REQUEST FOR QUOTATION (RFQ)

RFQ FOR THE DISPOSAL OF THE REPLACED CUMMINS 315 kVA DIESEL GENERATOR FOR PENSION TOWERS

QUOTATION NO.	NOTICE DATE	CLOSING DATE:	GOVERNED BY
CPF/Q/10/2026	OCTOBER 2026	3rd November 2026	CPF Procurement Policy

ALL CORRESPONDENCE TO

Group Head Procurement
CPF Financial Services • P.O. Box 28938-00200, Nairobi, Kenya
Tel: +254 111 114 000
E-Mail: Procurement@cpf.or.ke • www.cpf.or.ke

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DOCUMENT CONTROL & KEY DATES

Document Control

Document Reference	CPF/Q/10/2026
Document Title	***RFQ FOR THE DISPOSAL OF* THE REPLACED CUMMINS 315 kVA DIESEL GENERATOR FOR PENSION TOWERS**
Classification	Private & Confidential
Governing Framework	CPF Procurement Policy and Procedures
Issued By	Group Head Procurement, CPF Financial Services
Approved By	Chief Executive Officer, CPF Financial Services
Issue Date	October 2026

Key Dates at a Glance

Milestone	Date / Time
RFQ Issue Date	**October 2026**
Submission Deadline (Closing Date)	**3rd November 2026, 11.00 a.m. (Kenya time)**
Quotation Opening	**Immediately after closing, same day**
Quotation Validity Period	**91 days from submission deadline**

Single Point of Clarification: All queries relating to this RFQ must be submitted in writing to Procurement@cpf.or.ke by the clarification deadline above. Verbal or informal clarifications shall not bind CPF Financial Services; written responses will, where material, be shared with all bidders who have expressed interest.

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REQUEST FOR QUOTATIONS (RFQ)

To: All Bidders

From: CPF Financial Services, P.O. Box 28938-00200, Nairobi, Kenya. Website: www.cpf.or.ke

Quotation Title:

RFQ FOR THE DISPOSAL OF THE REPLACED CUMMINS 315 kVA DIESEL GENERATOR FOR PENSION TOWERS

Reference: CPF/Q/09/2026

1. CPF Financial Services invites quotations for the **RFQ FOR THE DISPOSAL OF THE REPLACED CUMMINS 315 kVA DIESEL GENERATOR FOR PENSION TOWERS.** as detailed in Table A: Schedule of Requirements. The quotation must follow the instructions in this RFQ and be submitted in English.
2. Quotations must be sealed, clearly marked with the tenderer's name and the quotation title, and reach the address below by 3rd October, 2026, 11.00 a.m. (Kenya time). Submissions may also be emailed in PDF format. Late quotations will be rejected.
3. Any resulting contract is subject to the terms in Part 3: Contract.
4. Bidders not submitting a quotation should notify the undersigned within **91 days** of receipt of this RFQ.

Address for Enquiries and Submission of Quotations:

Group Head Procurement
CPF Financial Services
P.O. Box 28938-00200, Nairobi, Kenya
Physical Address: CPF House, Haile Selassie Avenue, Nairobi, Kenya
Telephone: +254 111 114 000
E-Mail: Procurement@cpf.or.ke
Website: www.cpf.or.ke

Yours sincerely,

Group Head Procurement
Signature: _____ Date: _____

PART 1: INSTRUCTIONS TO TENDERERS

1. Tenderers should read these instructions and the Conditions of Contract (Part 3) before preparing their quotation. Forms may be photocopied, but the Tenderer is responsible for accurate reproduction.
2. **Validity:** Quotations are valid for 91 days from the submission date.
3. The quotation must include completed Tables A and B, the Form of Quotation, and documents evidencing eligibility and technical conformity.
4. **Submission:** As detailed in the RFQ Invitation Letter (page 4). Late quotations will be rejected.
5. **Opening:** Quotations are opened immediately after the closing deadline, by at least three officials of the Procuring Entity.
6. Tenderer Eligibility – documentary evidence required for each of the following:

1. Corruption declaration statement.

2. Valid Tax Compliance Certificate.

3. Dully filled RFQ document.

4. Well bound document.

Tenderers must also complete the attached eligibility and conflict-of-interest forms.

