



DEPARTMENT OF AGRICULTURE, LIVESTOCK & FISHERIES

PO BOX 344-50300

MARAGOLI

QUOTATION NAME: SUPPLY AND DELIVERY OF CLEANING MATERIALS

QUOTATION NUMBER: RFQ/VCG/AGRICS/NORAD/ARNSA/202/2024-2025

FINANCIAL YEAR: 2024 -2025

OPEN DATE: **13<sup>TH</sup> MAY, 2025** AT 11.00AM

CLOSE DATE: **20<sup>TH</sup> MAY, 2025**

VALIDITY : 7 DAYS

OPENED BY: (RESERVED FOR PROCURING ORGANIZATION'S USE ONLY)

- 1) .....DESIGNATION.....SIGNATURE.....CHAIRPERSON
- 2) .....DESIGNATION.....SIGNATURE.....MEMBER
- 3) .....DESIGNATION.....SIGNATURE.....MEMBER
- 4) .....DESIGNATION.....SIGNATURE.....SECRETARY

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# COUNTY GOVERNMENT OF VIHIGA



## DEPARTMENT OF AGRICULTURE, LIVESTOCK & FISHERIES

NAME AND IDENTIFICATION OF

QUOTATION.

REQUEST FOR QUOTATIONS.

1) NAME AND CONTACT ADDRESSES OF PROCURING ENTITY.

Name: **COUNTY GOVERNMENT OF VIHIGA DEPARTMENT OF AGRICULTURE, LIVESTOCK  
& FISHERIES**

Postal Address: **PO BOX 344-50300 MARAGOLI**

Email Address: **NA**

2) Request for Quotations No: **RFQ/VCG/AGRICS/NORAD/ARNSA/202/2024-2025**

3) Contract Name: **SUPPLY AND DELIVERY OF CLEANING MATERIALS**

## REQUEST FOR QUOTATIONS (RFQ)

**To: from: COUNTY GOVERNMENT OF VIHIGA, AGRICULTURE,  
LIVESTOCK & FISHERIES PO BOX 344-50300 MARAGOLI**

1. **RFQ/VCG/AGRICS/NORAD/ARNSA/202/2024-2025**
2. The **DEPARTMENT OF AGRICULTURE, LIVESTOCK & FISHERIES** invites you to submit quotation for SUPPLY AND DELIVERY OF CLEANING MATERIALS 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 1000HRS AM TO 0400HRS PM
3. Quotations shall be submitted in accordance with the instruction in Part1: 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 **TUESDAY 20<sup>TH</sup> MAY, 2025 AT 11.00AM**. Quotations can be delivered by registered mail, courier or hand delivery at the tenderer's option. Late quotations shall be rejected.
4. Enquiries regarding this quotation may be addressed to **DIRECTOR SUPPLY CHAIN MANAGEMENT COUNTY GOVERNMENT OF VIHIGA DATA CENTRE OFFICES 2<sup>ND</sup> FLOOR**
5. Any resulting contract shall be subject to the terms and conditions detailed in Part3: Contract.
6. Please inform by email or express mail the undersigned within \_\_\_\_\_ **3 DAYS**) of receipt of this RFQ if you will not be submitting a quotation.

### Address for Submission of Quotations.

- 1) Name of Procuring Entity; **COUNTY GOVERNMENT OF VIHIGA, DEPARTMENT OF AGRICULTURE, LIVESTOCK & FISHERIES**
- 2) Mailing Address; **COUNTY GOVERNMENT OF VIHIGA DEPARTMENT OF AGRICULTURE, LIVESTOCK & FISHERIES PO BOX 344-50300 MARAGOLI**
- 3) Physical address **VIHIGA COUNTY COMMISSIONERS BUILDING 3<sup>RD</sup> FLOOR ROOM NO 337 ALONG KISUMU KAKAMEGA ROAD OPPOSITE VIHIGA COUNTY HEADQUARTERS**

