



**KITALE NATIONAL POLYTECHNIC  
P.O BOX 2162 – 30200  
KITALE**

**SUPPLY & DELIVERY OF BEAUTY PRODUCTS**

**TENDER NO. TKNP/RFQ/69/2023-2024/02**

**OPEN**



REQUEST FOR QUOTATIONS (RFQ)

To: .....

From: **Kitale National Polytechnic, P.O. Box 2162 – 30200, Kitale.**

Tender Name: **Supply & Delivery of Tailoring & Beauty Products**

The Kitale National Polytechnic invites you to submit quotations for **Supply & Delivery of Beauty Products**

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 the address given below.

1. 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 **16/05/2024 at 10:00am**. Late quotations shall be rejected.
2. Enquiries regarding this quotation may be addressed to **The Principal, Kitale National Polytechnic, P.O Box 2162-30200, Kitale - Phone No 0721379304.**
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 immediately after the receipt of this RFQ if you will not be submitting a quotation.

Address for Submission of Quotations.

THE PRINCIPAL  
KITALE NATIONAL POLYTECHNIC  
P.O BOX 2162-30200, KITALE

**HARD COPIES OF THE TENDER DOCUMENT MUST BE SUBMITTED & DROPPED IN THE TENDER BOX AT THE ADMINISTRATION BLOCK or to [kitalenationalpolytechnic@gmail.com](mailto:kitalenationalpolytechnic@gmail.com)**

Yours sincerely,

Chief Principal





## **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 **60 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 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) KITALE NATIONAL POLYTECHNIC  
THE PRINCIPAL  
P.O BOX 2162-30200, KITALE
- 2) Date of Submission (deadline): **16/05/2024**  
Time of Submission  
(Deadline): 10:00 a.m (Kenya time).

6. 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.

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. 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 individuals 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 in corporate in the work or services
10. **Technical Specifications:** Documentary evidence to show that the service meet the technical specifications.
11. **Alternative Quotations:** Tenderers **are not permitted** to submit alternative quotations for service.  
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.
13. **Evaluation of Quotations:** The evaluation of quotations will be conducted using the procedure set out below:
  - a) **Preliminary examination** to determine Tenderer eligibility: (i) **valid trading license** (ii) certificate of registration (iii) Valid tax compliance certificate
  - b) **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.

- c) **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 responsive evaluated quotation shall be recommended for award 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.

**EVALUATION CRITERIA FOR THE QUOTATIONS.**

**Preliminary Examination**

S/N	Mandatory Eligibility criteria	1	2	3	4	5	6	7	8	9
1.	Tenderer is a legally registered entity.									
2.	Tax Compliance Certificate for Kenyan tenderers.									
3.	Valid Trading License.									
4.	All RFQ Form dully filled and submitted in the format provided									
	Determination of Responsiveness (Yes/No)									

- *Only Tenderers that all meet the Preliminary Requirements shall proceed to the*



*next stage of evaluation*

**Technical Examination :**

Conformity with technical specifications of the procuring entity

**Financial Evaluation**

- *The lowest evaluated quotation shall be recommended for award of contract.*

**QUOTATION AND QUALIFICATION DOCUMENTS**

*Instructions to Tenderer. 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
- (v)

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

<b>Quotation Addressed to (Procuring Entity)</b>	<b>The Principal, Kitale National Polytechnic, P.O.Box 2162-30200.</b>
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 one of supply goods, complete the works or provide the services)* to cover and conform to our pricing listed in the attached in Table B. Quotation Submission TABLE 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 specified in Part1: INSTRUCTIONS TO TENDERERS.
4. We also confirm that the

---

*(goods to be supplied/works to be constructed/services to be provided(select one) conform to the **SCHEDULE OF REQUIREMENTS TABLE** below and in conformity with technical specifications listed in PART 2: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(*specify website*) 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
8. 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 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: \_\_\_\_\_days from date of acceptance of Quotation. The warranty period offered is \_\_\_\_\_weeks.

