

**PUBLIC PROCUREMENT REGULATIONS
REQUEST FOR QUOTATION**

To: Name;
Box
Tel.
Nairobi

From:

Quotation No. **NACC 060/2017/2018**
Date 05/02/2018

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 060/2017/2018**
And placed in a Tender Box at Landmark Plaza 8th Floor not later than 09/02/2018 by 09.00 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.

<i>ref</i>	<i>Item Description</i>	<i>Unit</i>	<i>Quantity</i>	<i>UNIT COST</i>	<i>TOTAL COST</i>	<i>Remarks</i>
1	<u>Supply of Drinking Water as per the attachment</u>	See the attachment	<u>See the attachment</u>			
Attach copies of registration documents (VAT, CERTIFICATE OF REGISTRATION, PIN, TAX COMPLIANCE, YAGPO etc)						

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 enveloped 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 hereon.

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.

<p>Part 1 General</p> <p>Business Name</p> <p>Location of Business Premises</p> <p>Plot No, Street/Road.....</p> <p>Postal address Tel No. Fax Email.....</p> <p>Nature of Business</p> <p>Registration Certificate No.....</p> <p>Maximum value of business which you can handle at any one time – Kshs.</p> <p>Name of your bankers.....</p> <p>Branch.....</p>

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)
Bidder's Official Stamp

.....
(Signature)

.....
(Date)

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.....

Item no.	Description	Qty
1	Water Dispensers Refundable Deposit	8
2	Empty Bottles Refundable Deposit	25
3	Weekly supply of 18 bottles of water @18.9 litres	25 bottles Weekly supply
4	Servicing, maintenance of dispensers	
5	Disposable Cups	2000pcs on request
6	VAT and Tax Compliance Certificate	Mandatory
7	Certificate of Incorporation, PIN Certificate	Mandatory
8	Provide a list of 5 current clients (reputable Organization) with recommendation letters issued within 6 months	Mandatory
9	Provide a copy of Company Occupational, Health and Safety Policy	Mandatory
10	Provide physical address of premises	Mandatory
11	Test reports issued by KEBS 2017-2018	Mandatory
12	Organization structure to Include	Mandatory
	(i) Management	
	(ii) Staff compliment	
	(iii) Branch Network	
	(iv) Code of Conduct	

YEAR 1

S/N	Item	Description	Number of Units	Unit Cost (Kshs)	Total Cost (Kshs)
1	Water Dispenser	Water Dispenser Refundable Deposit	8		
2	18.9 l Refilling	Drinking Water 18.9 litres	1		
3	18.9 l Empties	Empty bottle Refundable Deposit	25		
4	Disposable Cups	2000 x 200ml	1		
5	Servicing and Maintenance	Servicing and Maintenance			

YEAR 2

S/N	Item	Description	Number of Units	Unit Cost (Kshs)	Total Cost (Kshs)
1	Water Dispenser	Water Dispenser Refundable Deposit	8		
2	18.9 l Refilling	Drinking Water 18.9 litres	1		
3	18.9 l Empties	Empty bottle Refundable Deposit	25		
4	Disposable Cups	2000 x 200ml	1		
5	Servicing and Maintenance	Servicing and Maintenance			

