

KANGEMA NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND



KANGEMA CONSTITUENCY

TENDER NAME: PROPOSED SUPPLY OF LECTURE CHAIRS AND RECEPTION
DESK AT KANGEMA KMTC.

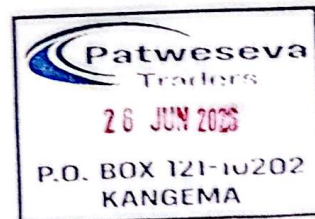
TENDER No: KGM/NG-CDF/KANGEMA KMTC/2025-2026/023

KANGEMA NG-CDF

KANGEMA

P.O.BOX 22-10202

TEL: +254727291734



E-mail: kangemangcdf.procurement@gmail.com

DEADLINE: 26TH JUNE 2026

1. PHILIP MURAGURI
BOH KAMUGI
Alex MURAGURI

REQUEST FOR QUOTATIONS (RFQ)

To: PATWES-VA TRADERS

From: KANGEMA NG-CDF

Quotation name: Proposed Supply of Lecture Chairs and Reception Desk at Kangema Kmtc.

Quotation no: KGM/NG-CDF/KANGEMA KMTTC/2025-2026/023.

Kangema NG-CDF invites you to submit quotations for the **Proposed Supply of Lecture Chairs and Reception Desk at Kangema Kmtc.** 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 0800 Hrs. TO 1600 Hrs. EAT at the address given below.

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 **26TH JUNE 2026**.

Quotations can be delivered by registered mail, courier or hand delivery at the tenderer's option. Late quotations shall be rejected.

Enquiries regarding this quotation may be addressed to the head of procurement via the email address kangemangcdf.procurement@gmail.com

Any resulting contract shall be subject to the terms and conditions detailed in Part 3: Contract.

Please inform by email or express mail the undersigned within 7 days of receipt of this RFQ if you will not be submitting a quotation.

Address for Submission of Quotations.
KANGEMA NG-DF
NEXT TO KANGEMA SUB COUNTY HEADQUARTERS
P.O BOX 22-10202
KANGEMA

Yours sincerely,



Accounting Officer
Kangema NG-CDF



PART 1: INSTRUCTIONS TO TENDERERS

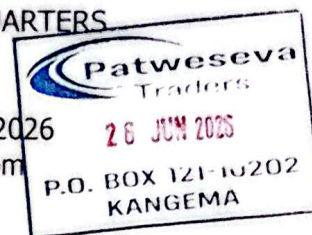
1. Tenderers are advised to read carefully these instructions and the Conditions of Contract in Part 3: Contract, before preparing the quotation. The standard forms in this RFQ may be photocopied for completion but the Tenderer is responsible for their accurate reproduction. The term Tenderer shall mean 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 70 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.

KANGEMA NG-DF
NEXT TO KANGEMA SUB COUNTY HEADQUARTERS
P.O BOX 22-10202
KANGEMA

Date of submission (Deadline): 26TH JUNE 2026

Time of submission (Deadline): 11:00 pm

Late quotations will be rejected.



6. Opening of Quotations: Quotations will be opened immediately after the closing date and time specified in 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 As per the evaluation criteria provided.
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 are not permitted to submit alternative quotations for goods/alternative technical solutions for specified parts of

the Works or Services.

12. Currency: Quotations shall be priced in Kenya Shillings. Quotations in other currencies will be rejected.

13. Evaluation of Quotations

The evaluation of quotations shall be conducted in three stages: (1) Preliminary Evaluation, (2) Technical Evaluation, and (3) Financial Evaluation.

Preliminary examination to determine Tenderer eligibility:

The quotation shall be subjected to preliminary evaluation to determine responsiveness based on the following mandatory criteria:

- Certificate of Incorporation/Registration
- Valid Tax Compliance Certificate
- Valid Business Permit
- PIN Certificate
- Completed and signed RFQ document
- Duly filled, signed, and stamped quotation form
- Compliance with technical specifications (signed and stamped)
- Declaration of non-debarment

Note: Only bidders who meet all the above mandatory requirements shall proceed to the technical evaluation stage.

ii) Technical examination

The Technical Evaluation will assess the bidder's capacity, experience, and conformity with technical specifications.

SECTION A: EXPERIENCE & PAST PERFORMANCE (MAX: 25 MARKS)

No.	Criteria	Requirement	Score Guide	Max Marks
1	Similar Assignments	Evidence of supply of mobile labs or related specialized units	≥5 projects (25), 3-4 (20), 2 (15), 1 (10), None (0)	25

SECTION B: DELIVERY SCHEDULE (MAX: 15 MARKS)

No.	Criteria	Requirement	Score Guide	Max Marks
2	Delivery Period	Time to deliver complete units	≤30 days (15), 31-45 days (10), 46-60 days (5), >60 days (0)	15



✓

SECTION C: WARRANTY & AFTER-SALES SUPPORT (MAX: 15 MARKS)

No.	Criteria	Requirement	Score Guide	Max Marks
3	Warranty Period	Duration and coverage	≥3 years (15), 2 years (10), 1 year (5), <1 year (0)	10
4	After-Sales Support	Service support, maintenance plan, response time	Comprehensive (5), Moderate (3), Weak/None (0)	5

