

REPUBLIC OF KENYA

NG~CDF

National Government Constituencies Development Fund
Roysambu Constituency

REQUEST FOR QUOTATION

QUOTATION DOCUMENT FOR PROPOSED SUPPLY AND DELIVERY OF
GENERAL OFFICE STATIONARIES FOR OFFICE USE AT ROYSAMBU NG-CDF
OFFICE.

QUOTATION NO: RNGCDF/008/2025/2026

Issued by: -

Fund Account Manager
Roysambu Constituency
P.O Box 65086 – 00618 Ruaraka.
Email: cdfroysambu@ngcdf.go.ke
Website: www.ngcdf.go.ke

APRIL, 2026

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PREFACE

1. This Standard Request for Quotations (SRFQ) document has been prepared by the Public Procurement Regulatory Authority (PPRA) for use by Procuring Entities (PEs) for Request for Quotations for small contracts for goods, works, and non-consulting services, including maintenance services, management services, insurance, leasing, information technology, supply and installation of plant and equipment, and procurement of immovable assets/property. No open competition is required under these contracts and the tenderers are selected from a Procuring Entity's List of Registered Suppliers or from other known sources, usually not less five (5) firms or individuals of equal capacity and same line of business. No Joint Ventures (JVs) should be allowed in the case of request for quotations.
2. In case of quotations are considered abnormally low or abnormally high, the benchmark should be the Procuring Entity's estimate in the Procurement Plan or other estimate based on the Market Survey. It is expected that a Procuring Entity should call for quotations with a clear idea of what to expect as a reasonable quotation. In case of abnormally low or high quotations, the Procurement Entity should (a) review the specifications, quotation period (may be period given to give quotations was too short), conditions of contract, correctness of the estimate or (b) possibility of a collusion or cartels in the quotation process and/or (c) perception of the firms on the credibility of the Procuring Entity.
3. Abnormally low quotations should be rejected to avoid the inherent risk of a low tenderer not performing the contract. On abnormally high quotations, the PE should seek to establish if the cause of the abnormally high quotation was the specifications, conditions of contract, correctness of the estimate, a result of a possibility of a collusion in the tendering process, or perception of the firms on the credibility of the Procuring Entity or any other reason before re-tendering. In case the abnormally high quotation is found to be a result of a possibility of a collusion or cartels in the tendering process, the Procuring Entity would need to take measures to deal with it before re-tendering.
4. The procedures and practices presented in this SRFQ reflect the requirements in the Public Procurement and Disposal Act and its Regulations. This SRFQ will be used by Procuring Entities on a mandatory basis. Procuring Entities and other Users should ensure that they are using the latest version of this SRFQ, which can be verified with PPRA. Lack of its use could be basis for challenging decision on contract award
5. The SRFQ is comprised of three parts, namely; the Quotation Procedures, Requirements for Supply of *Goods, Works or Provision of Non Consultancy Services*. Conditions of Contract and forms are indicated on the Table of Contents. Before using this SRFQ, the user should be familiar with the Public Procurement and Asset Disposal Act, 2015(the Act), Public Procurement and Asset Disposal Regulations 2020(Regulations) and relevant manuals prepared to guide public officials in the conduct of the procurement process. Before using this SRFQ, the User is advised to or should be familiar with the Act and its Regulations and any manuals prepared and issued by PPRA to guide public officials in the conduct of the public procurement process.
6. This SRFQ is to be used for contracts based on Schedules of Requirements and Specifications and not on admeasurement Bills of Quantities and a pre-qualification process having taken place. The Procuring Entity is expected to select at least five (5)firms from the List of Registered Suppliers and who, have no conflicts of interest, are not debarred from tendering and are not declared bankrupt or insolvent.. Foreign currency, and margin of domestic preference will not be allowed. Reservations are allowed but the selected beneficiaries or tenderers must be of the same category and capacity.
7. During preparation of this SRFQ document, the Procuring Entity should specify whether to allow the following:
 - i) Margin of Preference,
 - ii) Reservations
 - iii) Pre-qualification
 - iv) Alternative tenders

