MATHIOYA NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND

TENDER NOTICE
18TH NOVEMBER 2026

Mathioya NG-CDF invites tenders from interested bidders for the following works;

TENDER No.	TENDER DESCRIPTION	ELIGIBILITY
MATHIOYA/NG-CDF/2630209/263/2026-2027/6	RENOVATION TO COMPLETION OF 6 CLASSROOM AT KIRU PRIMARY SCHOOL	OPEN(AGPO)

Interested eligible bidders may obtain and inspect tender documents at the Mathioya NG-CDF office at Kiria-ini during official working hours Monday to Friday from 8:00am to 5:00pm or on Public Procurement Information Portal https://tenders.go.ke/tenders.

A complete set of bid documents should be submitted in plain sealed envelope clearly marked the tender number. Envelopes should be without the name & address of the bidder. The envelope should be returned to the address below and be deposited in the tender box located at the entrance of the Mathioya NG-CDF office, located at Kiria-ini Sub-County offices on or before **THURSDAY 26TH NOVEMBER 2026 at 10:00am.**

Bid documents shall be opened immediately after the deadline of the closing date and time at Mathioya NG-CDF boardroom. Interested bidders can attend in person or send their representatives.

THE FUND ACCOUNT MANAGER,
MATHIOYA NG-CDF,
P.O BOX 275-10204,
KIRIAINI

NG-CDF MATHIOYA
REQUEST FOR QUOTATION (RFQ)

MATHIOYA/NG- CDF/2630209/263/2026-2027/6

CONTRACT DESCRIPTION: RENOVATION TO COMPLETION OF 6 CLASSROOM AT KIRU PRIMARY SCHOOL

POSTAL ADDRESS: P.O. BOX 275-10204 – KIRIA-INI

E-MAIL ADDRESS: cdfmathioya@ngcdf.go.ke

GROUP: AGPO

PROCURING ENTITY: MATHIOYA NG-CDF

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REQUEST FOR QUOTATIONS (RFQ)

_____[Insert Name and Address of Tenderer] from: **MATHIOYA NG-CDF OFFICE: RENOVATION OF 6 CLASSROOM AT KIRU PRIMARY SCHOOL.**
Reference Number: **MATHIOYA/NG- CDF/2630209/263/2026-2027/6**

1. The MATHIOYA NG-CDF invites you to submit quotations for WORKS 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.
2. Tenderers may obtain further information during office hours: 8.00AM - 5.00PM at the address given below.
3. The Tenderer, at the Tenderer's own responsibility and risk, is to visit, examine and inspect the site of the required works and its surroundings and obtain all information that may be necessary for preparing the tender and entering into a contract for the works. The costs of visiting the site shall be at the Tenderer's own expense. This is **MANDATORY**.
4. Quotations shall be submitted in accordance with the instruction in Part1: 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. Enquiries regarding this quotation may be addressed to: **P. O. BOX 275 -10204 – KIRIA-INI Email Address: cdfmathioya@ngcdf.go.ke**
5. Any resulting contract shall be subject to the terms and conditions detailed in Part3: Contract.

Yours Sincerely,
Fund Account Manager

PART 1: INSTRUCTIONS TO TENDERERS

1. Tenderers are advised to read carefully these instructions and the Conditions of Contract in Part3: 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 Part2 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.
6. Address for Submission of Quotations;
   i) Name of Procuring Entity: **MATHIOYA NG-CDF**
   ii) Mailing Address: Postal Address: **THE FUND ACCOUNT MANAGER, P.O. BOX 275-10204- KIRIA-INI**
   iii) Physical address: **MATHIOYA NG-CDF, MATHIOYA SUB-COUNTY OFFICES, KIRIA-INI TOWN**
   iv) Date of Submission (deadline): **THURSDAY,26TH NOVEMBER 2026**
   v) Time of Submission (deadline): **10:00AM**
   vi) 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

Stage 1; Preliminary (mandatory and statutory) Evaluation

i) Valid Trading License
ii) Certificate of Registration; Incorporation/Business Registration
iii) CR12 For Limited Company
iv) Valid Tax Compliance Certificate
v) Valid NCA8 Certification and Current Practicing License (NCA)
Vi) Bid Document Fully filled, Signed and Stamped
IV)AGPO Certificate

Stage 2; Key personnel- Holder of bachelor/diploma in the relevant Engineering Field (3-points)

-Holder of certificate in relevant engineering Field (2) Points
- No relevant Certificate-0

Work Experience- Certificate of Work Completion **-At least 1-3points**

-No Certificate Of completion (0) points

Stage 3; Financial Evaluation- Arithmetic Errors

-Comparison of rate

7. 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 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.
12. Currency: Quotations shall be priced in Kenya Shillings. Quotations in other currencies will be rejected.
13. Evaluation of Quotations: The evaluation of quotations will be conducted using the procedure set out below:

Stage 1; Preliminary (mandatory and statutory) Evaluation

i) Valid Trading License
ii) Certificate of Registration; Incorporation/Business Registration
iii) CR12 For Limited Company
iv) **Valid** Tax Compliance Certificate
v) Valid NCA8 Certification and Current Practicing License (NCA)
Vi) **Bid Document Fully filled, Signed and Stamped**
vi) AGPO Certificate (where applicable)

Stage 2; Key personnel- Holder of bachelor/diploma in the relevant Engineering Field (3-points)

-Holder of certificate in relevant engineering Field (2) Points
- No relevant Certificate-0

Work Experience- Certificate of Work Completion -At least 1-3points
No Certificate Of completion (0) points

Stage 3; Financial Evaluation- Arithmetic Errors
-Comparison of rate

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 Part3: 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.

PART 2: QUOTATION AND QUALIFICATION DOCUMENTS

Tenderer must fill and complete the following;

1. FORM FOR DISCLOSURE OF INTEREST
2. CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION
3. SELF-DECLARATION FORM
4. BILL OF QUANTITIES

PART 3: 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) _____
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 works to be constructed conform to the BILL OF QUANTITIES TABLE below of this RFQ Document.
5. We undertake to adhere by the Code of Ethical Conduct for Suppliers, Contractors and Service Providers, copy available from https://ppra.go.ke/wp-content/uploads/2017/05/Public_Procurement_Code_of_Ethics_For_Procuring_Entities.pdf 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 sub-contractor.

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

PART 4: FORM FOR DISCLOSURE OF INTEREST – Interest of the Firm in the Procuring Entity

i) Are there any person/persons in MATHIOYA NG-CDF 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

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:

PART 5: CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION

I, the undersigned, in submitting the accompanying Letter of quotation to the _____ [Name of Procuring Entity] for: _____ [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]

PART 6: SELF-DECLARATION FORM

I, 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.

KIRU PRIMARY RENOVATIONS

RENOVATION OF EIGHT CLASSROOMS

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMT
	ELEMENT NO 1. **WALL FINISHES** **(ALL PROVISIONAL)** **internal wall finishes**				
A	Skimming 12 mm thick in two coats finished with steel trowel on stone walling and beams	sm	665		
B	200mm x 200mm precast vents fixed on both sides	no	36		
	painting and decorations ***prepare and apply one undercoat and two finishing coat ''silk'' or equivalent interior paint on:-***				
C	plastered surfaces	sm	665		
	wall finishes carried to collections				

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMT
	WALL FINISHES				
	(ALL PROVISIONAL)				
	External wall finishes				
	12mm thick cement,sand render with wood float finish repairs as described below to:-				
A	concrete or masonary surfaces of gables,parapet walls,columns and beams	item			
B	Keying to external walling	sm	450		
	painting and decorations				
	prepare and apply one undercoat and two finishing coat ''permacoat'' or equivalent exterior emulsion paint on:-				
B	fair faced surfaces of rendered concrete or masonry surfaces and including pointing	sm	525		
	external wall finishes carried to collections				
	brought forward from page 1				
	brought forward above				
	wall finishes carried to summary				

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMT
	ELEMENT NO.2 **FLOOR FINISHES** **(ALL PROVISIONAL)**				
	insitu cement sand (1:3) screeded with wood trowelled finish on concrete slab				
A	hack off existing floor sarface to receive and including 25 mm thick (1:3) cement sand screed and finished with wooden float in classrooms to receive tiles	sm	110		
B	**ditto verandah**	sm	30		
	TILLING				
C	300mmx 300mm /350mmx350mm floor non-slip tiles from'' **saj''** or equivalent supplier:2mm spacing and grouted	sm	110		
D	Ditto verandah	sm	30		
E	100mm high skirtings to classrooms and velandah	Lm	50		
	FLOOR FINISHES CARRIED TO SUMMARY				

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMT
	CEILLING FINISHES **(ALL PROVISIONAL)**				
	Fabricate ceiling timber branderings at 600x600mm using 75x50mm well cured and seasoned cypress timber or equally approved timber.				
A	75mm x50mm timber	Lm	400		
B	1200mm x 2400mm x 6mm thick ceilling board fixed to 75mm x 50 mm cypress timber	sm	110		
C	decorative crown molding cornices that fitted along the top edges between the walls and ceilings .	Lm	80		
	painting and decorations				
	prepare and apply one undercoat and two finishing coat ''matt finish' or equivalent interior paint on:-				
D	Ceilling boards	sm	110		
	ceilling carried to summary				