7. This invitation is not transferable to firms or individuals not invited.
8. Goods Eligibility: evidence of country of origin is required for all goods supplied.
9. Technical Specifications: evidence that goods meet the specifications is required.
10. Alternative quotations are not permitted.
11. **Currency:** Quotations must be priced in Kenya Shillings; foreign-currency quotations will be rejected.
12. Evaluation follows three stages:
    i) Preliminary examination – eligibility documents and duly filled forms.
    ii) Technical examination – goods eligibility, technical conformity and commercial responsiveness. Quotations failing this stage are rejected.
    iii) Financial comparison to determine the lowest evaluated quotation.
13. **Award:** The lowest evaluated quotation is recommended for award, by Letter of Acceptance or Local Purchase Order (Part 3). Unsuccessful bidders will be notified of the outcome.
14. **Right to Reject:** The Procuring Entity may accept, reject, or cancel any or all quotations at any time before contract award.

QUOTATION AND QUALIFICATION DOCUMENTS

Instructions to Tenderer. Tenderer must duly 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

.

FORM OF QUOTATION

[To be completed by Tenderer]

Quotation Addressed to (Procuring Entity)	CPF Financial Services
Date of Quotation	_____
Quotation Reference Number	CPF/Q/09/2026
Subject of Quotation	RFQ FOR THE DISPOSAL OF THE REPLACED CUMMINS 315 kVA DIESEL GENERATOR FOR PENSION TOWERS

1. We have examined the RFQ document and have no reservations.
2. We offer to dispose the goods described, per the pricing in Table B, at a total price of Kshs _____ (in words).
3. We confirm our eligibility under Part 1, and that the goods conform to the Schedule of Requirements (Part 2).
4. We undertake to observe the Code of Ethical Conduct for Suppliers, Contractors and Service Providers throughout this process and any resulting contract.
5. Our prices are fixed and firm for the validity period of ____ **days** from the submission deadline, and for the duration of the contract.
6. We are not submitting or participating in any other quotation for this tender (individually, as a Joint Venture member, or as a subcontractor), and neither we nor our subcontractors/suppliers are subject to suspension or debarment by the Public Procurement Regulatory Authority, Government of Kenya, or any international organization.

7. We certify this quotation is genuine, non-collusive, free of fraud or corruption, and made with the intention of accepting the contract if awarded, as further affirmed in the attached Certificate of Independent Quotation Determination.

8. We have completed and attached the Form for Disclosure of Interest.

Delivery/Completion period offered: ____ days from date of acceptance of Quotation.
Warranty period offered: ____ weeks.

Quotation Authorized by (Name / Designation)	
Signature	
Seal / Stamp	

FORM FOR DISCLOSURE OF INTEREST

Interest of the Firm in the Procuring Entity (CPF Financial Services).

(a) Are there any persons in CPF Financial Services who have an interest or relationship with this firm? Yes / No: _____

If yes, provide details as follows:

No.	Names of Person	Designation in the Procuring Entity	Interest or Relationship with Tenderer
1			
2			
3			

(b) Conflict of Interest Disclosure

No.	Type of Conflict	Disclosure (Y/N)	Details if YES
1	Tenderer is directly or indirectly controlled by, controls, 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 Contract.		
9	Has the conflict stemming from such relationship stated in items 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the quotation process and execution of the Contract?		

(c) 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	

CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION

I, the undersigned, submitting this quotation to CPF Financial Services ***RFQ FOR THE DISPOSAL OF THE REPLACED CUMMINS 315 kVA DIESEL GENERATOR FOR PENSION TOWERS*** , certify on behalf of [name of Tenderer] as follows:

1. I have read and understood this Certificate and am authorized to sign it and submit the quotation on the Tenderer's behalf. I understand the Tenderer will be disqualified if this Certificate is untrue or incomplete.
2. For this Certificate, "competitor" means any other person or organization invited to, or capable of, submitting a quotation for this tender.
3. The Tenderer discloses that [tick one]:
   a) the quotation was arrived at independently, without consultation or arrangement with any competitor; ☐
   b) the Tenderer has consulted with one or more competitors, full details of which are attached (names, nature and reasons); ☐
4. Except as disclosed under 3(b) above, there has been no consultation or arrangement with any competitor regarding prices, pricing methods, the decision to submit a quotation, non-conforming submissions, or the quality, quantity, specifications or delivery of the goods.
5. The terms of this quotation have not been, and will not be, disclosed to any competitor before the official opening or contract award, except as required by law or disclosed under 3(b).

