

NAROK COUNTY GOVERNMENT P.O.BOX 898-20500 NAROK

DOC. 21

STANDARD QUOTATION

DOCUMENT FOR

PROCUREMENT REQUEST FOR QUOTATIONS FOR SMALL CONTRACTS FOR WORKS, GOODS AND NON-SERVICES

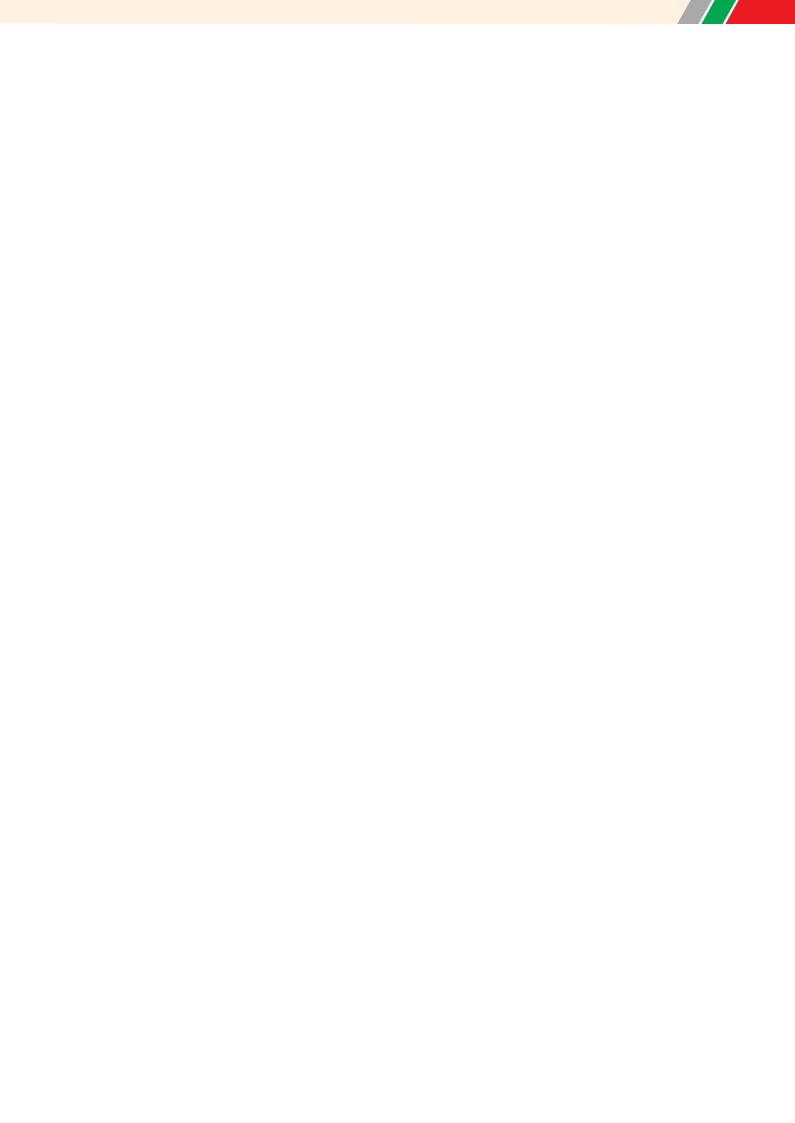
PROJECT: REQUEST FOR QUOTATION FOR SUPPLY AND DELIVERY OF FEEDLOT EQUIPMENTS

CLOSING DATE AND TINE: 30TH NOVEMBER, 2021AT 11.00AM

NCG/RFQ//015/2021-2022

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REQUEST FOR QUOTATIONS (RFQ)

To:

From: NAROK COUNTY GOVERNMENT-P.O.BOX 898-20500 NAROK SUPPLY AND DELIVERY OF FEEDLOT EQUIPMENT NCG/RFQ//015/2021-2022.

