



HOME AFRIKA

Houses Become Homes

Home Afrika Limited 15th Floor, Morningside Office Park I Ngong Road, P.O. Box 6254 — 00100, Nairobi I Tel: +254 (0) 20 272000 10716802070

info@homeafrika.com I www.homeafrika.com

THE PROCUREMENT POLICY

AUGUST 2024



HOME AFRIKA

Houses Become Homes

Home Afrika Limited 15th Floor, Morningside Office Park I Ngong Road, P.O. Box 6254 — 00100, Nairobi | Tel: +254 (0) 20 272000 10716802070
info@homeafrika.com www.homeafrika.com

| | |
|--|-----------|
| GLOSSARY OF TERMS | 3 |
| FOREWORD | 3 |
| 1.0 INTRODUCTION | 5 |
| 1.1 EXECUTIVE SUMMARY | 5 |
| 1.2 BACKGROUND | 6 |
| 2.0 PROCUREMENT PROCEDURES | 7 |
| 2.1 PURPOSE | 7 |
| 2.3 POLICY | 7 |
| 2.4 PROCEDURES | 7 |
| 2.4.1 Procurement Procedures | 7 |
| 2.4.2 Tendering Process | 9 |
| 2.4.3 Direct Procurement Procedures | 9 |
| 2.4.4 Request for Quotation/ Proposals | 10 |
| 3.0 APPENDICES | 11 |



HOME AFRIKA

Houses Become Homes

Home Afrika Limited 15th Floor, Morningside Office Park INgong Road, P.O. Box 6254 — 00100, Nairobi | Tel: +254 (0) 20 272000 10716802070
info@homeafrika.com www.homeafrika.com

GLOSSARY OF TERMS

- I. *'CFO'* Chief Finance Officer
- II. *'BOD'* refers to the HAL Board of Directors of the Company, carrying out or empowered to carry out functions relating to the overall direction and management of the Company
- III. *'EFT'* Electronic Funds Transfer
- IV. *'GAAP'* Generally Accepted Accounting Practice
- V. *'HAL'* Home Afrika limited
- VI. *'HOD'* refers to the head of department
- VII. *'Kshs'* this is the local currency of the resident Company herein referred to as Kenya shillings
- VIII. *'LPO'* Local Purchase Order
- IX. *'Official Business of the company'* is the authorized necessary business carried out in relation to the company and the related affiliation
- X. *'Stakeholders'* stakeholders refer to third parties who may be interested in the operations the Company
- XI. *'VAT'* Value Added Tax



HOME AFRIKA
Houses Become Homes

Home Afrika Limited 15th Floor, Morningside Office Park I Ngong Road, P.O. Box 6254 — 00100, Nairobi | Tel: +254 (0) 20 272000 10716802070
info@homeafrika.com www.homeafrika.com

FOREWORD

This Procurement policy sets out good practices to facilitate implementation of rules and regulations, including procedures in compliance with procurement practices and standards to meet the requirement and regulations of Home Afrika Limited.

Its primary role is to provide guidance to management, staffs and subsidiaries of all the department. It provides minimum level of understanding of the role of the procurement department in the company.

It is designed in such a manner to indicate of the Company's objectives to provide a framework within which the procurement affairs of the company are conducted. They translate the company's broad policies into specific procedures to ensure that resources are effectively utilized to achieve the company's vision and strategic objectives.

The Company's Procurement stand is always dependent upon adequate resources. It is therefore necessary that the Procurement management system be strong enough to provide timely, reliable and useful information for accountability and strategic decision-making process.

This policy is only a guide as it may not have covered all the systems or prescribed specific solutions for specific problems. While using this policy, consultations with relevant departments, Chief Finance Officer/ Finance Manager and all related members of staff in various departments with regard to matters that require professional judgment will be vital.

The policy should be read in conjunction with the appropriate sections of the Company's Act, Memorandum and Articles of Association. However, the policy provides crucial direction for the non-accounting officers in that it provides simple rules and regulations.



HOME AFRIKA

Houses Become Homes

Home Afrika Limited 15th Floor, Morningside Office Park I Ngong Road, P.O. Box 6254 — 00100, Nairobi | Tel: +254 (0) 20 272000 10716802070
info@homeafrika.com www.homeafrika.com

1.0 INTRODUCTION

1.1 Executive Summary

The Company's procurement policy is based upon, but not limited to, a sound system of internal controls and a commitment to prudence to ensure short-term and long-term viability.

These Procurement regulations, policies outline the key convention that governs the procurement practices at Home Afrika. They are designed to establish a frame work that ensures a reliable system of internal control is in place. Additionally, these regulations, aims to ensure that all departments within the company can fulfill their responsibilities by implementing a management control system that is designed to ensure that Home Afrika operates its business efficiently and in orderly fashion.

The Procurement policies and procedures approved by the HAL Board of Directors are integral to the overall system of financial accountability and control. Compliance with these policies is mandatory for all Company staff, and any employee who fails to adhere to them may face disciplinary action in accordance with established Rules.