SECTION D: TECHNICAL & ORGANIZATIONAL CAPACITY (MAX: 10 MARKS)

No.	Criteria	Requirement	Score Guide	Max Marks
5	Technical Personnel	Qualified staff (attach CVs/qualifications)	Adequate (5), Moderate (3), Inadequate (0)	5
6	Production/Assembly Facility	Evidence of workshop/facility	Available (5), Not available (0)	5

SECTION E: FINANCIAL CAPACITY (MAX: 5 MARKS)

No.	Criteria	Requirement	Score Guide	Max Marks
7	Financial Strength	Bank statements / audited accounts	Strong (5), Moderate (3), Weak (0)	5

TECHNICAL QUALIFICATION THRESHOLD

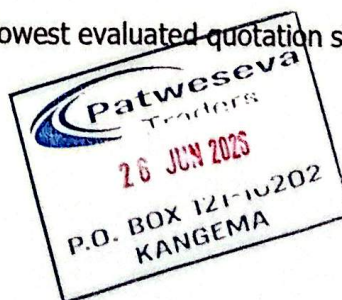
Minimum Pass Mark: 50% (35/70)

Only bidders meeting the threshold proceed to financial evaluation

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.

No.	Evaluation Criteria	Maximum Score
1	Price competitiveness (Lowest evaluated responsive quotation gets full marks)	20
2	Arithmetic correctness and completeness of price schedule	5
3	Reasonableness of prices in relation to prevailing market rates	5

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



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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. Post-Qualification

Before award, the Procuring Entity may conduct due diligence to confirm the bidder's statements and verify capacity to deliver within the stipulated timeframe.

17. 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.



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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

FORM OF QUOTATION

Quotation Addressed to (Procuring Entity)	Kangema NG-COF
Date of Quotation	26/06/2025
Quotation Reference Number:	KG/NG-COF/KANGEMA KMITC/2025-2026/p23
Subject of Quotation	Proposed supply of lecture chairs and Reception Desk

We have examined and have no reservations to the Request for Quotation document, and understand its full content and intent.

In compliance with your request for quotations dated 26/06/2025 referenced above, we offer to Supply lecture chairs and Reception Desk at Kangema KMITC

to cover and conform to our pricing listed in the attached in Table B. Quotation Submission TABLE at a total price of Kenya Shillings 598,000.00 (in words)

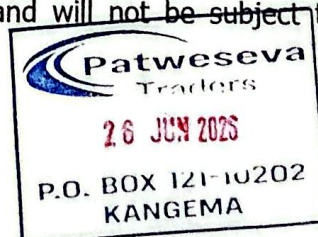
Five hundred and Ninety-Eight thousands only

We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in Part 1: INSTRUCTIONS TO TENDERERS.

We also confirm that the supplies to be made and construction to be done 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.

We undertake to adhere by the Code of Ethical Conduct for Suppliers, Contractors and Service Providers, during the procurement process and the execution of any resulting contract.

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.



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).

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.

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.

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.

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.

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 6 months.

Quotation Authorized by:

Name: PATRICK KAHARI M. Designation: DIRECTOR

Sign: [Signature] Date: 26/06/2025



PHILIP MACHARIA

[Signature]

JOHN KAHARI

[Signature]

ALEX MURAGURI

[Signature]

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

- i) Are there any person/persons in..... *Kangema NG-02* (Name of Procuring Entity) who has/have an interest or relationship in this firm?
Yes/No..... *No*.....

If yes, provide details as follows.

	Names of Person	Designation in the Procuring Entity	Interest or Relationship with Tenderer
1			
2	<i>No</i>		
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.	<i>No</i>	
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.	<i>No</i>	
3	Tenderer has the same legal representative as another tenderer	<i>No</i>	
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.	<i>No</i>	
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.	<i>No</i>	
6	Tenderer would be providing goods, works, non-consulting services or consulting services during	<i>No</i>	



	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
	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.	No	
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.	No	
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?	No	

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: Philip Kataru Mwangi

Title/Designation: Director

Signature: [Signature] Date: 26/06/2022



PHILIP MACHARIA [Signature]
JOHN KAMUGI [Signature]
ALEX MURAGURI [Signature]

IV: CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION

I, the undersigned, in submitting the accompanying Letter of quotation to the

KANGEMA NGCDF

[Name of Procuring Entity] for: Supply of Lecture Chairs and Reception Table at Kangema Kinte.

[Name and number of quotation]

in response to the request for tenders made by: PATWESSEVA TRADERS
[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 PATWESSEVA TRADERS [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: PATRICK KAMARI MURUGU

Title: DIRECTOR

Signature: Date: 26/06/2026



PHILIP MACHARIA

(Signature)

JOHN KAMUGU

(Signature)

ALEX MURAGURI

(Signature)

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v) SELF-DECLARATION FORM

We, the Tenderer.....PATWESWA TRADERS.....

(insert name) submitting our Quotation in respect of Quotation No.....KQM/NG-COF /
KANGEMA KMTL 2025-2026/23
.....for.....Supply of Lecture chairs and
Reception Table at KQM KMTL..... (insert quotation Title Description)

for.....KANGEMA NG-COF..... (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

KANGEMA NG-COF..... 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 tenderer: PATRICK KAHARI MURANGI.....

Title: DIRECTOR.....