Name	
Title	
Date	
Signature of authorized agent of Tenderer	

SELF-DECLARATION FORM

We, the Tenderer [insert name], submitting our quotation for **RFQ FOR THE DISPOSAL OF THE REPLACED CUMMINS 315 kVA DIESEL GENERATOR FOR PENSION TOWERS.** to CPF Financial Services, declare that we – including

any related entity, subcontractor, supplier, consultant, or agent involved in this procurement – declare as follows:

a) have not engaged and will not engage in corrupt or fraudulent practices, as defined under: (i) this RFQ; (ii) **CPF's Procurement Policy and Procedures**;

b) have not offered and will not offer any inducement to CPF Financial Services' board, management, staff or agents;

c) have not engaged and will not engage in collusive practice with other tenderers in this quotation;

d) have not been sanctioned or debarred from public procurement proceedings in Kenya.

The above is true to the best of our knowledge, information and belief.

Name of the Tenderer	
Name of the Authorized Signatory	
Title of the Signatory	
Signature	
Date	
Email	
Telephone	

FOREIGN TENDERER 40% RULE

This section is NOT APPLICABLE to this quotation.

Where applicable, and pursuant to the provisions of CPF's Procurement Policy and Procedures, a Foreign Tenderer would be required to complete this form to demonstrate that the quotation fulfils the local-content condition (local labour, local sub-contracts, local materials, and use of local plant and equipment).

PART 2: SCHEDULE OF REQUIREMENTS

Generator Specifications.

Procuring Entity to complete columns 1–4; Tenderer to complete the Conformity column, indicating whether the offered item complies with the specification.

Particular	Description
Asset	Cummins diesel generator
Generator capacity	315 kVA, subject to nameplate verification
Engine manufacturer	Cummins Engine Co. Ltd., Great Britain
Engine model	NT-855-G6
Engine number	22297127
Date of manufacture	November 1995, as indicated on the engine nameplate
Governed engine speed	1,500 rpm
Engine power indicated	415 HP at 1,500 rpm; 435 HP at 1,800 rpm
Location	Pension Towers Loita Street, Nairobi
Estimated forced-sale value	KES 1,000,000

Table B. Quotation Submission Table (Pricing)

Procuring Entity has completed the item list to match Table A; Tenderer to complete unit and total pricing.

Description	Amount
Cummins diesel generator	
Total (VAT Inclusive)	

Signature / Seal / Stamp	
Name	
Position	
Authorised for and on behalf of (Tenderer)	

Date	
Email	
Telephone	

PART 3: CONTRACT

Contract Agreement

1. This Contract Agreement is made _____ (specify date), between _____ [insert complete name of Procuring Entity], having its principal place of business at _____ [insert address of Procuring Entity], and _____ [insert name of Supplier, Contractor or Service Provider], 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").

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 Supplier/Contractor/Service Provider as hereinafter mentioned, the Supplier/Contractor/Service Provider hereby covenants with the Procuring Entity to provide the Goods/Works/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 Supplier/Contractor/Service Provider, in consideration of the provision of the Goods/Works/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.

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 – Signature	
Capacity / Designation	
In the presence of (witness)	
For and on behalf of the Supplier/Contractor/Service Provider – Signature	
Capacity / Designation	
In the presence of (witness)	

Conditions of Contract

1. Language

The Contract as well as all correspondence and documents relating to the Contract exchanged by the Supplier/Contractor/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 Supplier/Contractor/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 party 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 Supplier/Contractor/Service Provider shall supply all the Goods included in the Schedule of Requirements.

7. Contract Price

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

8. Terms of Payment

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

i) For Goods: price of goods received upon submission of a claim/invoice supported by the acceptance certificate issued by the Procuring Entity.

ii) For Works: (Not Applicable) upon valuation by the Contractor of the portion of the works completed, such valuation to be accepted by the Procuring Entity, payments up to final completion certificate.

iii) For Services: (Not Applicable) 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 Supplier shall, at its own expense and at no cost to the Procuring Entity, carry out all such tests and/or inspections of the Goods 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.

CPF

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FINANCIAL SERVICES

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