

KAPSABET NANDI WATER AND SANITATION COMPANY LTD



STANDARD QUOTATION DOCUMENT FOR PROCUREMENT REQUEST FOR QUOTATIONS FOR SMALL CONTRACTS FOR WORKS, GOODS AND NON-CONSULTANCY SERVICES

Quotation number: KNWSC/RFQ/020A/2023/2024

SUPPLY AND DELIVERY OF STATIONERIES

Date Issued: 18th March, 2024

CLOSING DATE: 1100 HRS MONDAY, 25TH MARCH, 2024

KAPSABET NANDI WATER AND SANITATION COMPANY LIMITED

970-30300 KAPSABET

TEL 0716006464

Bidders are expected to inform by way of email to kapsabetwater@yahoo.com in the event they have no intention to bid.

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REQUEST FOR QUOTATIONS.

NAME AND CONTACT ADDRESSES OF PROCURING ENTITY NAME; KAPSABET NANDI WATER AND SANITATION COMPANY

Postal Address: P O Box 970-30300 KAPSABET

Email Address kapsabetwater@yahoo.com

- 1) Request for Quotations No: *KNWSC/RFQ/020A/2023/2024*
- 2) Contract Name: *SUPPLY AND DELIVERY OF STATIONERIES*
- 3) For the supply and delivery of Stationeries
through Request for Quotation Reference Number *KNWSC/RFQ/020A/2023/2024*

REQUEST FOR QUOTATIONS (RFQ)

To: _____ [All Invited bidders]

From: Managing Director –Kapsabet Nandi Water and Sanitation Company Ltd

1. The Kapsabet Nandi Water and Sanitation Company invites you to submit quotations for the supply and delivery of stationeries as 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 from the Procurement office, Or through the Email- kapsabetwater@yahoo.com
2. Quotations shall be submitted in a plain sealed envelope marked quotation number KNWSC/RFQ/020A/2023/2024 in accordance with the instructions in this document.

Address for Submission of Quotations.

- 1) Name of Procuring Entity; Kapsabet Nandi Water and Sanitation Company LTD
- 2) Submission: In a plain sealed envelope to Kapsabet Nandi Water and Sanitation Company LTD

3. Quotations shall be prepared in English Language clearly indicating name and address of tenderer, the quotation name and title and must be submitted not later than 1100 hrs Monday 25th March,2024
4. Enquiries regarding this quotation may be addressed to the, Managing director through the email kapsabetwater@yahoo.com:info@kanawasco.co.ke
5. Any resulting contract shall be subject to the terms and conditions detailed in Part 3: Contract.
6. Please inform by email or express mail the undersigned within of receipt of this RFQ if you will not be submitting a quotation.

Yours sincerely,

ALFAYO LEL

MANAGING DIRECTOR – Kapsabet Nandi Water and Sanitation Company LTD

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 **91 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:** KAPSABET NANDI WATER AND SANITATION COMPANY LIMITED
- 2) **Mailing Address: Postal Address;**
Managing Director,
Kapsabet Nandi Water and Sanitation Company Ltd
P.O.BOX 970-20300,
KAPSABET.
- 3) **Physical address for hand or Courier Delivery to an office or Quotation Box;** Kapsabet Nandi Water and Sanitation Company, Located at Beek House, Off Pamela Jelimo Road.
- 4) **Date of Submission (deadline):** 25th March, 2024

Time of Submission (deadline): **11:00 a.m.** local time

6. **Opening of Quotations:** Quotations will be opened immediately after the closing date and time specified in item 5 (4) above, **that is on Monday 25th March, 2024 at 11:00 a.m.** 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 / Incorporation
 - (iii) Valid Tax Compliance certificate.
 - (iv) PIN Certificate
 - (v) A copy of CR 12 or its equivalent as evidence of beneficial ownership
 - (vi) 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 **not permitted** to submit alternative quotations for goods/alternative technical solutions for specified parts of Services. 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 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:
 - Valid trading license
 - Certificate of registration/Incorporation
 - Tax compliance certificate
 - PIN Certificate
 - A copy of CR 12 or its equivalent as evidence of beneficial ownership
 - 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
 - ii) Technical examination to determine service provision, compliance with technical specifications and commercial responsiveness.
Quotations failing this stage will be rejected and not considered in next stage.
 - iii) Financial comparison of quotations to determine the lowest evaluated quotation.
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

