

A

REPUBLIC OF KENYA



GOVERNMENT OF MAKUENI COUNTY



P.O. BOX 78 - 90300 MAKUENI
DEPARTMENT OF LANDS, URBAN PLANNING AND DEVELOPMENT,
ENVIRONMENT, NATURAL RESOURCES AND CLIMATE CHANGE.

Email: lands@makueni.go.ke contact: contact@makueni.go.ke web: www.makueni.go.ke

LEASE OF OFFICE FOR MBOONI -KEE MUNICIPALITY

NEGOTIATION NO:2328566-2025/2026

CLOSING/OPENING: 03/06/2026

TIME: 10:00 AM

DATE OF QUOTATION:26/5/2026

STANDARD TENDER DOCUMENT FOR REQUEST FOR QUOTATION

- **INVITATION TO QUOTATION**
- **INSTRUCTIONS TO TENDERERS**
- **EVALUATION AND QUALIFICATION CRITERIA**
- **TENDERING FORMS**

The Employer's representative

**THE CHIEF OFFICER- DEPARTMENT
OF FINANCE AND SOCIO-
ECONOMIC PLANNING
GOVERNMENT OF MAKUENI
COUNTY,
P.O. BOX 78-90300,
MAKUENI.**

The Employer

**GOVERNMENT OF MAKUENI COUNTY,
P.O. BOX 78-90300,
MAKUENI.**

REQUEST FOR QUOTATIONS (RFQ)

To: _____

From: **DEPARTMENT OF LANDS, URBAN PLANNING AND DEVELOPMENT, ENVIRONMENT, NATURAL RESOURCES AND CLIMATE CHANGE**

The **DEPARTMENT OF LANDS, URBAN PLANNING AND DEVELOPMENT, ENVIRONMENT, NATURAL RESOURCES AND CLIMATE CHANGE** invites you to submit quotations for **LEASE OF OFFICE FOR MBOONI - KEE MUNICIPALITY 540 SQUARE FEET**

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 from 8am-5pm, at Supply Chain Management office (MAP).

1. Quotations shall be submitted in accordance with the instruction in Part 1: This quotation should be submitted online via ifmis clearly marked "**NEGOTIATION NO 2328566-2025/2026** and be addressed to reach the buyer not later than **03/06/2026** at 10.00 am.
2. Enquiries regarding this quotation may be addressed to Chief officer P.O Box 78-90300, Makueni, Email address , **co.environment@ makueni.go.ke**.
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 3 (three) of receipt of this RFQ if you will not be submitting a quotation.

Address for Submission of Quotations.

CHIEF OFFICER – ENVIRONMENT, NATURAL RESOURCES AND CLIMATE CHANGE

P.O Box 78-90300,

Makueni,

Email address, **environment@ makueni.go.ke**.

P.O. BOX 78-90300 MAKUENI

Yours sincerely,

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 140 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. **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.

DEPARTMENT OF LANDS, URBAN PLANNING AND DEVELOPMENT, ENVIRONMENT, NATURAL RESOURCES AND CLIMATE CHANGE.

P.O. BOX 78-90300 MAKUENI.

1) Date of Submission (deadline): **03/06/2026**

Time of Submission (deadline): 10.00 am

5. **Opening of Quotations:** Quotations will be opened immediately after the closing date and time specified in item 5 (4) above, by at least three appointed officials of the Procuring Entity.
6. **Tenderer Eligibility:** Tenderer must submit Documentary evidence to show His/her eligibility to be awarded a contract to cover each of the following: (i) certificate of registration, and (ii) valid tax compliance certificate. (iii) valid trading licence (iv) Copy of National identity card for the directors of the firm/CR 12 Form, (v)Form of disclosure of interest (vi)Certificate of Independent quotation determination. 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.

7.

	Mandatory requirements	Eligibility (Yes/No)
i	A Certificate of registration/Incorporation	
ii	A Valid tax compliance certificate	
iii	A Valid trading license	
iv	A Copy of National identity card for the directors of the	

	firm/CR12 Form	
v	<u>Form for Disclosure of Interest</u>	
Vi	Certificate of Independent Quotation Determination form	
Vii	Confidential business questionnaire(S33)	

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. 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.

