

QUOTATION DOCUMENT FOR

DISPOSAL REQUEST FOR QUOTATIONS A FOR DISPOSAL OF USED CARTRIDGES (EMPTIES)

Quotation No: KNH/D/Q/05/2022-2023

KENYATTA NATIONAL HOSPITAL (KNH)

CLOSING DATE: 31/01/2023 10.00am

QUOTATIONS MUST BE DROPED AT THE QUOTATION BOX OUTSIDE THE SUPPLIES DEPARTMENT. (MANDATORY) KENYATTA NATIONAL HOSPITAL.

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KENYATTA NATIONAL HOSPITAL

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THE CHIEF EXECUTIVE OFFICER KENYATTA NATIONAL HOSPITAL P.O BOX 20723- 00202, NAIROBI.

Email Address: procurementknh@gmail.com; procurement@knh.or.ke

1) Request for Quotations No: KNH/Q/D/05/2022-2023

Contract Name: DISPOSAL OF USED CARTRIDGES (EMPTIES)

REQUEST FOR QUOTATIONS (RFQ)

To:

From: KENYATTA NATIONAL HOSPITAL

Quotation Reference Number KNH/Q/D/05/2022-2023

Quotation Name

The KENYATTA NATIONAL HOSPITAL invites you to QUOTE FOR DISPOSAL OF

OF USED CARTRIDGES (EMPTIES) 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 at *Supply Chain Management Department Room No.6, Administration Block from Monday to Friday between 9:00am to 4:00pm*.

The Chief Executive Officer Kenyatta National Hospital P.O Box 20723-00202 Nairobi. Email: procurementknh@gmail.com, procurement@knh.or.ke

- 1. Quotations shall be submitted in accordance with the instruction inPart1: 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 31/01/2023 10:00hrs. Quotations must be dropped at the quotation box outside Supply Chain Management department
- 2. Enquiries regarding this quotation may be addressed to

Director Supply Chain management KNH Kenyatta National Hospital P.O Box 20723-00202 Nairobi. Email: procurementknh@gmail.com, procurement@knh.or.ke

- 3. Any resulting contract shall be subject to the terms and conditions detailed in Part3: Contract.
- 4. Please inform by email or express mail the undersigned within **7 days** of receipt of this RFQ if you will not be submitting a quotation.

Director Supply Chain Management KNH Kenyatta National Hospital P.O Box 20723-00202 Nairobi. Email: procurementknh@gmail.com, procurement@knh.or.ke

Completed Quotation documents must be returned as specified in the quotation document and deposited in the Quotation Box situated at the Kenyatta National Hospital Administration Block, ground floor Supply Chain Management entrance lobby before or at 10.00am

Yours sincerely,

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 <u>term Tenderer</u> shall mean the firm or person invited to submit a quotation. The <u>term Quotation</u> herein shall mean the quotation submitted as usually understood in public procurement.
- 2. **Validity of Quotations**: The quotation will be held valid for <u>120</u> 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. **Sealing and Marking of Quotations**: Quotations in one "one original" should be sealed in a single envelope, clearly marked with the **Quotation Reference Number** in 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.

Director Supply Chain Management Kenyatta National Hospital P.O Box 20723-00202 Nairobi. Email: procurementknh@gmail.com, procurement@knh.or.ke

Director Supply Chain management Kenyatta National Hospital P.O Box 20723-00202 Nairobi. Kenyatta National Hospital Administration Block, Supply Chain Management Division Room 6 Nairobi City County, Kenya. Upper Hill, Off Hospital

Email: procurementknh@gmail.com, procurement@knh.or.ke

l) Date of Submission 13/10/2022

Time of Submission : 10:00 HRS.

- 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 for the previous Financial Year. (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 snots o invited.

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- 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 permitted to submit alternative quotations for goods/alternative technical solutions for specified parts of the *(select one)*. 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 procedure set out below:
 - i) Preliminary examination to determine Quotation eligibility:

		Responsive or Non-
Responsive	No. Requirements	Responsive
MR 1	Must submit dully filled Quotation form	
MR 2	Must submit dully filled form for disclosure of Interest.	
MR 3	Must submit dully filled certificate of independent quotation determination	
MR 4	Must submit dully filled Self declaration form	
MR 5	Must submit duly filled and sign Confidential Business Questionnaire Form.	
MR 6	Must attach dully filled Quotation Deposit commitment Declaration Form	
MR7	Must dully attach Certificate of Registration or Incorporation or National	
	ID	

- 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. Incase 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. **Highest Evaluated Quotation:** The <u>highest evaluated</u> quotation shall be recommended forward 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 Part3: 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 FORM

То.....

Date:

QUOTATION No.....

We undertake, if our Quotation is accepted, to pay for and collect the items in accordance with the requirements of the Quotation.

We agree to adhere by the quotation price for a period of...... days from the date fixed for Quotation 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.

We understand that you are not bound to accept the highest or any quotation that you may receive.

Item No.Description of ItemUnit of IssueUnit Price
(ksh)1.Disposal of Empty CartridgesNos.

SCHEDULE OF ITEMS AND PRICES

Date:

Signature..... In the capacity of.....