HOME AFRIKA

Houses Become Homes

Home Afrika Limited 15th Floor, Morningside Office Park I Ngong Road, P.O. Box 6254 — 00100, Nairobi I Tel: +254 (0) 20 272000 10716802070
info@homeafrika.com www.homeafrika.com

1.2 BACKGROUND

1.2.1 Principal Place of Business

The company offices are situated in Morningside Park, Ngong Road, near Adams Arcade.

1.2.2 Company Structure

Home Afrika Limited boasts of a highly select qualified permanent staff headed by a Group Managing Director, to manage the business on a day-to-day basis. In certain circumstances, the Company shall establish a subsidiary company or a joint venture to undertake developments on behalf of Home Afrika.

The Board of Directors of the company equals 7 members appointed by the Shareholders, and they consist:-

1. The Chairman
2. Managing (executive) Director
3. Five Non-Executive directors

1.4 Core values

The clients and other stakeholders trust us to deliver a fully professional service, observe code of ethics, professional conduct and respect their confidences. Thus, the following core values will be considered:

- i. **Passion:** - Passion for the job is every employee's emotional connection to their duties and their individual commitment to fulfilling their respective clients' needs. Passion for the organization is the employee's and company leadership's collective commitment to fulfilling the company's vision for success. Passion is a tenant of the Company's core values because it encourages the employees to remain committed to their work and to own their respective duties while serving internal and external clients.
- ii. **Respect:** - **Respect** as a company value in this instance refers to the ability to consider other people in work related interactions. The platinum rule regarding respect is if an employee requires it from others, they must also be respectful. The Company currently has a diverse client base and its interactions with them are defined by non-discrimination in all its forms and dignity of all persons. Respect amongst employees and the Company's leadership means consideration of their privacy, physical space and belongings; different viewpoints, philosophies, physical ability, beliefs and personality
- iii. **Innovation:** - Innovation is the development of new values through solutions that meet new requirements, inarticulate needs, or old customer and market needs, in value adding new ways. The Company remains committed to discussing and implementing employees' ideas for more effective policies, processes and methodologies. Employees are encouraged to engage their creative selves and contribute to the improvement of service delivery to internal and external clients.
- iv. **Discipline:** - Discipline as a core value refers to the employees' ability to understand the company's business strategy, ethical standards of conduct and expected employee output and incorporating them whilst carrying out their individual duties and decision making processes.



HOME AFRIKA

Houses Become Homes

Home Afrika Limited 15th Floor, Momingside Office Park INgong Road, P.O, Box 6254 — 00100, Nairobi I Tel: +254 (0) 20 272000 10716802070

info@homeafrika.com www.homeafrika.com

- v. **Excellence:** - As a core value, excellence in the Company's context refers to the continuous improvement of the talent or quality that is unusually good and so surpasses ordinary standards. It is also used as a standard of performance. Practice makes perfect and so every employee must be allowed to keep improving his or her performance over time.
- vi. **Spirit of Teamwork:** - Teamwork is the ladder that takes any organization to the heights of success. Teamwork is defined as the cooperative effort of a group of people to achieve a specific goal. This goal cannot be attained individually. A group of people with different talents must work together to accomplish the task. Good teamwork is the essence of any organizational achievement. This brings results that are more fruitful. Thus, the spirit of teamwork is the first attribute that every leader strives to inculcate in his employees. Teamwork supports in developing remarkable moral values among the team members. At the Company, we will inculcate teamwork by encouraging the already present group prayer and team activities effort.

PART 2

2.0 PROCUREMENT PROCEDURES

2.1 Purpose

The purpose of the procurement procedures is to:

- a) Ensure that goods, services and works procured are delivered in the correct quantity, quality and in a timely manner.
- b) Ensure that the company obtains value for money on all the items and services procured.
- c) Achieve a high standard of ethics and integrity in dealings with the suppliers and contractors.
- d) Accord a fair opportunity to prospective suppliers/contractors for provision of goods and services.
- e) Work towards a commitment to continuous improvement of supply of goods and services.
- f) Enable accountability and consistency in the procurement practices and process.
- g) Promote open, fair and effective competition among suppliers.
- h) Serve as a training tool for the Company staff, and provide on-going guidance based on best international practices; and
- i) Provide a point of reference against which principles and practices can be evaluated.

2.2 Basic principles

To ensure that the above-mentioned objectives of the procurement procedures as are achieved the following basic principles shall be adhered to:

- a) Maximum competition
- b) Integrity and transparency in procurement process
- c) Minimize complexity of the solicitation, evaluation and selection criteria
- d) Ensure impartial and comprehensive evaluation of suppliers' bids and proposals
- e) Ensure selection of the source whose offer has the highest degree of pragmatism.
- f) Performance is expected to meet requirements stated in the solicitation documents
- g) All the members of staff involved in the procurement process own responsibility and accountability for the functions of procurement department.