**Quotation Authorized by:**

Name and designation \_\_\_\_\_

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



i) **Schedule of Requirements**

S/NO	ITEM DESCRIPTION	UOM	QTY	UNIT PRICE KSH.	AMOUNT KSH.	TOTAL
1.	Hair dryers (hood, hand held)	pc	4	Cerioti Equator 3000 Mobile Hood Dryer CERRIOTI or <b>'equivalent,</b>		
2.	Blow dryer	pc	4	Cerioti or equivalent		
3.	Thermal tongs	pc	6	4 flat iron & 2 Tongs		
4.	Waxing gel	pc	6	250 ml		
5.	Hair gels	pc	6	250 ml 3 cleared & 3 Dark		
6.	Assorted brushes	Dozen	6	2 small size, 3 medium size and big		
7.	Assorted rollers	Dozens	30	10 small size, 10 medium, 10 big		
8.	Assorted combs	pc	12	Tail comb, Matada, Afro comb, Sectioning comb, 3 in 1 and 2 in 1		
9.	Assorted rods	Dozen	20	10 Perm rods, 10 flexi rods.		
10.	Assorted scissors	pc	6	2 Small, 2 Medium and 2 big		
11.	Trolleys Salon	pc	6	Medium		
12.	Spray bottle	pc	6	Medium		
13.	Assorted Hair Clips	pc	6	3 Small and 3 Medium		
14.	Spray bottle	pc	6	Medium		
15.	Face Shield	Pc	6	Medium		
16.	Gowns/Drapers	pc	6	3 gowns 3 drapers(free size)		
17.	Towel Warmers	pc	6	Medium		
18.	Wax Warmers	pc	3	Free Size		
19.	Tweezers	pc	6	Medium		
20.	Shampoo Unit	pc	3	For Salon Use		
21.	Sterilizing Cabinet	pc	6	medium		
22.	Shaving Machine	pc	6	4 for Salon Use 2 for bald		
23.	Mannequin	pc	8	6 for plaiting lessons and 2 for wig lessons		
24.	Assorted bowls plastic	pc	6	Medium		
25.	Barber Seat	pc	2	Salon Use		
26.	Nail Dryer	pc	3	Salon Use		



27.	Nail Files	pc	20	Medium		
28.	UV/LED lamps	pc	6	Salon Use		
29.	Pedicure Machines	pc	4	Salon Use		
30.	Table light	pc	6	Salon Use		
31.	Manicure set	pc	6	5 19Pcs Manicure Nail Clippers Kit Pedicure Set Nail and 1 Nail Art Care Set Acrylic Nail Dryer LED Manicure DIY Nail Kit		
32.	Mixer	pc	6	Medium		
33.	Nail peg	pc	6	Medium		
34.	Nail scissors	pc	6	3 small and 3 medium		
35.	Foot spa machines	pc	6	Salon use		
36.	Makeup tool box	pc	4	Box Cosmetic Tools Set Bag Professional Makeup Organizer Box Cases		
37.	Aluminium foil	pc	6	45cm*5m		
38.	Makeup kit	pc	2	Fashion 24 Pcs Naked Professional Makeup Brush Set Tools Kit Spray Holder		
39.	Tattoo applicator	pc	6	24x Ink Bottles Applicator With Essential Oils		
40.	Product applicators	pc	6	22 Pieces Hair Coloring Tool Set Hairdressing Tools		
41.	Massage bed	pc	6	For spa use		
42.	Massage mat	pc	6	For salon use		
43.	Massage seat	pc	6	For salon use		
44.	Corn remover	pc	6	For salon use		
45.	Stamping kit	pc	6	For salon use		
46.	Nail dummy	pc	6	For salon use		
47.	Piercing gun	pc	6	For salon use		
48.	Facial bed	pc	4	For salon use		
49.	Facial seat	pc	4	for salon use		
50.	Facial steamer	pc	6	For salon use		
51.	Facial electric machine	pc	4	For salon use		
52.	Tape measure	pc	6	Automatic Retractable Tape Measure With Lock Pin		
53.	Basins	pc	15	10 medium and 5		



