



QUOTATION No: NCPD 54/2018./2019

DESCRIPTION: Maintenance of fire equipment

NAME OF BIDDER

NATIONAL COUNCIL FOR POPULATION AND DEVELOPMENT

NCPD/FIN/PRO/FORMS/002

ISSUE NO 003

REVISION NO. 002

REQUEST FOR QUOTATION

(NB: Eligibility is limited to firms prequalified by the ministry of ICT and innovation for the category)

Note.

- (a) **THIS IS NOT AN ORDER.** Read the conditions and instructions on reverse before quoting.
- (b) Your quotation should include all costs of providing the services including costs of delivery, duty, VAT, etc. where applicable to:
- (c) This quotation form is **NOT VALID** Unless Authorized
- (d) The completed quotation form should be submitted to NCPD Headquarters Chancery Building Valley Road P O Box 48994, 00100 NAIROBI on or before 26/04/2019 at **10.00am**
- (e) Return the original copy and retain a duplicate for your records.
- (f) NCPD encourages all partners to make use of **Corruption and Unethical Practices Reporting Mechanisms below;**
 - a. Corruption Reporting Box at the Main Reception in the Head Office and County Offices
 - b. Toll free Hotline for complaints: 0800724212/Complaints Reporting Desk: 020-2711600 Ext 311/333
 - c. Dedicated email account: complaints@ncpd.go.ke
 - d. Anonymous corruption reporting link on the ncpd website: www.ncpd.go.ke

Please quote for: Maintenance of fire equipment as per the specifications and TORs.

No.	Description	Unit	Qty	Total price, VAT Inc.	Days to Delivery	Discount	Quotation validity period
1.							
2.							

FOR OFFICIAL USE ONLY:

Authorized by _____

Opened By:

(1) Designation..... Sign.....

(2)..... Designation..... Sign.....

(3)..... Designation..... Sign.....

Time.....

Candidate's Signature.....

Rubber Stamp.....

Date.....



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INSTRUCTIONS:

1. All entries should be typed or written in ink. Mistakes should not be erased but should be crossed out and corrections made and initialed by the persons who signed the quotation.
2. Quote for each item separately, and in units specified.
3. This form should be signed by an authorized representative of the candidate and preferably it should be rubber-stamped.
4. Each quotation should be submitted separately in a sealed envelope with only the Quotation Number endorsed on the outside. Descriptive literature or samples of the items offered may be forwarded with the quotation.
5. If you do not wish to quote, please endorse the reason on this form and return it, otherwise your name may be deleted from the mailing list for the items listed thereon.
6. All successful candidates **SHALL** at the point of receiving LPOs, provide:
 - a) Bank details complete with names of directors which should be signed and stamped appropriately
 - b) Details of the Postal and Physical Address of the candidate.
 - c) Particulars of Consultants as had been tendered. Where the applicant is an individual consultant and not an enterprise, the lead consultant shall also be the Team Leader/Director. Whatever the case may be, however, subletting or subcontracting/shifting of consultants shall not be allowed and will lead to termination of contract at any stage and the attendant claims for liquidated damages by NCPD
7. Kindly indicate your “**days to delivery**” for the quotation. This will form the basis for evaluation of your performance. If not indicated, NCPD will apply its *standard evaluation criteria* which provides that normal goods and services deliveries should be within **14 days** after an order/contract has been issued.
8. In accordance with, NCPD’s Information Security Policy, all information provided herein remain confidential. Wrongful disclosure/sharing of the contents of this engagement without prior written consent of NCPD shall attract severe penalty and relevant legal suit.

Candidate’s Signature.....

Rubber Stamp.....

Date.....

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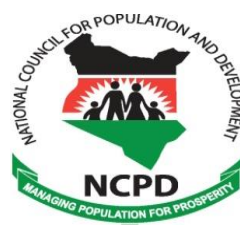
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Time.....



NATIONAL COUNCIL FOR POPULATION AND DEVELOPMENT

BREAKDOWN OF COSTS

Item	Description	Unit	Quantity	Amount
	TOTAL COST			

Candidate's Signature.....