HOME AFRIKA

Houses Become Homes

Home Afrika Limited 15th Floor, Morningside Office Park INgong Road, P.O. Box 6254 — 00100, Nairobi | Tel: +254 (0) 20 272000 10716802070

info@homeafrika.com www.homeafrika.com

2.3 Policy

- a) The procurement procedures shall be in accordance with the best practice, to ensure that all procurement activities add value to the Company
- b) There shall be a Procurement Committee to deal with procurement and tendering process; which shall consist of the procurement officer, the user HOD, CFO. The committee shall make its own decision, which should be supported by signed relevant procurement documents and set out its own procurement procedures for bidding, evaluation and contract award.
- c) There shall be authority limits applied provided funds are available. These shall be as follows;
 - The CFO/MD shall authorize procurement whose value is between Kshs 10,000 to Kshs 5,000,000 through approved procurement procedure. Procurement of less than Kshs 10,000 shall be authorised by Management Accountant and this shall be by direct purchase from responsive suppliers.
- d) The procurement officer shall input supplier into the SAP system to identify the suppliers who may be contacted for direct purchase and quotations. Such Suppliers must submit copies of their business licences for authenticity. The suppliers shall also be required to complete the Confidential Business Questionnaire (Appendix no. 7).
- e) All the records on procurement including committee meetings and other decisions shall be well maintained and archived for future reference, by the department in charge of procurement for at least five years after the resulting contract.
- f) There shall be segregation of duties between the person raising the purchase order, receiving the goods and the person certifying completion of the whole process.
- g) There shall be competitive bidding process to meet the procurement requirements depending on the value of items being acquired, to ensure the contract is awarded to the responsive supplier. This shall be by public advertisement/request for quotations from prequalified suppliers
- h) All Tenderers shall complete the following documents; Tender Form (Appendix no 8), Confidential Business Questionnaire Form and Performance Security Form (Appendix no. 9) for them to qualify for consideration. The tender documents shall contain enough information to allow fair competition among those who wish to submit tenders
- i) Specifications shall be used for procuring goods or works while Terms of Reference (TOR) shall be used for procuring services or consultancies. Both must fully and completely state the company's requirements.
- j) The minimum bidding period should be thirty 30 days from the date of initial publication to submission of the bids.
- k) The suppliers shall have the necessary qualifications, capability, experience, resources, equipment and facilities to provide what is being procured, to qualify for award of the contract or issue the purchase order.



HOME AFRIKA

Houses Become Homes

Home Afrika Limited 15th Floor, Morningside Office Park I Ngong Road, P.O. Box 6254 — 00100, Nairobi | Tel: +254 (0) 20 272000 10716802070

info@homeafrika.com www.homeafrika.com

- l) A direct purchase or single sourcing shall be used and not issue a call for bids where the level of purchase is at low value and favourable price, there is urgent need for goods or there is only one person who can supply the goods.
- m) A purchasing practice shall be designed to avoid overstocking and ensure holding of stocks in the store will be based on cost effectiveness.
- n) All the company staff handling procurement activities shall observe ethical principles of procurement.
- o) An employee or agent of Home Afrika Limited or member of a BOD or committee who has a conflict of interest with respect to any procurement shall make full disclosure of such conflict of interest, not participate in the procurement proceedings, and not take part in any decision relating to the procurement after contract is awarded.
- p) During and after procurement proceedings, no member of HAL, shall be required to disclose information relating to a procurement whose disclosure would prejudice legitimate commercial interests or inhibit fair competition or information relating to the contents of tender, proposals or quotations

2.4 Procedures

2.4.1 Procurement process

- a) A request shall be raised by the originating staff through a Procurement Requisition Form (Appendix no. 10) indicating the descriptions of the assets/goods or services required.
- b) The form shall then be approved by the HOD and then sent to the Procurement Officer for review and recommendation.
- c) Finally, to the Chief Finance Officer to determine the need for procurement based on the availability of funds an approval.
- d) The Chief Finance Officer after approval will send the procurement requisition form to the procurement officer (Accounts Payable) who will initiate the process of procuring the items depending on the approved purchasing mechanism (Tendering, Direct procurement, Request for quotations/proposals)

2.4.2 Tendering process

HAL shall invite for tendering from public through advertisement in the media, which shall set out the following:

- a) A brief description of the goods, works or services being procured including the time limit for delivery or completion
- b) An explanation of how to obtain the tender documents, including payment of the tender fee
- c) Explanation of the validity period (time of submitting tender documents to time of starting contract)
- d) The tender documents shall contain adequate information to allow for fair competition



HOME AFRIKA

Houses Become Homes

Home Afrika Limited 15th Floor, Morningside Office Park INgong Road, P.O. Box 6254 — 00100, Nairobi | Tel: +254 (0) 20 272000 10716802070

