



17th July 2026

TENDER / REQUEST FOR QUOTATION (RFQ) DOCUMENT

TENDER REFERENCE: RFQ/TF/2026/003

TENDER TITLE: SUPPLY AND DELIVERY OF PRE-OWNED TORO FLEX 1021

DATE OF ISSUE: 17TH July 2026

SUBMISSION DEADLINE: 7TH August 2026

1. INTRODUCTION & SCOPE OF WORK

Ruiru Sports club invites sealed bids from eligible, qualified, and reputable suppliers for the supply, delivery, and commissioning of a Pre-Owned Toro Flex 1021 Walk-Behind Greens mower equipped with specific attachments, training support, and warranty as detailed in Section 3.

2. MANDATORY SUPPLIER DOCUMENTATION REQUIRED

To be considered responsive and qualified for evaluation, all submitting bidders **MUST** provide the following documents alongside their technical and financial proposals:

A. Legal & Statutory Documents

1. Certificate of Incorporation / Business Registration
2. Valid Tax Compliance Certificate / PIN Certificate
3. Valid Trade License / Single Business Permit

B. Technical & Operational Documents

1. Detailed Technical Datasheet / Specification Sheet of the machine offered.
2. Machine History & Condition Report (Verifying the year of manufacture is between 2020–2023, engine health, and operational status of pre-owned equipment).
3. Clear High-Resolution Photos / Inspection Video of the exact pre-owned unit being quoted.
4. Proof of After-Sales Support & Capability:
 - Official Manufacturer / Authorized Dealer Partnership Letter (if applicable).
 - Details of local service technicians available for training and support.
 - Standard Warranty Statement/Policy.



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5. Client References: Minimum of three (3) reference letters or past Purchase Orders from clients for similar machinery supplied within the last 3 years.

C. Financial Documents

1. Fully Filled and Signed Form of Tender / Financial Quotation (Inclusive of taxes, shipping, customs, and local delivery charges).
2. Delivery Schedule Commitment (Confirming adherence to the mandatory 3-month lead time).

3. TECHNICAL SPECIFICATIONS & REQUIREMENT COMPLIANCE

Bidders must state compliance to each specification below (Mark COMPLIED or NOT COMPLIED):

Item / Feature	Required Specification	Bidder's Response (Complied / Not Complied)
Model	Toro Flex 1021	
Condition	Pre-Owned (Excellent Operational State)	
Year of Manufacture	2020 – 2023	
Engine Power	3.5 HP	
Engine Type	Honda GX 120	



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Item / Feature	Required Specification	Bidder's Response (Complied / Not Complied)
Drive Transmission	Full Gear Drive	
Operation Type	Manual	
Machine Weight	Approx. 108.8 kg	
Braking System	Dual (Service & Parking Brake System)	
Cutting Unit	11-Blade Cutting Unit Included	
Lighting Kit	LED Light Kit Included	
Hour Meter	Wireless Hour Meter Kit Included	
Groomer	Groomer Reel Attachment Included	
After-Sale Support	Manufacturer/Supplier Warranty & Operator/Maintenance Training	



Item / Feature	Required Specification	Bidder's Response (Complied / Not Complied)
Delivery Time	Maximum 3 Months from Purchase Order issuance	

4. EVALUATION CRITERIA

Bids will be evaluated based on the following three-stage criteria:

1. Stage 1: Mandatory Preliminary Evaluation
 - o Verification of all required documents listed in Section 2. Missing mandatory documents will result in automatic disqualification.
2. Stage 2: Technical Evaluation
 - o Full compliance with all machine specifications in Section 3.
 - o Assessment of machine condition, year of manufacture (2020–2023), and warranty terms.
 - o Assessment of bidder's technical support capacity and past references.
3. Stage 3: Financial Evaluation
 - o The lowest evaluated, technically compliant bidder meeting all delivery and warranty requirements will be awarded the tender.

5. BID SUBMISSION FORM (FINANCIAL OFFER)

(To be completed, signed, and stamped by the supplier)



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Item Description	Qty	Unit Price ([Currency])	Total Price ([Currency])
Supply and Delivery of Pre-Owned Toro Flex 1021 (Per Section 3 specifications, complete with 11-Blade Reel, LED Light, Wireless Hour Meter, and Groomer Reel)	1 Unit		
Delivery, Training, & Commissioning Charges	1 Service		
Subtotal			
VAT			
TOTAL TENDER PRICE			

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- Offered Warranty Period: _____
- Promised Delivery Timeframe: _____ (Must not exceed 3 months)

6. SUBMISSION INSTRUCTIONS

- The tender document is available at a non-refundable fee of **Kshs. 2,000**, payable via the Club's M-Pesa Paybill/Till Number available at the reception.
- Interested bidders are required to submit their quotations, together with all the requested supporting documents, no later than **Friday, 7 August 2026 at 6:00 p.m.**
- Submissions should be placed in the **Club Tender Box** located in the Restaurant, in a sealed envelope clearly marked: RFQ/TF/2026/003- SUPPLY AND DELIVERY OF PRE-OWNED TORO FLEX 1021
- Late submissions will not be considered

7. BIDDER DECLARATION

I/We hereby certify that the information provided herein is true and correct, and the documents submitted are genuine.

Authorized Supplier Signature: _____

Name of Signatory: _____

Company Name & Stamp: _____

Date: _____



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