Yours sincerely,

**Dr. BETTY.A.MULIANGA**

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**CHIEF OFFICER DEPARTMENT OF AGRICULTURE, LIVESTOCK & FISHERIES**

**SIGNATURE**

## PART 1: INSTRUCTIONS TO TENDERERS

1. **Tenderers are advised to read carefully** these instructions and the Conditions of Contract in Part3: 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 (210 DAYS) 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 Part2 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 Numbering** the RFQ, the Tenderer's name 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 **COUNTY GOVERNMENT OF VIHIGA, DEPARTMENT OF AGRICULTURE, LIVESTOCK & FISHERIES PO BOX 344-50300 MARAGOLI**
- 2) **P.O BOX 344-50300 MARAGOLI.**

Date of Submission **TUESDAY 20<sup>TH</sup> MAY, 2025 at 11.00 am**

6. **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.
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 individual Is 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 **NOT PERMITTED**) to submit alternative quotations for goods/alternative technical solutions for specified parts of the 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.

The Procuring Entity SHALL NOT ALLOW quotations in foreign currency).

13. **Evaluation of Quotations:** The evaluation of quotations will be conducted using the procedures 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 forward for 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 the 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 REQUIREMENTSTABLE
- (ii) FORM FOR DISCLOSURE OF INTEREST
- (iii) CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION
- (iv) SELF-DECLARATION FORM
- (v) FOREIGN TENDERER40% RULE(*where provided*)

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

Quotation Addressed to ( <i>Procuring Entity</i> )	COUNTY GOVERNMENT OF VIHIGA DEPARTMENT OF AGRICULTURE, LIVESTOCK & FISHERIES
Date of Quotation	13 <sup>TH</sup> MAY,2025
Closing Date	20 <sup>TH</sup> MAY, 2025
Quotation Reference Number:	RFQ/VCG/AGRICS/NORAD/ARNSA/202 /2024-2025
Subject of Quotation	SUPPY AND DELIVERY OF CLEANING MATERIALS

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 AND DELIVERY OF CLEANING MATERIALS coverandconformtoourpricinglistedintheattachedinTableB.QuotationSubmissionTABLEatotalprice of Kenya Shillings \_\_\_\_\_ (in words) \_\_\_\_\_  
**Or** in Foreign Currency (*if allowed*), Currency \_\_\_\_\_ amount \_\_\_\_\_ (in words) \_\_\_\_\_
3. We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in Part1: INSTRUCTIONS TO TENDERERS.
4. We also confirm that the \_\_\_\_\_ SUPPLY AND DELIVERY OF CLEANING MATERIALS conform to the **SCHEDULE OF REQUIREMENT STABLE** below and in conformity with technical specifications listed in PART2: SCHEDULE OF REQUIREMENTS of this RFQ Document.
5. We undertake to adhere by the Code of Ethical Conduct for Suppliers, Contract or sand Service Providers, copy availablefrom[www.vihiga.go.ke](http://www.vihiga.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: \_\_\_\_\_ days from the time and date of the submission deadline (*number to be same as in the instructions to Tenderers*).

3. 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 here by 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 REQUIREMENTSTABLE**

(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 Unit of measure</b>	<b>D Quantity</b>	<b>E Unit price</b>	<b>F Total Price in Ksh</b>
1.	EVER FRESH MULTI PURPOSE LIQUID SOAP	LITRES	6		
2.	JIK	LITRES	30		
3.	VIM	1KG	20		
4.	HARPIC	1LITRE	15		
5.	WINDOW CLEANER	PCS	5		
6.	BAR SOAP (WHITE & CLEAR)	1KG	50		
7.	POWDER SOAP	1KG	25		
8.	SOFT BROOMS	NO	10		
9.	MOPPING BUCKETS	NO	5		
10.	DUST BINS WITH PEDAL	NO	8		
11.	MOPPERS & STICK	PCS	10		
12.	HARD BRUSH & STICK	PCS	10		
13.	TOILET PAPER	PCS	200		
14.	DUST PANS	PCS	5		
15.	WIPES	PCS	10		
16.	SERVIENTS	PACK	15		
17.	DISH BOARD CLEANERS	PCS	10		
18.	SOFT TOWELS	PCS	70		
19.	DUST COATS (BRANDED)	NO	10		
20.	DISPOSABLE PADS BIN	NO	2		
21.	BIN LINER	DOZEN	2		
22.	AIR FRESHENER	PCS	6		
23.	INDUSTRIAL GLOVES (LARGE)	PAIRS	4		
24.	HAND SANITIZER 500ML	PCS	20		
25.	HANDWASH 500ML	BOTTLES	20		
<b>TOTAL PRICE IN KeS.</b>					