				small		
54.	Buckets	pc	10	Medium size bucket		
55.	Plastic chairs	pc	50	Cream white or white		
56.	Mirrors	pc	10	wall mirror 1m		
57.	manicure table	pc	20	salon use		
58.	Bed sheet	pc	2	Pure cotton white		
59.	Working station	pc	15	1 meter table with a double-sided mirror		
60.	Electric water heater	pc	6	4 1.7-litres, and 2 Traditional Electric Kettle 5 Liters Stainless Steel		
61.	Assorted needles	pc	10	2 curve, 2 medium , 2 crotchets, 2 needles for sister lock and 2 big		
62.	Assorted shampoo	pc	6	5 liters, 4 plain shampoo and 2 neutralizing shampoo		
63.	Assorted conditioners	pc	3	5 liters		
64.	Hair food and oil	pc	6	500 ml 3 hair food and 2 hair oil		
65.	Hair relaxer	pc	6	4 kg regular, 2 kg mild and 2 kg super		
66.	Hair spray	pc	6	500 ml		
67.	Treatments	pc	6	500 ml 4 for deep penetrating treatment and 2 leaving treatment		
68.	Assorted setting aids	pc	6	500 ml		
69.	Assorted styling aids	pc	6	500 ml		
70.	Ear caps/muffs	pc	6	Medium		
71.	Apron	pc	4	Free size		
72.	Blades	pc	6	For salon use		
73.	Assorted towels	pc	6	2 face towels , 4 salon size towels and 2 black towels for dye		
74.	Assorted wall chart	pc	6	Salon use		
75.	Assorted poster	pc	6	salon use		
76.	Assorted hair piece material	pc	15	10 braids and 5 weaves(2 short weaves and 3 long weaves)		
77.	Assorted massage oil	pc	6	500 ml		



78.	Assorted hair dye	pc	10	3 black, 2 brown, 3 bronze copper and 2 grey(10 pcs 25 ml per box)		
79.	Assorted texturizers	pc	6	207 ml container		
80.	Depilatory creams/foams	pc	6	500 grams		
81.	Facial scrubs	pc	6	2 2in1 for peeling and scrubbing, 1 for acne control and 3 for all purpose(75ml)		
82.	Facial wash	pc	6	2 simple glow, 2 age resisting and 2 oil control (150 ml)		
83.	Sterilizers	pc	6	For salon use		
84.	Perming kit	pc	4	Full set for salon use		
85.	Weaving thread	pc	6	Medium		
86.	Caps nets	pc	6	Mesh wig free size elastic		
87.	Elastic fiber rolls	pc	6	For salon use		
88.	Wax	pc	6	100 grams for hair removal		
89.	Talcum powder	pc	6	400 grams		
90.	Gel products	pc	6	2 curl activator 300grams, 4 styling gel 150 grams		
91.	gel polish	pc	6	2 prima, 2 base coat and 2 top coat(15ml)Professional Nail Gel Polish No Wipe Top Coat Base Coat Long Lasting		
92.	surgical spirit	pc	4	1 Litre		
93.	cotton wool	pc	6	400 grams		
94.	diffusers	pc	6	100ml		
95.	shaving foam	pc	6	200ml		
96.	monomers	pc	6	150ml		
97.	polymers	pc	3	1000pcs/pack 3d Nail Art Fruit Flower Animal Polym		
98.	sculpture forms	pc	6	Wood Hand Form Display Holder Shop Sculpture Hand Chain Pendant		



