

TENDER DOCUMENT

**REQUEST FOR QUOTATION FOR PROPOSED
RENOVATION AND EQUIPPING OF 2NO.
LABORATORIES AT KABARNET UNIVERSITY
COLLEGE IN BARINGO COUNTY.**

TENDER NO.: PROJECT NO: LCC/L497/MF/P437

PREPARED AND ISSUED BY

**P.O. BOX 1459 - 00232
RUIRU**

**PROJECT
SPONSORED BY**



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REQUEST FOR QUOTATIONS (RFQ)

The Linear Cost Consultants Limited invites you to submit quotations for of request for quotation proposed supply Of ICT EQUIPMENTS AND ITS FULL INTERGRATION of FULLY branded COMPUTER Lab EQUIPMENTS at Kabarnet Unversity College located in Kamotiotmet village, Euklel chap chap ward, Ewalel Location, Baringo central Sub County, in Baringo county. The quotation shall follow the instructions and documents in this RFQ document and shall be in English Language.

Quotations shall be submitted in accordance with the instructions in part 1:

Quotations to be submitted via email to manukkorir@gmail.com and copied to amol.duncan@outlook.com, info@linearcc.co.ke, nyongesacornelius@gmail.com and principal@unika.ac.ke not later than:

Date: Wenesday 29th JULY 2026
Time: 12:00 PM.

Or

Can be submitted physically to at Kabarnet Unversity College located in Kamotiotmet village, Euklel chap chap ward, Ewalel Location, Baringo central Sub County, in Baringo County
Addressed to;

The Head of Institution

Kabarnet Unversity College,
P.O Box 469-30400,
Kabarnet Unversity College.

Not later than

Date: Wenesday 29th JULY 2026
Time: 12:00 PM.

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 **60** days from the date of submission.
3. **The Quotation shall consist** of completed Table A (Schedule of Requirements, Technical Specifications, Quantity and Prices) the Form of Quotation all indicated in this Request for Quotation, and documents to evidence Eligibility and Conformity to Technical Specifications.
4. **Opening of Quotations:** Quotations will be opened immediately after the closing date and time specified, by at least three appointed officials of the Procuring Entity.
5. **Invitation not transferable:** This invitation is **not transferable** to other firms or individuals not so invited.
6. **Technical Specifications:** Documentary evidence to show that the goods/services/works meet the technical specifications.
7. **Alternative Quotations: not permitted.**
8. **Evaluation of Quotations:**

i. **Preliminary/Mandatory Requirements**

No	Requirements	Tenderer's response
MR 1	Copy of Registration Certificate /Certificate of Incorporation certified by Commissioner for Oaths	YES/NO
MR 2	Copy of CR 12 issued within 6 months before tender closure date (where applicable)/Not Applicable to sole Proprietors. To be certified by Commissioner for Oaths	
MR 3	Valid copy of the business permit certified by Commissioner for	
MR 4	A copy of PIN certificate of the company with VAT eligibility	
MR 5	Valid tax compliance certificate	
MR 6	Duly filled, signed and stamped Form of Tender	
MR 7	Submit two copies of the tender documents clearly marked as "Original" and "Copy" or via email to manukkorir@gmail.com and nyongesacornelius@gmail.com copied to info@linearcc.co.ke and principal@unika.ac.ke	
MR 8	Fill sign and stamp form of quotation	

No	Requirements	Tenderer's response
MR 9	Fill sign and stamp form for disclosure of interest	
MR 10	Fill sign and stamp self-declaration form	
MR 11	Duly filled, signed and stamped Certificate of Independent Tender Determination	

NOTE:

Bidders shall fulfill all the above **Mandatory** conditions in order to proceed to the technical evaluation and ***any bidder that does not fulfill any of the above conditions shall be disqualified from further evaluation at this stage.***

ii. **Technical Requirements**

Compliance with technical specifications. Quotations failing this stage will be rejected and not considered in financial evaluation stage.

