



**PPRA**  
PUBLIC PROCUREMENT  
REGULATORY AUTHORITY



**TAVETA TECHNICAL & VOCATIONAL COLLEGE**

**P.O BOX 441 -80302**

**TAVETA**

**MOB: 0748290567**

**Email: [tavetatvc2018@gmail.com](mailto:tavetatvc2018@gmail.com)**

**RFQ NO: TTVC/TVT/01/2023/2024**

**Doc. 21**

**STANDARD QUOTATION DOCUMENT FOR PROCUREMENT  
REQUEST FOR QUOTATIONS FOR SMALL CONTRACTS FOR  
WORKS, GOODS AND NON- CONSULTANCY SERVICES**

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**TAVETA TECHNICAL & VOCATIONAL COLLEGE**  
**P. O. BOX 441 – 80302,**  
**TAVETA.**

**RFQ NO: TTVC/TVT/01/2023/2024**

**REQUEST FOR QUOTATION.**

**1) NAME AND CONTACT ADDRESSES OF PROCURING ENTITY.**

TAVETA TECHNICAL AND VOCATIONAL COLLEGE – TAVETA.

P.O BOX 441 – 80302 TAVETA

**Email Address:** [tavetatvc2018@gmail.com](mailto:tavetatvc2018@gmail.com)

**2) REQUEST FOR QUOTATIONS NO: TTVC/TVT/01/2023/2024**

**3) CONTRACT NAME: SUPPLY AND DELIVERY OF BEEF, MEAT PRODUCTS, FISH AND ITS ALLIED PRODUCTS.**

## REQUEST FOR QUOTATIONS

**FOR: SUPPLY AND DELIVERY OF BEEF, MEAT PRODUCTS, FISH AND ITS ALLIED PRODUCTS.**

To: M/S .....

P.O BOX.....

**From Taveta Technical & Vocational College – Taveta. P.O Box 441 – 80302 Taveta**

**For: Supply and delivery of beef, meat products, fish and its allied products**

**Invitation date: 13/02/2024**

**Quotation Reference Number: TTVC/TVT/01/2023/2024**

Invites you to submit quotations for *supply and delivery of beef, meat products, fish and its allied products* as 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 between *0800 to 1600 hours* at the address given below.

1. 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 **19<sup>TH</sup> FEBRUARY 2024 AT 10:00AM**. Quotations can be delivered by registered mail, courier or hand delivery at the tenderer’s option. Late quotations shall be rejected.
2. Enquiries regarding this quotation may be addressed to:  
**The Principal,**  
**Taveta Technical and Vocational College – Taveta**  
**P.O BOX 441 – 80302 Taveta.**
3. Any resulting contract shall be subject to the terms and conditions detailed in Part 3: Contract.
4. Please inform by email or express mail the undersigned within **2 days** of receipt of this RFQ if you will not be submitting a quotation.

**Address for Submission of Quotations.**

- 1) Taveta Technical and Vocational College
- 2) **Mailing Address:** THE PRINCIPAL,  
TAVETA TECHNICAL AND VOCATIONAL COLLEGE,  
P.O Box 441 – 80302 Taveta
- 3) **Physical address:** Taveta Technical and Vocational College of P.O Box 441-80302, Taveta.

Yours sincerely,

*[Signature, Designation and Position of Authorized Official]*

**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 **term Tenderer** shall mean the firm or person invited to submit a quotation. The **term Quotation** herein shall mean the quotation submitted as usually understood in public procurement.
2. **Validity of Quotations:** The quotation will be held valid for 90\_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 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 : **Taveta Technical and Vocational College**
- 2) Mailing Address/ Postal Address: To  
**The Principal,**  
**TTVC,P.O Box .....(Indicate where the campus is) eg. Voi**
- 3) Physical address for hand or Courier Delivery to an office or Quotation Box: Taveta Technical and Vocational College P.O Box ..... (& indicate location & county)
- 4) **Date of Submission:** .....
- 5) **Time of Submission:** By 10.00am (*Kenya time*).
6. **Opening of Quotations:** Quotations will be opened immediately after the closing date and time specified in item (4) and (5) 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. (iv) AGPO Certificate (where 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 not permitted** to submit alternative quotations for goods/alternative technical solutions for specified parts of the Works or Services. 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 allowed.

The Procuring Entity **shall 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)
  - 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 **lowest evaluated** quotation shall be recommended for award of contract/order
  
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.
  
