LAPTRUST | IMARA I-REIT

RFQ FOR THE PROPOSED GENERATOR SERVICING AT PENSION TOWERS AND METRO PARK/RFQ/CPF/07/2025

JULY 2025

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

Quotations For PROPOSED GENERATOR SERVICING AT PENSION TOWERS AND METRO PARK

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/ RFQ FOR PROPOSED GENERATOR SERVICING AT PENSION TOWERS AND METRO PARK /RFQ/07/2025

REQUEST FOR QUOTATIONS (RFQ)

To:_____

From: CPF FINANCIAL SERVICES

(RFQ FOR PROPOSED GENERATOR SERVICING AT PENSION TOWERS AND METRO PARK) ***RFQ/CPF/07/2025***

The **CPF FINANCIAL SERVICES** invites you to submit quotations **RFQ FOR PROPOSED GENERATOR SERVICING AT PENSION TOWERS AND METRO PARK /RFQ/CPF/07/2025**

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 July 2025**. Late quotations shall be rejected.

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 1: INSTRUCTIONS TO TENDERERS

1. **Tenderers are advised to read carefully** 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 address stated 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 valid NCA 7 and above in electrical or mechanical works certificate and practicing license. (To be verified at NCA Portal).**
   - vi) **Attach three LPOs' of similar works.**
   - vii) **EPRA Registration Certificates or Licenses.**
   - viii) **proof of ownership and/or lease of an office**
   - ix) **Technical qualification of 2No. key staff members & Electrician Wireman Grade I**
   - x) **EPRA Registration Certificates for the above staff**

   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 Incorporation/ Registration.**
   ii. **A valid Tax Compliance Certificate.**
   iii. **Copy of CR12 Certificate.**
   iv. **Corruption declaration statement.**
   v. **Attach valid NCA 7 and above in electricals/Mechanical works certificate and practicing license. (To be verified at NCA Portal).**
   vi. **Attach three LPOs' of similar works.**
   vii. **EPRA Registration Certificates or Licenses.**
   viii. **proof of ownership and/or lease of an office**
   ix. **Technical qualification of 2No. key staff members & Electrician Wireman Grade I**
   x. **EPRA Registration Certificates for the above staff.**

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 the 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 Addressed to (*Procuring Entity)*	
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 1: 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** 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 *(Procuring Entity to select one)*	D **Qty**	E **Unit cost**	**F** **Total cost**
I	RFQ for proposed generator servicing at Pension Towers	As per the TORs'		
2	RFQ for proposed generator servicing at Metro Park	As per the TORs'		
TOTAL PRICE INCLUSIVE OF VAT IN KSH;				

TERMS OF REFERENCE (TORS) FOR STANDBY GENERATOR SERVICING AND MAINTENANCE AT PENSION TOWERS AND METROPARK SITUATED ON PROPERTY TITLE NUMBER NAIROBI/BLOCK 28/442 (FORMERLY LAND REFERENCE NO. 209/638/1) & NAIROBI/BLOCK 28/516 (FORMERLY LAND REFERENCE NO. 209/2650) RESPECTIVELY

1.0 BACKGROUND

LAPTRUST IMARA I-REIT seeks a suitable maintenance contractor to provide Servicing and maintenance services set in the scope of work below.

2.0 TASK OBJECTIVES

The objective of this contract is to obtain the services from a reputed, experienced, and qualified contractor who can provide efficient offering Servicing and Maintenance services to backup power generator at Pension Towers Loita Street, Nairobi

3.0 SCOPE OF WORK

Contractor **MUST** submit for review, work sheet/checklist that will be used for performing maintenance service during tendering (the work sheet/checklist must conform to the scope of work below)

i. Contractors shall provide all supervision, labor, tools, and equipment to perform Preventive Maintenance for the listed generator.
ii. All personnel working in the vicinity should wear and /or use safety protection while all work is done.
iii. Preventive maintenance for Standby generator sets to be performed by a qualified technician or mechanic.

iv. All off site maintenance of generator components to be performed after seeking approval from the Client or its representatives.

v. Client must immediately be made aware of any condition discovered that could result in equipment failure.

vi. Test and inspection report shall be submitted to the Client within three days of completing work.

vii. If any discrepancies are found with the generator system that are not covered under this scope of work then the contractor must provide the following.

viii. Detailed report noting the discrepancy found.

ix. Bill of Materials (BOM) to include component name, quantity, part number, and price for any repair material required and material lead time.

x. Price quote for repair labor.

