



**UNIVERSITY OF NAIROBI
REQUEST FOR RESTRICTED TENDER**

**PURCHASE OF FURNITURE FOR LEVEL 18 &19 AT UNIVERSITY
TOWERS**

QUOTATION No: UON/RT/53/2016-2017

NOTICE DATE: FRIDAY NOVEMBER 4, 2016

CLOSING DATE: FRIDAY NOVEMBER 11, 2016 AT 10.30AM

All correspondence to:
PROCUREMENT MANAGER,
UNIVERSITY OF NAIROBI,
P.O. BOX 30197 – 00100 GPO NAIROBI KENYA,
TEL: (020) – 318262 FAX: (020) – 2245566.
E-MAIL: manager-procurement@uonbi.ac.ke

SECTION I – REQUEST FOR QUOTATIONS

DATE: FRIDAY NOVEMBER 11 , 2016
NUMBER: UON/RT/53/2016-2017
NAME: PURCHASE OF FURNITURE FOR LEVEL 18 & 19 AT UNIVERSITY TOWERS

- 1) The **University of Nairobi** invites sealed bids for **Purchase of Furniture for LEVEL 18& 19 AT University Towers.**
- 2) Prices quoted should be net inclusive of all taxes and delivery and must be in Kenya Shillings, and shall remain valid for (120) days from the date of closing the quotations
- 3) **MANDATORY REQUIREMENTS**
Bidders MUST provide the following information and provide copies of documents to support the information given
 - a) **Certificate of Incorporation/Registration**
 - b) **Business Permit**
 - c) **Tax Compliance Certificate**
 - d) **PIN Certificate**
 - e) **Form of Tender duly filled and signed**
 - f) **Confidential Business Questionnaire duly filled and signed**
 - g) **Name of at least 3 Clients Supplied with Similar Works**

Please note that non submission of any of the mandatory requirements leads to automatic disqualification

The Completed Quotation are to be enclosed in plain sealed envelopes marked with Quotation reference number, name and be deposited in the in the Quotation **box** at the reception, **Administration Block Main Campus, 1st Floor Room Number 104** or be addressed **and posted to Procurement Manager, University of Nairobi P.O Box 30197-00100, Nairobi, Kenya so as to be received on or before FRIDAY November 11, 2016 AT 10.30AM**

- 4) The **University of Nairobi** reserves the right to accept or reject a bid in whole or in part. **Canvassing will lead to automatic disqualification.**

J.M.K. MOKAYA
PROCUREMENT MANAGER

SECTION III - PRICE SCHEDULE

Name of Quotation _____ Quotation Number _____ Page _____ of _____

1	2	3	4	5	6	7	
Item	Description	Country of origin	Qty	Unit price	Total Price EXW per item (cols. 4x5)	Unit price of other incidental services payable	Discount (if any)
1							
Total (Kshs)							
Amount in words							

Signature of tenderer _____









Supplier's Declaration:






I.....of P.O Boxdeclare that;







1. I will not engage in any corrupt or fraudulent practice
2. Neither our company nor our subcontractors have been debarred from participating in Public Procurement Proceedings






SPECIFICATIONS ATTACHED

SPECIFICATIONS FOR FURNITURE FOR LEVEL 18 & 19 AT UNIVERSITY TOWERS

No	Description	Origin/Brand	Image	Qty	Unit price	Total Value
1	<p>Executive reception desk</p> <p>Dim :3000x750x750mm.</p> <p>Colour: Dark walnut finish</p>			2		
2	<p>3 Drawer metallic mobile pedestals</p> <p>Dim: 400x520x640mm</p> <p>Colour: White</p>			2		
3	<p>Executive desk on panel legs, complete with side extension and 3 drawer mobile pedestal</p> <p>Dim:1800x900x760mm</p> <p>Colour: Dark Mahogany finish</p>			2		
4	<p>High back orthopaedic mesh chair with adjustable neckrest, adjustable arms, lumbar support, swivel and heavy duty star base with castors.</p> <p>Colour: Black</p>			2		
5	<p>Executive Credenza with external handles</p> <p>Dim: 1600x400x700mm</p> <p>Colour: Red Walnut veneer</p>			2		
6	<p>Executive high level 2 door wooden filling cabinet with glass doors at the top and solid swing doors at the bottom</p> <p>Dim: 800x420x1800mm</p> <p>Colour: Mahogany finish</p>			2		
7	<p>SECURITY DESK Executive reception desk with glass top counteriser, complete with pedestal</p> <p>Dim: 3960x600x1140mm</p> <p>Colour: Wenge</p>			1		
8	<p>Medium back mesh chair with armrest. Swivel heavy duty star base with castors</p> <p>Colour: Black</p>			3		