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

*Instructions to Tenderer. 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)

### **FORM OF QUOTATION** [To be duly completed by Tenderer]

QUOTATION ADDRESSED TO	TAVETA TECHNICAL AND VOCATIONAL COLLEGE – TAVETA
Date of Quotation	
Quotation Reference Number:	
Subject of Quotation	

1. We have examined and have no reservations to the Request for Quotation document, and understand its full content and intent.
2. In compliance with your request for quotations dated \_\_\_\_\_, referenced above, we offer to supply goods to cover and conform to our pricing listed in the attached in Table B. Quotation Submission TABLE  
A at total price of Kenya Shillings \_\_\_\_\_ (in words) \_\_\_\_\_  

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3. We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in **Part 1: INSTRUCTIONS TO TENDERERS.**
4. We also confirm that the goods to be supplied conform to the **SCHEDULE OF REQUIREMENTS TABLE** below and in conformity with technical specifications listed in PART 2: SCHEDULE OF REQUIREMENTS of this RFQ Document.
5. We undertake to adhere by the Code of Ethical Conduct for Suppliers, Contractors and Service Providers, copy
6. Available from \_\_\_\_\_ (**specify website**) during the procurement process and the execution of any resulting contract.
7. We confirm that the prices quoted are fixed and firm for the duration of the validity period and performance of the contract and will not be subject to revision or variation.
8. The validity period of our quotation is \_\_\_\_\_ days from the time and date of the submission deadline.
9. We confirm we are not submitting any other Quotation as an individual or firm, and we are not participating in any other Quotation as a Joint Venture member or as a subcontractor.



10. 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.
11. 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.
12. 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.
13. 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 \_\_\_\_\_ days from date of acceptance of Quotation. The Warranty period offered is \_\_\_\_\_ weeks.

Quotation Authorized by:

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

**i) 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).*

<b>A. Item</b>	<b>B. Description Of Goods/Works/Services (Procuring Entity To Select One)</b>	<b>C. Quantity</b>	<b>D. Unit Price</b>	<b>E. Total Price In Ksh</b>
1.	Bones	5 kg		
2.	Minced beef	5 kg		
3.	Pork chops	7 kg		
4.	Chicken	15 pcs		
5.	Sausage	2 kg		
6.	Fish fillet	6 kg		
7.	Pork steak	4 kg		
8.	Mutton	3 kg		
9.	Lamb chops	6 kg		
10	Beef steak	8 kg		
11	Bacon	2 kg		
12	Liver	4 kg		
13	Ham	2 kg		
14		<b>TOTAL PRICE (KSH)</b>		

Signature: \_\_\_\_\_

Seal/Stamp

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Authorized for and on behalf of \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

ii) **FORM FOR DISCLOSURE OF INTEREST** – Interest of the Firm in the Procuring Entity.

i) Are there any person/persons in **TTVC – Taveta campus** who has/have an interest or relationship in this firm?

ii) Yes/No.....

If yes, provide details as follows.

	<b>Names of Person</b>	<b>Designation in the Procuring Entity</b>	<b>Interest or Relationship with Tenderer</b>
1			
2			
3			

iii) **Conflict of interest disclosure**

	<b>Type of Conflict</b>	<b>Disclosure YES OR NO</b>	<b>If YES provide details of the relationship with Tenderer</b>
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 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?		

**iv) Certification**

On 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 undersigned, in submitting the accompanying Letter of quotation to the *Taveta Technical and Vocational College*

for: supply of .....  
\_\_\_\_\_ *quotation No.* \_\_\_\_\_ in response to the request

for tenders made by (*Tenderer*) Name \_\_\_\_\_ do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of \_\_\_\_\_ [*Name of Tenderer*] that:

1. I have read and I understand the contents of this Certificate;
2. I understand that the Tenderer will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the quotation on behalf of the Tenderer;
4. For the purposes of this Certificate and the quotation, I understand that the word “competitor” shall include any individual 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 orexperience;
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. In particular, without limiting the generality of paragraphs (5)(a) or (5)(b) above, there has been no consultation, communication, 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. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the works or services to which this request for tenders relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph (5)(b) above;
8. the terms of the quotation have not been, and will not be, knowingly disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official quotation opening, or of the awarding of the Contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (5)(b) above.

9. Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

[*Name, title and signature of authorized agent of Tenderer and Date*]

**v) SELF-DECLARATION FORM**

We, the Tenderer \_\_\_\_\_ submitting our Quotation in respect of

Quotation No \_\_\_\_\_ for supply of \_\_\_\_\_

For Taveta Technical and Vocational College – Taveta

**DECLARE AS FOLLOWS:**

That, We the Tenderer including any entity or individual that directly or indirectly controls, is controlled by or is under common control with us, and any subcontractors, suppliers, project managers, consultants, manufacturers, service providers, agents, individuals, or any other party involved or to be involved for any part of the processes of procurement and contract execution related to the above quotation:

- a) have not engaged/will not engage in any corrupt or fraudulent practices in the processes of procurement and contract execution related to the above quotation as defined and/or described in the following:
  - i) the RFQ for the above Quotation;
  - ii) Kenya’s Public Procurement and Asset Disposal Act, 2015) and its attendant Regulations;
  - iii) Kenya’s Anti-Corruption and Economic Crimes Act, 2013; and
  - iv) any such other Acts or Regulations of Government of Kenya;
- b) Have not offered/will not offer any inducement to any member of the board, management, staff and/or employees and/or agents of the Taveta Technical and vocational College.
- c) have not engaged/will not engage in any collusive or corrosive practice with other tenderers participating in the subject quotation;
- d) have not been sanctioned or debarred by any entity from participation in public procurement proceedings of Kenya.

That, what is deponed to herein above is true to the best of our knowledge, information and belief.

**Name of the Tenderer:** \_\_\_\_\_

**Name of the person duly authorized to sign the quotation on behalf of the Tenderer:** (where applicable)

**Name.** \_\_\_\_\_

**Title of the person signing the Quotation:** \_\_\_\_\_

**Signature of the person named above:** \_\_\_\_\_

**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 E Indicating YES or No and if NO indicate the specification of the offered item]*

Item No	Description of Goods/works/services <i>(Procuring Entity to select one)</i> <i>For Works attach drawings</i>	UNIT	QTY	TECHNICAL SPECIFICATIONS (completed by <i>Procuring Entity</i> )	TECHNICAL SPECIFICATIONS CONFORMITY WITH <i>(to be completed by Tenderer)</i>
	A	B	C	D	E
01.					
	<u>ATTACHMENTS</u> <i>(to be listed below and supplied by Procuring Entity)</i> ETC.				

## **TECHNICAL SPECIFICATIONS FOR WORKS/SERVICES**

(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))**

**AS PER THE ATTACHED DOCUMENT  
(WORK INSTRUCTIONS)**



**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 D-E)*

A. Item	B. Description Of Goods/Works/Services (Procuring Entity To Select One)	C. Quantity	D. Unit Price	E. Total Price In Ksh
01.				
		<b>TOTAL PRICE (KSH)</b>		

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date \_\_\_\_\_

**To be Sealed/Stamped**

## **PART 3: CONTRACT**

### **CONTRACT AGREEMENT**

(1) THIS CONTRACT AGREEMENT is made \_\_\_\_\_ (*specify date*).

Between Taveta Technical and Vocational College – Taveta Campus of P.O Box 441-80302, Taveta and

\_\_\_\_\_  
*[Insert name of Supplier, or contractor or service provider]*, and having its principal place of business at

\_\_\_\_\_  
*[Insert address of Supplier, contractor or service provider]*.

(2) WHEREAS the Procuring Entity invited quotations for the Supply of Goods/works/services (*select one*) described in Table A, i.e. \_\_\_\_\_ *[insert brief description of Goods, works and Services]* and has accepted a Quotation by the Tenderer in the sum of \_\_\_\_\_ *[insert Contract Price in words and figures]* (hereinafter called “the Contract Price”).

(3) NOW THIS 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 OF QUOTATION
- (d) Conditions of Contract

2. In consideration of the payments to be made by the Procuring Entity to the *Supplier/contractor/service provider* as hereinafter mentioned, the *Supplier/contractor/service provider* 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/Contractor/service provider (*select one*) in consideration of the provision of the Goods/works/services (*select one*) 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) In WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Kenya.

**FOR AND ON BEHALF OF THE PROCURING ENTITY**

**Signed:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Witnessed by:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**FOR AND ON BEHALF OF THE SUPPLIER**

**Signed:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Witnessed by:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **CONDITIONS OF CONTRACT**

### **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.



**TAVETA TECHNICAL AND VOCATIONAL COLLEGE**

**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

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

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

*Part I – General*

Business Name: .....  
 Location of business premises .....  
 Plot No. .... Street / Road.....  
 Postal Address: ..... Tel. No.: .....  
 Nature of business: .....  
 Current Trade Licence No.: ..... Expiry Date: .....  
 Maximum value of business which you can handle at any one time. Kshs.....  
 Name of your bankers ..... Branch .....  
 Are you an agent of the Kenya National Trading Corporation? YES/NO .....