99.	primers	pc	6	2 Vitamin C Niacinamide Brightening Primer Serum,2 Face Infinity Primer, and 2 VC And Hyaluronic Acid Instant Hydration Primer Serum		
100.	cuticle oil	pc	6	Nail & Cuticle Oil- 25ml,For White Spots,Lines &Damaged Nails,		
101.	solar oils	pc	6	Solar Oil Nail & Cuticle Care - 118ml		
102.	gauze	pc	6	Gauze bandage 7cm		
103.	resins	pc	6	4 Nail Jelly Resin Rhinestone Flatback Gems 3D Nail Art Decoration Manicure DIY, and 2Diy And More Epoxy Resin Crystal Clear 1:1 Ratio for DIY ,Jewelry Casting, Crafts and coating		
104.	resin activators	pc	6	200ml		
105.	top sealer	pc	6	Nail care top sealer 14 ml		
106.	chrome	pc	6	5ml Magic Chrome Nail Gel Aurora Powder Chrome Liquid Metallic Mirror Effect No Dust Nail Gel Polish Function Top Coat GLBJ01,		
107.	nail adhesive	pc	6	5 PCs Nail Glue Strong False Fake Nails Adhesive		
108.	fibre glass	pc	4	50 Pieces Fibre Glass Nail Extension Silk Nail Art Tool Non- Woven Fiberglass Extension for Nails Extension (with Tweezers)		



109.	acetone	pc	6	1 litre		
110.	nail cutter	pc	13	Stainless steel nail cutter 3 medium, 3 small and 4 big, and 3 Acrylic Nail Clipper 4 in 1 Kit		
111.	nail dehydrators	pc	6	15 ml		
112.	sanitizers	pc	4	5 litres		
113.	nail polish	pc	18	15 ml 3 top coat, and 3 base coat the rest are polish		
114.	nail buffer	pc	20	7-sided buffer		
115.	gel polish (assorted colours)	pc	14	15ml		
116.	dead skin remover	pc	4	2 350 ml Aloe verawhitenning scrub face and body, and 2 charcoal scrub		
117.	nail tips	pc	4	2 Artificial nail set-100 pcs and 2 100 pcs clear acrylic nail tips		
118.	wet wipes	pc	6	2 72-pcs for extra sensitive skin, 2 60-pcs antibacterial wet wipes, 2 25-Facial Cleansing Wipes, Wet Towels For All Skin Types		
119.	safety masks	pc	3	Disposable face masks/3ply safety masks 50pcs		
120.	polish wipe off	pc	6	3 Gelish Wipe It Off - Lint-Free Nail Wipes (300 Wipes), and 3 Acetone Free Nail Polish Remover Wipes - Wipe Off (10 Wipes)		
121.	dry quick spray	pc	6	100ml		
122.	spatulas	pc	6	Wooden Waxing Spatula / Tongue Depressor 100 PCS, and 10pc Plastic Cosmetic Spatulas Scoop Face Cream		



				Mask Mixing Spoon DIY Beauty Tools Eye Facial eup Applicator Mini Spoon		
123.	tip clippers	pc	6	The Edge Cutter Acrylic Nails False Tips Clipper Cutter- With Stainless Steel Blade(Safely And Quickly)		
124.	orange stick	pc	6	100 Pcs Nail Art Cuticle Pusher Remover Orange Wood Stick-		
125.	henna	pc	6	Nail and hand henna 150 grams		
126.	cleanser	pc	6	2 Acne control cleanser 236 ml, 2 for oily skin and 2 cleanser for normal to dry skin 12 floz,		
127.	tonner	pc	6	3 100-ml Aloe Vera Moisturizing Toner Natural Esse Tonner and3 100-ml Natural Rice Essence Toner Hydrate Brightening Day Night		
128.	moisturizer	pc	6	2 Even & Matte Normal To Oily Skin Face Moisturizer – 40ml, 2 Replenishing Rich Moisturiser and 2 Anti-aging & Moisture Sun Cream SPF 60++ UV Screen		
129.	lip gloss/lip balm	pc	6	3 Matte lip gloss or 3 Squeezing and shine lip balm/Gloss		
130.	foundation	pc	6	2 for light skin, 2 for darkskin and 3 for chocolate(60ml)		
131.	concealer	pc	6	2 8 Color Correct Contour Concealer Palette, 2 High		