info@homeafrika.com www.homeafrika.com

- e) HAL shall require that a tender security be provided with tenders
- f) All tenders shall be in writing, signed and sealed in an envelope, bearing the tender number assigned to the procurement proceedings by HAL
- g) All tenders shall be submitted before the deadline for submitting and any tender received after that deadline shall be returned unopened. Before the deadline for submitting the tenders, a person who submitted a tender may change or withdraw it in accordance to the following;
- h) The change shall be in writing
- i) The change be submitted before the deadline
- j) The procurement committee shall consist of, HoDs, the Chief Finance Officer/Management Accountant & Procurement Officer. The committee shall assign identification number to each tender and carry out the process of opening the tenders.
- k) The Procurement committee shall evaluate and compare the responsive tenders using the procedures and criteria set out in the tender documents.
- l) The successful tender shall be the tender that offers optimum value at the lowest evaluated price. An evaluation report containing a summary of the evaluation and comparison of tenders shall be prepared. The winning bidder shall be awarded the contract.
- m) The Legal Officer shall finalize the contract document(s) and distribute the approved copies as follows: one copy to the winning bidder, second copy to the originating department, third copy to the Procurement Officer retains a copy.
- n) The procurement officer shall raise a LPO, which is approved by Chief Finance Officer, and send to the supplier.
- o) The supplier upon receipt of the LPO delivers the items as per the descriptions accompanied by a delivery note and a supplier's invoice to the originating HoD; where the goods are verified as per the descriptions in the LPO/contract documents. Fixed assets shall be entered in the fixed assets register and tagged for identification.
- p) GRN is entered into the system by the Payables Accountant against the LPO as soon as goods are received. The Originating HoD shall forward all documentation received from the Supplier to the Chief Finance Officer for approval before they are submitted to the accounts department for payment.

2.4.3 Direct procurement procedures

HAL may use direct procurement in each of the following circumstances;

- a) There is only one person who can supply the goods, services or works being procured
- b) There is no reasonable alternative or substitute for the goods, works or services
- c) The company has already pre-qualified suppliers
- d) There is an urgent need for the goods, works or services being procured
- e) Because of the urgency the other available methods of procurement are impractical
- f) The circumstances that gave rise to the urgency were unforeseeable and were the result of dilatory conduct on the procuring entity
- g) The following shall apply in respect to direct procurement;
 - i. The procuring entity negotiate with the entity to supply goods or services
 - ii. The resulting contract to be prepared in writing and signed by both parties



HOME AFRIKA

Houses Become Homes

Home Afrika Limited 15th Floor, Momingside Office Park I Ngong Road, P.O. Box 6254 — 00100, Nairobi I Tel: +254 (0) 20 272000 10716802070
info@homeafrika.com www.homeafrika.com

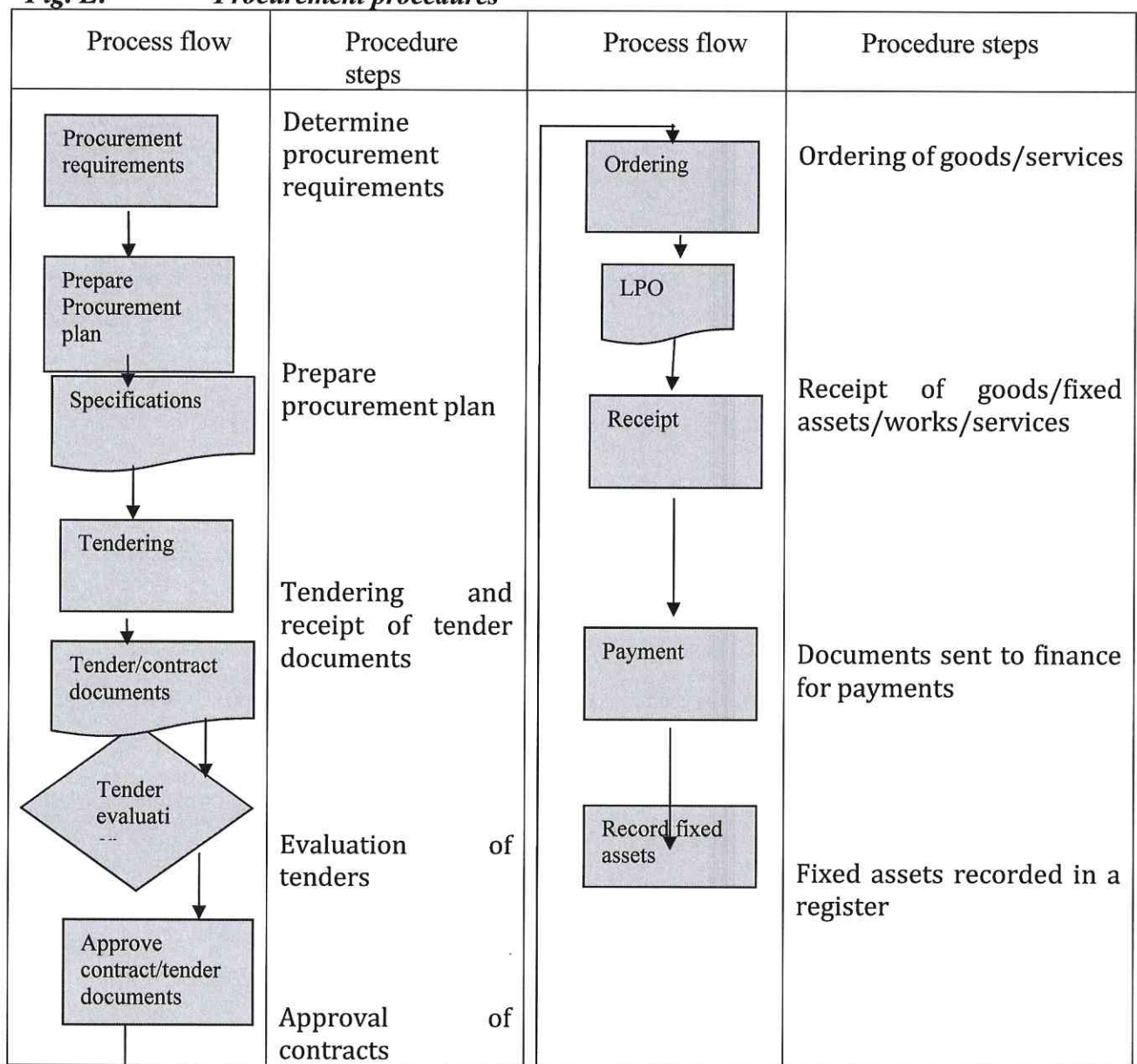
2.4.4 Request for quotations/ Proposals

The Procurement Officer shall request for three quotations/proposals for procurement where;

