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

info@nandicounty.go.ke

REQUEST FOR QUOTATION DOCUMENT

PROVISION OF OUTSIDE CATERING

RFQ NO: NDCG/QTN/EXE/5/2022-2023

ISSUE DATE: 9TH AUGUST 2022

CLOSING DATE:16TH AUGUST 2022

PROJECT:

PROVISION OF OUTSIDE CATERING SERVICES DURING COUNTY ECONOMIC FORUM.

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REQUEST FOR QUOTATIONS (RFQ)

QUOTATION: **PROVISION OF OUTSIDE CATERING SERVICES**

QUOTATION NO: **NDCG/QTN/EXE/5/2022-2023**

1. The **County Government of Nandi** invites you to submit quotations for **provision of outside catering 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 **9.00Am – 5.00Pm** at the address given below procurement@nandicounty.go.ke

2. Enquiries regarding this quotation may be addressed to the County Head of Supply Chain management through email procurement@nandicounty.go.ke

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

4. Please inform by email or express mail the undersigned within **One (1) Day** of receipt of this RFQ if you will not be submitting a quotation.

Address for Submission of Quotations.
County Government of Nandi
Nandi County Commissioner's Building
Opposite Kapsabet Law courts
Kapsabet- Kisumu Road
P.O Box 802-30300
Kapsabet

Yours sincerely,

Head of County Supply Chain Management

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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.

   County Government of Nandi

   Nandi County Commissioner's Building

   Opposite Kapsabet Law courts

   Kapsabet- Kisumu Road

   P.O Box 802-30300

   Kapsabet

   Not later than 16th August 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) **Valid trading license**

   (ii) **Certificate of registration, and**

   (iii) **Valid tax compliance certificate**

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   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) Valid trading license

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)*

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FORM OF QUOTATION *[To be completed by Tenderer]*

Quotation Addressed to.	COUNTY GOVERNMENT OF NANDI
Date of Quotation	9TH AUGUST, 2022
Quotation Reference Number	NDCG/QTN/EXE/5/2022-2023
Subject of Quotation	PROVISION OF OUTSIDE CATERING

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 9TH AUGUST, 2022, referenced above, we offer to PROVISION OF OUTSIDE CATERING *(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 1,493,000.00 (in words) ONE MILLION, FOUR HUNDRED AND NINETY THREE THOUSAND ONLY.

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 PROVISION OF OUTSIDE CATERING *(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 WWW.PPRA.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: 90 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.

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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

JOAN CHERIRO DIRECTOR

Signature:

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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 of Service	C Quantity	D Unit Price	E Total Price in Kshs.
1	100 Seater tents	13	3,500.00	45,500.00
2	Executive Chairs	250	800.00	20,000.00
3	Décor	set	40,000.00	40,000.00
4	Plastic chairs	2,500	15.00	37,500.00
5	A-Frame 10x10 complete with Carpets.	1	100,000.00	100,000.00
6	VIP Lunch Buffet	500	2,500.00	1,250,000.00
TOTAL PRICE IN KSHS.				1,493,000.00

Signature: _____

And seal/Stamp

Name: JOAN CHERIRO

Position: DIRECTOR.

Authorised for and on behalf of (*specify name of tenderer*)
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....MAKETI....RESOURCE LIMITED.....
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Date: ....9TH AUGUST, 2022.....

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

i) Are there any person/persons in COUNTY GOVERNMENT OF NANDI (*Name of Procuring Entity*) who has/have an interest or relationship in this firm?
~~Yes~~/No...NO.....

If yes, provide details as follows

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