

**PUBLIC PROCUREMENT REGULATIONS
REQUEST FOR QUOTATION**

To:
Box
Tel.
Nairobi

Quotation No. **NACC 054/2017/2018**
Date 2/2/2018

From:
The Director
National AIDS Control Council
P.O Box 61307-00200
NAIROBI

NOTES -

You are invited to submit quotation for the provision of listed items below:-

- a) THIS IS NOT AN ORDER. Read the conditions and instructions on reverse before quoting
- b) This quotation should be submitted in a plain wax sealed envelope Marked "Quotation **NACC 054/2017/2018** And placed in a Tender Box at Landmark Plaza 8th Floor not later than **9/2/2018 by 10.00 AM**
- c) Your quotation should include all costs for delivery of the goods including duty tax, VAT, delivery charges, etc to National AIDS Control Council
- d) Return one copy and retain the other for your record.

No	Item Description	Unit	Qty Required	Unit Price	Total cost VAT Incl	Delivery period	Remarks
1	Quote For Provision of Professional Indemnity, As per attached terms of reference	Gross					
	Attach copies of PIN& VAT registration certificates/Youth, Women, PLWD/Must be I tax compliant. NACC is a corrupt free zone, Do not give bribes.						

FOR OFFICIAL USE

Candidate's Signature Opened by: 1) Designation..... Signature

2) Designation..... Signature

Company Stamp..... 3) Designation.....Signature.....

Date Date Time

CONDITIONS

1. The General Conditions of the Contract with the Government of Kenya apply to this transaction. This form properly submitted constitutes the agreement to supply or provide the service shown at the prices and within the delivery period stated overleaf.
2. The offer shall remain valid for 30 days from the closing date unless otherwise stipulated by the candidate.
3. The Procuring Entity shall not be bound to accept the lowest or any other offer, and reserves the right to accept any offer in part unless the contrary is stipulated by the candidate.
4. Samples of offers when required will be provided free and before the closing date of the quotation. If not destroyed during tests they will, upon request, be returned at the candidate's expenses, or may be collected by the owner.

INSTRUCTIONS

1. All entries must be typed or written in ink. Mistakes must not be erased but should be crossed out and corrections made and initialed by the persons who signed the quotation.
2. Quote for each item separately, and in units as specified.
3. This form must be signed by an authorized representative of the candidate and preferably it should also be rubber stamped.
4. Each quotation should be submitted separately in a sealed envelope with only the Quotation Number endorsed on the outside. Descriptive literature or samples of the items offered may be forwarded with the quotation.
5. If you do not wish to quote, please endorse the reasons on this and return it, otherwise your name may be deleted from the Procuring Entity's mailing list for the items listed here on.

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2(b) or 2(c) whichever applied to your type of business.

You are advised that it is a serious offence to give false information on this form.

Part 1 General

Business Name
 Location of Business Premises
 Plot No, Street/Road.....
 Postal address Tel No. Fax Email.....
 Nature of Business
 Registration Certificate No.....
 Maximum value of business which you can handle at any one time – Kshs.
 Name of your bankers
 Branch.....

Part 2 (a) – Sole Proprietor

Your name in full.....Age.....
 Nationality.....Country of Origin.....
 Citizenship details

Part 2 (b) – Partnership

Given details of partners as follows

Name	Nationality	Citizenship details	Shares
1.
2.
3.
4.

Part 2 (c) – Registered Company

Private or Public
 State the nominal and issued capital of company
 Nominal Kshs.
 Issued Kshs.

Given details of all directors as follows

Name	Nationality	Citizenship details	Shares
1.
2.
3.
4.

Date.....Signature of Candidate.....

SELF DECLARATION FORMS (r 62)
REPUBLIC OF KENYA
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)

FORM SD1

SELF-DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I,of P. O. Box being a resident of
..... in the Republic of ----- do hereby make a statement as
follows:-

1. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of
..... (insert name of the Company) who is a Bidder in respect of **Tender No.**
..... for(insert tender title/description) for(insert
name of the Procuring entity) and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.

3. THAT what is deponed to hereinabove is true to the best of my knowledge, information and belief.

.....
(Title) (Signature) (Date)

Bidder Official Stamp

SELF DECLARATION FORMS (r 62)

REPUBLIC OF KENYA

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)

SELF-DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.