FORM OF QUOTATION [To be completed by Tenderer]

Quotation Addressed to (<i>Procuring Entity</i>)	
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) _____
OR in Foreign Currency (*if allowed*), Currency _____ 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 _____ (*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.
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 provider 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: _____ days from date of acceptance of Quotation. The warranty period offered is _____ weeks.

Quotation Authorized by:

Name and designation _____

Signature: _____

TENDER EVALUATION CRITERIA

1. MANDATORY

The following criteria included in the advert, and/or bid documents, **ARE MANDATORY** and any bidder who fails in them shall be discontinued from further evaluation.

A bidder **MUST**

a) Mandatory Criteria

- (i) A copy of valid trading license / business permit
- (ii) A copy of certificate of registration/ incorporation
- (iii) A copy of valid tax compliance certificate.
- (iv) A copy of Pin certificate.
- (v) A copy of CR 12 or its equivalent
- (vi) Completed, signed, and stamped declaration forms

SCHEDULE OF REQUIREMENTS TABLE

S/NO	DESCRIPTION OF GOODS, SERVICES OR WORKS	UNIT	QUANTITY	UNIT PRICE	TOTAL AMOUNT	DELIVERY TIME IN DAYS
A	B	C	D	E	F	H
1	Ordinary white	Rm	200			
2	Conqueror	Rm	5			
3	Colored	Rm	2			
	QUIRE BOOKS					
5	Two quires	No	50			
6	Three quires	No	30			
	TONNERS					
7	05A – HP Tonner	No	100			
8	026A- HP Tonner	No	5			
9	TK-7205	No	10			
9	053A – HP Tonner	No	2			
10	017A -HP Tonner	No	10			
11	410A – HP Tonner	set	3			
	FLASK DISK					
12	4GB	No.	5			
13	8GB	No.	5			
14	16GB	No.	2			
15	32GB	No.	2			
	BIRO PENS					
16	Executive biro pens	pkt	2			
17	Fine point	pkt	24			
	OTHERS					
1	Staplers –Medium	no	2			

2	Stapler – Big		2			
3	White out	pcs	10			
4	Cello tape	pcs	5			
5	Paper punch	no	5			
6	Pin remover	no	5			
7	Spring files	no	200			
8	Box files	no	100			
9	Box files (small)	no	20			
10	A5 Envelopes	pkt	30			
11	A4 Envelopes	no	10			
12	A5 Loose leaf	doz	5			
13	Felt pens	pkt	5			
14	Folders	no	10			
15	Stickers	no	10			
16	Staple pins	pkt	12			
17	Highlighter	pcs	12			
18	Labels	pcs	10			
19	Calculators – casio Dj-240D	No.	10			
20	DL envelopes	Pkts	5			
	TOTALS					

Signature:_____

And seal/Stamp

Name:_____

Position:

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

Date _____

FORM FOR DISCLOSURE OF INTEREST

Interest of the Firm in the Procuring Entity.

- i) Are there any person/persons in Kapsabet Nandi Water and Sanitation Company 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
1			
2			
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.		
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 such 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_____

(Signature) _____ (Date)

iv) CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION

I, the undersigned, in submitting the accompanying Letter of quotation to Kapsabet Nandi Water and Sanitation Company, for the Supply and Delivery of office stationeries **KNWSC/RFQ/020A/2023/2024** 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]

v) SELF-DECLARATION FORM

We, 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*]

PART 2: SCHEDULE OF REQUIREMENTS

TABLE A. SCHEDULE OF REQUIREMENTS, TECHNICAL SPECIFICATIONS

Table A. SCHEDULE OF REQUIREMENTS AND TECHNICAL SPECIFICATIONS

(Procuring Entity will complete the list of items to be same as those on Table A. Schedule of Requirements and Technical Specifications and tenderer should complete columns c-e)

