



**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 OFFICE LAPTOPS**

**RFQ NO: NDCG/QTN/FEP/16/2022-2023**

**ISSUE DATE: 20<sup>TH</sup> APRIL, 2023**

**CLOSING DATE: 27<sup>TH</sup> APRIL, 2023**

**PROJECT:**

**SUPPLY AND DELIVERY OF OFFICE LAPTOPS**

**JERYSTARS SOLUTIONS LTD.**  
**P.O. Box 2917-30100,**  
**ELDORET**

**REQUEST FOR QUOTATIONS (RFQ)**

QUOTATION: SUPPLY AND DELIVERY OF OFFICE LAPTOPS  
QUOTATION NO: NDCG/QTN/FEP/16/2022-2023

1. The **County Government of Nandi** invites you to submit quotations for **Supply and Delivery of Office Laptops** 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](mailto:procurement@nandicounty.go.ke)
2. Quotations shall be submitted in accordance with the instruction in Part 1: Quotation Procedures and in a Scanned PDF format Submitted through the IFMIS Portal [www.supplier.treasury.go.ke](http://www.supplier.treasury.go.ke) not later than **27<sup>th</sup> April, 2023 at 11.00 am**. Late quotations shall be rejected.
3. Enquiries regarding this quotation may be addressed to the County Head of Supply Chain management through email [procurement@nandicounty.go.ke](mailto:procurement@nandicounty.go.ke)
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 **One (1) Day** of receipt of this RFQ if you will not be submitting a quotation.

Yours sincerely,

*Head of County Supply Chain Management*



#### 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 27<sup>th</sup> April, 2023 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**

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.

JERYSTARS SOLUTIONS LTD.  
P.O. Box 2917-30100,  
ELDORET

## QUOTATION AND QUALIFICATION DOCUMENTS

*Instructions to Tenderer. Tenderer must complete and submit as part of the Form of quotation.*

Address for Submission of Quotations.

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Nandi County Commissioner's Building  
Opposite Kapsabet Law courts  
Kapsabet- Kisumu Road  
P.O Box 802-30300