



**RFQ FOR PROPOSED REFURBISHMENT OF
MARKETING AND SALES OFFICE FOR CPF AT KISUMU
004/1/2024**

JANUARY 2024



CPF House 7th Floor, Haile Selassie Avenue,
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Nairobi | Mombasa | Kisumu | Eldoret | Meru | Nakuru | Garissa | Nyeri | Bungoma

TABLE OF CONTENTS

PREFACE	iii
REQUEST FOR QUOTATIONS	vi
PART I: INSTRUCTIONS TO TENDERERS	1
QUOTATION AND QUALIFICATION DOCUMENTS	3
i) SCHEDULE OF REQUIREMENTS TABLE	5
ii) FORM FOR DISCLOSURE OF INTEREST	6
(iii) Certification	7
iv) CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION	8
v) SELF-DECLARATION FORM	9
vi) FOREIGN TENDERER 40% RULE	10
PART 2: SCHEDULE OF REQUIREMENTS	11
TECHNICAL SPECIFICATIONS FOR WORKS/SERVICES	12
TABLE B. SCHEDULE OF REQUIREMENTS TABLE	13
PART 3: CONTRACT	14
CONTRACT AGREEMENT	14
CONDITIONS OF CONTRACT	15



FINANCIAL
SERVICES

CPF Financial Services Ltd CPF House,
Haile Selassie Avenue
P. O. Box 28938-00200
Tel ; 2046901 – 05
Fax ; (020) 2251807

Quotations For **PROPOSED REFURBISHMENT OF MARKETING AND SALES OFFICE FOR CPF AT KISUMU**

Name; CPF FINANCIAL SERVICES.
Postal Address: 28938, 00200 Nairobi
Email Address: info@cpf.or.ke / procurement@cpf.or.ke

Request for Quotations No: **RFQ/CPF/ PROPOSED REFURBISHMENT OF MARKETING AND SALES OFFICE FOR CPF AT KISUMU/01/2024**

REQUEST FOR QUOTATIONS (RFQ)

To: _____

From: **CPF FINANCIAL SERVICES**

(PROPOSED REFURBISHMENT OF MARKETING AND SALES OFFICE FOR CPF AT KISUMU)
/RFQ/CPF/01/2024

The **CPF FINANCIAL SERVICES** invites you to submit quotations **PROPOSED REFURBISHMENT OF MARKETING AND SALES OFFICE FOR CPF AT KISUMU /01/2024**.

Quotations shall be submitted in plain sealed envelopes clearly marked with the quotation reference number and delivered to the **Procurement Office situated on the mezzanine floor CPF House along Haile Selassie Avenue** not later than **11.00am on 29th January 2024**. Late quotations shall be rejected. Kindly note that the RFQ will be submitted manually and through the e-procurement system using the following link <https://scm.cpf.or.ke>

Enquiries regarding this quotation may be addressed to:

Group Managing Director
CPF Financial Services Ltd
CPF House, 7th Floor.
Haile Selassie Avenue
P. O. Box 28938, 00200 Nairobi
Tel ; 2046901 – 05
Fax ; (020) 2251807
Mobile ; 0720433354

E-Mail; info@cpf.or.ke / procurement@cpf.or.ke

Address for Submission of Quotations.

- 1) **Name of Procuring Entity: CPF Financial services**
- 2) **Mailing Address: 28938-00200 Nairobi**
- 3) **Physical address** *(CPF HOUSE, MEZZANINE FLOOR ALONG HAILE SELLASIE AVENUE)*