8. The document includes a lump sum contract and a payment schedule where the deliverables can be defined in physical and qualitative characteristics to enable payments be made on the basis of percentage completion of each deliverable or activity. For goods contracts, quotations are called for a listing of items of goods required, including their specifications. The period allowed for submission of quotations is usually short. Lengthy Arbitration processes, standstill periods etc., have been avoided. It should however be understood that complaints in public procurement cannot be totally avoided. Amicable negotiations should be encouraged in case of disputes or complaints.
9. The Procuring Entity should confirm that the items/contracts to be procured is in the PE's Procurement Plan. It should also confirm the estimated cost of the contract(s). The estimated time for completing contracts procured via quotations is usually very short. The cost estimate helps the Procuring Entity determine the quotation method as the applicable procurement method to be used and the determination if the lowest evaluated cost is unrealistically too low or too high. Prior to finalizing the Quotation Document, it is advisable for the Procuring Entity to recheck these estimates.
10. The estimates must be prepared by an expert in the field of the subject contract. The Estimates should be based on current market prices or on data collected by the Procuring Entity based on past (*but not historic*) contracts.
11. The Public Procurement Regulatory Authority welcomes any comments from the Users of this STD which will assist in revising (if need be) and improving the structure and contents of the STD.
12. The text shown in Italics is "Notes to the Procuring Entity". It provides Guidelines to the procuring entity in preparing a RFQ. "Notes to the Procuring Entity" as well as this PREFACE should be deleted from the final RFQ issued to the tenderers.

Director General
Public Procurement Regulatory Authority (PPRA)

This Page is the beginning of the Standard Request for Quotations Document Issued to the Bidders.

NAME, LOGO AND ADDRESS OF THE PROCURING ENTITY.

NAME AND IDENTIFICATION OF QUOTATION.

REQUEST FOR QUOTATIONS.

1) NAME AND CONTACT ADDRESSES OF PROCURING ENTITY.

Name: **ROYSAMBU NG-CDF**

Postal Address: **P.O BOX 65086-00618, RUARAKA**

Email Address: **CDFROYSAMBU@NGCDF.GO.KE.**

2) Request for Quotations No: **RNGCDF/0008/2025/2026.**

3) Contract Name : **FUND ACCOUNT MANAGER,**

ROYSAMBU NG-CDF OFFICE,

P.O BOX 65086-00618 RUARAKA.

INVITATION TO TENDER
PROCURING ENTITY: NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND---
ROYSAMBU CONSTITUENCY
P.O. BOX 65086-00618, Ruaraka

CONTRACT NAME AND DESCRIPTION: PROPOSED SUPPLY AND DELIVERY OF GENERAL OFFICE STATIONARIES FOR OFFICE USE AT ROYSAMBU NG-CDF OFFICE.

The **fund account manager invites** sealed tenders for Proposed Supply and Delivery of General Office Stationaries for Office use at Roysambu NG-CDF Office.

Tendering will be conducted under **open** competitive method (**National**) using a standardized tender document. Tendering is open to ALL.

1. Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours **0800 to 1700 hours** at the address given below.
2. Tender documents may be obtained electronically from the Website(s) **<https://tenders.go.ke/>**. Tender documents obtained electronically will be **free of charge**.
3. Tender documents may be viewed and **downloaded for free** from the websites **<https://tenders.go.ke/>**. Tenderers who download the tender document must forward their particulars immediately to **email: cdfroysambu@ngcdf.go.ke** to facilitate any further clarification or addendum.
4. Tenders shall be quoted be in Kenya Shillings and shall include all taxes. Tenders shall remain valid for **150 days** from the date of opening of tenders or as indicated in the advertisement.
5. All tender are NOT to be accompanied by a tender Security.
6. The Tenderer shall chronologically serialize all pages of the tender documents submitted.
7. Completed tenders must be delivered to the address below on or before as indicated in the tender invitation
Electronic Tenders **will NOT** be permitted.
8. Tenders will be opened immediately after the deadline date and time specified above or any dead line date and time specified later. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address below.
9. **Late tenders will be rejected.**
10. The addresses referred to above are:

A. Address for obtaining further information and for purchasing tender documents

Roysambu Constituency

Along Ngumba Road, in Githurai 44 Chief's Office.