TECHNICAL SPECIFICATIONS (complete Procuring Entity)	
D	
1. Premises must offer the following minimum lettable space approximately 540 square feet (20 Marks)	
2. Building must be compliant with Persons living with Disability Act no. 14 of 2003. Availability of lift /escalator (10Marks)	
3. Ample on-site parking (minimum 5 vehicles) (15 Marks)	
4. Connection to mains electricity and power backup generator capable of adequately supporting the building's electrical and building services systems. To have separate/individual power meter and reliable and safe water supply plus sufficient reservoir. Separate water meter desirable. (5 Marks)	
5. 24-hour security guard presence, CCTV Surveillance System (both internally and externally) ,	

including access control and alarm. (10 Marks)	
6. Along Makindu–Wote–Machakos Road Preferably near Wote–Mwaani Road Within approximately 1.5 km radius from Wote CBD (10 Marks)	

N/B BIDDERS WHO SCORE 49 MARKS WILL PROCEED TO FINANCIAL EVALUATION

The Procuring Entity does 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) certificate of registration, and (ii) tax compliance certificate (iii) Valid trading licence (iv) Certified Copy of National identity card for the directors of the firm/CR 12 Form (v) Form of disclosure of interest (vi) Certificate of Independent quotation determination.
 - 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 and prices should be in Kenya Shillings.
14. **Lowest Evaluated Quotation:** The lowest evaluated quotation shall be recommended for award of contract.
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. Unsuccessful tenderers who responded will be notified of the accepted quotation, indicating the name and the amount of the accepted quotation
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

FORM OF QUOTATION [To be completed by Tenderer]

Quotation Addressed to (<i>Procuring Entity</i>)	
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 _____ (*specify one of supply goods, complete the works or provide the services*) to cover and conform to our pricing listed in the attached in Table B. Quotation Submission TABLE at a total price of Kenya Shillings _____ (in words) _____
OR _____ (in words) _____
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 _____ 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 available from **makueni.go.ke** during the procurement process and the execution of any resulting contract.
6. 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.
7. The validity period of our quotation is: 140 days from the time and date of the submission deadline.
8. 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.

9. 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.
10. 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.
11. 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.
12. 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 and designation _____

Signature: _____

i) SCHEDULE OF REQUIREMENTS TABLE

Signature: _____

And seal/Stamp

Name: _____

Position:

Authorized for and on behalf of _____

Date _____

A. TENDERER'S ELIGIBILITY- CONFIDENTIAL BUSINESS QUESTIONNAIRE

Instruction to Tenderer

Tender is instructed to complete the particulars required in this Form, *one form for each entity if Tender is a JV*. Tenderer is further reminded that it is an offence to give false information on this Form.

(a) **Tenderer's details**

ITEM	DESCRIPTION
1	Name of the Procuring Entity
2	Reference Number of the Tender
3	Date and Time of Tender Opening
4	Name of the Tenderer
5	Full Address and Contact Details of the Tenderer. 1. Country 2. City 3. Location 4. Building 5. Floor 6. Postal Address 7. Name and email of contact person.
6	Current Trade License Registration Number and Expiring date
7	Name, country and full address (<i>postal and physical addresses, email, and telephone number</i>) of Registering Body/Agency
8	Description of Nature of Business
9	Maximum value of business which the Tenderer handles.
10	State if Tenders Company is listed in stock exchange, give name and full address (<i>postal and physical addresses, email, and telephone number</i>) of state which stock exchange

General and Specific Details

b) **Sole Proprietor**, provide the following details.

Name in full _____ Age Nationality _____
 ___ Country of Origin Citizenship ___

c) **Partnership**, provide the following details.

	Names of Partners	Nationality	Citizenship	% Shares owned
1				
2				
3				

d) **Registered Company**, provide the following details.

i) Private or public Company _____

ii) State the nominal and issued capital of the Company _____

Nominal Kenya Shillings (Equivalent)..... Issued Kenya Shillings (Equivalent).....

iii) Give details of Directors as follows.