No.	Evaluation Attribute	Technical Score	Max. Score
TS1	Supplies projects completed in the last five (5) years with minimum contract sum of Kshs. 2,000,000.00— Minimum of three (3) projects with mandatory documentary evidence i.e award letter, client's contacts, practical completion certificate, certificate of making good defects (all to be provided for each project or no points shall be awarded)	1. Projects of a similar nature and similar/or higher project value — (18 marks; 6 marks each) 2. Projects of a similar nature but of lower project value — (12 marks; 4 marks each) 3. Projects of a different nature—(6marks;3marks each) 4. No completed projects — (0 marks)	18
TS2	Supplier details	Tenderers must provide a detailed company profile that includes: • Physical address and contact details – (1 mark) • Organizational structure showing key management and technical staff – (1 mark) • At least three reference letters/testimonials from	5

No.	Evaluation Attribute	Technical Score	Max. Score
		successfully completed projects of similar scope – (3 marks, 1 mark per reference up to a max of 3 marks)	
TS3	Ongoing Supplies projects — Minimum of 3 projects with mandatory documentary evidence i.e award letter & client’s contacts (all to be provided or no points shall be awarded)	1. Projects of a similar nature and similar/or higher project value — (9 marks; 3 marks each) 2. Projects of a similar nature but of lower project value — (6 marks; 2 marks each) 3. Projects of a different nature — (3 marks; 1 mark each) 4. No ongoing projects – (0 marks)	9
TS4	Audited financial reports for the last three years (2024,2023 and 2022. Must be signed by directors and auditors.	1. Average annual turn-over equal to or greater than the cost of the project — (10 marks) 2. Average annual turn-over above 50% but below 100% of the cost of the project — (6 marks) 3. Average annual turn-over below 50% of the cost of the project — (3 marks)	10

No.	Evaluation Attribute	Technical Score	Max. Score
TS5	Availability of working capital & References from bank/financial institutions regarding access to credit.	1. Has working capital or access to credit to finance the project to undertake at least 50% of the works — (10 marks) 2. Has working capital or access to credit to finance the project to undertake at least 25% of the works — (5 marks) 3. No submission – (0 marks)	10
TS6	Health & Safety Plans	1. Submission of a company health & safety management plan & policy — (4 marks) 2. Submission of a signed commitment to adhere to statutory obligations under OSHA 2007 & subsidiary legislations — (1 marks) 3. Submission of CV of the safety officer that will be running the project including their qualifications in occupational safety and health, construction safety supervision and first aid training from a DOSH certified facility – (5 Marks)	10
TS7	Litigation history	Provide a copy of accurate information about any ongoing or completed litigation or arbitration resulting from construction contracts completed or under execution over the last 5 years. Information must be certified by an Advocate of the High Court of Kenya (Commissioner for Oaths), or a Notary Public - (2 marks)	3

No.	Evaluation Attribute	Technical Score	Max. Score
TS8	Presentation & response	Presentation of tender documents that are tidy, well bound, and sequentially serialized (paginated) back- to-back in the correct sequence of 1, 2, 3, 4 on every page including the table of contents. (2 marks)	3
TS9	Dully filled signed and stamped environment and social commitment form- Schedule 10	1. Dully filled signed and stamped – (10 marks) 2. Not fully filled signed and stamped – (5 marks) 3. No submission – (0 marks)	10
TSI 10	Confidential Business Questionnaire dully filled, signed & stamped (Schedule 3)	1. Dully filled signed and stamped – (10 marks) 2. Not fully filled signed and stamped – (5 marks) 3. No submission – (0 marks)	10
TSI 11	Tender Questionnaire dully filled, signed & stamped	1. Dully filled signed and stamped – (10 marks) 2. Not fully filled signed and stamped – (5 marks) 3. No submission – (0 marks)	10
Total Maximum Score (marks)			100

NOTE: The minimum technical score required to pass is 75%. Any bidder that does not fulfill any of the above conditions shall be disqualified from further evaluation at this stage.

iii. **Financial Evaluation: Conformity and Competitiveness**

a) Completeness of Bills of Quantities

- Bidders must fully price all sections of the Bills of Quantities.
- Incomplete or unpriced sections shall lead to disqualification of the bid.

