

**PUBLIC PROCUREMENT REGULATIONS**  
**REQUEST FOR QUOTATION**

To: Computer ways Ltd  
Box  
Tel.  
Nairobi

Quotation No. *NACC/RFQ 155/2020/2021*  
Date 30/10/2020

From:  
The CEO  
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/RFQ 155/2020/2021*" And placed in a Tender Box at Landmark Plaza 8<sup>th</sup> Floor not later than **06/11/2019 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.

<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	civil works :allow for conduits tiles removal and re-fixing plastering	12				
2	Desktop :desktop outlet with HDMI outlets port / VGA port/ USB /Ethernet ports/power sockets	2				
3	Conduits: 50 mm conduits including bends, straight joints and saddles	8				
4	CABLE :cat 6e ytp cable	80				
5	Electrical :electrical works to power the outlets	1				
	Installation; installation costs	1				
Attach copies of registration documents (VAT, CERTIFICATE OF REGISTRATION, PIN, TAX COMPLIANCE, etc.) (AGPO MANDATORY)						

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>
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<p>Part 2 (a) – Sole Proprietor</p>
<p>Your name in full.....Age.....</p> <p>Nationality.....Country of Origin.....</p> <p>Citizenship details .....</p>

<p>Part 2 (b) – Partnership</p>																				
<p>Given details of partners as follows</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship details</th> <th>Shares</th> </tr> </thead> <tbody> <tr> <td>1. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship details	Shares	1. ....	.....	.....	.....	2. ....	.....	.....	.....	3. ....	.....	.....	.....	4. ....	.....	.....	.....
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<p>Part 2 (c) – Registered Company</p>																				
<p>Private or Public</p> <p>State the nominal and issued capital of company</p> <p>Nominal Kshs.</p> <p>Issued Kshs.</p> <p>Given details of all directors as follows</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship details</th> <th>Shares</th> </tr> </thead> <tbody> <tr> <td>1. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship details	Shares	1. ....	.....	.....	.....	2. ....	.....	.....	.....	3. ....	.....	.....	.....	4. ....	.....	.....	.....
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<p>Date.....Signature of Candidate.....</p>
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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

FORM SD2

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.....