P.O Box 65086-00618,

Ruaraka.

Email: cdfroysambu@ngcdf.go.ke

Website: www.ngcdf.go.ke

B. Address for Submission of Tenders.

Roysambu Constituency

Along Ngumba Road, in Githurai 44 Chief's Office.

P.O Box 65086-00618,

Ruaraka.

Email: cdfroysambu@ngcdf.go.ke

Website: www.ngcdf.go.ke

C. Address for Opening of Tenders.

Roysambu Constituency

Along Ngumba Road, in Githurai 44 Chief's Office.

P.O Box 65086-00618,

Ruaraka.

Email: cdfroysambu@ngcdf.go.ke

Website: www.ngcdf.go.ke

D. Authorized Official

Name: RISPER N LOISA

Designation: Fund Account Manager---National Government Constituency Development Fund -

Roysambu Constituency

Signature:



Date: 17/04/2026

REQUEST FOR QUOTATIONS (RFQ)

To:.....

From: **ROYSAMBU NG-CDF OFFICE**

The title of the quotation : **PROPOSED SUPPLY AND DELIVERY OF GENERAL OFFICE STATIONARIES FOR OFFICE USE AT ROYSAMBU NG-CDF OFFICE.**

Quotation Reference Number: **RNGCDF/008/2025/2026.**

1. The **ROYSAMBU NG-CDF OFFICE** invites you to submit quotations for supply of goods (*insert one of the following: supply of goods, works, provision of services*) indicated in detail in “Table A. Schedule of Requirements and Specifications”. The quotation shall follow the instructions and documents in this RFQ document and shall be in English Language. Tenderers may obtain further information during office hours **0830HRS---1700HRS** at the address given below.
2. Quotations shall be submitted in accordance with the instruction in Part 1: Quotation Procedures and in a sealed envelope clearly indicating name and address of tenderer, the quotation name and title and must reach the Procuring Entity at the address indicated below not later than *[indicate date and time]*. Quotations can be delivered by registered mail, courier or hand delivery at the tenderer's option. Late quotations shall be rejected.
3. Enquiries regarding this quotation may be addressed to **FUND ACCOUNT MANAGER, ROYSAMBU NG-CDF ,P.O BOX 65086-00618 RUARAKA, EMAIL: CDFROYSAMBU@NGCDF.GO.KE.**
4. **Any resulting contract shall be subject to the terms and conditions detailed in Part 3: Contract.**
5. Please inform by email or express mail the undersigned within **FIVE (5) days** of receipt of this RFQ if you will not be submitting a quotation.

Address for Submission of Quotations.

- 1) Name of Procuring Entity : **ROYSAMBU N-CDF OFFICE.**
- 2) Mailing Address: **CDFROYSAMBU@NGCDF.GO.KE** *Postal Address : P.O BOX 65086-00618 RUARAKA.*
- 3) Physical address _____ (*for hand and Courier Delivery to an office or Quotation Box, specify City, Street Name, Building, Floor Number and Room*)

Yours sincerely,
RISPER N LOISA,

FUND ACCOUNT MANAGER,
ROYSAMBU NG-CDF.

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 _____ 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 below, on or before the date and time indicated in sub-item 4 below. Late quotations will be rejected.

Address for Submission of Quotations.

- 1) Name of Procuring Entity : **ROYSAMBU NG—CDF OFFICE**
- 2) Mailing Address: Postal Address : **P.O BOX 65086 – 00618 RUARAKA**

FUND ACCOUNT MANAGER

- 3) Physical address for hand or Courier Delivery to an office or Quotation Box (City, Street Name, Building, Floor Number and Room)

P.O BOX 65086 –00618 ,RUARAKA

GITHURAI 44 CHIEF’S COMPOUND,

OFF NGUMBA ROAD.