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMT
	ELEMENT NO.3				
	ROOFING WORKS				
	Demolition works				
	The materials shall NOT be re-used in the works unless authorized by the project manager				
	Carefully demolish the existing pitched roof iron sheets on timber purlins; timber trusses consisting of rafters, ties, struts and including all rain water goods and fascia	sm	1020		
	ROOF COVERING				
A	Approved gauge 30 IT5 roofing sheets laid on to and inclunding existing 50mm x75mm celcured cypress purlins	sm	875		
B	25mmx 300mm thick fascia board	lm	155		
	Allow a lumpsum to roof frame work repair on purlins and trusses with dry and wet rots including impregnating with presevative	Item			
C	gauge 30 ridge cap on gauge 30 IT5 roofing sheets nailed to ridge board	Lm	70		
D	ROOF EXTENSION Roof extension on front side of classrooms :30 gauge boxed roofing sheet on 100mm x50mm extended angled trusses and 75mmx 50mm purlins and including an under purlin 75mmx50mm	SM	60		
E	50mm diameter round pipe mounted at 3000mm c/c along the overhanging roof extention to hold firm uner the purlin	NO			
	knot prime stop and prepare ,apply one undercoat and two finishing coats of oil based paint to:				
D	25mmx 300mm thick fascia board	lm	155		
	ROOFING CARRIED TO SUMMARY				

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMT
	WINDOWS AND DOORS **(ALL PROVISIONAL)**				
	Steel casement windows				
	GLASS AND GLAZING TO WINDOWS WITH PUTTY				
	clear sheet glass				
	Repairs on 4 mm thick clear glass tinted in selected areas	sm	40		
	repairs on steel windows and including stays and fasteners	item			
	prepare and apply two undercoats and one finishing coat gloss oil paint to				
	steel windows surfaces/ grilles measured generally	sm	40		
	DOORS **Steel casement doors**				
	standard door complete with hinges,parmanent vent with mosquito gauge and sheet metal hood etc assebled and fixed to opening including cutting and pinning lungs to concrete or block work surround and bedding frame in cement and sand mortar (1:4) (grille,3lever ''union'' or approoved equivalent steel lock and glazing included)				
	Size 900mmx2400mm	no			
	prepare and apply two undercoats and one finishing coat gloss oil paint to				
	Steel doors	sm	44		
	WINDOWS AND DOORS TO SUMMARY				

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMT
	ELEMENT NO 5. **DRAINAGE** **(ALL PROVISIONAL)**				
A	excavate a drainage trench and not exeeding 1500 mm deep comencing from striped level	cm	5		
	insitu concrete				
B	100mm thick mass concrete (1:3:6) laid with appropriate gradient to drain rain water along the classrooms	sm	10		
C	200mm thick natural dwarf wall bedded and jointed on cement sand ratio (1:3) mortar to enclose the drainage both sides	sm	20		
D	Cement sand (1:3) 12 mm thick gauged lime plaster in two coats finished with steel trowel on drainage	sm	20		
	DRAINAGE CARRIED TO SUMMARY				

DESCRIPTION	PAGE		AMOUNT
WALL FINISHES	2		
FLOOR FINISHES	3		
CEILLING FINISHES	4		
ROOFING	5		
WINDOWS AND DOORS (ELEMENT NO.2)	6		
DRAINAGE	7		
TOTAL BUILDERS WORK			

PROVISIONALS

DESCRIPTIONS	AMT
Allow a provisional sum shs 105,600 for P.M.C.	**105,600**
Allow a provisional sum Kshs 59,400 for P.M.C.	**59,400**
TOTAL FOR PROJECT MANAGEMENT	**165,000**
Allow a provisional sum Kshs 15,000 for installation of engraved plague	**15,000**
allow a provisional sum Kshs 35,000 for electrical fitting and lighting	**35,000**
Allow a provisional sum kshs 35,000 for signboard and project labeling	**35,000**
TOTAL PROVISIONALS SUM	**250,000**

NOTE: A Capacity Building Levy of 0.03% of Contract Sum, Exclusive of VAT and other applicable taxes Shall be deducted from the Payment due to the contractor

MAIN SUMMARY

KIRU PRIMARY SCHOOL RENOVATIONS					
ITEM	**DESCRIPTION**	**PAGE NO.**	**FOR TENDERER USE ONLY**		**FOR OFFICIAL USE ONLY**
	GRAND SUMMARY			**KSHS.**	
1	BUILDERS WORK	8			
2	PROVISIONAL SUM	9		**277,500**	
3	Allow 0.03 % CAPACITY BUILDING LEVY				
	GRAND TOTAL CARRIED TO FORM OF TENDER (VAT INCLUSIVE)				

AMOUNT IN WORDS : ……

……CENTS …

TENDERER'S NAME ……

ADDRESS ……..

DATE ……..

TENDERER'S SIGNATURE ……

WITNESS'S NAME ……

ADDRESS ……

DATE ……

WITNESS SIGNATURE ……