

**PUBLIC PROCUREMENT REGULATIONS
REQUEST FOR QUOTATION**

To:

Nairobi

Quotation No. **NACC /341/2020/2021**
Date 29/04/2021

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/341/2020/2021" And placed in a Tender Box at Landmark Plaza 8th Floor not later than **03/05/2021 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.

Ref	Item Description	Unit	Quantity	UNIT COST	TOTAL COST	Remarks
1	Supply of Laptop as per attached specifications	No	1			
2	Supply of Keyboard as per specifications	No	1			
Attach copies of registration documents (VAT, CERTIFICATE OF REGISTRATION, PIN, TAX COMPLIANCE, etc) (YAGPO NOT MANDATORY)						

FOR OFFICIAL USE

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

2) Designation.....Signature

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

4).....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.

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

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.....

LAPTOP SPECIFICATIONS

Dimensions	11.5" x 7.9" x 0.33" (292 mm x 201 mm x 8.5 mm)
Storage⁵	Solid-state drive (SSD) options: 1 TB
Display	Screen: 12.3" PixelSense™ Display Resolution: 2736 x 1824 (267 PPI) Aspect ratio: 3:2 Touch: 10 point multi-touch
Battery Life	Up to 13.5 hours of local video playback ¹
Memory	16GB RAM
Graphics	Intel® UHD Graphics 620 (i5) Intel® UHD Graphics 620 (i7)
Processor	Business i7-8650U
Connections	1 x full-size USB 3.0 3.5 mm headphone jack Mini DisplayPort 1 x Surface Connect port Surface Type Cover port ⁶ MicroSDXC card reader Compatible with Surface Dial*
Security	TPM 2.0 chip for enterprise security Enterprise-grade protection with Windows Hello face sign-in
Cameras, video, and audio	Windows Hello face authentication camera (front-facing) 5.0MP front-facing camera with 1080p Skype HD video 8.0MP rear-facing autofocus camera with 1080p full HD video Dual microphones 1.6W stereo speakers with Dolby® Audio™ Premium
Software	Surface Pro 7 Windows 10 pro (Activated) Microsoft Office 365 (Activated)
Wireless	Wi-Fi: IEEE 802.11 a/b/g/n/ac compatible Bluetooth Wireless 4.1 technology
Sensors	Ambient light sensor Accelerometer Gyroscope
Exterior	Casing: Signature unibody magnesium design with hidden perimeter venting Colors: Platinum, Black ³ Physical buttons: Volume, Power
Warranty	1-year limited hardware warranty
Weight (not including Type Cover*)	i5: 1.70 lbs (770 g) i7: 1.73 lbs (784 g) Keyboard Cover case (Weight: 0.68 lb (310 g) Dimension: 11.61 x 8.54 x 0.19 inches (295 mm x 216 mm x 5mm)