

KENYA BUREAU OF STANDARDS



QUOTATION NO.KEBS/LAR/QUOTE/22/2018/2019

**PROVISION OF MAINTENANCE AND REPAIR OF AIR
CONDITIONERS AND FUME HOOD FOR KEBS LAR KISUMU
OFFICE**

**The Managing Director
Kenya Bureau of Standards
P. O. Box 54974-00200
NAIROBI**

October 2018

1. You are invited to submit a quotation for servicing of Air Conditioners
2. This quotation should be deposited in the **quotation box** provided in the main reception on or before **10.00am on 1st November, 2018 in KEBS KISUMU OFFICE**
3. Your quotation should include all government taxes

KENYA BUREAU OF STANDARDS

1. QUOTATION PRICE

Kenya shillings (in words).....

In figures

2. VALIDITY PERIOD

The bid shall remain valid for a period of 120 (**one hundred and twenty**) days from the date of submission.

3. DESCRIPTION OF SITE

The site of the proposed works is situated off Kibos Road Next to Lakers Inn

STATUTORY REQUIREMENTS

All bidders are required to attach copies of the following mandatory documents:

1. Valid Business Registration Certificate.
2. Valid KRA Compliance Certificate.
3. Valid VAT Registration Certificate.
4. Dully filled, signed, and stamped business questionnaire

Signature of Bidder

Name of Bidder (in CAPITALS)

Address.....

Date

EVALAUTION CRITERIA

The quotations submitted will be evaluated in three stages; Preliminary (Mandatory), Technical and Financial.

a. Technical – 80% **b.** Financial – 20%

a) Mandatory Requirements (Preliminary Evaluation)

Must submit copies of the following documents;

- (a) PIN Certificate
- (b) Vat certificate
- (c) Tax Compliance Certificate
- (d) Certificate of Registration/Incorporation

b) TECHNICAL EVALUATION

These conditions shall include the following:

No.	CRITERIA	WEIGHT	RATING
1.	Evidence of Financial Resources (cash in hand, lines of credit, over draft facility)	10	
2.	On-going projects- <u>Provide Evidence</u>	10	
3	Contracts completed in the last five (5) years (Max of 3No. Projects)- <u>Provide Evidence</u>	15	
4	Proof of registration with NCA -5 Mechanical Engineering	20	
5	Schedule of contractors equipment and transport (proof or evidence of ownership/Lease)	10	
6	Current category of registration with national construction Authority (NCA5)	10	
7	Site Visit Certificate	5	
	Sub total	80	

To be eligible for Financial Evaluation, bidder must score at least **sixty five** (65) out of **eighty** (80) points at the Technical Evaluation stage.

c) Financial Evaluation.

- The bidder with the lowest evaluated financial proposal/offer will be recommended for the award of the contract.
- If there is a tie on the lowest quoted price between two firms, the firm with the highest technical Points will be recommended for award.

In addition, Due diligence will only be done to the successful bidder i.e. lowest responsive bidder and thereafter recommendation will be made for a further possible award.

NB: Evaluation Committee will set out the due diligence criteria to be used for the most responsive bidder to ascertain the accuracy of the information given in the quotation documents, capacity and Capability of the bidder.

MANDATORY SITE VISIT ON MONDAY 29TH OCTOBER 2018 at 10:00 AM

**BILL OF QUANTITY FOR SERVICE AND REPAIR OF AIR CONDITIONERS
AND FUMEHOOD IN KEBS LAKE REGION OFFICES**

N O	LOCATION & MAKE	TYPE	COMMENT S	QTY	UNIT COST	TOTAL COST
A	FIRST FLOOR LABORATORY					
1	Testing Lab Hall	Samsung	Service	1		
2	Testing Lab Hall	Ramtons	Service	1		
3	Testing Food Lab	Unionaire	Service	1		
4	Testing Micro Lab	Unionaire	Service	2		
5	Conference Rooms	LG	Service	2		
6	Kitchen	LG	Service	1		
8	Computer Room	LG	Service	2		
9	Fume Hood		Service	1		
B	GROUND FLOOR					
1	Metrology Lab	LG	Service	3		
2	Conference Rooms	LG	Service	2		
2	Administration/Ac counts Hall	LG	Service	5		
3	RM's Office	LG	Service	2		
4	QA/MS Office	LG	Service	3		
5	Repair of AC	LG/Unionaire/ Ramtons/Samsung	Repair	Per pc		

Preventive maintenance will be done as per the contract agreement on quarterly basis for duration of 1 year and repairs will be done when required on quotation of the cost from the service provider

STATION SITE VISIT CERTIFICATE

Date _____

Tender No.

KEBS/LAR/QUOT/22/2018/2019

To: **The Managing Director
Kenya Bureau of Standards
P. O. Box 54974-00200
NAIROBI**

This is to certify that

_____ of _____

(Name of Bidder)

(Address)

visited the station and has been shown all the areas as required in the tender document for quotation purposes in the tender for provision of Cleaning Services.

**The KEBS QUOTATION FOR PROVISION OF MAINTENANCE OF AIR
CONDITIONERS AND FUMEHOOD TO KEBS LAKE REGIONAL OFFICE**

KISUMU:

Name ----- Signature -----Date-----
Official Stamp

CONTRACTORS REP:

Name ----- Signature -----Date-----

Official Stamp

Signature of Bidder

Name of Bidder (in CAPITALS)

Address.....

Date

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 applies 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..... Date.....Signature of Tenderer.....																				
	Part 2 (b) – Partnership Given details of partners as follows <table><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> Date.....Signature of Tenderer.....	Name	Nationality	Citizenship details	Shares	1.	2.	3.	4.
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2.																		
3.																		
4.																		

	<p style="text-align: center;">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><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> <p>Date.....Signature of Tenderer.....</p>	Name	Nationality	Citizenship details	Shares	1.	2.	3.	4.
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