4.0 DESCRIPTION OF EQUIPMENT

Generators make:	CUNMINS
Model No:	
Capacity	350kva
Power Factor:	0.9
Frequency:	50hz
Phase:	3
Output Voltage:	415v
Building:	PENSION TOWERS

1.1. QUARTERLY MAINTENANCE (ENGINE NOT RUNNING)

Conduct visual check around the generator.

1.1.1. Check the battery's liquids specific gravity, voltage, and do battery load test, top up if necessary.

1.1.2. Clean battery terminals and lugs.

1.1.3. Check all V and fan belts, make sure there are no hair line cracks on the belts, replace if cracked or worn.

1.1.4. Check and adjust tension on all V and fan belts.

1.1.5. Check coolant level and top it up if necessary.

1.1.6. Check specific gravity of coolant. Replenish as necessary to maintain manufacturers recommended level of coolant additive.

1.1.7. Check operation and components of water jacket heating system.

1.1.8. Drain condensate from exhaust condensate traps.

1.1.9. Change oil Filters, Air Filters, top up Coolant & Engine Oil

1.1.10. Inspect exhaust piping and muffler insulation.

1.1.11. Cleanup the Generator and Generator area

1.1.12. Check all control panel indication LEDs.

1.1.13. Check battery charging system

1.1.14. Check and confirm electrical healthiness of the changeover

1.2. QUARTERLY MAINTENANCE (ENGINE RUNNING)

Offload test

1.2.1. Turn off the generator circuit breaker and run the generator offload for 60 minutes. Check the generator for unusual conditions, such as: excessive vibration, excessive black or white smoke. The following indicators on the control panel also need to be checked and verified while the generator is running: oil pressure, coolant temperature, rpm, voltage, and frequency. Fill the check list

Full load test-1hr

1.2.2. Induce blackout from the mains and check:

1.2.2.1. Jumper Coolant temperature switch

1.2.2.2. Jumper oil pressure switch

1.2.2.3. Jumper coolant low-level switch

1.2.2.4. Press emergency stop push button.

1.2.2.5. Each time the switch is "jumped" or the emergency stop button is pressed the engine should stop and the corresponding failure lamp should illuminate. Reset the shutdown mechanisms after each test.

1.2.3. Read and record verify all engine and alternator indicators

1.2.4. Check exhaust for excessive black or white smoke.

1.2.5. Check turbocharger for vibrations, check for any abnormal noise during operation.

1.2.6. Check generator bearing for noise and overheating

1.2.7. Check exhaust manifold, muffler, and piping for leaks and secure mountings

1.2.8. Check fuel tank for overheating

1.2.9. Confirm generator Auto picking

1.2.10. Fill the test sheet

1.3. QUARTERLY MAINTENANCE (ENGINE STOPPED AFTER RUNNING)

1.3.1. Inspect engine water, fuel, and oil systems for leaks while the engine is hot.

1.3.2. Fill out maintenance checklist and report deficiencies.

1.4. ANNUAL MAINTENANCE (ENGINE NOT RUNNING)

1.4.1. Perform complete QUARTERLY 'engine not running' schedule

1.4.2. Inspect battery charging Alternator and V belt.

1.4.3. Inspect engine and generator wiring harness for wear and damages.

1.4.4. Inspect supports and spring isolators for soundness and stability.

1.4.5. Inspect unit thoroughly for loose fasteners.

1.4.6. Clean radiator air passages and exhaust air ducts.

1.4.7. Clean intake louvers and ducts.

1.4.8. Inspect unit for corrosion. Remove any corrosion, prime and paint.

1.4.9. Inspect fan drive idler pivot arm assembly and shock absorber

1.4.10. Inspect Belt driven fan hub

1.4.11. Take fuel oil samples and analyze

The following service checklist shall be followed through for action during scheduled servicing and maintenance of the generator.