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

And seal/Stamp

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

Position:

Authorised for and on behalf of (specify name of tenderer)

\_\_\_\_\_

Date

i) **FORM FOR 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.

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

ii) **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?		

### 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: \_\_\_\_\_  
\_\_\_\_\_ [Name and number of quotation] 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]*

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

ItemNo	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			NOT APPLICABLE	
3				
4				
5				
6				
7				
8				
9				

ATTACHMENTS *(to be listed below and supplied by Procuring Entity)*

ETC.

## SCHEDULE OF REQUIREMENTSTABLE

*(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)*

A Item	B Description of Goods/works/services (Procuring Entity to select one)	C Unit of measure	D Quantity	E Unit price	F Total Price in Ksh
1.	EVER FRESH MULTI PURPOSE LIDUID SOAP	LITRES	6		
2.	JIK	LITRES	30		
3.	VIM	1KG	20		
4.	HARPIC	1LITRE	15		
5.	WINDOW CLEANER	PCS	5		
6.	BARSOAP(WHITE& CLEAR)	1KG	50		
7.	POWDER SOAP	1KG	25		
8.	SOFT BROOMS	NO	10		
9.	MOPPING BUCKETS	NO	5		
10.	DUST BINS WITH PEDAL	NO	8		
11.	MOPPERS & STICK	PCS	10		
12.	HARD BRUSH & STICK	PCS	10		
13.	TOILET PAPER	PCS	200		
14.	DUST PANS	PCS	5		
15.	WIPES	PCS	10		
16.	SERVIETS	PACK	15		
17.	DUSH BOARD CLEANERS	PCS	10		
18.	SOFT TOWELS	PCS	70		
19.	DUST COATS(BRANDED)	NO	10		
20.	DISPOSABLE PADS BIN	NO	2		
21.	BIN LINER	DOZEN	2		
22.	AIR FRESHENER	PCS	6		
23.	INDUSTRIALGLOVES( LARGE)	PAIRS	4		
24.	HAND SANITIZER 500ML	PCS	20		
25.	HANDWASH 500ML	BOTTLES	20		
<b>TOTAL PRICE IN KeS.</b>					

Signature:

And seal/Stamp

Name:

Position:

Authorised for and on behalf of *(specify name of tenderer)* \_\_\_\_\_

Date \_\_\_\_\_

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.

### EVALUATION CRITERIA

The evaluation criteria will be conducted in three stages as shown below:

NO	CRITERIA		
1.	<b>MANDATORY/PRELIMINARY EVALUATION</b>	YES	NO
a	CERTIFICATE OF INCORPORATION OR REGISTRATION		
b	KRA CERTIFICATE		
c	VALID KRA TAX COMPLIANCE CERTIFICATE		
d	VALID CR12 CERTIFICATE OR DIRECTORS IDENTIFICATION CARD		
2	<b>TECHNICAL EVALUATION</b>		
a.	ATTACH THE QUOTATION DOCUMENTS DULLY FILLED,SIGNED AND STAMPED AS PROVIDED FOR(30)		
b.	ATTACH ATLEAST THREE LOCAL PURCHASE ORDERS/LOCAL SERVICE ORDER FOR PREVIOUS SIMILAR WORK.(10MARKS EACH)		
C.			
	<b>TOTALS MARKS</b>		70
	<b>QUOTATION WILL BE EVALUATED AND MARKS AWARDED ACCORDING TO DOCUMENTSSUBMITTED.PASS MARL WILL BE 40%</b>		
3	<b>FINANCIAL EVALUATION</b>		
	LOWEST EVALUATED BIDDER		