alternative quote is permitted, it may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, FAO reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote" directly in the portal and in any supporting document as relevant.
Contact Person for correspondence, notifications, and clarifications	(UN personnel assigned to the account). Any delay in FAO's response shall be not used as a reason for extending the deadline for submission, unless FAO determines that such an extension is necessary and communicates a new deadline to the Proposers.
Right not to accept any quotation	FAO is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, FAO reserves the right to vary (increase or decrease) th quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without an change in the unit price or other terms and conditions.
Publication of Contract Award	FAO will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate FAO Web site within 90 days of award issuance.

Policies and procedures	**This RFQ is conducted in accordance with FAO Programmed and Operations Policies and Procedures**
UNGM registration	**Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org.** **The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.**

SECTION 2: RFQ SPECIFIC INSTRUCTIONS

General Conditions of Contract	**Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to one of the General Conditions of Contract below as applicable in each case specified in the Requirements section Applicable GTC:** E **General Terms and Conditions / Special Conditions for Contract.** **Applicable Terms and Conditions and other provisions are available at FAO/How- we-buy**
Special Conditions of Contract	IEI **Cancellation of PO/Contract if the delivery/completion is delayed by 10 days.**
Duties and taxes	**Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including FAO as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in the requirements section.**
Language of quotation	**English** **Including documentation including catalogues, instructions, and operating manuals.**
Quotation validity period	**Quotations shall remain valid for 30 days from the deadline for the Submission of Quotation.**
Payment Terms	**The Vendor shall be entitled to an advance payment equivalent to eighty percent (80%) of the total Contract Price upon submission to, and acceptance by, the Procuring Entity of a valid Risk Assessment Cover issued by an insurance service provider duly accredited by the United Nations High Commissioner for Refugees (FAO).** **The remaining twenty percent (20%) of the total Contract Price shall be paid upon the successful delivery of the Goods and/or completion of the Services, subject to inspection, verification, and formal acceptance by the Procuring Entity, and provided that the Vendor has complied with all applicable terms and conditions of this Agreement.**
Conditions for Release of Payment	**Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements**
Clarifications	**Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline. Responses to request for clarification will be communicated through Quantum before submission deadline.**
Evaluation method	**The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer.** **HI bids will be evaluated based on technical requirements and offering the lowest price. Award will be made to the lowest price substantially compliant offer.**

Evaluation criteria	**Full compliance with all requirements as specified in Annex 1 |X| Full acceptance of the General Conditions of Contract.** **Minimum two (02) contracts for similar requirements (Supply and Delivery of Food Items) successfully completed during the last 5 years with at least one contract with the total amount of $250,000 or more including contract description, contract value, clients name, and contact details.** **HI Compliance with the delivery schedule: 14 days from the date of start of the Contract/Purchase Order.**
Type of Contract to be awarded	**Purchase Order** **Contract Face Sheet (Goods and-or Services)**
Expected date for contract award.	**23rd NOVEMBER, 2026**
Liquidated Damage	**Liquidated Damage:** **The Cancellation of PO/Contract if the delivery/completion is delayed by 10 days. Liquidated Damages Will be imposed under the following conditions: 0.33% of contract for each day of delay, up to a maximum duration of 30 days. Thereafter, the contract may be terminated. The liquidated damages will be applicable for the work not completed during the required timeframe.**
Other Information	**To evaluate a Quotation, the FAO shall only use all the factors, methodologies and criteria defined Hereinafter:** **evaluation will be done for all Items price adjustment for correction of arithmetic errors.** **price adjustment due to discounts offered.** **Correction of errors:** **Quotations determined to be substantially responsive shall be checked by the FAO for any arithmetic errors. Errors shall be corrected by the FAO as follows:** **where there is a discrepancy between the amounts in figures and words, the amount in words shall govern; and** **where there is a discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted shall govern, unless in the opinion of the FAO there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line-item total as quoted shall govern and the unit rate shall be corrected.** **The amount stated in the Quotation shall be adjusted by the FAO in accordance with the above procedure for the correction of errors and, with the concurrence of the bidder, shall be considered binding upon the bidder.** **In the case of any arithmetical discrepancy between the Unit Rate and the Total Amount quoted, then the Uni Rate shall prevail both for the evaluation of quotations and for the subsequent contract/purchase order.**

ANNEX 1: SCHEDULE OF REQUIREMENTS

Technical Specifications for Goods:

Item No	Minimum technical requirements	Unit	Quantity
1.	Cooking Oil: Blended cooking oil | Type: Salit | Clean, with no soil, debris, and gravel | proper and standard packing in High Quality/ Jerry cans| Packing size: Jerry can of 20 litres	Jerry Can	100,000
2.	Sugar: Type: Brown | Color: Brown| Clean, with no soil, debris, and grave | for cooking | proper and standard packing in High Quality/ White Color Plastic Polypropylene PP Woven Bags | Pack Size: Bag of 50 Kg	Bag	300,000
3.	Rice: Type: White | Color: White | Clean, with no soil, debris, and grave | for cooking | proper and standard packing in High Quality/ Pakistan Woven Bags | Pack Size: Bag of 50 Kg	Bag	100,000