Yours sincerely,

PART I: INSTRUCTIONS TO TENDERERS

1. **Tenderers are advised to carefully read** these instructions and the Conditions of Contract in Part 3: Contract, before preparing the quotation. The standard forms in this RFQ may be photocopied for completion but the Tenderer is responsible for their accurate reproduction. The term Tenderer shall mean the firm or person invited to submit a quotation. The term Quotation herein shall mean the quotation submitted as usually understood in public procurement.
2. **Validity of Quotations:** The quotation will be held valid for **90 days** from the date of submission.
3. **The Quotation shall consist of** completed Tables A, B and C and the Form of Quotation all indicated in Part 2 of this Request for Quotations, and documents to evidence Eligibility and Conformity to Technical Specifications.
4. **Sealing and Marking of Quotations:** Quotations in one “one original” should be sealed in a single envelope, clearly marked with the **Quotation Reference Number** in the RFQ, the Tenderer's name and the name of the Procuring Entity. Envelopes should be sealed in such a manner that opening and resealing cannot be achieved undetected.
5. **Submission of Quotations:** Quotations, and any alternatives if allowed as per Item 11 below, should be submitted to the stated address above, on or before the date and time indicated above. Late quotations will be rejected.
6. **Opening of Quotations:** Quotations will be opened immediately after the closing date and time specified in item 5 (4) above, by at least three appointed officials of the Procuring Entity.
7. **Tenderer Eligibility:** Tenderer must submit Documentary evidence to show His/her eligibility to be awarded a contract to cover each of the following:
 - i) **Certificate of Incorporation/ Registration.**
 - ii) **A valid Tax Compliance Certificate.**
 - iii) **Copy of CR12 Certificate.**
 - iv) **Corruption declaration statement.**
 - v) **Attach a duly signed mandatory site visit certificate.**

The Tenderer shall also complete attached forms to confirm eligibility and non-existence of a conflict of interest in relation to this procurement requirement by signing the attached Forms.

8. **Invitation not transferable:** This invitation is not transferable to other firms, or individuals not so invited.
9. **Goods Eligibility:** Tenderer must submit as evidence documents to show the country of origin of any goods to be supplied or incorporated in the work or services.
10. **Technical Specifications:** Documentary evidence to show that the goods meet the technical specifications.
11. **Alternative Quotations:** Tenderers **/not permitted** to submit alternative quotations for goods/alternative technical solutions for specified parts of the Works or Services (select one). Only the alternatives, if any, of the Tenderer with the winning quotation conforming to the basic technical requirements shall be considered by the Procuring Entity.
12. **Currency:** Quotations shall be priced in Kenya Shillings. Quotations in other currencies will be rejected if not allowed.

13. **Evaluation of Quotations:** The evaluation of quotations will be conducted using the procedure set out below:

i) Preliminary examination to determine Tenderer eligibility:

(i) **Certificate of registration.**

(ii) **Let Bidders show financial capability or proof of thereof to complete work**

(iii) **Attach a duly signed mandatory site visit certificate.**

(iv) **Current valid tax compliance certificate.**

(iv) **Corruption declaration statement**

(v) **Attach valid NCA 8 and above certificate and practicing license in building works (To be verified at NCA Portal)**

(vi) **Attach copies of two LPO'S, Contracts, letters of offer or completion certificates for office fit outs**

NOTE: Due diligence of previous work shall be done

Note: Pre-tender site visit meeting will be on 26th January 2024 from 11:00am

ii) Technical examination to determine goods eligibility, compliance with technical specifications and commercial responsiveness. Quotations failing this stage will be rejected and not considered in next stage.

iii) Financial comparison of quotations to determine the lowest evaluated quotation. In case foreign currency is allowed, for comparison purposes only, foreign currency quotations will be converted to Kenya shillings using the exchange rates published by the Central Bank of Kenya on the day of submission of quotations.

14. **Lowest Evaluated Quotation:** The lowest evaluated quotation shall be recommended for award of contract.

15. **Award of contract:** Award of contract shall be by placement of a Letter of Acceptance or Local Purchase Order in accordance with Part 3: Contract. The currency of award and payment shall be currency in which the quotation was submitted. Unsuccessful tenderers who responded will be notified of the accepted quotation, indicating the name and the amount of the accepted quotation.

16. **Right to Reject:** The Procuring Entity reserves the right to accept or reject any quotation or to cancel the quotation process and reject all quotations at any time prior to contract award

QUOTATION AND QUALIFICATION DOCUMENTS

Instructions to Tenderer. Tenderer must complete and submit as part of the Form of quotation.