- The goods or services are readily available and there is already established market.
- The estimate value of the goods being procured is less than the prescribed thresh hold.
- The services to be procured are advisory or otherwise of a predominately-intellectual nature. In such a case, the procurement Officer shall prepare a notice inviting interested persons to submit expressions of interest.

The summary bid analysis form (Appendix 11) is used.

Fig. E: Procurement procedures





HOME AFRIKA
Houses Become Homes

Home Afrika Limited 15th Floor, Morningside Office Park INgong Road, P.O. Box 6254 — 00100, Nairobi | Tel: +254 (0) 20 272000 10716802070
info@homeafrika.com www.homeafrika.com

PART 3

3.0 APPENDICES

1. Cheque Payment Voucher
2. Cash Requisition
3. Delivery Note
4. Imprest Surrender
5. Confidential Business Questionnaire
6. Tender Form
7. Procurement Requisition Form
8. Summary Bid form Analysis
9. Local Purchase order
10. Motor Vehicle Movement Log
11. Organogram

APPENDIX 1 CHEQUE PAYMENT VOUCHER

| HOME AFRIKA LIMITED P.O BOX 6254 - 00100 NAIROBI TEL: 020 277 2000 / 254 716802070 CHEQUE PAYMENT VOUCHER | |
|---|---|
| Expensed Account: _____ Expensed Bank A/C: _____ Cheque No: _____ | |
| Pay To: _____ _____ _____ (Name In Full To Appear On Cheque Or Bank Order) | Amount in Kshs. _____ Amount In Words: _____ _____ _____ _____ Prepared by: _____ Date: <u>/08/2018</u> Signed: _____ Checked by: _____ Date: <u>/08/2018</u> Signed: _____ Verified by: _____ Date: <u>/08/2018</u> Signed: _____ Authorised by: _____ Date: <u>/08/2018</u> Signed: _____ |
| <u>Purpose Of Payment:</u> Invoice NO: _____ LPO NO: _____ Invoice NO: _____ LPO NO: _____ Invoice NO: _____ LPO NO: _____ Invoice NO: _____ LPO NO: _____ Invoice NO: _____ LPO NO: _____ | |
| <u>Particulars</u> | |
| Received by: Name: _____ Company: _____ Signature: _____ Date: _____ | |

APPENDIX 2

CASH REQUISITION

Date :

HOME AFRIKA LIMITED

P.O BOX 6254 - 00100 NAIROBI
TEL: 020 277 2000 / 254 721 16802070
717 153

Date _____

Reason for requisition

| Item # | Particulars | | | | | Shs. | Cts |
|--------|-----------------|--|--|--|-------|------|-----|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | Amount in Words | | | | Total | | |

Requested By
Checked By
Authorised By

Signature
Signature
Signature

Date
Date
Date



HOME AFRIKA

Houses Become Homes

Home Afrika Limited 15th Floor, Morningside Office Park INgong Road, P.O, Box 6254 — 00100, Nairobi | Tel: +254 (0) 20 272000 10716802070

info@homeafrika.com www.homeafrika.com

APPENDIX 3

Home Afrika Limited
P.O Box 6254 00100
Tel: (+254 20)
2437628/9
Nairobi,
finance@homeafrika.com

GOODS RECEIVED NOTE

SUPPLIER

No.....

ORDER NO..... DELIVERY NOTE NO: DATE.....

| CODE | Item Description | Quantity | Unit Price Kshs | Amount Kshs |
|-------|------------------|----------|--------------------|----------------|
| | | | | |
| | | | | |
| | | | | |
| TOTAL | | | | |

Comments:.....

Received by:

Signature: Signature:

ORIGINAL COPY:

ACCOUNTS

DUPLICATE:

GENERAL FILE

TRIPLICATE:

BOOK COPY



HOME AFRIKA

Houses Become Homes

Home Afrika Limited 15th Floor, Morningside Office Park I Ngong Road, P.O. Box 6254 — 00100, Nairobi I Tel: +254 (0) 20 272000 10716802070

info@homeafrika.com www.homeafrika.com

APPENDIX 04

Home Afrika Limited

P.O Box 6254 00100

Tel: (+254 20) 2437628/9

Nairobi,

finance@homeafrika.com

IMPREST SURRENDER FORM

Name.....designation.....

Department.....