- 1. The NAROK COUNTY GOVERNMENT invites you to submit quotations for (SUPPLY AND DELIVERY OF FEEDLOT EQUIPMENTS) 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 (PROCUREMENT OFFICE LOCATED AT THE COUNTY HEADQUATERS DURING NORMAL OFFICE WORKING HOURS-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 not later than [30TH NOVEMBER, 2021 AT 11.00AM]. 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 Assistant Director Supply Chain Management Officer through email procurement @narok.go.ke and not latter that **26**th **November**, **2021**.
- 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 **7 DAYS** (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 NAROK COUNTY GOVERNMENT
- 2) Mailing Address: P.O.BOX 898020500 NAROK ATT. DIRECTOR SUPPLY CHAIN MANAGEMENT).
- 3) Physical address COUNTY HEADQUARTER OFF MAU NAROK ROAD for hand and Courier Delivery to Assistant Director Supply Chain Management officer or Quotation Box, located at the entrance of supply chain management office (Procurement office entrance at county headquarters)

Yours sincerely,	
[Assistant Director Supply Chain Management	t Officer

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 <u>term Tenderer</u> shall mean the firm or person invited to submit a quotation. The <u>term Quotation</u> herein shall mean the quotation submitted as usually understood in public procurement.
- 2. **Validity of Quotations**: The quotation will be held valid for 12 weeks 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 NAROK COUNTY GOVERNMENT
- 2) Mailing Address: Postal Address (P.O.BOX 898-20500 NAROK)
- 3) Physical address for hand or Courier Delivery to an office or Quotation Box (City, Street Name, Building, Floor Number and Room) PROCUREMENT OFFICE LOCATED AT THE COUNTY HEADQUARTERS OF MAU NAROK ROAD
- 4) Date of Submission (deadline):30TH NOVEMBER 2021).

Time of Submission (deadline):11.00AM -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 license (ii) certificate of registration, and (iii) valid tax compliance certificate for the previous Financial Year. (iv) AGPO Certificate (where applicable-NOT APPLICABLE). 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-NOT PERMITTED*) to submit alternative quotations for goods/alternative technical solutions for specified parts of the Works or Services (*select one-NOT PERMITTED*). 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 .llowed.

The Procuring Entity shall not allow –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: (i) valid trading license (ii) certificate of registration, and (iii) tax compliance certificate (iv) valid AGPO Certificate (where applicable-NOT APPLICABLE)
 - ii) 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.
 - iii) 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 <u>lowest evaluated</u> 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

<u>Instructions</u> to <u>Tenderer</u>. 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-NOT APPLICABLE)

<u>FOI</u>	RM OF QUOTA	TION [To be completed b	y Tenderer]		
_	notation Address	sed to (Procuring			
Da	te of Quotation				
Qι	otation Reference	e Number:			
Su	bject of Quotation	n			
1.	We have exame		ons to the Request for Quotat	ion document, and understa	and its full
2.	SUPPLY AND	D DELIVERY OF LIQUID(specify form to our pricing listed in	tations dated 22 ND NOVEMED NITROGEN CONTAINER one of supply goods, complete the attached in Table B. Quotain (in words)	S ate the works or provide the ation Submission TABLE a	e services) to at a total price
		Currency (if allowed-NOT	ALLOWED), Currency	amount	(in
3.		nt we are eligible to particip JCTIONS TO TENDERER	pate in public procurement and RS.	I meet the eligibility criteria	specified in
4.	We		confirm	that	the
	(goods to b	pe supplied/works to be OF REQUIREMENTS T	constructed/services to be ABLE below and in conform	provided (select one) con	form to the
5.	available from		hical Conduct for Suppliers, Oww.narok.go.ke) during the pr		
6.		t the prices quoted are fixed ll not be subject to revision	l and firm for the duration of the or variation.	ne validity period and perform	mance of the
7.		eriod of our quotation is: per to be same as in the instr		n the time and date of the so	ubmission
3		e are not submitting any oth ation as a Joint Venture men	ner Quotation as an individual nber or as a subcontractor.	or firm, and we are not part	icipating in

- 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:warranty period offered is	weeks.	_days from date of acceptance of Quotation.
Quotation Authorized by:		
Name and designation		
Signatura		