Delivery Requirements

Delivery Requirements	
Delivery Requirements Delivery date and time	Bidder shall deliver the goods within 30 days after Contract signature.
Delivery Terms (INCOTERMS 2020)	DAP
Customs clearance (Must be linked to INCOTERM	If customs clearance is to be completed by FAO, the supplier is responsible to provide the below-listed documents to FAO Logistics Officer before starting the shipment: Bill of Lading/Air Waybill Invoice Packing List Note: all documents shall be issued in the name of FAO Kenya. A complete set of original shipping documents listed above must be pouched and/or through email to FAO Afghanistan for custom clearance purposes before starting the shipment.
Exact Address(es) of Delivery Location(s)	(UN personnel assigned to the account will coordinate with logistics partner to collect from vendor warehouse).
Distribution of shipping documents (if using freight forwarder)	N/A
Packing Requirements	As per manufacturer packing, the supplier must ensure the goods are delivered to the destination without any physical damage
Training on Operations and Maintenance	Not Required
Warranty Period	N/A

After-sales service and local service support requirements	**Not Required**
Preferred Mode of Transport	**H Land** **The supplier may also use other mode of transportation as long as the ordered goods are delivered to the final destination as per the delivery timeline.**

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	**Date:** Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	□ **Yes** □ **No** **If yes,** insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) ***(If yes, provide a Copy of the valid Certificate):***	□ **Yes** □ **No**
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? ***(If yes, provide a Copy of the valid Certificate):***	□ **Yes** □ **No**
Does your Company have a written Statement of its Environmental Policy? ***(If yes, provide a Copy)***	□ **Yes** □ **No**

Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues *(If yes, provide a Copy)*	**□ Yes □ No**

Is your company a member of the UN Global Compact	**□ Yes □ No**
Bank Information	**Bank Name:** Click or tap here to enter text. **Bank Address:** Click or tap here to enter text. **IBAN:** Click or tap here to enter text. **SWIFT/BIC:** Click or tap here to enter text. **Account Currency:** Click or tap here to enter text. **Bank Account Number:** Click or tap here to enter text.

Previous relevant experience: 3 contracts

Name of previous contracts	Client & reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

Bidder's Declaration

Yes	No	
□	□	**Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.**
□	□	**I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.**
□	□	**Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.**
□	□	**I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct :https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduc and acknowledge that it provides the minimum standards expected of suppliers to the UN.**
□	□	**Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organization's Point of Contact.**
□	□	**Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including an** **JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council** **Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.**

Yes	No	
□	□	**Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.**
□	□	**Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.**
□	□	**I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.**
□	□	**By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorized by the Organization/s to make this declaration on its/their behalf.**

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: _____

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - GOODS

Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	**Date:** Click or tap to enter a date.

Currency of the Quotation: Click or tap here to enter text. **INCOTERMS:** Click or tap here to enter text.

Item No	Description	UOM	Qty	Unit Price	Total Price
1.	Cooking Oil: Blended cooking oil | Type: Salit | Clean, with no soil, debris, and gravel | proper and standard packing in High Quality/ Jerry cans| Packing size: Jerry can of 20 litres	Jerry Can	100,000		
2.	Sugar: Type: Brown | Color: Brown| Clean, with no soil, debris, and grave | for cooking | proper and standard packing in High Quality/ White Color Plastic Polypropylene PP Woven Bags | Pack Size: Bag of 50 Kg	Bag	300,000		
3.	Rice: Type: White | Color: White | Clean, with no soil, debris, and grave | for cooking | proper and standard packing in High Quality/ Pakistan Woven Bags | Pack Size: Bag of 50 Kg	Bag	100,000		
				Total Final and All-inclusive Price	

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Minimum Technical Specifications	□	□	Click or tap here to enter text.
Delivery Term (INCOTERMS) 2025 (DAP)	□	□	Click or tap here to enter text.
Delivery Lead Time 6 Weeks	□	□	Click or tap here to enter text.
Validity of Quotation 90 Days	□	□	Click or tap here to enter text.
Payment terms	□	□	Click or tap here to enter text.

Other Information:

Estimated weight/volume/dimension of the Consignment:	Click or tap here to enter text.
Country/ies of Origin: ***(if export license required this must be submitted if awarded the contract)***	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
Exact name and address of company **Company Name** Click or tap here to enter text. **Address:** Click or tap here to enter text. Click or tap here to enter text. **Phone No.:** Click or tap here to enter text. **Email Address:** Click or tap here to enter text.	**Authorized Signature:** **Date:** Click or tap here to enter text. **Name:** text. Click or tap here to enter **Functional Title of Authorized Signatory:** text. Click or tap here to enter **Email Address:** Click or tap here to enter text.