Signature:_____

And seal/Stamp_____

Name:_____

Position:

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

Date _____

CONTRACT AGREEMENT

- (1) THIS CONTRACT AGREEMENT is made _____
(specify date). Between _____ [Insert complete name of Procuring Entity], and
having its principal place of Business at _____ [Insert address of
Procuring Entity] and
_____ [Insert name of Supplier, or contractor or
service provider], and having its principal place of business at _____
_____ [insert address of Supplier, contractor or
service provider].
- (2) WHEREAS the Procuring Entity invited quotations for the Supply of Goods/works/services
(select one) described in Table B, i.e. _____ [insert brief
description of Goods, works and Services] and has accepted a Quotation by the Tenderer in the sum
of _____ [insert Contract
Price in words and figures] (hereinafter called “the Contract Price”).
- (3) NOW THIS AGREEMENT WITNESSED AS FOLLOWS:
1. This Contract Agreement includes the following documents:
 - a) Table A. SCHEDULE OF REQUIREMENTS AND TECHNICAL SPECIFICATIONS.
 - b) Table B. QUOTATION SUBMISSION TABLE.
 - c) FORM OF QUOTATION.
 - d) Conditions of Contract.
 2. In consideration of the payments to be made by the Procuring Entity to the
Supplier/contractor/service provider as hereinafter mentioned, the
Supplier/contractor/service provider hereby covenants with the Procuring Entity to provide
the Goods/works/services and to remedy defects therein in conformity in all respects with
the provisions of the Contract.
 3. The Procuring Entity hereby covenants to pay the Supplier/Contractor/service provider
(select one) in consideration of the provision of the Goods/works/services (select one) and
the remedying of defects therein, the Contract Price or such other sum as may become payable
under the provisions of the Contract at the times and in the manner prescribed by the Contract.
- (4) In WITNESS whereof the parties hereto have caused this Agreement to be executed in
accordance with the laws of Kenya.

For and on behalf of the Procuring Entity

Signed: [insert signature]
in the capacity of [insert title or other appropriate designation]

in the presence of [insert identification of official witness]

For and on behalf of the Supplier/Contractor/Service Provider (select one)

Signed:[insert signature of authorized representative(s)]

of the Supplier]

in the capacity of..... [insert title or other appropriate designation]

in the presence of..... [insert identification of official witness]

CONDITIONS OF CONTRACT

1. Language

The Contract as well as all correspondence and documents relating to the Contract exchanged by the Supplier and the Procuring Entity, shall be written in the English Language.

2. Eligibility

The goods shall have the nationality of an eligible country. All Goods and Related Services to be supplied under the Contract shall have their origin in Eligible Countries.

3. Notices

Any notice given by one party to the other pursuant to the Contract shall be in writing.

4. Governing Law

The Contract shall be governed by and interpreted in accordance with the Laws of Kenya, unless otherwise specified hereunder.

5. Settlement of Disputes

The Procuring Entity and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract. If the parties have failed to resolve their dispute or difference by such mutual consultation, either the Procuring Entity or the Supplier, may give notice to the other party of its intention to commence arbitration. The dispute shall be referred to adjudication or arbitration in accordance with the laws of Kenya.

6. Supplier Responsibilities

The Supplier shall carry out all the services included in the Schedule of Requirements.

7. Contract Price

Prices charged by the Supplier under the Contract shall not vary from the prices quoted by the Supplier in its quotation.

8. Terms of Payment

The Contract Price shall be paid One hundred (100) percent of the Contract Price as follows:

- i) For Goods, price of goods received upon submission of a claim/invoice supported by the acceptance certificate issued by the Procuring Entity.

9. Inspections and Tests

The Supplier shall at its own expense and at no cost to the Procuring Entity carry out all such tests and/or inspections of the Goods, works or Services to confirm their conformity to technical specifications.

10. Warranty

The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the contract.