Stamp

i) SCHEDULE OF REQUIREMENTS TABLE

(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).

As per the attached Bill of Quantities Appendix.

Signature:_____

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And seal/Stamp

Position:

Authorised for and on behalf of (specify nameoftenderer)

Date

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

i) Are there any person/persons in Kenyatta National Hospital *who* has/have an interest or relationship in this firm? Yes/No.....

If yes, provide details as follows.

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

ii) Conflict of interest disclosure

	Type of Conflict	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 specifiedin 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.		

i) Certification

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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)

_)____

ii) CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION

I, the	unde	ersigned, 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 [Name of Tenderer] do hereby make the following statements fy to be true and complete in every respect:
that I	certi	fy to be true and complete in every respect:
Icerti	fy,on	behalfof[Name of Tenderer]that:
1.	I ha	ve read and I understand the contents of this Certificate;
2.		derstand that the Tenderer will bed is qualified if this Certificate is found not to be true and complete in ry respect;
3.		the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the tation on behalf of the Tenderer;
4.		the purposes of this Certificate and the quotation, I understand that the word "competitor" shall include 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.		articular, without limiting the generality of paragraphs(5)(a)or(5)(b)above, there has been no sultation, 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 their quest for quotations; except as specifically disclosed pursuant to paragraph(5) (b)above;
7.	rega relat	ddition, there has been no consultation, communication, agreement or arrangement with any competitor ardingthequality,quantity,specificationsordeliveryparticularsoftheorservicestowhichthisrequest for tenders tes, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to agraph(5)(b)above;
8.	indi of t	terms of the quotation have not been, and will not be, knowingly disclosed by the Tenderer, directly or rectly, to any competitor, prior to the date and time of the official quotation opening, or of the awarding he Contract, which ever comes first, unless otherwise required by law or as specifically disclosed suant to paragraph(5)(b)above.
	Nan	ne
	Title	

Date

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iii) SELF-DECLARATION FORM

We, the Tende	erer		(insert	name)	submitting	our	Quotation	in	respect	of
Quotation	No	for							(ins	sert
quotation Title I	Description)for			(i	nsert Name	of Pr	ocuring Ent	tity)		

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 de fined 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 CrimesAct,2013; and
 - iv) Any such other Acts or Regulations of Government of Kenya;
- 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 person duly authorized to sign the quotation on behalf of the Tenderer:

[insert complete name of person duly authorized to sign the quotation]

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

iv) FOREIGN TENDERER 40% RULE- NOT APPLICABLE FOR ABOVE QUOTATION

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(not to be included in the RFQ for supply of goods, supply and installation of plant and equipment, insurance, purchase of property, and other RFQ where this rule may not be practical).

Pursuant to the provisions in the Public Procurement and Disposal Act, 2015, a Foreign Tenderer must complete this form to demonstrate that the quotation fulfils this condition.

ITEM	Description of Work Item					
	•	Describe	location	of	COST in	Comments, if any
А	Local Labor					
1						
2						
3						
4						
5						
В	Sub contracts from Local sources					
1						
2						
3						
4						
5						
С	Local materials					
1						
2						
3						
4						
5						
D	Use of Local Plant and Equipment					
1						
2						
3						
4						
5						
Е	Add any other items					
1						
2						
3						
4						
5						
6						
	TOTAL COST LOCAL CONTEN	Γ			XXXXX	
	PERCENTAGE OF CONTRACT I					

TABLE B. SCHEDULE OF REQUIREMENTS TABLE

- a) A preliminary description of the proposed /services and work method and schedule, including drawings and charts, as necessary, containing all required information by which the proposed may be evaluated (e.g., technical characteristics, operational capacities, maintenance, environmental effected.) 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/services that will form an integral part of the Contract.

c) <u>DRAWINGS</u>

1

(Kenyatta National Hospital to attach-NOT APPLICABLE

1.



TABLE B. SCHEDULE OF REQUIREMENTS TABLE

(Procuring Entity will complete the list of items to be same as those on Table A. Schedule of Requirements and Technical Specifications and tenderer should complete columns-e)

Item	Description of Goods/works/services (Procuring Entity to select one)	Quantity	Unit price	Total Price
1	В	С	D	Е
2				
3				
4				
5				
6				
7				
8				
9				
		TOTAL PRICE		

Signature:_____

And seal/Stamp

Name:_____

Date_____

PART 3: CONTRACT

CONTRACT AGREEMENT

(1)	THIS CONTRACTAGREEMENT is made	e(specify date).
	Between	[InsertcompletenameofProcuringEntity], and having its principal
	place of Businessat	[InsertaddressofProcuringEntity] and
		[Insert name of Supplier, or contractor or serviceprovider],
	andhavingitsprincipalplaceofbusinessat	[insertaddressofSupplier,
	contractororserviceprovider].	