+254722436368.

- 4) Date of Submission (deadline): **24/04/2026 .**

Time of Submission (deadline): **10: 00 A.M.**

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: (as per the attached criteria). 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.

Alternative Quotations: Tenderers **are permitted/not permitted** (*select one*) 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.

11. **Currency:** Quotations shall be priced in Kenya Shillings. Quotations in other currencies will be rejected if not allowed.

12. The Procuring Entity shall allow/not allow quotations in foreign currency (*procuring Entity to select one*).

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

- i) Preliminary examination to determine Tenderer eligibility: as per the attached criteria.
- 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.

1.PRELIMINARY EXAMINATION FOR DETERMINATION OF RESPONSIVENESS

Tenders that do not pass the Preliminary Examination will be considered non- responsive and will not be considered further.

ITEM	MANDATORY REQUIREMENT (MR) – MAIN CONTRACTOR	Yes/No
MR1	Certificate of Incorporation / Registration from the Registrar of Companies / Businesses;	
MR2	A copy of company's list of directors, beneficial owners, name if proprietor or names of partners (copy of CR 12) for the bidder not more than one year old;	
MR3	Attach the Company's Profile;	
MR4	The Bid has been submitted in the format required by the procuring entity - the tender document to be TAPE BOUND and returned in the order and pages provided in the advertisement to quotation and paginated in sequence including attachments (Spiral Binding and use of Spring or box files will not be accepted and will lead to automatic disqualification);	
MR5	Valid copy of Trading / Business Permit;	
MR6	Valid Tax Compliance Certificates;	
MR7	Fully filled,signed and stamped Form of Quotation and on Company's LetterHead;	
MR8	Fully filled, Signed and Stamped Self-Declaration Form;	
MR9	Fully filled,Signed and Stamped Form for Disclosure of interest;	
MR10	Fully filled,Signed and Stamped Form of certificate of Independent Quotation; Determination.	
MR11	Fully filled,signed and stamped Source of Finance Form;	
MR12	Fully filled,signed and stamped Confidential Business Questionnaire ;	
	Responsive (R) / Not Responsive (N/R)	

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 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: _____

a) TENDERER'S ELIGIBILITY - CONFIDENTIAL BUSINESS QUESTIONNAIRE

Instruction to Tenderer

Tender is instructed to complete the particulars required in this Form, one form for each entity if Tender is a JV. Tenderer is further reminded that it is an offence to give false information on this Form.

a. Tenderer's Details

	ITEM	DESCRIPTION
1	Name of the Procuring Entity	
2	Reference Number of the Tender	
3	Date and Time of Tender Opening	
4	Name of the Tenderer	
5	Full Address and Contact Details of the Tenderer.	1. Country 2. City 3. Location 4. Building 5. Floor 6. Postal Address 7. Name and email of contact person.
6	Current Trade License Registration Number and Expiring date	
7	Name, country and full address (<i>postal and physical addresses, email, and telephone number</i>) of Registering Body/Agency	
8	Description of Nature of Business	
9	Maximum value of business which the Tenderer handles.	
10	State if Tenders Company is listed in stock exchange, give name and full address (<i>postal and physical addresses, email, and telephone number</i>) of state which stock exchange	

General and Specific Details

b. Sole Proprietor, provide the following details

Name in full _____ Age _____ Nationality _____
 Country of Origin _____
 Citizenship _____

c. Partnership, provide the following details

	Names of Partners	Nationality	Citizenship	% Shares Owned
1				
2				
3				

d. **Registered Company**, provide the following details

I. Private or public company _____

II. State the nominal and issued capital of the company _____

Nominal Kenya Shillings (Equivalent) _____

Issued Kenya Shillings (Equivalent) _____

III. Give Details of Directors as follows

	Names of Director	Nationality	Citizenship	% Shares Owned
1				
2				
3				

Quotation Authorized by:

Name and designation : _____

Signature: _____

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 Goods/works/services (Procuring Entity to select one)	C Quantity	D Unit price	E Total Price in Ksh
1	Reams of printing papers (white)	1000 reams (80g/m2)		
2	Laser Jet Pro M404DN Toner	5pieces		
3	Laser Jet Pro M400 M401D Toner	7pieces		
4	Task Alfa 3510I Toner	4pieces		
5	Staplers DS 210	30pieces		
6	Paper Punch DP 250	5pieces		
7	Stapler Pins (size 24/5—5M)	40pieces		
8	Blue Pens (Bic)	20dozens		
9	Black Pens (Bic)	5dozens		
10	Red Pens (Bic)	2dozens		
11	Sticky notes(sign here)	10dozens		
12	Sticky notes	20dozens		
13	Box files (different Colours--- size 280mm**350mm))	70pieces		
14	Box files (different colours --- size 315mm**245mm)	20pieces		
15	Spring Files	60pieces		
16	Scissors	5pieces		
17	Afri Masking Tape (24mm**50mtrs)	10pieces		
18	Branded Envelopes(A5)	5cartons		
19	Branded Envelopes(A4)	5cartons		
20	Office Print Clue (160gms)	10pieces		
21	H.P Pencils	2dozens		
22	Marker Pens(blue,black,red,green)	10dozens		
23	Pin removers (Kangaroo SR-35)	10pieces		
24	Binding Tapes(blue,black,green)	10pieces		

25	Manilla Papers(different colours)	50pieces		
26	Rope (1MM ***1000METRES)	5rolls		
ETC.				
SUB-TOTAL PRICE IN KES.				
PUBLIC PROCUREMENT CAPACITY BUILDING LEVY (0.03%) OF THE SUB TOTAL				
TOTAL PRICE IN KES. (VAT INCLUSIVE)				

Signature: _____

And seal/Stamp

Name: _____

Position:.....

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

Date : _____

i) FORM FOR DISCLOSURE OF INTEREST

Interest of the Firm in the Procuring Entity.

- i) Are there any person/persons in (Name of Procuring Entity) 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

	Type of Conflict	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 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 _____
_____ [Name of Procuring Entity] for: _____
_____ [Name and number of quotation] 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. In particular, 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:

..... [*Insert complete name of person duly authorized to sign the quotation*]

Title of the person signing the Quotation: [*Insert complete title of the person signing the quotation*]

Signature of the person named above: [*Insert signature of person whose name and capacity are shown above*]

1.1.1. Sources of Finance Form

Specify sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.

No.	Source of Finance	Amount (Kenya Shilling Equivalent)
1		
2		
3		

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:

..... *[Insert complete name of person duly authorized to sign the quotation]*

Title of the person signing the Quotation: *[Insert complete title of the person signing the quotation]*

Signature of the person named above: *[Insert signature of person whose name and capacity are shown above]*

vi) FOREIGN TENDERER 40% RULE

(not to be included in the RFQ for supply of goods, supply and installation of plant and equipment, insurance, purchase of property, and other RFQ where this rule may not be practical).

Pursuant to the provisions in the Public Procurement and Disposal Act, 2015, a Foreign Tenderer must complete this form to demonstrate that the quotation fulfils this condition

ITEM	Description of Work Item	Describe location of Source	COST in K. shillings	Comments, if any
A	Local Labor			
1				
2				
3				
4				
5				
B	Sub contracts from Local sources			
1				
2				
3				
4				
5				
C	Local materials			
1				
2				
3				
4				
5				
D	Use of Local Plant and Equipment			
1				
2				
3				
4				
5				
E	Add any other items			
1				
2				
3				
4				
5				
6				
	TOTAL COST LOCAL CONTENT		XXXXX	
	PERCENTAGE OF CONTRACT PRICE			