				Definition Concealer(for all skin color)		
132.	bronzers	pc	6	3 8 Color Highlighters Palette Eyeshadow With Brush and 3 16Color Blusher, Highlighter ,Concealer, Powder		
133.	eye shadows	pc	6	Fashion Eyeshadow Eye Shadow Pans Palette Eye-shadow Make Up		
134.	powders	pc	6	2 color powder and 4 white (500 ml)		
135.	mascara	pc	6	2 In 1 Eyeliner & Mascara Waterproof, 1 lash curling Mascara 03 Brown, and 3 water proof black mascara		
136.	eye pencil	pc	4	2 Eyebrow Shaper Razor(3pcs) + 3Pcs Eye,Lip Liner Pencil, and 2 4Pcs Extra Waterproof Eye Liner Pencil Lip Liner With Vitamins A & E		
137.	make up brushes	set of 24	2	Makeup brushes		
138.	make up sponges/blender	set of 4	2	1 Makeup Sponge Set Beauty Foundation Blending Sponge 3 Pcs and 1 Makeup Sponges Powder Puff Beauty Blender 6 Pcs/set		
139.	eye liners	pc	6	3 2 IN 1 Mascara Eyeliner And Eye & Lip Liner Pencil and 3 3pcs Brown Lip & Eye Liner Pencil Number 040		
140.	recliners	pc	6	For salon use		
141.	eye lashes	pc	6	3 False Eyelashes Set		



				3 Pairs Styles 5D,6D,7D Mixed Eyelashes and 3 20 Pairs Natural Curly Fake Eyelashes Set Waterproof		
142.	blushers	pc	6	3 Micolor 16Color Blusher, Highlighter ,Concealer, Powder and 3 Any Lady Eyeshadow/Blusher/Li pstick/Eyebrowpowder /Highlighter Palette		
143.	glitters	pc	4	2 Shimmers/Glitters /Face /Body /Eye /Hair/ Nails Décor and 2 12 Colors UV Gel Acrylic DIY Glitter Decoration Nail Art Sequins Powder Set		
144.	face paints	pc	6	2 Face body paints 8- piece, 2 washable face body painting party art and 2 cross- border 15 color body paint water souble paint		
145.	assorted massagers	pc	6	2 headneck scalp massagers, 2 spine tone body massager, 2 foam roller massagers		
146.	massage powder	pc	6	Loose powder (500 ml)		
147.	massage oil	pc	6	2 Almond, 2 lavender, 1 peppermint and 1 strawberry (300 ml)		
148.	shower gel	pc	6	1 for men, 2 for women, 2 for skin repair, 1 for sensitive skin(500 ml)		
149.	serviette	pc	6	Pack of 100 sheets		
150.	pumice stone	pc	6	4 white and 2 black		
151.	scrapers	pc	6	Salon use		
152.	foot spa	pc	6	Salon use		



153.	cuticle cream/gel	pc	6	250 grams		
154.	nail polish remover	pc	4	2 1-liter for plain nail polish and for gel polish		
155.	disinfectant	pc	6	5 litre		
156.	dettol antiseptic	pc	3	5 litre		
157.	sanitizers	pc	6	500 ml		
158.	stencils	pc	6	3 10Pcs Eyebrow Models Stencil Grooming Card Shaper and 3 8-Style Journal Drawing Template Stencils Set Scra		
159.	paraffin wax	pc	6	1 kg		
160.	marker	pc	4	10 Pcs/lot White Board Marker Easy Eraser 3 Color		
161.	sterile studs	pc	6	Painless Ear Body Nose Navel Lips Tongue Piercing Gun Machine Supply Tool Kit Set 98pcs Ear Studs Healthy Safty Sterile Piercer		
162.	assorted serums	pc	6	Vitamin C Firming Anti Wrinkle, Anti Aging, Anti Acne, Face Serum		
163.	eyebrow scissors	pc	6	12PCS Eyebrows Trimmer Eyebrow Trimming Scissors Tweezers Eyebrow Scraping Eyebrow Comb Razor		
164.	hangers	pc	2	48Pcs Plastic Normal Clothes Hangers 4 Dozen - Mixed Colours		
165.	threads	pc	6	Medium Size threads		
166.	tweezers	pc	6	For salon use		
167.	foam	pc	6	Olive oil foam wrap/set mouse		
168.	After shave	pc	6	Men's Aftershave Lotion 200ml		



