



COUNTY GOVERNMENT OF NANDI
P.O BOX 802-3 4300 KAPSABET

REQUEST FOR QUOTATION DOCUMENT.

DEPARTMENT:
HEALTH AND SANITATION.

SUPPLY AND DELIVERY OF NUTRITION ITEMS

ISSUE DATE: 25TH APRIL 2023



QTN NO: NDCG/QTN/HS/N.I/1247483/2022-2023

CLOSING DATE 2ND MAY 2023
REQUEST FOR QUOTATIONS

Handwritten signature and date: 02/05/23
Handwritten signature: Mr. Sam Njiru
Handwritten signature: Josephine
Handwritten date: 02/05/23

REQUEST FOR QUOTATIONS (RFQ)

To: SAJEE LOGISTICS LTD [Insert Name and Address of selected Tenderer]

From: COUNTY GOVERNMENT OF NAIROBI [Insert the name and address of the Procuring Entity] (Insert the title of the quotation) SUPPLY AND DELIVERY OF NOTARIAL ITEMS
[Insert Quotation Reference Number] NDCG/DTN/HIS/NI/1247483/2022-2023

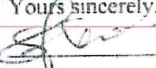
1. The COUNTY GOVERNMENT OF NAIROBI invites you to submit quotations for (insert one of the following: supply of goods, works, provision of services) indicated in detail in "Table A Schedule of Requirements and Specifications". The quotation shall follow the instructions and documents in this RFQ document and shall be in English Language. Tenderers may obtain further information during office hours... [insert office hours if applicable] i.e. 0900 to 1500 hours] 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 or 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 COUNTY GOVERNMENT OF NAIROBI
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 90 (Specify the number of days) of receipt of this RFQ if you will not be submitting a quotation.

Address for Submission of Quotations.

- 1) Name of Procuring Entity COUNTY GOVERNMENT OF NAIROBI
- 2) Mailing Address: 802-30300 KARAKURT (Postal Address (include name of Officer to be attentional)).
- 3) Physical address (for hand and Courier Delivery to an office or Quotation Box, specify City, Street Name, Building, Floor Number and Room)

**SAJEE LOGISTICS
LIMITED**
P.O. Box: 1129 KARAKURT

Yours sincerely,

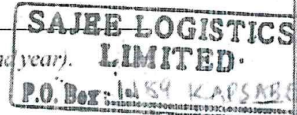

[Signature, Designation and Position of Authorized Official]

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 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.

- 1) Name of Procuring Entity COUNTY GOVERNMENT OF NANDI
- 2) Mailing Address: Postal Address (include name of Officer to be attentional)
502 - 30 BDD KAPSABET
- 3) Physical address for hand or Courier Delivery to an office or Quotation Box (City, Street Name, Building, Floor Number and Room)
- 4) Date of Submission (deadline) 2ND MAY 2023 (day, month and year).
Time of Submission (deadline): 11:00 AM (Kenya time).



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) valid trading/Business license (ii) certificate of registration, and (iii) valid tax compliance certificate. (iv) AGPO Certificate (v) Cr12 and IDs 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.

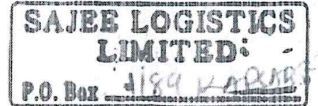
The Procuring Entity shall allow/not allow quotations in foreign currency (*procuring Entity to select one*).

13. **Evaluation of Quotations:** The evaluation of quotations will be conducted using the procedure set out below:
 - i) Preliminary examination to determine Tenderer eligibility: (i) valid trading/Business license (ii) Certificate of registration, and (iii) tax compliance certificate (iv) valid AGPO Certificate and (v) CR12 and IDs
 - ii) 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 (Procuring Entity)	COUNTY GOVERNMENT OF NANDI
Date of Quotation	28 TH APRIL 2023
Quotation Reference Number:	NDOG/RTN/HS/N/1247423/2022-2023
Subject of Quotation	SUPPLY AND DELIVERY OF NUTRITION ITEMS

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 20/04/2022, referenced above, we offer to supply and delivery of nutrition items (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 NK 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 supply and delivery of nutrition items 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 to the Code of Ethical Conduct for Suppliers, Contractors and Service Providers, copy available from www.dpp.go.ke (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 90 days from date of acceptance of Quotation. The warranty period offered is 13 weeks.

Quotation Authorized by:

Name and designation SALYNE JEPKEMBEI

Signature 

**SAJEE LOGISTICS
LIMITED**
P.O. Box 1189 KARUMBI

i) 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 Unit of issue	D Quantity	E Unit price	F Total Price in Ksh
1	Iron Folic Acid Tablets	Tablets	625,000	3.99	2,493,750
TOTAL PRICE IN KSH.					

Signature: [Signature]

And seal/Stamp

Name SALYNE JEPKEMBOI

Position DIRECTOR

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

SAJEE LOGISTICS LIMITED

Date 28/04/2023



[Signature] 02/05/23
[Signature] 02/05/23
[Signature] 02/05/23

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

i) Are there any person/persons in County govern. next of Anush (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		JA	
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.	No	
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	
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 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	

SAJEE LOGISTICS LIMITED
P.O. Box: 1164 WARSABE

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 Salya Iepkember

Title or Designation Director


(Signature)

28/4/2023
(Date)

**SAJEE LOGISTICS
LIMITED**
P.O. Box 1189 MAPURBEI