9	Mobile unit - metallic			1		
10	EXECUTIVE LOUNGE Lounge area lobby seats			1		
11	Executive coffee table with magazine rack Dim: 1200x600x450mm Colour: Mahogany laminate			2		
12	Coffee stool Dim:600x600x450mm Colour: Mahogany finish			1		
13	RECEPTION AREA Executive desk on panel legs, complete with side extension and 3 drawer mobile pedestal Dim:1800x900x760mm Colour: Dark Mahogany finish			2		
14	High back orthopaedic mesh chair with adjustable neckrest, adjustable arms, lumbar support, swivel and heavy duty star base with castors. Colour: Black			2		
15	Executive office desk on panel legs, complete with drawers and desk extension. Dim: 1600 x 900 x 760mm Colour: Dark Mahogany			1		

16	<p>Executive high level 2 door wooden filling cabinet with glass doors at the top and solid swing doors at the bottom</p> <p>Dim: 800x420x1800mm</p> <p>Colour: Mahogany finish</p>			2		
17	<p>4 Drawer metallic cabinet for suspension filing</p> <p>Dim:470x620x1320mm</p> <p>Colour: Grey</p>			1		
18	<p>VICE CHANCELLORS OFFICE</p> <p>Top range executive desk (locally crafted) on panel legs. Table top in 60mm thick with rounded wooden edging. 2 sets of drawers with polished bronze handles on either side complete with matching extension</p> <p>Dim: 2400x1000x760mm</p>			1		
19	<p>Executive High back chair in leather with padded arms, swivel, heavy duty star base with castors</p> <p>Colour: Black</p>			1		
20	<p>Executive medium back LEATHER chair with padded arms, swivel, heavy duty star base with castors</p> <p>Colour: Black</p>			2		
21	<p>Top range high level glass book case (locally crafted) to match desk</p> <p>Dim: 900x500x1900mm</p> <p>Colour: 2 Pac mahogany finish</p>			1		
11	<p>Top range executive credenza cabinet (locally crafted)to match desk comprising of drawers on sides and cabinet compartment with lockable swing doors in middle</p> <p>Dim: 1800x500x760mm</p> <p>Colour: 2 Pac mahogany finish</p>			1		

23	Vcs stand for signing the documents			1		
24	Top rang eexecutive round meeting table for 3 pax (locally crafted) to match desk Dim: 1000 dia mmx 760mm Colour: 2 Pac mahogany finish			1		
25	OTHER ITEMS 4 Drawer Fire resistant safe complete with collective combination of central locking, digital and or independently operated drawers by a set of keys Dim: 520x680x1556mm. Weight:350kgs			2		
26	Executive high level 2 door wooden filling cabinet with glass doors at the top and solid swing doors at the bottom Dim: 800x420x1800mm Colour: Mahogany finish			2		
27	Low level cabinet with solid lockable doors Dim:800x400x900mm Colour: Mahogany finish			1		
28	4 Legged meeting mesh chair with folding seat with arms on steel chrome frame Colour: Black			1		
29	supply and fixing vertical blinds 1st grade quality VICE CHANCELLORS 12 Windows			12 windows		

	DIRECTOR CORPORATE 10 Windows			10 windows		
ALL PRICES SHOULD BE INCLUSIVE OF 16% VAT WHERE APPLICABLE						

N/B Please Attach a brochure of all the Items quoted for

SECTION VI - STANDARD FORMS

Notes on the sample Forms

1. **Form of TENDER** -The form of tender **must be completed by the tenderer** and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.
2. **Confidential Business Questionnaire Form** - This form **must be completed by the tenderer** and submitted with the tender documents.
3. **Contract Form** - The Contract Form **shall not be completed by the tenderer at the time of submitting the tender**. The Contract Form shall be completed after contract award and should incorporate the accepted contract price.
5. **Performance Security Form** - **The performance security form should not be completed by the tenderers at the time of tender preparation**. Only the successful tenderer will be required to provide performance security in the form provided herein or in another form acceptable to the procuring entity.

5.1 FORM OF TENDER

Date _____

Tender No. _____

To: _____

[name and address of procuring entity]

Gentlemen and/or Ladies:

Having examined the tender documents including Addenda Nos. *[insert numbers]*.the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply deliver, install and commission (..... *(insert equipment description)* in conformity with the said tender documents for the sum of Kshs.....

.....
.....
..... *(total tender amount in words and figures)* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

2. We undertake, if our Tender is accepted, to deliver install and commission the equipment in accordance with the delivery schedule specified in the Schedule of Requirements.