- (i) SCHEDULE OF REQUIREMENTS TABLE
- (ii) FORM FOR DISCLOSURE OF INTEREST
- (iii) CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION
- (iv) SELF-DECLARATION FORM
- (v) FOREIGN TENDERER 40% RULE (where provided)

FORM OF QUOTATION [To be completed by Tenderer]

Quotation <i>Entity</i>)	
Date of Quotation	
Quotation Reference Number:	
Subject of Quotation	

1. We have examined and have no reservations to the Request for Quotation document and understand its full content and intent.
2. In compliance with your request for quotations dated _____, referenced above, we offer to _____ (specify one of supply goods, complete the works or provide the services) to cover and conform to our pricing listed in the attached in Table B. Quotation Submission TABLE at a total price of Kenya Shillings _____ (in words) _____
OR in Foreign Currency (if allowed), Currency _____ amount _____ (in words) _____
3. We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in Part I: INSTRUCTIONS TO TENDERERS.
4. We also confirm that the _____ (goods to be supplied/works to be constructed/services to be provided (select one) conform to the **SCHEDULE OF REQUIREMENTS TABLE** below and in conformity with technical specifications listed in PART 2: SCHEDULE OF REQUIREMENTS of this RFQ Document.
5. We undertake to adhere by the Code of Ethical Conduct for Suppliers, Contractors and Service Providers, copy available from _____ (specify website) during the procurement process and the execution of any resulting contract.
6. We confirm that the prices quoted are fixed and firm for the duration of the validity period and performance of the contract and will not be subject to revision or variation.
7. The validity period of our quotation is: _____ days from the time and date of the submission deadline (number to be same as in the instructions to Tenderers).
8. We confirm we are not submitting any other Quotation as an individual or firm, and we are not participating in any other Quotation as a Joint Venture member or as a subcontractor.

9. We, along with any of our subcontractors, suppliers, Engineer, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to a temporary suspension or a debarment imposed by the Public Procurement Regulatory Authority or any other entity of the Government of Kenya, or any international organization.
10. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.
11. We hereby certify and confirm that the Quotation is genuine, non-collusive and made with the intention of accepting the contract if awarded. To this effect we have signed the “Certificate of Independent Quotation Determination” attached below.
12. We, the Tenderer, have completed fully and signed the **FORM FOR DISCLOSURE OF INTEREST**- interest of the firm in the Procuring Entity, attached below.

The Delivery/Completion period offered is: _____ days from date of acceptance of Quotation. The warranty period offered is _____ weeks.

Quotation Authorized by:

Name and designation _____ Signature: _____

i) SCHEDULE OF REQUIREMENTS TABLE

(Procuring Entity will complete the list of items to be same as those on Part 2 Table A. Schedule of Requirements and Technical Specifications and tenderer should complete columns D and E).

A Item	B Description of Goods/works/services <i>(Procuring Entity to select one)</i>	C Quantity	D Unit price	E Total Price in Ksh
1.	PROPOSED REFURBISHMENT OF MARKETING AND SALES OFFICE FOR CPF AT KISUMU.	1		
TOTAL PRICE INCLUSIVE OF VAT IN KSH;				

PROPOSED REFURBISHMENT OF MARKETING AND SALES OFFICE FOR CPF AT KISUMU					
ITEM	DESCRIPTION	QTY	UNIT	RATE	BQ - TOTAL
1	GENERAL RULES <u>The tenders to arrange to arrange to obtain the authority letter from the county government of KISUMU County allow for Ksh . 20000.00</u>	1	ITEM	-	-
2	DEMOLITIONS AND ALTERATIONZS				
A	Demolish the existing the existing the allumnium party wall and hand over the client approximate area area 20 sqm and cartawy the debris without demanging the floor ceramic tiles .	20	SM	-	-

NOTE: Works shall be paid on measurable works and approved quotation

TOTAL EXPECTED PROVISIONAL SUM PAGE 1	1	-
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ITEM	DESCRIPTION	QTY	UNIT	RATE	BQ - TOTAL
	<p><u>ELEMENT NO: 2 DRYWALL DISPLAY</u></p> <p><u>COMPOSITE GYPSUM DISPLAY</u></p> <p><u>Gypsum board partitions; fixed on metal framing , reinforced with timber rails and mullions , properly fixed on 100mm concrete upstand from the floor , complete recessed , wiring socket to the display board ,lighting wiring and bulbs and to the architects detail , including skimming to</u></p>				
A	200 mm thick (overall) dry wall partition; fixed on both sides of the framing; including all accessories	4	SM	-	-
	<p><u>FINISHES & DECORATION</u></p> <p><u>Prepare and apply: satin/silk wall finish: as "Crown Paints" or other equal approved: applied applied with single jet spray equipment by an approved specialist: strictly in accordance with the manufacturer's specifications: on wooden surfaces, in matching corporate colour to approval: to</u></p>				
A	Gypsum board display	10	SM	-	-
<u>Carried to Summary PAGE 2</u>					-