PART 2: SCHEDULE OF REQUIREMENTS

TABLE A. SCHEDULE OF REQUIREMENTS, TECHNICAL SPECIFICATIONS

Table A. SCHEDULE OF REQUIREMENTS AND TECHNICAL SPECIFICATIONS

[Procuring Entity to complete Columns a-d and Tenderer to complete Column Indicating YES or No and if NO indicate the specification of the offered item]

Item No	Description of Goods/works/services <i>(Procuring Entity to select one)</i> <i>For Works attach drawings</i>	Quantity	TECHNICAL SPECIFICATIONS (completed by <i>Procuring Entity</i>)	CONFORMITY WITH TECHNICAL SPECIFICATIONS <i>(to be completed by Tenderer)</i>
1	B	C	D	E
2				
3				
4				
5				
6				
7				
8				
9				

ATTACHMENTS *(to be listed below and supplied by Procuring Entity)*

ETC.

TECHNICAL SPECIFICATIONS FOR WORKS/SERVICES

(a) A preliminary description of the proposed works/services and work method and schedule, including drawings and charts, as necessary, containing all required information by which the proposed works may be evaluated (e.g. technical characteristics, operational capacities, maintenance, environmental effect, etc.) together with manuals or instructions for use or any other relevant information and documentation, delivery/installation schedules, etc.;

(b) A detailed statement of how the tenderer will carry out the works/services that will form an integral part of the Contract.

(c) **DRAWINGS**

(Procuring Entity to attach Drawings (if any))

TABLE B. SCHEDULE OF REQUIREMENTS TABLE

(Procuring Entity will complete the list of items to be same as those on Table A. Schedule of Requirements and Technical Specifications and tenderer should complete columns c-e)

Item	Description of Goods/works/services (Procuring Entity to select one)	Quantity	Unit price	Total Price
	B	C	D	E
1	Reams of printing papers (white)	1000 reams (80g/m ²)		
2	Laser Jet Pro M404DN Toner	5pieces		
3	Laser Jet Pro M400 M401D Toner	7pieces		
4	Task Alfa 3510I Toner	4pieces		
5	Staplers DS 210	30pieces		
6	Paper Punch DP 250	5pieces		
7	Stapler Pins (size 24/5—5M)	40pieces		
8	Blue Pens (Bic)	20dozens		
9	Black Pens (Bic)	5dozens		
10	Red Pens (Bic)	2dozens		
11	Sticky notes(sign here)	10dozens		
12	Sticky notes	20dozens		
13	Box files (different Colours---size 280mm**350mm))	70pieces		
14	Box files (different colours ---size 315mm**245mm)	20pieces		
15	Spring Files	60pieces		
16	Scissors	5pieces		
17	Afri Masking Tape (24mm**50mtrs)	10pieces		
18	Branded Envelopes(A5)	5cartons		
19	Branded Envelopes(A4)	5cartons		
20	Office Print Clue (160gms)	10pieces		
21	H.P Pencils	2dozens		
22	Marker Pens(blue,black,red,green)	10dozens		
23	Pin removers (Kangaroo SR-35)	10pieces		
24	Binding Tapes(blue,black,green)	10pieces		
25	Manilla Papers(different colours)	50pieces		

26	Rope (1MM ***1000METRES)	5rolls		
	SUB-TOTAL PRICE IN KES.			
	PUBLIC PROCUREMENT CAPACITY BUILDING LEVY (0.03%) OF THE SUB-TOTAL PRICE			
	TOTAL PRICE IN KES. (VAT INCLUSIVE)			

Signature:.....

And seal/Stamp

Name:.....

Position:.....

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

Date : _____

PART 3: 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 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 (select one) in consideration of the provision of the Goods/works/services (select one) 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)

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]

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 (*select one*) 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 (*select one*) 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 Supplier/Contractor/Service (*select one*) 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 (*select one*) shall supply all the Goods included in the Schedule of Requirements.

7. Contract Price

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

8. Terms of Payment

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

- (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, 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, 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/Contractor/Service Provider (*select one*) 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.