3. If our Tender is accepted, we will obtain the guarantee of a bank in a sum of equivalent to _____ percent of the Contract Price for the due performance of the Contract , in the form prescribed by(*Procuring entity*).

4. We agree to abide by this Tender for a period of *[number]* days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

5. This Tender, together with your written acceptance thereof and your notification of award, shall constitute a Contract, between us. Subject to signing of the Contract by the parties.

6. We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this _____ day of _____ 20 _____

[signature]

[In the capacity of]

Duly authorized to sign tender for an on behalf of _____

5.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

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

<i>Part 1 – General:</i>				
Business Name				
Location of business premises.				
Plot No..... Street/Road				
Postal Address Tel No. Fax E mail				
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.	
5	
DateSignature of Candidate				

(b) If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

6.4 CONTRACT FORM

THIS AGREEMENT made the _____ day of _____ 20 _____ between
[*name of Procurement entity*] of [*country of Procurement entity*] (hereinafter
called “the Procuring entity) of the one part and [*name of tenderer*] of
..... [*city and country of tenderer*] (hereinafter called “the tenderer”) of the other
part;

WHEREAS the Procuring entity invited tenders for certain goods] and has accepted a
tender by the tenderer for the supply of those goods in the sum of
[*contract price in words and figures*] (hereinafter called “the Contract Price).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are
respectively assigned to them in the Conditions of Contract referred to:
2. The following documents shall be deemed to form and be read and construed as
part of this Agreement viz:
 - (a) the Tender Form and the Price Schedule submitted by the tenderer
 - (b) the Schedule of Requirements
 - (c) the Technical Specifications
 - (d) the General Conditions of Contract
 - (e) the Special Conditions of contract; and
 - (f) the Procuring entity’s Notification of Award
3. In consideration of the payments to be made by the Procuring entity to the
tenderer as hereinafter mentioned, the tender hereby covenants with the Procuring
entity to provide the goods and to remedy defects therein in conformity in all respects
with the provisions of the Contract
4. The Procuring entity hereby covenants to pay the tenderer in consideration of
the provisions of the goods 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.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in
accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by _____ the _____ (for the Procuring entity

Signed, sealed, delivered by _____ the _____ (for the tenderer in the
presence of _____

7.5 PERFORMANCE SECURITY FORM

To
[Name of procuring entity]

WHEREAS *[name of tenderer]* (hereinafter called “the tenderer”) has undertaken , in pursuance of Contract No. _____
[reference number of the contract] dated _____ 20 _____ to supply
..... *[description of goods]* (hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the tenderer shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Tenderer’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the tenderer a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the tenderer, up to a total of *[amount of the guarantee in words and figure]* and we undertake to pay you, upon your first written demand declaring the tenderer to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without you needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of _____ 20 _____

Signed and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

8.8 LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To: _____

RE: Quotation No.

Tender Name _____

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

(FULL PARTICULARS) _____

SIGNED FOR ACCOUNTING OFFICER

9. EVALUATION CRITERIA

The University of Nairobi will consider three major categories of criteria for evaluating quotations and bidders:

A: MANDATORY REQUIREMENTS

The tenderer must provide the following information and provide copies of documents to support the information given.

Criterion	Particulars Provided	Scores
Incorporation/Registration certificate		
Business permit		
Form of Tender – Duly completed and signed		
Confidential Business Questionnaire Form - Duly completed and signed		
Current Tax Compliance Certificate		
PIN Certificate		
Name of at least 3 Clients Supplied with Similar Items		

B: CAPABILITY ASSESMENT

Criterion	Particulars Provided	Scores
Years In Business		
Core Business		
Specifications <ul style="list-style-type: none">▪ Same▪ Alternative		
Relevant Experience With Other Public Organizations <ul style="list-style-type: none">▪ Universities▪ Others		
Maximum Value of Business		
Letter of Recommendation from at least 3 Clients Supplied with similar works		
Delivery date		
	Sub Totals	

D. TECHNICAL EVALUATION COMMITTEE RECOMMENDATIONS

The evaluation of the tender by the technical evaluation Committee will be summarized as follows

Major Area of concern	Indicators from the evaluation exercise	Aggregate Scores
Responsiveness of Quotation to University supply / public procurement act requirements		
Responsiveness of Quotation to University's Technical Specifications		
Physical and Administrative Organization of the bidder		
Technical Ability the specific Performance targets of the quotation		
Financial ability of the bidder to meet the production, delivery and payment terms of the quotation		
Tec Decisions	Recommended or not recommended	