Purpose of mission

Are no. Of nights authorised exceeded

yes/no

If yes state reasons

Extra nights authorised by:

signature.....

| | Place | Dates Date from | Date to | No. Of nights | Per diem rate | Amount in Kshs |
|-----|---|--------------------|---------|------------------|------------------|----------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| A | Total per diem claimable(if air travel-attach used air ticket and flight stubs) Add: out of pocket expenses(receipts attached) | | | | | |
| | | Amount Kshs | | | | Total Kshs |
| I | Transport costs | | | | | |
| Ii | Airport tax | | | | | |
| Iii | Excess baggage | | | | | |
| B | Total out of pocket expenses (i+ii+iii) | | | | | |
| | | | | | | |
| C | Total claimable amount (a+b) | | | | | |
| D | Less imprest received | | | | | |
| E | Net amount due | | | | | |
| I | To me (C-D) | | | | | |
| Ii | To organization(D-C) | | | | | |

I certify that the information is correct and costs incurred are exclusively for the organization

Signature of claimant..... Date

Checked by Date.....

Approved by Date.....



HOME AFRIKA

Houses Become Homes

Home Afrika Limited 15th Floor, Momingside Office Park INgong Road, P.O, Box 6254 — 00100, Nairobi I Tel: +254 (0) 20 272000 10716802070
info@homeafrika.com www.homeafrika.com

APPENDIX 5

Home Afrika Limited
P.O Box 6254 00100
Tel: (+254 20) 2437628/9
Nairobi,
finance@homeafrika.com

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in part 1 and either Part 2(a) 2(b) or 2(c) whichever applies to your type of business.

You are advised that it is serious offence to give false information on this Form.

Part I- General:

Business Name.....

Location of business premises
.....

Plot No.....Street/Road.....

Postal Address.....Tel. No.....

Nature of business.....

Current Trade Licence No..... Expiring date.....

Maximum value of business which you can handle at any one times; KES.....

Name of your bankers.....Branch.....

Part 2 (a) - Sole Proprietors:

Give details of partners as follows:

| Name | Nationality | Citizenship Details | Shares |
|------|-------------|---------------------|--------|
| 1 | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

Part 2 (c) - Registered Company



HOME AFRIKA

Houses Become Homes

Home Afrika Limited 15th Floor, Morningside Office Park INgong Road, P.O. Box 6254 — 00100, Nairobi | Tel: +254 (0) 20 272000 10716802070

info@homeafrika.com www.homeafrika.com

Private or public

.....

State the nominal and issued capital of the company;-

Nominal Kshs.....

Issued Kshs.....

Give details of all directors as follows:-

| Name | Nationality | Citizenship Details | Shares |
|------|-------------|---------------------|--------|
|------|-------------|---------------------|--------|

| | | | |
|----|-------|-------|-------|
| 1. | | | |
|----|-------|-------|-------|

| | | | |
|----|-------|-------|-------|
| 2. | | | |
|----|-------|-------|-------|

| | | | |
|----|-------|-------|-------|
| 3. | | | |
|----|-------|-------|-------|

| | | | |
|----|-------|-------|-------|
| 4. | | | |
|----|-------|-------|-------|

| | | | |
|----|-------|-------|-------|
| 5. | | | |
|----|-------|-------|-------|

Date..... Signature of the tender.....



HOME AFRIKA

Houses Become Homes

Home Afrika Limited 15th Floor, Morningside Office Park I Ngong Road, P.O. Box 6254 — 00100, Nairobi I Tel: +254 (0) 20 272000 10716802070

info@homeafrika.com www.homeafrika.com

APPENDIX 6

Home Afrika Limited
P.O Box 6254 00100
Tel: (+254 20) 2437628/9
Nairobi,
finance@homeafrika.com

TENDER FORM

Submitted By:Date:

To: HOME AFRIKA LIMITED
P.O Box 6254 00100,

Dear Sirs,

RE: TENDER FOR

In accordance with your invitation to Tender No.dated,
I/We hereby enclose our bid to providein
accordance with the tender documents and conditions attached thereto.

II COMPANY NAME:

NAME OF OFFICIAL:

SIGNATURE:

ADDRESS:

DATE:

II WITNESSED BY:

NAME:

SIGNATURE:

DATE:

TENDER FOR:

TENDER NO:

Tenders are hereby invited from reputable firms or persons to provide
.....

Tender documents may be obtained from the office upon payment of a non- – refundable fee of
KSHS.....between 9.00 am and 4.00 p.m. Monday to Friday.

Completed tender documents should be returned to:



HOME AFRIKA

Houses Become Homes

Home Afrika Limited 15th Floor, Morningside Office Park INgong Road, P.O. Box 6254 — 00100, Nairobi I Tel: +254 (0) 20 272000 10716802070

info@homeafrika.com www.homeafrika.com

HOME AFRIKA LIMITED

P.O Box 6254 00100, Tel: (+254 20) 2437628/9

Nairobi, Kenya

To reach him not later than (Time) Date

III BUSINESS INFORMATION

Kindly provide the following particulars: -

Business Name:

Location of Premises:

Plot No:.....

Postal Address:.....

Telephone:

Fax:

Email address:

Nature/Type of Business:

Current Trade Licence No.

PIN Number:

VAT Registration No.

Tax Compliance Certificate No Dated.....