b) Arithmetic Checks and Corrections

- Evaluation will include arithmetic verification of all calculations.
- The following rules shall apply:
 - Figures vs. Words: Amount in words shall prevail.
 - Unit Rate vs. Line Total: The unit rate shall prevail unless a documented clerical error is clear.
 - Pre-Priced Items: Provisional Sums, Contingencies, and Prime Cost items shall be reinstated as per the tender document.
- All corrections shall be recorded and initialed by evaluators.
- Tendered rates shall not be altered under any circumstances.

c) Range Compliance

- The corrected tender sum (inclusive of all taxes) must fall within $\pm 20\%$ of the QS estimate.
- Bids outside this range shall be considered non-responsive and excluded from further evaluation.

d) Scoring of Financial Proposals

- The lowest evaluated tender shall be awarded a financial score (FS) of 100 points.
- Other bids shall score proportionally according to the formula:

$$FS = \left(\frac{\text{Lowest Evaluated Price}}{\text{Bidder's Evaluated Price}} \right) \times 100$$

- The weighted financial score shall be calculated as:

$$\text{Weighted FS} = FS \times 0.30$$

- The final score shall be the sum of the Technical Score (70%) and the Weighted Financial Score (30%).

e) Reasonableness of Rates

- The lowest evaluated bidder shall undergo a rate reasonableness review.
- If significant deviations (e.g., more than four key items deviating by $\pm 25\%$ from QS estimates, or preliminaries exceeding 5% of works cost) are identified, the bid may be set aside or subjected to further review.
- The review will focus on key cost drivers such as Concrete, Reinforcement, Formwork, Walling, Plaster, Screed, Painting, Doors, and Windows.
- Where the most competitive bid exceeds the available grant value, the evaluation committee may recommend price negotiations limited to scope alignment without altering core rates.

f) Post-Evaluation Confirmation and Negotiation

- Before award, the bidder will be requested in writing to confirm the corrected tender amount, discount (if any), and clarifications.
- During this stage, discussions may include potential negotiated discounts or cost optimization measures to align the works within available funding without compromising scope or quality.
- Any revised figure agreed upon must be formally documented and acknowledged by both parties before final recommendation and award.

iv. **Due Diligence**

Due diligence shall be undertaken by the Project Manager on the successful tenderer to confirm their capability, reliability, and integrity before recommending for award. The process aims to validate all submitted information, detect any misrepresentation, and ensure alignment with project requirements.

a) Legal and Corporate Verification

- Validity of registration, incorporation, and licenses (County permits).
- Verification of CR12/CR13 and directorship against official registries.

b) Human Resource & Technical Capacity

- Key personnel qualifications, CVs, and professional registrations.
- Evidence of staff availability (avoid “shared CVs” across tenders).

c) Financial Capacity

- Audited financial statements for the last 2–3 years.
- Bank reference letters and confirmation of credit facilities.
- Current project commitments to assess whether the contractor is overstretched.
- Verification of tax compliance and absence of financial distress.

d) Past Performance & References

- Direct referee interviews (minimum 3) with clients from similar projects.
- Site visits to at least one completed project.
- Assessment of past performance: timeliness, workmanship, and dispute history.

e) Project Approach & Risk Management

- Understanding of the scope and proposed execution plan.
- Health, Safety, and Environmental (HSE) policy and track record.
- Communication and reporting practices with clients.

f) Local Context & Social Considerations

- Ability to mobilize and manage logistics at the project location.

g) Contractual & Legal Compliance

- Understanding of contract terms, timelines, and deliverables.
- History of claims, litigation, or contract terminations.
- Willingness to accept corrections made during tender evaluation.

h) Reporting:

The Project Manager shall prepare a Due Diligence Report with findings, verified evidence, and clear recommendation (Proceed / Do Not Proceed). Any contractor found to have forged, misrepresented, or materially inconsistent information shall be disqualified and reported to the relevant regulatory authority.