I,of P. O. Box being a resident of in the Republic of ----- do hereby make a statement as follows:-

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of (insert name of the Company) who is a Bidder in respect of Tender No. for(insert tender title/description) for(insert name of the Procuring entity) and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of(insert name of the Procuring entity) which is the procuring entity.

3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of(name of the procuring entity)

4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender

5. THAT what is deponed to hereinabove is true to the best of my knowledge information and belief.

..... (Title) (Signature) (Date) Bidder's Official Stamp

BANK DETAILS FORM- MANDATORY

Provide the following bank details for electronic transfer purposes

Name of the Bidder:.....

Bank Name :.....

Bank branch name ;.....

Bank code :.....

Bank account :.....

PIN Number :.....

VAT Number :.....

Bank signatory(s) :.....

.....

Signed/ date.....

TERMS OF REFERENCE

TERMS OF REFERENCE FOR RESEARCH ASSISTANTS

1.0 BACKGROUND

Owing to unprecedented effort to increase access to HIV treatment, the life expectancy of PLHIV is increasing. As life expectancy improves among PLHIV there is need to address the increased risk of vulnerability to Non-Communicable Diseases (NCD). The National AIDS Control Council (NACC), in collaboration with the Division of NCDs at the Ministry of Health and Imperial College London (UK), has planned to carry out a one-year study to generate strategic information to inform planning for the future health and well-being of the HIV positive population in Kenya in view of increased risk of vulnerabilities to NCD, an issue that is high on the Kenya national health agenda.

Imperial College and NACC received a grant award from the US Civilian Research and Development Foundation (CRDF) Global (the “Prime Funder”) with Imperial College as the “Prime Recipient” and NACC as the “Sub-Contractor”. Imperial College entered into a contract dated 18 August 2017 with the CRDF Global to undertake the research. The NACC drew a sub-contract with Imperial College on 23 January 2018. Details of this are captured in a Research Sub-agreement between Imperial College and NACC. The total research amount sub-granted to NACC by Imperial College is USD 42,635.18. The main role of NACC as per the contract is to undertake: Stakeholder Sensitization, model parametrization and analyses, data collation and analyses, and policy translation.

The study will therefore address an important unmet need in Kenya. The evidence generated will be used to inform policy on NCD services integration into HIV care platforms, and it is hoped that the study will bring together key stakeholders and players for future work on evidence-based policy studies in the field of NCD and HIV in Kenya.

The data will be collected and collated from various secondary sources such as hospital records, pilot studies, routine HIV program data, Kenya HIV Estimates, National population-based survey’s and published research.

2.0 PURPOSE OF THE INSURANCE POLICY

As part of the Research Sub-agreement contract, the NACC is required to maintain at its own cost an Insurance Policy to cover its full liability in respect of any act, omission or default for which it may become liable in undertaking the Research; and to indemnify Imperial and keep Imperial fully indemnified against all actions, claims, proceedings, costs and damages, and all legal costs or other expenses (altogether “Claims”) arising out of any breach of this Agreement by the Subcontractor.

The NACC therefore wishes to undertake an Insurance Policy to cover its full liability as stated above. The following are Kenya’s research team to undertake the study/project:

1. NACC CEO – Study Co-Principal Investigator

2. Head, Division of NCDs at Ministry of Health - Study Co-Principal Investigator
3. NACC Statistician/Modeler – Investigator
4. Two (2) Research Assistants to be appointed by the NACC

3.0 KEY RESPONSIBILITIES

The Insurance Firm will be required to provide a Research Insurance Policy to;

1. Cover the NACC's full liability in respect of any act, omission or default for which it may become liable in undertaking the Research;
2. Indemnify Imperial College and keep Imperial college fully indemnified against all actions, claims, proceedings, costs and damages, and all legal costs or other expenses (altogether "Claims") arising out of any breach of the Sub-agreement by the NACC including:
 - a) any act, neglect or default of the NACC's employees or agents; or
 - b) breaches in respect of any matter arising from the NACC undertaking the Research resulting in any successful claim by any third party.

except where the Claims arise as a result of the gross negligence and/or willful misconduct on the part of Imperial College.

4.0 TIME FRAME (Contract Period)

The Insurance Policy will be for a period of one (1) year during which the study will be conducted.

