



PYRETHRUM PROCESSING COMPANY OF KENYA LIMITED

**STANDARD QUOTATION DOCUMENT FOR DESIGNING, CONFIGURING AND
MAINTAINING OF PPCK CONTENT MANAGEMENT SYSTEM (WEBSITE)**

TENDER NO: PPCK/RFQ/1198/2022-2023

**The Ag. Chief Executive Officer
Pyrethrum Processing Company of Kenya Limited
Industrial Area, Pareto Road
P. O. Box 420 - 20100
NAKURU**

Telephone :(+254)5122567/82

procurement@pyrethrum.co.ke

Tender Date: 23rd November 2022

Closing Date: 30th November 2022 at 11:00 am

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1) **NAME AND CONTACT ADDRESSES OF PROCURING ENTITY.**

Name: Pyrethrum Processing Company of Kenya Limited

PostalAddress: 420-20100 Nakuru

Email Address: **md@pyrethrum.co.ke/procurement@pyrethrum.co.ke**

2) Request for Quotations No: **PPCK/RFQ/1198/2022-2023**

3. **Installation and Commissioning of PPCK Content Management System (Website)** as per the Schedule of Requirements

REQUEST FOR QUOTATIONS (RFQ)

To: _____

From: **(Pyrethrum Processing Company of Kenya Limited)**

Installation and Commissioning of PPCK Content Management System (Website)

per the specifications in the schedule of requirements)

[PPCK/RFQ/1198/2022-2023)

1. The Pyrethrum Processing Company Limited invites you to submit quotations for **Installation and Commissioning of PPCK Content Management System (Website)** indicated in detail in "Table A. Schedule of Requirements and Specifications".
2. 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 *.ie. 0900 to 1600 hours* at the address given below.
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 **[30.11.2022 and 11am]**.

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 **Senior Procurement Officer** through the **email: procurement@pyrethrum.co.ke** or *P.O Box 420-20100 Nakuru.*
5. Any resulting contract shall be subject to the terms and conditions detailed in Part 3
6. Please inform by email or express mail the undersigned within two (2) days of receipt of this RFQ if you will not be submitting a quotation.

Yours sincerely,

[Ag. Chief Executive Officer]

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 90 days from the date of submission.
3. **The Quotation shall consist of** completed Tables A B and C and the Form of Quotation 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.

Address for Submission of Quotations.

- 1) Name of Procuring Entity: Pyrethrum Processing Company of Kenya Limited
- 2) P.O Box 420-20100 Nakuru)
- 3) Pareto Road, Industrial Area Nakuru, Near Kenya Forest Hospital. Complete tender documents with the relevant attachments be dropped into the tender box located at the Head Office Ground Floor Reception.
- 4) Date of Submission (deadline): _____ (30.11.2022).
Time of Submission (deadline): _____ (11:00 am).
6. Quotations will be opened immediately after the closing date and time specified in item5 (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
8. Contract to cover each of the following: (i) **valid trading license** (ii) **certificate of registration**, and (iii) **valid tax compliance certificate** for the current 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.
9. **Invitation not transferable:** This invitation is not transferable to the other firms or individuals not so invited.
10. **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
11. **Technical Specifications:** Documentary evidence to show that the goods meet the technical specifications.
12. **Alternative Quotations:** Tenderers are **not permitted** to submit alternative quotations for goods.
13. **Currency:** Quotations shall be priced in Kenya Shillings. Other currencies are not allowed.

The Procuring Entity **shall not allow** quotations in foreign currency

14. **Evaluation of Quotations:** The evaluation of quotations will be conducted using the procedure set out below:
- i) Preliminary examination to determine Tenderer eligibility: (i) **valid trading license** (ii) **certificate of registration/Incorporation** (iii) **Valid tax compliance certificate** (iv) **valid AGPO Certificate** (where applicable)
 - ii) Technical examination to determine goods eligibility, compliance with technical specifications and commercial responsiveness.
 - iii) Quotations failing this stage will be rejected and not considered in next stage.
 - iv) 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.
15. **Lowest Evaluated Quotation:** The lowest evaluated quotation shall be recommended for award of contract.
16. **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
17. **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 Tenderers. 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 (Procuring Entity)	
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 supply goods) to cover and conform to our pricing listed in the attached in Table Quotation submission TABLE at total price of Kenya Shillings _____
OR in Foreign Currency (Not 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 _____ (goods to be supplied conform to the **SCHEDULE OF REQUIREMENTS TABLE 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, Contractors and Service Providers, copy available from _____ (www.ppra.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 quotations 90 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, we are not participating any other Quotation as a Joint Venture member or as subcontractor.

9. We, along with any of our contractors, 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:_____. The warranty period offered is _____ weeks.