Rubber Stamp.....

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NATIONAL COUNCIL FOR POPULATION AND DEVELOPMENT

CRITERIA FOR EVALUATION AND AWARD OF CONTRACT

CRITERIA	MARKS
Interpretation of the TOR	50
Qualification of the lead consultant	10
Experience of the lead consultant in conducting similar assignment	20
Qualification and Experience of other team members	15
Work plan/ operational plan with clear timeframes	5
TOTAL	100

NB: Award of contract

The candidate who will be considered to be substantially responsive (highest technical scores) and also determined to be the lowest evaluated bidder will be eligible for contract award.

Candidate's Signature.....

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NATIONAL COUNCIL FOR POPULATION AND DEVELOPMENT

TERMS OF REFERENCE FOR FIRE FIGHTING EQUIPMENT MAINTENANCE AND ALLIED SERVICES

The National Council for Population and Development (NCPD) is a Semi Autonomous Government Agency under the National Treasury and Planning.

NCPD Headquarter offices are located on the fourth floor of Chancery Building, off Valley Road, Nairobi.

The Council also operates offices located in the following Counties;

Nairobi County Office

The Nairobi County office is located within the Nairobi Central Business District on 9th floor of Nyayo House.

Kisumu County Office

The Kisumu County office is located about 0.5 Kilometers from the Kisumu Central Business District along Awuor Otiende Road on 4th floor of Prosperity Building.

Kisii County Office

The Kisii County office is located within the Kisii Central Business District within the Kisii County Commissioner's office complex, at the IFAD Building.

Machakos County Office

The Machakos County Office is located 0.5 Kilometers from the Machakos Central Business District, behind the post office at the DIDC Building.

Embu County Office

The Embu County office is located within the Embu Central Business District on 1st floor of the Ministry of Labour Building.

Candidate's Signature.....

Rubber Stamp.....

Date.....

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NATIONAL COUNCIL FOR POPULATION AND DEVELOPMENT

Uasin Gishu County Office

The Uasin Gishu County office is located about one Kilometer from the Eldoret Central Business District along Oloo Street, off Uganda Road on 1st floor of Ardhi House Building.

Mombasa County Office

The Mombasa County office is located about 1.5 Kilometers from the Mombasa Central Business District along Mama Ngina Drive on 7th floor of the Uhuru na Kazi Building.

Kakamega County Office

The Kakamega County office is located about 1.5 Kilometers from the Kakamega Central Business District, within the Kakamega County Commissioner's office complex, at the District Planning Unit Building.

Nyeri County Office

The Nyeri County office is located about 2 Kilometers from the Nyeri Central Business District along Kamakwa - Outspan Road at the County Commissioner's Office Complex, Block C.

Garissa County Office

The Garissa County office is located within the Garissa Central Business District, along Harambee Road, on the 1st floor of Maendeleo House.

Nakuru County Office

The Nakuru County office is located within the Nakuru Central Business District, along Club Road, at the Rift Valley Regional Commissioner's office complex, on block D, room 2 and 3.

Mandatory Requirements

Candidate's Signature.....

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Date.....

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NATIONAL COUNCIL FOR POPULATION AND DEVELOPMENT

All bidders shall be required to attach the following mandatory documents;

1. Certificate of incorporation.
2. Current valid tax compliance certificate.
3. Company Profile.
4. Provide a price schedule for all services.

Description of the services

The scope of the services shall include the following:

- i. Carry out visual inspection and mechanical tests to assess the serviceability of the fire equipment.
- ii. Undertake repair, component replacement and refurbishment of the fire equipment.
- iii. Routine service of the fire equipment located at the NCPD premises and affixing label detailing the service details.
- iv. Preparation and submission of service reports.
- v. Refilling and recharging any extinguisher found to be wholly or partially discharged.
- vi. Supply of fire equipment, parts and signages as may be required.
- vii. Provide contacts of contact person to whom the client can communicate with when need arises.
- viii. Conduct scheduled trainings and demonstrations on fire management.
- ix. Conduct scheduled fire drills.

Candidate's Signature.....

Rubber Stamp.....

Date.....

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