MATHIOYA NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND

TENDER NOTICE
16TH NOVEMBER 2026

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

TENDER No.	TENDER DESCRIPTION	ELIGIBILITY
MATHIOYA/NG-CDF/2630210/263/2026-2027/3	INSTALLATION OF CABRO AT KIRIAINI GIRLS HIGH 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 **MONDAY 23RD 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/2640200/101/2026-2027/3

CONTRACT DESCRIPTION: INSTALLATION OF CABRO AT KIRIAINI GIRLS HIGH 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: INSTALLATION OF CABRO AT KIRIAINI GIRLS HIGH SCHOOOL**

Reference Number: **MATHIOYA/NG- CDF/2630210/263/2026-2027/3**

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): **MONDAY 23RD 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.

KIRIANI GIRLS HIGH SCHOOL
BILL OF QUANTITIES
INSTALLATION OF CABRO

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	BILL OF QUANITITIES FOR PROPOSED CABRO WORKS INSTALLATION AT KIRIAINI GIRLS HIGH SCHOOL				
	Excavation				
A	Excavation to remove top soil average depth 150mm deep from ground level.	940	SM		
	Filling and Compaction				
B	Fill in with hardcore 300mm thick compacted into layers of 150mm thick .	940	SM		
C	Fill in with quarry chippings or any other materail equal and approved	940	SM		
D	60 mm thick heavy duty (available patterns - Quad, Interlocking, Uni, Hexagonal, E-T, Diplomat, Décor, Circle stone, Lock block etc.) paving blocks with minimum strength of 49N/mm2	940	SM		
E	125X100X900mm long precast channel bedded and jointed with 1:3 cement sand mortar and hunching.	330	LM		
F	250x140x910 ditto precast road Kerbs	330	LM		
H	Shallow drainage channels	354	LM		
	TOATL FOR BUILDER WORKS CARRIED TO SUMMARY				

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	PROVISIONAL SUMS				
A	Allow a provision of 3.2 % for P.M.C.	ITEM			80,000.00
B	Allow a provsional of 1.8 % for technical team				45,000.00
C	Allow a provisional sum Ksh 35,000 for signboard and project labelling				35,000.00
D	Allow a provisional sum Ksh 15,000 for engraved plaque				15,000.00
E	Allow 0.03% for capacity building levy				
	TOTAL FOR PROVISIONAL SUM CARRIED TO SUMMARY				

ITEM NO	DESCRIPTION	PAGE NO	CONTRACTOR USE	OFFICIAL USE
A	BUILDERS WORK	1		
B	PROVISIONAL SUMS	2		175,000.00
C	ADD CAPACITY BUILDING LEVY OF 0.03%			
	SUB-TOTAL			
	ADD CAPACITY BUILDING LEVY OF 0.03%			
	GRAND TOTAL TO FORM OF TENDER.		-	

Amount in Words: .....

.....

Contractor's Name.....

Address.....

Signature.....

Date.....

Witnesses' Name.....

Address.....

Signature.....

Date.....