

**LINEPASS LIMITED**  
P.O. Box 703-30300,  
KAPSABET



**COUNTY GOVERNMENT OF NANDI**  
**P.O BOX 802-30300**  
**KAPSABET.**

[info@nandicounty.go.ke](mailto:info@nandicounty.go.ke)

**REQUEST FOR QUOTATION DOCUMENT**

**SUPPLY AND DELIVERY OF EQUIPMENT**  
**RFQ NO: NDCG/QTN/THS/010/2021-2022**

**ISSUE DATE: 19<sup>TH</sup> SEPTEMBER, 2022**

**CLOSING DATE: 26<sup>TH</sup> SEPTEMBER, 2022**

**PROJECT:**

**SUPPLY AND DELIVERY OF DELIVERT BEDS AND  
EXAMINATION COACHES**

*[Signature]* 26/9/2022  
*[Signature]* 26/09/22  
*[Signature]* 26/09/22

## 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 **Ninety (90) 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.

To be submitted

Not later than 26<sup>TH</sup> September, 2022 at 11.00am.

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:
  - (i) **Business permit**
  - (ii) **Certificate of registration, and**
  - (iii) **Valid tax compliance certificate**
  - (iv) **CR12 and IDs/Passports of Directors.**

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 if not allowed.

---

The County Government of Nandi shall not allow quotations in foreign currency.

13. **Evaluation of Quotations:** The evaluation of quotations will be conducted using the procedure set out below:
    - i) Preliminary examination to determine Tenderer eligibility:
    - ii) **Business permit**
    - iii) **Certificate of registration, and**
    - iv) **Valid tax compliance certificate**
    - v) 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.
    - vi) 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.
-

## 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.	COUNTY GOVERNMENT OF NANDI.
Date of Quotation	24/09/2022.
Quotation Reference Number	NDCG1@TN/THG/010/2021/2022.
Subject of Quotation	SUPPLY & DELIVERY OF BEDS AND EXAMINATIONS COACHES

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 24/09/2022, referenced above, we offer to (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 ONE MILLION, 1,040,000 (SIX HUNDRED AND FORTY THOUSANDS) (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.

*[Signature]* 26/09/2022  
*[Signature]* 26/9/2022

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: 120 days 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: 14 days from date of acceptance of Quotation. The warranty period offered is 2 weeks.

Quotation Authorized by:

Name and designation \_\_\_\_\_

Signature: \_\_\_\_\_

**LINEPASS LIMITED**  
P.O. Box 703-30300,  
KAPSABET



2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.	NO	
3	Tenderer has the same legal representative as another tenderer	NO	
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.	NO	
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.	NO LINEPASS LIMITED P.O. Box 703-30300, KAPSABET	
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Quotation Document.	NO	
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 such 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	

If yes, provide details as follows

S No	Name of Person	Designation in the Procuring Entity	Interest or Relationship with Tenderer
1		N/A	
2			
3			

		N/A	
4			

ii) Conflict of interest disclosure

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 STEPHEN KIPEL ROP

Title or Designation ~~None~~ 24/09/2022

(Signature)

(Date)

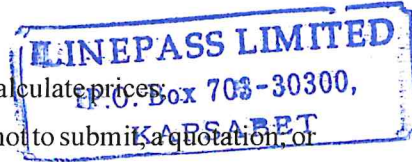
**iv) CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION**

I, the undersigned, in submitting the accompanying Letter of quotation to the COUNTY GOVERNMENT OF NANDI [Name of Procuring Entity] for: SUPPLY AND DELIVERY OF BENCH & EXAMINATION COACHES [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 LINEPASS LIMITED [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.....

**v) SELF-DECLARATION FORM**

We, the Tenderer LINEPASS LIMITED (insert name) submitting our Quotation in respect of Quotation No NISCG/INT/THIS/1010/2021-2022 (SUPPLY & DELIVERY DELIVER BEDS & EXAMINATION COACHES) (Description) for COUNTY GOVERNMENT OF NANDI (insert Name of Procuring Entity)

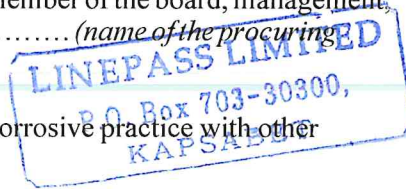
DECLARE AS FOLLOWS:

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:**

LINEPASS LIMITED

[insert complete name of tenderer signing the quotation]

**Name of the person duly authorized to sign the quotation on behalf of the Tenderer:**

STEPHEN KIPEL ROP

[insert complete name of person duly authorized to sign the quotation]

**Title of the person signing the Quotation:**

DIRECTOR

[insert complete title of the person signing the quotation]

**Signature of the person named above:**

*[Handwritten signature]*

[insert signature of person whose name and capacity are shown above]

## 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

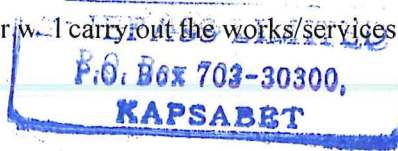
if NO indicate the specification of the offered item.

Requirements and Technical Specifications and tenderer should complete columns D and E).

### 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

Requirements and Technical Specifications and tenderer should complete columns D and E).

A Item	B Description of Service	C Quantity	D Unit Price	E Total Price in Kshs.
1	Delivery beds - stainless steel stramming - water proof cushioning - knees - rinsing basin	12	120,000	1,440,000
2	Examination coach - stainless steel tramming or 75m tape - size 180x9000x1200m with adjustable upper tube - water prank cushions	10	20,000	200,000
<b>TOTAL PRICE IN KSHS.</b>				1,640,000

Signature: 

 26/9/22

And Seal/ Stamp

Name: STEPHEN KIPLEL ROP.

Position: DIRECTOR.