IV MANAGEMENT

Indicate if business is registered as a Sole Proprietorship / Partnership / Limited Liability

Company or other

Name(s) of Proprietor, Partners or Directors Name

1.

2.

3.

4.

CONDITIONS OF TENDER

1. Bidders must be qualified and

.....

2. The successful bidder should be able to deliver within Days from the date of appointment.

3. HOME AFRIKA reserves the right to accept or reject any tender either in total or in part and is not bound to accept the lowest or any bid or give reasons for such rejection.



HOME AFRIKA

Houses Become Homes

Home Afrika Limited 15th Floor, Momingside Office Park I Ngong Road, P.O. Box 6254 — 00100, Nairobi I Tel: +254 (0) 20 272000 10716802070

info@homeafrika.com www.homeafrika.com

4. Any dispute or difference in respect of interpretation effect or application of this tender shall be decided solely by HOME AFRIKA whose decision shall be final and binding.

5. The tenderers shall be issued with a receipt for payment of the tender document fee.

6. The tenders shall not be accepted unless correctly made in the approved specified format.

7. Tenders for which the appropriate fees have not been paid shall not be considered.

8. Any tenders received later than the stipulated date and time will be disqualified.

This is to certify that I / we have understood and accept the above conditions:

Name of Official:

Designation:

Signature:

Name of Bidder:

Address:

Tel. No. :

Date:

V) MEMBERS OF STAFF (APPLICABLE FOR PROCUREMENT OF SERVICES)

| NAME | NATIONALITY | QUALIFICATIONS | EXPERIENCE |
|---------|-------------|----------------|------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |

VII ORGANIZATIONS YOU HAVE RENDERED SERVICES (APPLICABLE FOR PROCUREMENT OF SERVICES)

| NAME | CONTRACT SIZE | TYPE OF SERVICES (Kshs) |
|---------|---------------|-------------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |

VIII. COST



HOME AFRIKA

Houses Become Homes

Home Afrika Limited 15th Floor, Morningside Office Park INgong Road, P.O. Box 6254 — 00100, Nairobi I Tel: +254 (0) 20 272000 10716802070
info@homeafrika.com www.homeafrika.com

Total quoted sum of bid inclusive of all taxes and disbursements in United States Dollars

TIME FRAME

The earliest start date for delivery estimated duration

OTHER RELEVANT INFORMATION

In a separate sheet of paper, please give any other relevant information.

APPENDIX 7

Home Afrika Limited
P.O Box 6254 00100
Tel: (+254 20) 2437628/9
Nairobi,
finance@homeafrika.com

PROCUREMENT REQUISITION FORM

| 1. Staff requisitioning the goods/services | | | | | | | | | | | | | | | |
|--|----------|---|--------|-----|----------|-----------|--------|---|--|--|--|---|--|--|--|
| 2. Department | | | | | | | | | | | | | | | |
| 3. Details of Goods/Services required | | | | | | | | | | | | | | | |
| 4. Head of Department Signature | | Recommended/ not recommended Date | | | | | | | | | | | | | |
| 5. Budget Department: a) Fund available Yes If yes KSHS..... b) Activity code (project) Signature Date | | | | | | | | | | | | | | | |
| 6. Procurement officer Recommended Supplier <table border="1"><thead><tr><th>S/N</th><th>Supplier</th><th>P/Invoice</th><th>Amount</th></tr></thead><tbody><tr><td>1</td><td></td><td></td><td></td></tr><tr><td>2</td><td></td><td></td><td></td></tr></tbody></table> Reason for recommendation: Signature Date..... | | | | S/N | Supplier | P/Invoice | Amount | 1 | | | | 2 | | | |
| S/N | Supplier | P/Invoice | Amount | | | | | | | | | | | | |
| 1 | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | |



HOME AFRIKA

Houses Become Homes

Home Afrika Limited 15th Floor, Morningside Office Park I Ngong Road, P.O. Box 6254 — 00100, Nairobi I Tel: +254 (0) 20 272000 10716802070

info@homeafrika.com www.homeafrika.com

If cost is Kshs 30,000 and above attach 3 comparative quotations, if it exceeds 30,000, attach signed minutes of procurement committees

7. Chief Finance Officer Date

Signature Date

11. LPO Issued Date

APPENDIX 8

Summary Bid Form Analysis

| | | | | | | | |
|------------------------------|-------------|------------|--------------|------------|------------|------------|------------|
| HOME AFRIKA LIMITED | | | | | | | |
| P.O BOX 6254 - 00100 NAIROBI | | | | | | | |
| Summary Bid Analysis Form | | | | | | | |
| Contractor Name | | | | | | | |
| Product/Service Description | Qty | Price/unit | Total Cost | Price/unit | Total Cost | Price/unit | |
| | | | | | | | Total Cost |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Totals | | | 0.00 | | 0.00 | | |
| | | | | | | | 0.00 |
| Selected Supplier : | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Justification : | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Prepared By : | Checked By: | | Approved By: | | | | |



Home Afrika Limited 15th Floor, Morningside Office Park INgong Road, P.O. Box 6254 — 00100, Nairobi | Tel: +254 (0) 20 272000 10716802070
info@homeafrika.com www.homeafrika.com

| | | | | | | | |
|---------------|---------------|---------------|---------------|--|--|--|--|
| | | | | | | | |
| Sign : | Sign : | Sign : | | | | | |
| | | | | | | | |
| Date : | Date : | | Date : | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