Quotation Authorized by:

Name and designation_____

Signature:_____

PART1: PRELIMINARY/MANDATORY REQUIREMENTS

NO	(A) PRELIMINARY EVALUATION/MANDATORY REQUIREMENTS	MARKS	SCORE X OR √
1	Attach Valid Trade Licence/Business permit	Mandatory	
2	Attach copy of Certificate of registration/incorporation	Mandatory	
3	Attach Copy of valid KRA tax Compliance Certificate	Mandatory	
4	AGPO Certificate (where applicable)	Mandatory	
5	Attach Copy of Pin Certificate of firm/Company/individual	Mandatory	
6	Attach list of Directors as stipulated in the Companies Act	Mandatory	
7	Must fill and stamp the form of tender in the format provided	Mandatory	

The Firm must meet all the mandatory qualification requirements as listed above and shall be evaluated on the **X OR √ BASIS** and any Bid that does not meet any of the mandatory requirements shall be disqualified from detailed technical evaluation.

PART 2: SCHEDULE OF TECHNICAL SPECIFICATIONS AND REQUIREMENTS

NO	(B) TECHNICAL EVALUATION CRITERIA	KEY AREAS/RATING	TOTAL SCORE	SCORE AWARDED
1	Profile of the Firm	(a) Number of years in operation 3 years- 5 Marks (b) Detailed Physical address and contact address (5 Marks)	10 Marks	
2	Company's Portfolio	(a) Provide Five (5) Major clients served and contact persons for the said firms (attach recent contracts or LPOs (3 Marks per client served) (b) Provide evidence in form of duly filled signed recommendation letters of similar services offered 2 letters- 5 Marks each	15 Marks 10 Marks	
3	Qualification of Personnel	(a) Provide Three (3) Technical personnel involved attaching their CVs - 5 Marks each	15 Marks	
4	Provide a detailed proposal	(a) Implementation schedule/Work Plan for the assignment- 5 Marks (b) Methodology/tasks and output at each stage- 15 Marks	20 Marks	
	ONLY BIDDERS WITH 70 MARKS AND ABOVE EARNED FROM TECHNICAL EVALUATION WILL PROCEED TO FINANCIAL STAGE FOR FURTHER EVALUATION			
	(C) FINANCIAL EVALUATION	Based on lowest evaluated bidder (Attach a quote incl of VAT)		

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

	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
Tenderer is directly or indirectly controls, is controlled by or is under common control with another tenderer.		
Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
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.		
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.		
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.		
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 implementation of the contract specified in quotation process and execution of the Contract.		

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.

i) Conflict of interest disclosure

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

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 _____

Title or Designation _____

(Signature)

(Date)

i) 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 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 non 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 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 or, 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 their 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_____

ii) SELF-DECLARATION FORM

We, the Tenderer _____ submitting our Quotation in respect of Quotation

No _____ for _____

DECLARE AS FOLLOWS:

That, We the Tenderer including any entity or individual that directly or in directly 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:

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

Title of the person signing the Quotation:

Signature of the person named above:

PART 3: CONTRACT AGREEMENT

- (1) THIS CONTRACT AGREEMENT is made_____ (specify date). Between_____ [Insert complete name of Procuring Entity], and having its principal place of Business at_____ [Insert address of Procuring Entity] and
_____ [Insert name of Supplier, or contractor or service provider], and having its principal place of business at_____ [insert address of Supplier, contractor or service provider].
- (2) WHEREAS the Procuring Entity invited quotations for the Supply of Goods/works/services (select one) described in Table B, i.e. _____ [insert brief description of Goods] and has accepted a Quotation by the Tenderer in the sum of _____ [insert Contract Price in word and figures] (herein after called “the Contract Price”).
- (3) NOW THIS AGREEMENT WITNESSED AS FOLLOWS:
1. This Contract Agreement includes the following documents:
 - a) Table A. SCHEDULE OF REQUIREMENTS AND TECHNICAL SPECIFICATIONS.
 - b) Table B. QUOTATION SUBMISSION TABLE.
 - c) FORM OF QUOTATION.
 - 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/works/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/works/services (select one) and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in them as prescribed by the Contract.
- (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 Procuring Entity

Signed:[insert signature]

in the capacity of.....[insert title or other appropriate designation]

in the presence of..... [insert identification of official witness]

For and on behalf of the Supplier

Signed:

.....[insert signature of authorized representative(s) of the Supplier]

in the capacity of..... [insert title or other appropriate designation]

in the presence of..... [insert identification of official witness]

PART 3: CONDITIONS OF THE 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 disputes 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:

- i) For Goods, price of goods received upon submission of a claim/invoice supported by the acceptance certificate issued by the Procuring Entity.

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 to confirm their conformity to technical specifications.

10. Warranty

The Supplier warrants that all the Goods are new, unused, and recent or current model and that they incorporate all recent improvements in design and materials, unless provided otherwise in the contract.