

REQUEST FOR QUOTATION (RFQ) - SUPPLY AND DELIVERY OF STATIONERY ITEMS FOR BACK-TO-SCHOOL DRIVE 2026

Reference Number: LC-BTS-001/2026

Issuing Organization: Linkcare Foundation (in collaboration with community partners) Nairobi, Kenya Email: procurement@linkcare.co.ke (fictional for this example) Date of Issue: January 07, 2026

Closing Date and Time: February 15, 2026, at 5:00 PM East Africa Time (EAT) Late submissions will not be accepted.

Description: Linkcare is organizing a charitable Back-to-School Drive aimed at supporting underprivileged primary school children in Kenya by providing essential stationery kits. We invite qualified suppliers to submit sealed quotations for the supply and delivery of high-quality stationery items as detailed below.

This is an open tender open to registered suppliers in Kenya with experience in supplying school stationery. Preference will be given to bidders offering competitive prices, reliable delivery, and value-for-money options suitable for children (e.g., colorful, durable items).

Scope of Supply (Bill of Quantities - Approximate Quantities for 500 Children):

Item No.	Description	Quantity	Unit	Specifications
1	Exercise Books (A4, 96 pages, ruled)	2,000	Pieces	Quad-ruled or lined, good quality paper
2	Pencils (HB)	5,000	Pieces	Wooden, with eraser tip preferred
3	Ballpoint Pens (Blue)	2,500	Pieces	Smooth writing, non-leak
4	Erasers	1,000	Pieces	Soft, non-smudge
5	Pencil Sharpeners	1,000	Pieces	Metal blade, safe for kids
6	Crayons (Box of 12 colors)	500	Boxes	Non-toxic, vibrant colors
7	Colored Pencils (Set of 12)	500	Sets	Good quality leads
8	Rulers (30cm)	500	Pieces	Plastic, clear markings

Item No.	Description	Quantity	Unit	Specifications
9	Mathematical Set (Geometry Box)	300	Sets	Includes compass, protractor, etc.
10	School Bags (Backpacks)	500	Pieces	Durable, child-sized, with compartments

Total estimated value: Open (bids to include unit prices, totals, and VAT if applicable).

Submission Instructions:

- Quotations must be in Kenya Shillings (KES), inclusive of all taxes, delivery to Nairobi (or specified drop-off points).
- Submit in a sealed envelope marked "RFQ LC-BTS-001/2026 - Stationery Supply" or via email with password-protected PDF.
- Include company profile, valid business registration, KRA PIN, and references from similar supplies.
- Delivery required by March 31, 2026.

Bids will be evaluated based on price (70%), quality/samples (20%), and delivery timeline (10%).

For inquiries: Contact procurement@linkcare.co.ke by February 01, 2026.

We reserve the right to accept or reject any bid without explanation.