The

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	В	С	D	E
Item	Description of Goods/works/services	Quantity	Unit price	Total Price in Ksh
	(Procuring Entity to select one)			
1	Half Drum Plastic Water troughs	60		
	with stands			
2	Plastic water tanks	2		
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
ETC.				
TOTA	L PRICE IN KSH.		·	

ignature:	
And seal/Stamp	
Position:	
Authorised for and on behalf of (specify name of tenderer)	
Date	

ii)	FORM FOR DISCI	LOSURE OF INTEREST	- Interest of the Firm in the Procuring Entity	٧.
-----	----------------	---------------------------	--	----

i)	Are there any person/persons in ((Name of Procuring	Entity) 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

		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) CertificationOn 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	e und	ersigned, in submitting the accompanying Letter of quotation to the
		[Name of Procuring Entity] for: [Name and number of quotation] in response to the request for tenders made by:
that	[aauti:	[Name of Tenderer] do hereby make the following statements fy to be true and complete in every respect:
Icer	tify, o	n behalf of [Name of Tenderer] that:
1.	Iha	ve read and I understand the contents of this Certificate;
2.		derstand that the Tenderer will be disqualified if this Certificate is found not to be true and complete in every sect;
3.		n the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the tation on behalf of the Tenderer;
4.		the purposes of this Certificate and the quotation, I understand that the word "competitor" shall include any vidual 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.		articular, without limiting the generality of paragraphs (5)(a) or (5)(b) above, there has been no consultation, immunication, 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.	rega for	addition, there has been no consultation, communication, agreement or arrangement with any competitor arding the quality, quantity, specifications or delivery particulars of the works or services to which this request tenders relates, except as specifically authorized by the procuring authority or as specifically disclosed suant to paragraph (5)(b) above;
8.	indi Cor	terms of the quotation have not been, and will not be, knowingly disclosed by the Tenderer, directly or rectly, to any competitor, prior to the date and time of the official quotation opening, or of the awarding of the atract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to agraph (5)(b) above.
	Nar	me
		e
		e
	[Na	ume, title and signature of authorized agent of Tenderer and Date]

v) SELF-DECLARATION FORM

We, t	he Tei	nderer		(insert name) submitting our Quotation in respo	ect of Ouotation
No			for		insert auotation
Title	Descr	ription) for		(insert name) submitting our Quotation in response (insert Name of Procuring Enti	ty)
DEC	LAR	E AS FOLLOWS:			
comn	non c	control with us, and any	subcontractors, s ny other party invol	lual that directly or indirectly controls, is controlle suppliers, project managers, consultants, manufa lved or to be involved for any part of the processes	cturers, service
a)				upt or fraudulent practices in the processes of proon as defined and/or described in the following:	curement and
	i) ii)	the RFQ for the above C Kenya's Public Procure		sposal Act, 2015) and its attendant Regulations;	
	iii)	Kenya's Anti-Corruption	on and Economic C	Crimes Act, 2013; and	
	iv)	any such other Acts or I	Regulations of Gov	vernment of Kenya;	
b)		e not offered/will not off or agents of		to any member of the board, management, staff and the procuring entity);	d/or employees
c)		e not engaged/will not enject quotation;	ngage in any collus	sive or corrosive practice with other tenderers par	ticipating in the
d)	have Ken		r debarred by any e	entity from participation in public procurement p	roceedings of
	That	t, what is deponed to he	erein above is true t	to the best of our knowledge, information and be	lief.
Nam	e of t	he Tenderer:	[insert complet	te name of tenderer signing the quotation]	
		he person duly authori name of person duly auth		otation on behalf of the Tenderer: nuotation]	[insert
Title	of the	e person signing the Q	ouotation:	[insert complete title of the person signing t	he quotation]
	ature n abo		above:	[insert signature of person whose name and cap	pacity are

vi) FOREIGN TENDERER 40% RULE

(not to be included in the RFQ for supply of goods, supply and installation of plant and equipment, insurance, purchase of property, and other RFQ where this rule may not be practical).