169.	liquid soap	pc	6	500ml		
170.	lipstick	pc	6	6Pcs Matte Liquid Lipstick Makeup Set, Matte liquid Long-Lasting Wear Non-Stick Cup Not Fade Waterproof Lip Gloss		
171.	assorted dyes	pc	6	10 PCS Black Hair Shampoo Instant Hair Dye For Men & Women-Black Color, Quick Hair Color Shampoo Dark Brown -200ml, and Hair Colorant Splendid White-(dye)		
172.	measuring jar	pc	6	1 Litre measuring jar		
173.	sponge	pc	6	3 New magic twist and curling sponge and 3 Hair Brush Sponge With Big Holes Double-Sided Sponge		
174.	Disposable gloves	pc	2	100 pcs Medium latex		
	<b>TOTAL</b>					

Brands are made to guide, and its equivalent is acceptable.

SIGNATURE.....seal/stamp.....

Name.....Position.....Date.....

- i) **FORM FOR DISCLOSURE OF INTEREST**-Interest of the Firm in the Procuring Entity.
- ii) Are there any person/persons in **Kitale National Polytechnic** 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			

**iii) Conflict of interest disclosure**

		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 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 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**

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 KITALE NATIONAL POLYTECHNIC 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 \_\_\_\_\_

v) **SELF-DECLARATIONFORM**

We, the Tenderer \_\_\_\_\_  
 (*insert name*) submitting our Quotation in respect of Quotation  
 No \_\_\_\_\_ for \_\_\_\_\_  
 \_\_\_\_\_ (*insert quotation Title  
 Description*)for KITALE NATIONAL POLYTECHNIC

**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 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 Kitale National Polytechnic
- 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:** ..... *[Insert complete name of tenderer signing the quotation]*

**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]*

**Title of the person signing the Quotation:** ..... *[Insert complete title of the person signing the quotation]*

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



## CONTRACT AGREEMENT

- (1) THIS CONTRACT AGREEMENT is made on \_\_\_\_\_ (*specify date*). Between \_\_\_\_\_ and having its principal place of Business at KITALE NATIONAL POLYTECHNIC P.O BOX 2162 -30200, KITALE 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, works and Services*] and has accepted a Quotation by the Tenderer in the sum of [*insert Contract Price in words and figures*] (hereinafter 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 herein after 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 be come payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

- (4) In WITNESS whereof the parties hereto 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 .....

*[insert title or other appropriate designation]*

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

**For and on behalf of the Supplier/Contractor/Service Provider**

*(select one)*

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]*

**CONDITIONS OF CONTRACT**

**1. 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.

**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/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.

6. **Supplier/Contractor/Service Provider Responsibilities**

Service Provider shall provide all the services included in the Schedule of Requirements.

7. **Contract Price**

Prices charged by the Service Provider under the Contract shall not vary from the prices quoted by the Service Provider 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 Service Provider shall at its own expense and at no cost to the Procuring Entity carry out all such tests and/or inspections of the Goods, works or Services to confirm their conformity to technical specifications.

10. **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

**Opened by:**

1.....Sign.....Date.....

2.....Sign.....Date.....

3.....Sign.....Date.....

4.....Sign.....Date.....M