*Part 2(a) – Sole Proprietor:*

Your name in full ..... Age: .....  
 Nationality ..... Country of origin.....  
 \*Citizenship details .....

*Part 2 (b) – Partnership:*

Give details of partners as follows: -

	Name	Nationality	Citizenship Details	Share
1.	.....	.....	.....	.....
2.	.....	.....	.....	.....
3.	.....	.....	.....	.....
4.	.....	.....	.....	.....
5.	.....	.....	.....	.....

*Part 2(c) - Registered Company:*

Private or Public  
 State the normal and issued capital of the company  
 Normal K£  
 Issued K£

Give details of all directors as below:

	Name	Nationality	Citizenship Details	Share
1.	.....	.....	.....	.....
2.	.....	.....	.....	.....
3.	.....	.....	.....	.....
4.	.....	.....	.....	.....
5.	.....	.....	.....	.....

Date ..... Signature of Tenderer .....

If **NOT** Citizen indicate under citizenship details whether by Birth or Nationalization or Registration.

## ANTI CORRUPTION DECLARATION / COMMITMENT / PLEDGE FORM

I/We ..... of Post Office Box ..... declare that I / We recognize that Public Procurement is based on a free, fair and competitive tendering process which should not be open to abuse.

I/We ..... declare that I/We will not offer or facilitate, directly or indirectly, any inducement or reward to any public officer, their relations or business associates, in connection with tender No. .... for or in the subsequent performance of the contract if I/We am/are successful.

Signed by ..... C.E.O. or Authorized Representative.

Name .....

Designation.....

Signature .....

Date .....

In case of sub-contracting

Signed by ..... CEO of the firm to be subcontracted

Name .....

Designation.....

Signature .....

Date .....

**FOR OFFICIAL USE ONLY:**

**OPENED BY:**

1. NAME.....Designation.....Signature.....

2. NAME.....Designation.....Signature.....

3. NAME.....Designation.....Signature.....

4. NAME.....Designation.....Signature.....

DATE..... TIME.....



**TAVETA TECHNICAL AND VOCATIONAL COLLEGE – TAVETA**

**EVALUATION CRITERIA.**

**SUBJECT:** SUPPLY AND DELIVERY OF BEEF, MEAT PRODUCTS, FISH AND ITS ALLIED PRODUCTS.

**QUOTATION NO:** TTVC/TVT/ 01 /2023/2024

DATE.....

OFFICER NAME.....

DESIGNATION.....SIGNATURE.....

FIRM NAME.....

<b>A. MANDATORY EVALUTION CRITERIA</b>			
		<b>YES/NO</b>	<b>VERDICT (ACCEPTED/REJECTED)</b>
1.	Valid Business permit ( from any county government)		
2.	Valid KRA PIN certificate.(attached)		
3.	Valid food handling certificate (attached).		
	<b>ACCEPTED/REJECTED</b>		
<b>B. TECHNICAL REQUIREMENTS FOR EVALUTION CRITERIA total marks out of 80%</b>			
	<b>Technical requirements</b>	<b>SCORE ALLOCATED (%)</b>	<b>SCORE</b>
			<b>TOTAL SCORE</b>
1.	Dully filled confidential business questionnaire signed and stamped.	(15 MARKS)	
2.	Dully filled anti- corruption declaration form & Pledge declaration Form signed and stamped.	(15 MARKS)	
3.	Request for quotation form dully filled, signed and rubber stamped.	(15 MARKS)	
4.	Attached valid AGPO certificate	(5 MARKS)	
5.	Valid tax compliance certificate attached.	(15 MARKS)	
6.	Attach previous works experience e.g. LSOs or LPOs ( maximum copies 2 , each 5 marks)	(10 MARKS)	
7.	Envelope addressed as prescribed and tender number indicated.	(5 MARKS)	
		<b>TOTAL SCORE</b>	
	<b>TOTAL SCORE (80%)</b>		
	<b>TOTAL PASS MARK SCORE 50%</b>		
<b>C. FINANCIAL EVALUATION CRITERIA (20 marks)</b>			
	<b>FINANCIAL PART</b>	<b>SCORE ALLOCATED</b>	<b>FIRM'S SCORE</b>
1.	Total bid quoted		
2.	Financial score out of 20%		
	<b>TOTAL SCORE (A+B +C )</b>		
	<b>TOTAL MARK</b>	<b>100%</b>	