S/No.	Service	Action Point
1.	Lubrication	Check lubricating oil Filter(s) and all connections leaks. Replace Oil Filters
2.	Clean Breathers: Fuel System	Drain water from fuel system
3.	Check all fuel connections	Clean lift pump strainer, check throttle, governor leakage for free movement. Change fuel filters.
4.	Cooling System	Check and adjust fan belts (Replace where necessary) Check coolant level (Top up as necessary) Check radiator core and tanks for leakage etc
5.	Air System	Check air filter restriction. Check vents piping and connections. Inspect turbo charger and oil drain. Repair air filter as required.
6.	Valve	Check protection switch and if necessary, adjust the tip clearances
7.	Control System	Check control system and AMF panel status
8.	DC/AC	Check battery and charging system and all connections. Check alternator belts. Check all A/C power connections.
9.	Exhaust System	Visual check of exhaust fume leakages
10.	Test	Simulate mains failure to ensure correct starting, recording time taken to continue to operate in "No Load" condition and record operating temperatures, pressure, frequency and voltage.
11.	Report	Prepare report detailing all test data, consumables used and make recommendations made.

6.0 HEALTH AND SAFETY

6.1 Health and safety is paramount on the client's property. All employees of the contractor are required to strictly adhere to the health and safety guidance provided by OSHA guidelines and safety as well as that of other people who may be affected by their activities.

6.2 The contractor shall be solely responsible for the care, protection and safety of the work, the site and all things in the works area. All required personal protective equipment (PPE) is to be provided by the contractor to the employees. As a minimum, boots with hard soles, a safety helmet, coverall and hand gloves are to be worn by all onsite. Employees not wearing the correct PPE will be removed from the work site until such provision is made by the contractor.

6.3 The contractor's expected to inform the client of any special health and safety hazards which might invoice in the works to be performed and shall advice pf any precautions that ought to be taken.

6.4 The materials/accessories used in the repair/replace work must adhere to the standard specifications to be used i.e., ISO standard. The contractor shall consult with the client officer before installing any equipment etc.

6.5 The contractor shall be responsible for completing the work to high standard and within the required time or sooner.

7.0 Security

7.1 The contractor must hold record of their staff details. To the extent required from time to time by the security manager, the contractor shall provide.

- A list of staff showing the name and address of everyone who is involved in the performance of the contract.
- Any other information about such person, with supporting evidence

7.2 The contractor and/or his staff shall not without the approval of security personnel or written authorization from the client take photographs of the whole or any part of the property that is not related to their area of work. The contractor shall take all reasonable steps to prevent any person other than our client from taking, publishing or otherwise circulation pf any such photograph with such permission.

7.3 The contractor should provide clear visible ID cards to their worker, and this should be always worn during work.

7.4 Roads and paths that shall be used as access by the contractor are to be left clear of construction plants, vehicles and debris always. All dangerous areas need to be fenced, and signs posted to warn personnel/visitors coming into the compound.

8.0 Standard Operating Procedures

i. The contractor should inform the maintenance manager, caretaker and security manager (in the event of out-of-office hours of work) as appropriate before carrying out the specific maintenance job.

ii. The contractor must ensure that all maintenance work must be conducted by a fully qualified technician, each in a relevant discipline and supervised by an accredited engineer in a relevant field subject to the approval of the client's maintenance manager.

iii. The contractor is expected to take the responsibilities on the installation of spare parts whether through its own qualified personnel or through the subcontracted/extended companies. Any damage caused by improper installation will be the responsibility of the contractor. The clients' historical records will be used to assess the damage and cost of spare parts that will be charged to the contractor.

iv. The contractor should provide backup staff during absence of regular standby staff.

v. Ensure periodical maintenance is arranged a week before the scheduled time with prior information from the maintenance manager and caretaker.

vi. The contractor staff shall be able to communicate in basic English wherever necessary during work.

vii. The contractor shall confirm and ensure that the wages paid to their employees are in accordance with the minimum wage as per local labor organizations and the government of Kenya.

viii. The employees of the contractor/subcontractor shall not be below the age of 18 years.

ix. The contractor, Contractor staff and subcontractors are required to maintain confidentiality of the client information made available and accessible to them in the course of their duties.