ITEM	DESCRIPTION	QTY	UNIT	RATE	BQ - TOTAL
	<p><u>ELEMENT NO:3 DOORS</u></p> <p><u>Steel Casement Door</u></p> <p><u>Supply, assemble and fix the standard steel casement door overall size comprising 40x25x3mm stiles ,bottom & top rail& 4no.intermediate rails all primed with red oxide complete with hinges ,stays fasteners ,permanent vent with mosquito gauge and shetmeta hood etc assembled and fixed to opening including cutting and painting lugs to blockwork surround and bedding frame in cement and sand mortar (1:4) . 5-lever door lock, rubber door stops, pull handles etc).</u></p>				-
A	Double Door; overall size 1156x 2100 mm high(main door)	1	NO	-	-
B	Single Door ,overall size 900x 2100 mm high(rear door)	1	NO	-	-
	<p>Supply, assemble and fix the following purpose-made of natural anodized aluminium framed doors and partitions to B.S. 3987, 1984 to Booth Standard extruded profiles; comprising; 100 x 50 x 2mm natural alumunium frames; 8 mm thick laminated glass and glazi</p>				-
	<p><u>Timber doors:</u></p>				-

900 x 2100 x 45mm solid Flush doors to BS 459: part 2, faced both sides with 6mm interior quality plywood hardwood veneered for polishing and lipped on all edges in hardwood including all mouldings :200x150mm Wrot Mahogany Frame with two labours, plugged:50x25mm Architraves:25mm wrot mahogany Quadrant beading:Ironmongery to include 100 x 76 x 3mm 1.5 pairs of stainless steel butt hinges, matching screws,rubber door stop, 3-lever mortice lock with handles as "HAFELE" , Pull handle back to back 1000x32mm, aluminium kick plate: include Knot, prime, and stop and apply three coats of enamel paint to approval: Door locks to include a set of 3keys catalogue numbers avilable from local dealers, to

Solid core (Kitchen)

C

1 NO - -

INTERNAL WALL FINISHES

Prepare surfaces: apply three coats Crown Solo silk vinyl emulsion paint or other equal approved: on steel trowelled plaster: to

G

Walls surfaces internally

180 SM - -

Carried to Summary PAGE 3

-

ITEM	DESCRIPTION	QTY	UNIT	RATE	BQ - TOTAL
	<u>ELEMENT NO 4: FLOOR/WALL FINISHES</u>				
A	<u>Clean and dust the floor screed to remove dirt on the surface to receive the mkeka wa mbao</u>	55	SM	-	-
B	<u>Supply and fix approved first grade Mkeka wa mbao floor mart: on prepared clean screed finish (m/s):well jointed edge to edge with zero gaps pointed laid with the glue adhesive</u>				

B	Wall to wall mkeka wa mbao KITCHEN FLOOR	55	SM	-	-
C	<u>Floor screed: 32mm cement and sand (1:4) on concrete: including hacking existing floor; wood float finished; in</u>	10	SM	-	-
	<u>Supply and fix approved first grade floor tiles: on prepared screed (m/s): joints pointed in matching cement grout laid with the tile adhesive cement</u>				
D	400X400 MM ceramic tiles in the kitchen floor	10	SM	-	-
E	<u>Ditto ceramic tile in the washrooms</u>	2	SM	-	-
F	<u>Ditto 330x250 white glazed wall tiles</u>	56	SM	-	-

<u>Carried to Summary PAGE 4</u>	-

ITEM	DESCRIPTION	QTY	UNIT	RATE	BQ - TOTAL
	<u>ELEMENT NO. 5: CEILING FINISHES</u>				
	<u>Suspended acoustic ceiling; 600 x 600 x15 mm mineral fibre tiles; fine fissured finish with regular edge and including aluminium T frame grid system; measured over light fittings; including all cutting and trimming to light fittings; quality as certified by Kenya Bureau of Standards; to</u>				
A	Ceiling: patterns to architects approval and detail; all cornices to approval	155	SM	-	-

ELEMENT NO.6 Windows:					
A	Supply and fix vertical blinds complete with the metal railing to the architectural details	20	SM	-	-
<u>Carried to Summary PAGE 5</u>					-