APPENDIX 9

LOCAL PURCHASE ORDER

| |
|---|
| HOME AFRIKA LTD P.O. Box 6254-00100 Nairobi, Kenya Telephone : +254 (020) 2772000 PIN NO : P051227233X Email: info@homeafrika.com |
| Supplier Details: |

| |
|---|
| PO Date : PO NO : 10 Payment Terms : Days Due Date : |
| Ship/Deliver To : HOME AFRIKA LTD P.O. Box 6254-00100 Nairobi, Kenya Tel: +254 020 27720 |



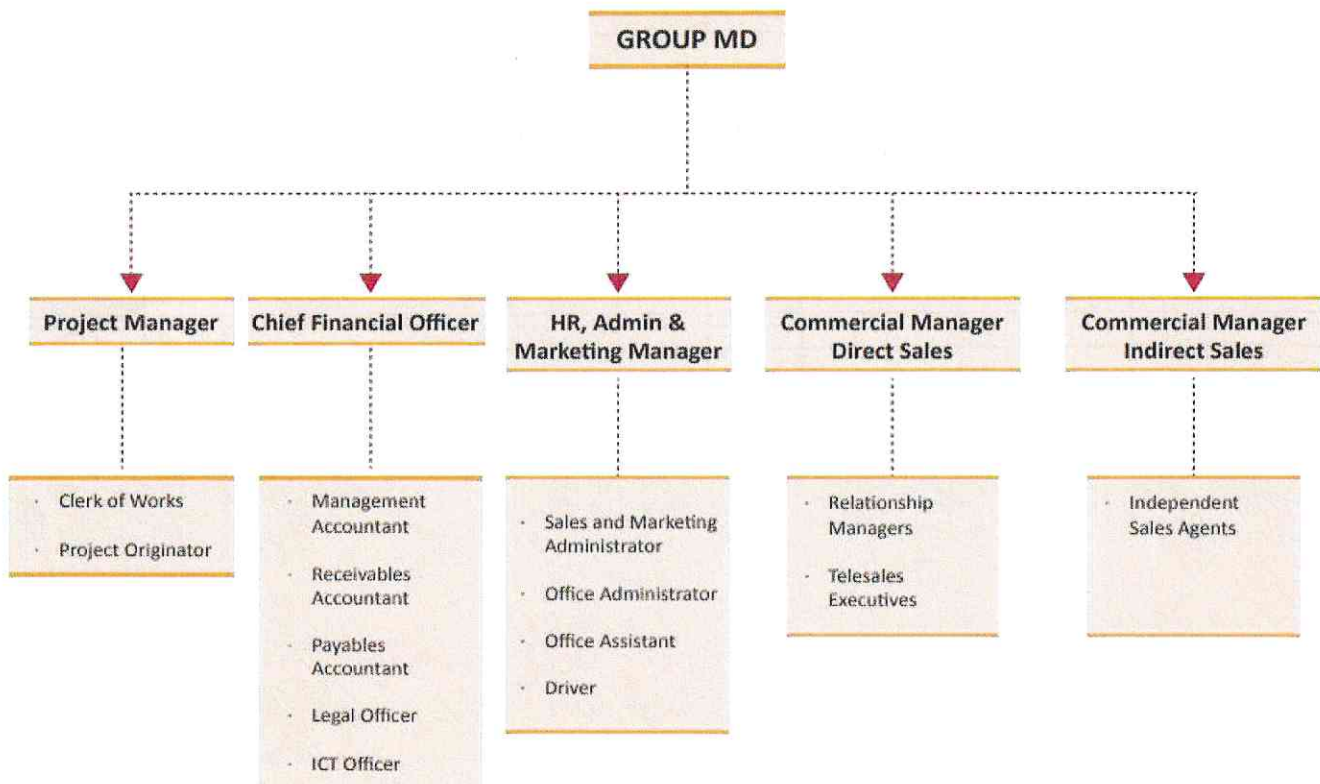


Home Afrika Limited 15th Floor, Morningside Office Park I Ngong Road, P.O. Box 6254—00100, Nairobi I Tel: +254 (0)20 272000 10716802070
info@homeafrika.com www.homeafrika.com

APPENDIX 14

ORGANOGRAM

Home Afrika Limited
P.O Box 6254 00100
Tel: (+254 20) 2437628/9
Nairobi,
finance@homeafrika.com

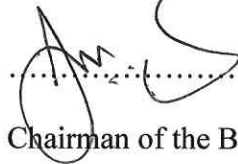




HOME AFRIKA
Houses Become Homes


Home Afrika Limited 15th Floor, Morningside Office Park I Ngong Road, P.O. Box 6254 — 00100, Nairobi | Tel: +254 (0) 20 272000 10716802070
info@homeafrika.com www.homeafrika.com

Approved by the Board of Directors on the 30th Day of August 2024


.....
Chairman of the Board

30/8/24
.....
Date

Seconded by;


.....
Director

30/8/24
.....
Date