The contractor, Contractor staff and subcontractors are required to wear

Notes:

Contractor to note the following

1. Spare parts to be charged separately and approval to be sort before replacing any part.
2. All spare parts **MUST** be genuine parts and from reputable dealers.
3. The contractor shall consult with Clients Representative before replacing any accessory
4. The contractor shall be responsible for completing the work, to a high standard and within the required time or sooner
5. All rates to be VAT inclusive.
6. Give quotation for emergency call outs—show this price separate from the normal servicing
7. Maximum response time shall be within 1:30hr for call backs.
8. Job card detailing works/service carried out to be signed by the building caretaker and copy of the same to accompany the invoice.
9. **In submitting your tender attach a draft maintenance schedule.**

9.0 SCHEDULE OF RATES AND PRICING

Description of work	**Amount for Quarterly Service (Taxes inclusive)**	**No of services per year=4 (QUARTELY)**	**Total per year**
Generators Servicing & Maintenance		4no.	

Emergency Call out.

Give quote per call out----------Kshs

TERMS OF REFERENCE (TORS) FOR STANDBY GENERATOR SERVICING AND MAINTENANCE AT METRO PARK.

2.0 BACKGROUND

LAPTRUST IMARA I-REIT seeks a suitable maintenance contractor to provide Servicing and maintenance services set in the scope of work below.

3.0 TASK OBJECTIVES

The objective of this contract is to obtain the services from a reputed, experienced, and qualified contractor who can provide efficient offering Servicing and Maintenance services to backup power generator at Metro-park (Formally known as Travel House), Nairobi.

4.0 SCOPE OF WORK

Contractor **MUST** submit for review, work sheet/checklist that will be used for performing maintenance service during tendering (the work sheet/checklist must conform to the scope of work below)

xi. Contractors shall provide all supervision, labor, tools, and equipment to perform Preventive Maintenance for the listed generator.

xii. All personnel working in the vicinity should wear and /or use safety protection while all work is done.

xiii. Preventive maintenance for Standby generator sets to be performed by a qualified technician or mechanic.

xiv. All off site maintenance of generator components to be performed after seeking approval from the Client or its representatives.

xv. Client must immediately be made aware of any condition discovered that could result in equipment failure.

xvi. Test and inspection report shall be submitted to the Client within three days of completing work.

xvii. If any discrepancies are found with the generator system that are not covered under this scope of work then the contractor must provide the following.

xviii. Detailed report noting the discrepancy found.

xix. Bill of Materials (BOM) to include component name, quantity, part number, and price for any repair material required and material lead time.

xx. Price quote for repair labor.

5.0 DESCRIPTION OF EQUIPMENT

Generators make:	TEKSAN
Model No:	
Capacity	200kva
Power Factor:	0.9
Frequency:	50hz
Phase:	3
Output Voltage:	415
Building:	METRO PARK

1.5. QUARTERLY MAINTENANCE (ENGINE NOT RUNNING)

Conduct visual check around the generator.

1.5.1. Check the battery's liquids specific gravity, voltage, and do battery load test, top up if necessary.

1.5.2. Clean battery terminals and lugs.

1.5.3. Check all V and fan belts, make sure there are no hair line cracks on the belts, replace if cracked or worn.

1.5.4. Check and adjust tension on all V and fan belts.

1.5.5. Check coolant level and top it up if necessary.

1.5.6. Check specific gravity of coolant. Replenish as necessary to maintain manufacturers recommended level of coolant additive.