ITEM	DESCRIPTION	QTY	UNIT	RATE	BQ - TOTAL
<u>ELEMENT NO. 7: JOINERY & FIT-OUTS</u>					
A	<u>Kitchen worktop L-shaped size 6170x600x900mm high:</u> With Repair 2mm thick formica top, including 120mm high fascia on both sides on 25mm thick blockboard, including 110mm high fascia: cupboards below in 20mm thick hardwood lipped laminated MDF with Shelving: including 6mm laminated ply lining: cupboard doors in 20mm thick board, including necessary ironmongery such as malpa hinges and brass handles: Allow extra over for working around sink bowl and casting 100mm thick mass concrete of mix (1:2:4)	1	NO	-	-
B	<u>2317 x300x600mm high level cupboard in MDF;</u> including all necessary ironmongery	1	NO	-	-
	TOTAL COST				-

ITEM	DESCRIPTION	BQ - TOTAL
	PROPOSED EXTENSION OF CPF OFFICE AT FIRST FLOOR - CPF HOUSE	

SUMMARY

A Collection from Page 1

-

B Collection from Page 2

-

C Collection from Page 3

-

D Collection from Page 4

-

E Collection from Page 5

-

Collection from page 6

-

TOTAL COST

-

ITEM	<u>DESCRIPTION</u>	QTY	UNIT	RATE	BQ TOTAL
	<u>ELEMENT NO. 8 MECHANICAL INSTALLATION</u> <u>SANITARY FITTING</u>				
	<u>Supply ,deliver and fix the following fitting including all materials and jointings to supply,waste and overflow pipe fittings .</u>				

1	KITCHEN- Single drainer kitchen sink as ASL complete with PUSH kitchen tap as Euro , 40 mm plate chain waste fitting (unslottedd) as Twyford CAT No.WF 4338CP, Plastic 40mm Bottle trap P outlet NO. WFW844XX including all fixing screws and brackets	1	NO	-	-
2	Chrome plated robe Hook	1	NO	-	-
3	Allow for connection to the existing main water supply	1	item	-	-
4	Allow for connection to the existing drainage system	1	item	-	-
	SANITARY FITTING				
5	Supply and fix water closet suite as Twyfoard galerie design close couple horizontal out let CAT no. GN 1438 COMPLETE WITH P TRAP cat no. wf CAT NO.WF 124,wc connector ,white seat cover heavy duty Cat no. GN 78765 WH,including fixig screws and brackets	1	no	-	-
6	Supply and fix wash hand basin -counter top wash hand basin size 635x500 with one hole ,32mm diadiameter chrome plated chain waste,waste,chaib stay hole,chrome plated concusive tap with one mminute delay as cobra model and heavy duty plastic bottle trap (32mm p trap trap)with 75mm seal . To be as Tyword CAPRICON 635 COUNTERTOPS WASH HAND BASIN OR EQU L APPROVED	1	NO	-	-
7	Toilet Holder Flap type ,wall mounted ,brushed nickel finished roll holder as Hansgrohe no. 40523820 or equal equivalent complete with all fixing screws	1	NO	-	-
8	Hand drier - automatic hand drier in white colour ,operating on infra red automatic sensing with system with heating element safety timer ,platic ral plugs and fixing screws .the hand drier to have a				

heating capacity of 2.1 kw and performance flow

1

NO

-

-

	rate rate 135 cm (3.52 cubic metre/min)and be of size 270x264 x143 mm deep it shall have a noise level of below 72.5 deBA AT 1.5 .It shall as Mediclic or approved .				
9	Mediclic soap dispenser CP	1	NO	-	-
10	Supply and fix mirror with bevelled edges with the captain chrome plated screws at all corners 1000x600	1	NO	-	-
12	Supply and fix door lock indicators	1	NO	-	-
FIRE FIGHTIG INSTALLATION					
PORTABLES FIRE EXTINGUISHER					
4	4.5 KG CO2 gas fire extinguisher	1	NO	-	-
5	Fire blanket	1	NO	-	-
6	9kg foam cylinder	1	NO	-	-
6	Testing and commissioning				
		1	NO	-	-
TOTAL MECHANICAL WORKS					