Pursuant to the provisions in the Public Procurement and Disposal Act, 2015, a Foreign Tenderer must complete this form to demonstrate that the quotation fulfils this condition.

ITEM	Description of Work Item	Describe Source	location	of	COST in K. shillings	Comments, if any
Α	Local Labor					
1						
2						
3						
4						
5						
В						
1						
2						
3						
4						
5						
С	Local materials					
1						
2						
3						
4						
5						
D						
1						
2						
3						
4						
5						
Е						
1						
2						
3						
4						
5						
6						
	TOTAL COST LOCAL CONTENT	 Г			XXXXX	
	PERCENTAGE OF CONTRACT I					

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]

Item No	Description of Goods/works/services (Procuring Entity to select one) For Works attach drawings	Quantity	TECHNICAL SPECIFICATIONS (completed by Procuring Entity)	CONFORMITY WITH TECHNICAL SPECIFICATIONS (to be completed by Tenderer)
1 A	В	С	D	Е
2	Half Drum Plastic Water troughs with stands	60	High density materialMetallic stand	
3	Plastic water tanks	2	10,000 litres capacityHigh density materials	
4				
5				
6				
7				
8				
9				
9				

1. <u>ATTACHMENTS</u> (to be listed below and supplied by Procuring Entity)		
ETC.		

TECHNICAL SPECIFICATIONS FORWORKS/SERICES

- 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

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

Item	Description of Goods/works/services (Procuring Entity to select one)	Quantity	Unit price	Total Price
1	В	С	D	Е
2	Half Drum Plastic Water troughs with stands	60		
3	Plastic water tanks	2		
4				
5				
6				
7				
8				
9				
10				

Signature:	
And seal/Stamp	
Name:	
Position:	
Authorised for and on behalf of (specify name of tenderer)	
Date	

PART 3: CONTRACT

CONTRACTAGREEMENT

(1)	Bety prin	IS CONTRACTAGREEMENT is made					
	[Ins	sert name of Supplier, or contractor or service provider], and having its principal place of business at 					
	Sup	plier, 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.eSUPPLY AND DELIVERY OF FEED LOTS EQUIPMENTS] and has accepted Quotation by the Tenderer in the sum of						
(3)	NO	WTHIS 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 OFQUOTATION.					
		d) Conditions of Contract.					
	2	In consideration of the payments to be made by the Procuring Entity to the <i>Supplier</i> as hereinafter mentioned, the <i>Supplier/contractor/service provider</i> 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 in consideration of the provision of the Goods 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)		VITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws tenya.					
<u>For</u> <u>a</u>	nd o	on behalf of the Procuring Entity-NAROK COUNTY GOVERNMENT					
Signe	d:	[insert signature]					
in the		acity of[CHIEF OFFICER LIVESTOCK-]					
in the	pres	ence of					

PART 3:CONTRACT

For and on behalf of the Supplier

1. Language

The Contract as well as all correspondence and documents relating to the Contract exchanged by the Supplier/Contractor/Service Provider (*select one*) Provider 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/Contractor/Service (*select one*) 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/Contractor/Service (*select one*) 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/Contractor/Service Provider Responsibilities

The Supplier/Contractor/Service Provider (*select one*) shall supply all the Goods included in the Schedule of Requirements.

7. Contract Price

Prices charged by the Supplier/Contractor/Service Provider (*select one*) under the Contract shall not vary from the prices quoted by the Supplier/Contractor/Service Provider (*select one*) in its quotation.

8. Terms of Payment

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

- i) For Goods, price of goods received upon submission of a claim/invoice supported by the acceptance certificate issued by the Procuring Entity.
- ii) For Works, upon valuation by the Contractor of the portion of the works completed, such valuation to be accepted by the Procuring Entity, payments up to final completion certificate.
- iii) For Services, upon valuation by the Service Provider of the services completed, such valuation to be accepted by the Procuring Entity, payments up to final completion certificate

9. Inspections and Tests

The Supplier/Contractor/Service Provider (*select one*) 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.