1.5.7. Check operation and components of water jacket heating system.

1.5.8. Drain condensate from exhaust condensate traps.

1.5.9. Change oil Filters, Air Filters, top up Coolant & Engine Oil

1.5.10. Inspect exhaust piping and muffler insulation.

1.5.11. Cleanup the Generator and Generator area

1.5.12. Check all control panel indication LEDs.

1.5.13. Check battery charging system

1.5.14. Check and confirm electrical healthiness of the changeover

1.6. QUARTERLY MAINTENANCE (ENGINE RUNNING)

Offload test

1.6.1. Turn off the generator circuit breaker and run the generator offload for 60 minutes. Check the generator for unusual conditions, such as: excessive vibration, excessive black or white smoke. The following indicators on the control panel also need to be checked and verified while the generator is running: oil pressure, coolant temperature, rpm, voltage, and frequency. Fill the check list

Full load test-1hr

1.6.2. Induce blackout from the mains and check:

1.6.2.1. Jumper Coolant temperature switch

1.6.2.2. Jumper oil pressure switch

1.6.2.3. Jumper coolant low-level switch

1.6.2.4. Press emergency stop push button.

1.6.2.5. Each time the switch is "jumped" or the emergency stop button is pressed the engine should stop and the corresponding failure lamp should illuminate. Reset the shutdown mechanisms after each test.

1.6.3. Read and record verify all engine and alternator indicators

1.6.4. Check exhaust for excessive black or white smoke.

1.6.5. Check turbocharger for vibrations, check for any abnormal noise during operation.

1.6.6. Check generator bearing for noise and overheating

1.6.7. Check exhaust manifold, muffler, and piping for leaks and secure mountings

1.6.8. Check fuel tank for overheating

1.6.9. Confirm generator Auto picking

1.6.10. Fill the test sheet

1.7. QUARTERLY MAINTENANCE (ENGINE STOPPED AFTER RUNNING)

1.7.1. Inspect engine water, fuel, and oil systems for leaks while the engine is hot.

1.7.2. Fill out maintenance checklist and report deficiencies.

1.8. ANNUAL MAINTENANCE (ENGINE NOT RUNNING)

1.8.1. Perform complete QUARTERLY 'engine not running' schedule

1.8.2. Inspect battery charging Alternator and V belt.

1.8.3. Inspect engine and generator wiring harness for wear and damages.

1.8.4. Inspect supports and spring isolators for soundness and stability.

1.8.5. Inspect unit thoroughly for loose fasteners.

1.8.6. Clean radiator air passages and exhaust air ducts.

1.8.7. Clean intake louvers and ducts.

1.8.8. Inspect unit for corrosion. Remove any corrosion, prime and paint.

1.8.9. Inspect fan drive idler pivot arm assembly and shock absorber

1.8.10. Inspect Belt driven fan hub

1.8.11. Take fuel oil samples and analyze

The following service checklist shall be followed through for action during scheduled servicing and maintenance of the generator.

S/No.	Service	Action Point
1.	Lubrication	Check lubricating oil Filter(s) and all connections leaks. Replace Oil Filters
2.	Clean Breathers: Fuel System	Drain water from fuel system
3.	Check all fuel connections	Clean lift pump strainer, check throttle, governor leakage for free movement. Change fuel filters.
4.	Cooling System	Check and adjust fan belts (Replace where necessary) Check coolant level (Top up as necessary) Check radiator core and tanks for leakage etc
5.	Air System	Check air filter restriction. Check vents piping and connections. Inspect turbo charger and oil drain. Repair air filter as required.
6.	Valve	Check protection switch and if necessary, adjust the tip clearances
7.	Control System	Check control system and AMF panel status
8.	DC/AC	Check battery and charging system and all connections.

		Check alternator belts. Check all A/C power connections.
9.	Exhaust System	Visual check of exhaust fume leakages
10.	Test	Simulate mains failure to ensure correct starting, recording time taken to continue to operate in "No Load" condition and record operating temperatures, pressure, frequency and voltage.
11.	Report	Prepare report detailing all test data, consumables used and make recommendations made.

7.0 HEALTH AND SAFETY

7.1 Health and safety is paramount on the client's property. All employees of the contractor are required to strictly adhere to the health and safety guidance provided by OSHA guidelines and safety as well as that of other people who may be affected by their activities.