	Names of Director	Nationality	Citizenship	% Shares owned
1				
2				
3				

(e) DISCLOSURE OF INTEREST- Interest of the Firm in the Procuring Entity.

i) Are there any person/persons in (Name of Procuring Entity) who has/have an interest or relationship in this firm? Yes/No.....

If yes, provide details as follows.

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

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

i) Are there any person/persons in DEPARTMENT OF LANDS, URBAN PLANNING AND DEVELOPMENT, ENVIRONMENT, NATURAL RESOURCES AND CLIMATE CHANGE who has/have an interest or relationship in this firm? Yes/No.....

If yes, provide details as follows.

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

ii) Conflict of interest disclosure

		Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
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 such 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.		

iii) 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 _____
_____ [Name of Procuring Entity] for: -----
in response to the request for tenders made by: _____ [Name of Tenderer] 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 or experience;
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.

Name _____

Title _____

Date _____

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

v) SELF-DECLARATION FORM

We, the Tenderer _____ (*insert name*) submitting our Quotation in respect of Quotation No _____ for _____ (*insert quotation Title Description*) for _____ (*insert Name of Procuring Entity*)

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 (*name of the procuring entity*);
- 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:[*insert complete name of tenderer signing the quotation*]

Name of the person duly authorized to sign the quotation on behalf of the Tenderer:[*insert complete name of person duly authorized to sign the quotation*]

Title of the person signing the Quotation:[*insert complete title of the person signing the quotation*]

Signature of the person named above:[*insert signature of person whose name and capacity are shown above*]

PART 2: SCHEDULE OF REQUIREMENTS

TABLE A. SCHEDULE OF REQUIREMENTS, TECHNICAL SPECIFICATIONS

Table A. SCHEDULE OF REQUIREMENTS AND TECHNICAL SPECIFICATIONS

The technical evaluation has a maximum of 70 marks and the pass mark is 49 marks

Item No	Description of Goods/works/services (<i>Procuring Entity to select one</i>) <i>For Works attach drawings</i>	Quantity	TECHNICAL SPECIFICATIONS (completed by <i>Procuring Entity</i>)	CONFORMITY WITH TECHNICAL SPECIFICATIONS (<i>to be completed by Tenderer</i>)
1	B	C	D	E
2		(Attached above)		
3				
4				
<p><u>ATTACHMENTS</u> (<i>to be listed below and supplied by Procuring Entity</i>)</p> <p>ETC.</p>				

TECHNICAL SPECIFICATIONS FOR WORKS/SERICES

(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 (eg. 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))

TABLE B. SCHEDULE OF REQUIREMENTS TABLE

Item	Description of Goods/works/services <i>(Procuring Entity to select one)</i>	SPECIFICATION	Unit price	Total Price
A	B	ATTACHED	Procurement Capacity Building Levy Order, 2023 which is 0.03% of the total cost before tax (Pursuant to PPRA Circular No.1 of 2024 Final Unit Price (Inclusive of Discounts, Levy Order, VAT and any other cost is Kenya Shillings) and this shall be the Tender Sum to be filled in the Form of Tender.	Procurement Capacity Building Levy Order, 2023 which is 0.03% of the total cost before tax (Pursuant to PPRA Circular No.1 of 2024 Final Unit Price (Inclusive of Discounts, Levy Order, VAT and any other cost is Kenya Shillings) and this shall be the Tender Sum to be filled in the Form of Tender.
		TOTAL		

Signature:
 And seal/Stamp
 Name:
 Position:
 Authorised for and on behalf of (*specify name of tenderer*) _____

 Date _____

CONDITIONS OF CONTRACT

1. Language

The Contract as well as all correspondence and documents relating to the Contract exchanged by the Supplier 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 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 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 shall supply all the Goods included in the Schedule of Requirements.


7. Contract Price

Prices charged by the Supplier under the Contract shall not vary from the prices quoted by the Supplier 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 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.