(3) NOWTHISAGREEMENTWITNESSEDASFOLLOWS:

- 1. ThisContractAgreementincludesthefollowingdocuments:
 - a) TableA.SCHEDULE OF REQUIREMENTS AND TECHNICALSPECIFICATIONS.
 - b) Table B. QUOTATION SUBMISSION TABLE.
 - c) FORM OFQUOTATION.
 - d) Conditions of Contract.
- 2 In consideration of the payments to be made by the Procuring Entity to the *Supplier/contractor/service provider* as hereinafter mentioned, the *Supplier/contractor/service provider* hereby covenants with the Procuring Entity to provide the Goods//services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
- 3. The Procuring Entity hereby covenants to pay the Supplier/Contractor/service provider *(select one)* in consideration of the provision of the Goods//services *(select one)* and the remedying of defects therein,theContractPriceorsuchothersumasmaybecomepayableundertheprovisionsoftheContractat thetimesandinthemannerprescribedbytheContract.
- (4) In WITNESS where of the parties here to have caused this Agreement to be executed in accordance with the laws of Kenya.

For and on behalf of the Kenyatta National Hospital

Signed:	[insert signature]
6	[insert title or other appropriate designation]
in the presence of	

For and on behalf of the Supplier/Contractor/Service Provider(select one)

Signed:	[insertsignatureofauthorizedrepresentative(s)oftheSupplier]
in the capacity of	[insert title or other appropriate designation]
in the presence of	[insert identification of official witness]



CONDITIONSOFCONTRACT

Language

The Contract as well as all correspondence and documents relating to the Contract exchanged by the **Supplier**/Contractor/Service Provider (*select one*) Provider and the Procuring Entity, shall be written in the English Language.

1. 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.

2. Notices

Any notice given by one party to the other pursuant to the Contract shall be in writing.

3. Governing Law

The Contract shall be governed by and interpreted in accordance with the Laws of Kenya, unless otherwise specified here under.

4. Settlement of Disputes

The Procuring Entity and the Supplier/Contractor/Service (*select one*) 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**/Contractor/Service (*select one*) 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.

5. Supplier/Contractor/ServiceProviderResponsibilities

The **Supplier**/Contractor/Service Provider (*select one*) shall supply all the Goods included in the Schedule of Requirements.

6. Contract Price

Prices charged by the **Supplier**/Contractor/Service Provider (*select one*) under the Contract shall not vary from the prices quoted by the Supplier/Contractor/Service Provider (*selectone*)initsquotation.

7. 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, upon valuation by the Contractor of the portion of the completed, such valuation to be accepted by the Procuring Entity payments up to final completion n certificate. Not applicable
- iii) For Services, upon valuation by the Service Provider of the services completed, such valuation to be accepted by the Procuring Entity, payments upto final completion certificate; Not applicable

8. Inspections and Tests

The **Supplier**/Contractor/Service Provider (*select one*) shall at its own expense and at no cost to the Procuring Entity carry out all such tests and/or inspections of the Goods, or Services to confirm their conformity to technical specifications.

9. 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.

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.

Tenderer's details

	ITEM	DESCRIPTION
1	Name of the Procuring Entity	Kenyatta National Hospital
2	Reference Number of the Tender	KNH/D/Q/04/2022-2023
3	Date and Time of Quotation Opening	
4	Name of the Tenderer	
5	Full Address and Contact Details of the Tenderer.	
	 Country City Location Building Floor Postal Address 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</i> <i>addresses, email, and telephone number</i>) of state which stock exchange	

General and Specific Details

Sole Proprietor, provide the following details.

Name in full ______Age_

Nationality_

Country of Origin

Citizenship_

Partnership, provide the following details.

	Names of Partners	Nationality	Citizenship	% Shares owned
1				
2				
3				

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Registered Company, provide the following details.

Private or public Company

State the nominal and issued capital of the Company: -

Nominal Kenya Shillings (Equivalent)

Issued Kenya Shillings (Equivalent)

Give details of Directors as follows.

1	Names of Director	Nationality	Citizenship	% Shares owned
2				
3				
5				

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.

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

Conflict of interest disclosure

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly controls, is	TESORITO	relationship with relaterer
-	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	Tender has a relationship with another tenderer,		
	directly or through common third parties, that puts it		
	in a position to influence the tender of another		
	tenderer, or influence the decisions of the Procuring		
	Entity regarding this tendering process. Any of the Tenderer''s affiliates participated as a	-	
5	consultant in the preparation of the design or		
	technical specifications of the works that are the		
	subject of the tender.		
6	Tenderer would be providing goods, works, non-		
0	consulting services or consulting services during		
	implementation of the contract specified in this		
	Tender 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		

	Type of connect	If YES provide details of the relationship with Tenderer
	of the Tender document or specifications of the	
	Contract, and/or the Tender 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 tendering process and execution of	
	the Contract.	

Certification

On behalf of the Tenderer, I certify that the information given above is complete, current and accurate as atthe date of submission.

Full Name_____

Title or Designation_____

(Signature)

(Date)

6. Quotation Deposit Commitment Declaration Form

Tender No.

As indicated in the schedule of items and prices, we do confirm that we have put deposits for the items tendered for as supported by the attached copies of receipts as follows:-

ITEM No. or	Item Description	Deposit	Receipt No. and Date
Lot No.		(Kshs.)	Date
1			
2			
3			
4			
5			

Authorizing Official _____

(Name)

Designation _____

(Signature)

(Date)