7.2 The contractor shall be solely responsible for the care, protection and safety of the work, the site and all things in the works area. All required personal protective equipment (PPE) is to be provided by the contractor to the employees. As a minimum, boots with hard soles, a safety helmet, coverall and hand gloves are to be worn by all onsite. Employees not wearing the correct PPE will be removed from the work site until such provision is made by the contractor.

7.3 The contractor's expected to inform the client of any special health and safety hazards which might invoice in the works to be performed and shall advice pf any precautions that ought to be taken.

7.4 The materials/accessories used in the repair/replace work must adhere to the standard specifications to be used i.e., ISO standard. The contractor shall consult with the client officer before installing any equipment etc.

7.5 The contractor shall be responsible for completing the work to high standard and within the required time or sooner.

8.0 Security

7.1 The contractor must hold record of their staff details. To the extent required from time to time by the security manager, the contractor shall provide.

- A list of staff showing the name and address of everyone who is involved in the performance of the contract.
- Any other information about such person, with supporting evidence

7.5 The contractor and/or his staff shall not without the approval of security personnel or written authorization from the client take photographs of the whole or any part of the property that is not related to their area of work. The contractor shall take all reasonable steps to prevent any person other than our client from taking, publishing or otherwise circulation pf any such photograph with such permission.

7.6 The contractor should provide clear visible ID cards to their worker, and this should be always worn during work.

7.7 Roads and paths that shall be used as access by the contractor are to be left clear of construction plants, vehicles and debris always. All dangerous areas need to be fenced, and signs posted to warn personnel/visitors coming into the compound.

9.0 Standard Operating Procedures

x. The contractor should inform the maintenance manager, caretaker and security manager (in the event of out-of-office hours of work) as appropriate before carrying out the specific maintenance job.

xi. The contractor must ensure that all maintenance work must be conducted by a fully qualified technician, each in a relevant discipline and supervised by an accredited engineer in a relevant field subject to the approval of the client's maintenance manager.

xii. The contractor is expected to take the responsibilities on the installation of spare parts whether through its own qualified personnel or through the subcontracted/extended companies. Any damage caused by improper installation will be the responsibility of the contractor. The clients' historical records will be used to assess the damage and cost of spare parts that will be charged to the contractor.

xiii. The contractor should provide backup staff during absence of regular standby staff.

xiv. Ensure periodical maintenance is arranged a week before the scheduled time with prior information from the maintenance manager and caretaker.

xv. The contractor staff shall be able to communicate in basic English wherever necessary during work.

xvi. The contractor shall confirm and ensure that the wages paid to their employees are in accordance with the minimum wage as per local labor organizations and the government of Kenya.

xvii. The employees of the contractor/subcontractor shall not be below the age of 18 years.

xviii. The contractor, Contractor staff and subcontractors are required to maintain confidentiality of the client information made available and accessible to them in the course of their duties.

The contractor, Contractor staff and subcontractors are required to wear

Notes:

Contractor to note the following

10. Spare parts to be charged separately and approval to be sort before replacing any part.
11. All spare parts **MUST** be genuine parts and from reputable dealers.
12. The contractor shall consult with Clients Representative before replacing any accessory
13. The contractor shall be responsible for completing the work, to a high standard and within the required time or sooner
14. All rates to be VAT inclusive.
15. Give quotation for emergency call outs—show this price separate from the normal servicing
16. Maximum response time shall be within 1:30hr for call backs.
17. Job card detailing works/service carried out to be signed by the building caretaker and copy of the same to accompany the invoice.
18. **In submitting your tender attach a draft maintenance schedule.**

9.0 SCHEDULE OF RATES AND PRICING

Description of work	Amount for Quarterly Service (Taxes inclusive)	No of services per year=4 (QUARTELY)	Total per year
Generators Servicing & Maintenance		4no.	

Emergency Call out.

Give quote per call out----------Kshs

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	Designation in the Procuring Entity	Interest or Relationship with Tenderer
1			
2			
3			

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 specifiedin 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.		

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

CONTRACTAGREEMENT

(1) THIS CONTRACTAGREEMENT 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]

CONDITIONS OF CONTRACT

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

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

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 certificate.

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 contract