The tender evaluation report shall include the following supporting documents:

- Copy of the tender advertisement
- signed & stamped tender opening minutes
- Statutory documents of the successful bidder
- Company profile of the successful bidder
- Priced Bills of Quantities (BQ) of the successful bidder

v. **Tender Award**

a) Mpesa/Safaricom Foundation rights

The Foundation reserves the right to accept or reject any tender, cancel the tender process, or reject all tenders at any time before contract award without liability or obligation to disclose reasons.

b) Award Letter

The successful Tenderer will be notified via email before the tender validity period expires. This Award Letter will specify the Contract Price, which the Foundation will pay for the execution, completion, and maintenance of the works. Unsuccessful tenderers will also be informed.

c) Contract Agreement

The Contract Agreement, incorporating all terms between the Foundation (financier), the beneficiary, and the successful Tenderer, must be signed within 30 days of the award notification unless an administrative review is requested.

d) Provision of statutory documents

Within 21 days of receiving the Award Letter, the successful Tenderer must provide the Project Manager with the required Performance Security, Site Specific Risk Assessment Plan and insurances as stipulated in the contract conditions.

QUOTATION AND QUALIFICATION DOCUMENTS

Instructions to Tenderer

Tenderer must complete and submit as part of the Form of quotation.

- (i) SCHEDULE OF REQUIREMENTS, QUANTITIES AND PRICE
- (ii) FORM FOR DISCLOSURE OF INTEREST
- (iii) CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION
- (iv) SELF-DECLARATION FORM
- (v) FORM OF QUOTATION
- (vi) CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION
- (vii) SELF-DECLARATION FORM 10
- (viii) ENVIRONMENTAL AND SOCIAL COMMITMENT FORM
- (ix) CONFIDENTIAL BUSINESS QUESTIONNAIRE
- (x) TENDER QUESTIONNAIRE
- (xi) LITIGATION HISTORY
- (xii) FORM OF TENDER

FORM OF QUOTATION [To be completed by Tenderer]

Quotation addressed to	Head of Institution Kabarnet University College, P.O Box 469-30400, Kabarnet.
Date of Quotation	10/04/2026
Tender No.	TENDER NO.: <u>LCC/L497/MF/P437</u>
Subject of Quotation	REQUEST FOR QUOTATION REQUEST FOR QUOTATION FOR PROPOSED RENOVATION AND EQUIPPING OF 2NO. LABORATORIES AT KABARNET UNIVERSITY COLLEGE IN BARINGO COUNTY.

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 to cover and conform to our pricing listed in the attached in Table A at a total price of Kenya Shillings _____ (in words) _____
3. We confirm that we are eligible to participate in public procurement and meet the eligibility criteria.
4. 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.
5. The validity period of our quotation is **60** days from the time and date of the submission deadline
6. 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 for this Procurement.
7. 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/Debarment.
8. 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.
9. We, the Tenderer, have completed fully and signed the **FORM FOR DISCLOSURE OF INTEREST**- interest of the firm in the Procuring Entity, attached.

The Delivery/Completion period offered is: _____ days from date of acceptance of Quotation. The warranty period offered is _____ weeks.

Quotation Authorized by:

Name:

Signature: _____ Stamp

PART 2:

**SCHEDULE OF REQUIREMENTS TECHNICAL SPECIFICATIONS, QUANTITY AND
PRICE**

TABLE A

Signature:_____

Name:

Authorized for and on behalf of

Date: _____

Stamp:.....

i) **FORM FOR DISCLOSURE OF INTEREST** –

Interest of the Firm in the Procuring Entity.

- i) Are there any person/persons in **Linear Cost Consultants Limited** 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) **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 _____

(Signature)

(Date)

STAMP:

iii) CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION

I, the undersigned, in submitting the accompanying quotation form to the **Head Of Institution, Kabarnet University College** for Tender NO. _____ in response to the request for quotation 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 they have arrived at the quotation independently from and without consultation communications agreements or arrangements with one or more competitors.

Name

Date

[Name of tenderer and Date]

Stamp:

iv) SELF-DECLARATION FORM

We, the Tenderer(*Insert Name*) submitting our
Quotation in respect of Quotation No.....

for.....
..... (Item Description) for **Linear Cost Consultant Limited**

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 **Linear Cost Consultants Limited**
- 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 deboned to herein above is true to the best of our knowledge, information and belief.