	<i>Description</i>	BQ <i>SUM</i>	
	<u>PROPOSED REFURBISHMENT OF CPE BRANCH OFFICE AT ELDORET</u>		
	MAIN SUMMARY PAGE		
	FIRST FLOOR EXTENSION WORKS SUMMARY	-	

MECHANICAL WORKS	-	
PROVISIONAL SUM FOR ELECTRICAL WORKS	-	
PROVISIONAL SUM FOR STRUCTURED CABLING	-	
ADD CONTINGENCY (KSHS. 50,000)	-	
SUB-TOTAL	-	
GRAND TOTAL	-	

TIME TO COMPLETE WORKS ----- WEEKS

NAME OF SUPPLIER -----

CONTACT PERSON -----

DESIGNATION-----

SIGNATURE ----- DATE

OFFICIAL RUBBER STAMP

Signature: _____ And

seal/Stamp

Name: _____

Position:

Authorized for and on behalf of (*specify name of tenderer*) _____

Date _____

ii) **FORM FOR DISCLOSURE OF INTEREST** - Interest of the Firm in the Procuring Entity.

i) Are there any person/persons in **CPF FINANCIAL SERVICES** who has/have an interest or relationship in this firm? Yes/No.....

If yes, provide details as follows.

	Names of Person		Interest or Relationship with Tenderer

ii) **Conflict of interest disclosure**

		Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly controls, is controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Quotation has a relationship with another tenderer, directly or through common third parties, that puts it in a position to influence the quotation of another tenderer, or influence the decisions of the Procuring Entity regarding this quotation process.		
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the quotation.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Quotation Document.		
7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Quotation document or specifications of the Contract, and/or the Quotation evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the such Contract.		

9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the quotation process and execution of the Contract.		
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iii) Certification

On behalf of the Tenderer, I certify that the information given above is complete, current and accurate as at the date of submission.

Full Name _____

Title or Designation _____

(Signature)

_____)_____
(Date)

iv) CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION

I, the undersigned, in submitting the accompanying Letter of quotation to the _____
CPF FINANCIAL SERVICES
for: _____

_____ [Name and number of quotations] in response to the request for tenders made by: _____ [Name of Tenderer] do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of _____ [Name of Tenderer] that:

1. I have read and I understand the contents of this Certificate.
2. I understand that the Tenderer will be disqualified if this Certificate is found not to be true and complete in every respect.
3. I am the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the quotation on behalf of the Tenderer.
4. For the purposes of this Certificate and the quotation, I understand that the word “competitor” shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who:
 - a) has been requested to submit a quotation in response to this request for quotations.
 - b) could potentially submit a quotation in response to this request for quotations based on their qualifications, abilities or experience;
5. The Tenderer discloses that [check one of the following, as applicable]:
 - a) The Tenderer has arrived at the quotation independently from, and without consultation, communication, agreement, or arrangement with, any competitor.
 - b) the Tenderer has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this request for quotations, and the Tenderer discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements.
6. Without limiting the generality of paragraphs (5)(a) or (5)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - a) prices;
 - b) methods, factors or formulas used to calculate prices.
 - c) the intention or decision to submit, or not to submit, a quotation; or
 - d) the submission of a quotation which does not meet the specifications of the request for quotations; except as specifically disclosed pursuant to paragraph (5) (b) above;
7. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the works or services to which this request for tenders relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph (5)(b) above.

8. the terms of the quotation have not been, and will not be, knowingly disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official quotation opening, or of the awarding of the Contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (5)(b) above

Name_____

Title_____

Date_____

[Name, title and signature of authorized agent of Tenderer and Date]

v) SELF-DECLARATION FORM

We, the Tenderer _____(insert name) submitting our Quotation in respect of Quotation No _____ for _____(insert quotation Title Description) for _____(insert Name of Procuring Entity)

DECLARE AS FOLLOWS:

That, We the Tenderer including any entity or individual that directly or indirectly controls, is controlled by or is under common control with us, and any subcontractors, suppliers, project managers, consultants, manufacturers, service providers, agents, individuals, or any other party involved or to be involved for any part of the processes of procurement and contract execution related to the above quotation:

- a) have not engaged/will not engage in any corrupt or fraudulent practices in the processes of procurement and contract execution related to the above quotation as defined and/or described in the following:
 - i) the RFQ for the above Quotation.
 - ii) Kenya's Public Procurement and Asset Disposal Act, 2015) and its attendant Regulations.
 - iii) Kenya's Anti-Corruption and Economic Crimes Act, 2013; and
 - iv) any such other Acts or Regulations of Government of Kenya;
- b) have not offered/will not offer any inducement to any member of the board, management, staff and/or employees and/or agents of (name of the procuring entity);
- c) have not engaged/will not engage in any collusive or corrosive practice with other tenderers participating in the subject quotation.
- d) have not been sanctioned or debarred by any entity from participation in public procurement proceedings of Kenya.

That, what is deponed to herein above is true to the best of our knowledge, information, and belief.

Name of the Tenderer:[insert complete name of tenderer signing the quotation]

Name of the person duly authorized to sign the quotation on behalf of the Tenderer:
.....

Title of the person signing the Quotation:

Signature of the person named above:

CONDITIONS OF CONTRACT

CONTRACT AGREEMENT

- (1) THIS CONTRACT AGREEMENT is made _____ (specify date). Between _____ [Insert complete name of Procuring Entity], and having its principal place of Business at _____ [Insert address of Procuring Entity] and _____ [Insert name of Supplier, or contractor or service provider], and having its principal place of business at _____ [insert address of Supplier, contractor or service provider].
- (2) WHEREAS the Procuring Entity invited quotations for the Supply of Goods/works/services (select one) described in Table B, i.e. _____ [insert brief description of Goods, works and Services] and has accepted a Quotation by the Tenderer in the sum of ___ [insert Contract Price in words and figures] (hereinafter called “the Contract Price”).
- (3) NOW THIS AGREEMENT WITNESSED AS FOLLOWS:
 - 1. This Contract Agreement includes the following documents:
 - a) Table A. SCHEDULE OF REQUIREMENTS AND TECHNICAL SPECIFICATIONS.
 - b) Table B. QUOTATION SUBMISSION TABLE.
 - c) FORM OF QUOTATION.
 - d) Conditions of Contract.
 - 2. In consideration of the payments to be made by the Procuring Entity to the service provider as hereinafter mentioned, the service provider hereby covenants with the Procuring Entity to provide the services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
 - 3. The Procuring Entity hereby covenants to pay the service provider in consideration of the provision of the services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
- (4) In WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Kenya.

For and on behalf of the Procuring Entity

Signed:[insert signature]
 in the capacity of.....[insert title or other appropriate designation]
 in the presence of..... [insert identification of official witness]

For and on behalf of the Supplier/Contractor/Service Provider (select one)

CONDITIONS OF CONTRACT

Signed:[insert signature of authorized representative(s) of the Supplier)

in the capacity of..... [insert title or other appropriate designation]

in the presence of..... [insert identification of official witness]

1. **Language**

The Contract as well as all correspondence and documents relating to the Contract exchanged by the Service Provider and the Procuring Entity, shall be written in the English Language.

2. **Eligibility**

The goods shall have the nationality of an eligible country. All Goods and Related Services to be supplied under the Contract shall have their origin in Eligible Countries.

3. **Notices**

Any notice given by one party to the other pursuant to the Contract shall be in writing.

4. **Governing Law**

The Contract shall be governed by and interpreted in accordance with the Laws of Kenya, unless otherwise specified hereunder.

5. **Settlement of Disputes**

The Procuring Entity and the Service provider shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract. If the parties have failed to resolve their dispute or difference by such mutual consultation, either the Procuring Entity or the Service provider may give notice to the other party of its intention to commence arbitration. The dispute shall be referred to adjudication or arbitration in accordance with the laws of Kenya.

6. **Supplier/Contractor/Service Provider Responsibilities**

The Service Provider shall supply all the requirements included in the Schedule of Requirements.

7. **Contract Price**

Prices charged by the Service Provider under the Contract shall not vary from the prices quoted by the Service Provider in its quotation.

8. **Terms of Payment**

CONDITIONS OF CONTRACT


The Contract Price shall be paid One hundred (100) percent of the Contract Price as follows:

- i) For Services, upon valuation by the Service Provider of the services completed, such valuation to be accepted by the Procuring Entity, payments up to final completion certifica

9. Inspections and Tests

The Service Provider shall at its own expense and at no cost to the Procuring Entity carry out all such tests and/or inspections of the Goods, works or Services to confirm their conformity to technical specifications.

10. Warranty

The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the  tract.

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