Name of the Tenderer:

Name of the person duly authorized to sign the quotation on behalf of the Tenderer:

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

Stamp.....

**SCHEDULE 10: ENVIRONMENTAL AND SOCIAL
COMMITMENT.**

I.....

have

taken due note of the importance to comply with environmental and social standards and regulations.

I, the undersigned, [.....]

acting as the duly authorized representative of [.....],

With respect to the submission of a bid for [.....] in

accordance with the invitation to tender No [.....], I

undertake to comply, and ensure that our subcontractors, if any, comply with international environmental and labor standards consistent with applicable law and regulations in the country of implementation of the Project, including the fundamental conventions of the International Labour Organization (ILO) and international environmental treaties

In addition, I also undertake to adopt any environmental and social risk mitigation measures as defined in the environmental and social management plan or the notice of environmental and social impact issued by the Employer.

Dated this _____ day of _____ 20 _____

Signature _____ in the capacity of _____ duly authorized to
sign

Tenders for and on behalf of

.....[Name of Tenderer] of

.....[Address of Tenderer]

.....seal or Stamp of
Tenderer]

SCHEDULE 3: CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2 (b) or 2(c) and (2d) 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: _____ Country/Town _____

Plot No _____ Street/Road _____

Postal Address _____ Tel No _____

Nature of Business: _____

Current Trade License No _____ Expiring date _____

Maximum value of business which you can handle at any time:

Kenya Shillings _____

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

Give details of partners as follows:

Name in full	Nationality	Citizenship Details	Shares
1. _____			
2. _____			
3. _____			
4. _____			

Part 2(c) – Registered Company

Private or Public _____

State the nominal and issued capita of the company:

Nominal KShs. _____

Issued KShs _____

Give details of all directors as follows (Attach IDs and CR12

Name in full	Nationality	Citizenship Details	Shares
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1. _____

2. _____

3. _____

4. _____

Part 2(d) Interest in the Firm:

Are there any person/persons in the employment of the Government of Kenya WHO has interest in this firm? Yes/No _____(Delete as necessary)

I certify that the above information is correct.

Title

Signature

Date

* Attach proof of citizenship and Business ownership

SCHEDULE 2: TENDER QUESTIONNAIRE

Please fill in block letters.

1. Full names of Tenderer:.....

2. Full address of Tenderer to which tender correspondence is to be sent (unless an agent has been appointed below):.....

3. Telephone number (s) of Tenderer:.....

4. Telex/Fax Address of Tenderer:.....

5. Name of Tenderer's representative to be contacted on matters of the tender during the tender period:.....

6. Details of Tenderer's nominated agent (if any) to receive tender notices. This is essential if the Tenderer does not have his registered address in Kenya (name, address, telephone, telex):
.....

.....Signature of Tenderer.

.....Stamp/Seal of the company

SCHEDULE 9: LITIGATION HISTORY

Details of Litigations or Arbitration Proceedings in which the Tenderer is involved as One of the Parties

Information on current litigation in which the Tenderer is involved.

OTHER PARTY (IES)	CAUSE OF DISPUTE	VALUE (KSHS)

I certify that the above information is correct.

Title:.....Signature:.....Date:.....

Stamp:.....

FORM OF TENDER

The Head of Institution,

Kabarnet University College,

P.O Box 469-30400,

Kabarnet.

The tenderer is required

1.1 I/We _____ subject to the Conditions of Contract and drawings, offer to execute the works at a contract sum of _____
_____(KSHS)_____

2.1 I/We agree to complete the works within _____ weeks from the date of possession of the site or within such extended time as provided in the Conditions of Contract.

3.1 Further we agree that this tender shall remain valid for one twenty (120) days from the date of submission.

4.1 We further understand that the lowest or any tender may not necessarily be accepted nor will expenses incurred in the preparation of this tender be allowed.

Signature of Tenderer's Representative _____

Name of Tenderer's Representative _____

Company Stamp / Seal _____

Telephone: _____

Address: _____

Physical Location: _____

Date: _____

Witnessed by: _____

Signature of witness: _____

Date: _____

Stamp.....