

Nairobi City County Assembly invites bids for renovation of **Eastleigh North Ward Office**. The invitation to quote is **restricted to prequalified suppliers of Nairobi County Assembly for the year 2018/2020 under category NCCASB/PQ/27B/2018-2020** (Provision of minor Engineering Works and Renovations)

**REPUBLIC OF KENYA**  
**REQUEST FOR QUOTATION**  
**QUOTATION NUMBER NCCA/Q/44/03/2018/2019**

**COMPANY NAME AND ADDRESS:**

.....  
.....

Buyer's designation and address: **Nairobi City County Assembly**  
**Box 45844-00100 Nrb**  
**Date.28/03/2019**

You are invited to submit quotation on items listed below:

**Notes:**

- a) **THIS IS NOT AN ORDER.** Read the conditions and instructions on reverse before quoting
- b) This quotation submitted in a plain wax sealed envelope marked "Quotation No. **NCCA/Q/44/03/2018/2019** For supply of: AS SHOWN BELOW and address to reach the buyer or be placed in the quotation Tender Box not later than **12:30pm on 5th April, 2019**
- c) Your quotation should indicate final unit price which quotation should include all costs for delivery, discount, duty and sales tax
- d) Return all the original copy and retain the duplicate for your reference.

**Please quote for the; provision for renovations of Lower Savannah Ward office as per the attached Bill of Quantity (BQ).**

**FOR OFFICIAL USE ONLY:**

Opened by; (1) .....	Designation.....	Signature.....
(2) .....	Designation.....	Signature.....
(3) .....	Designation.....	Signature.....
	Date.....	Time.....
	Sellers signature and Stamp.....	
	Date.....	

## **CONDITIONS**

1. The general conditions of contract with the Government of Kenya apply to this transaction. This form properly submitted constitutes the entire agreement.
2. The offer shall remain firm for 30 days from the closing date unless otherwise stipulated by the seller.
3. The buyer shall not be bound to accept the lowest or any other offer, and reserved the right to accept any offer in part unless the contrary is stipulated by the seller.
4. Samples of offer when required will be provided free, and if not destroyed during test will, upon request, be returned at the sellers' expenses.

## **INSTRUCTIONS**

1. All entries must be typed or written in ink. Mistakes must not be erased but should be crossed and corrections be made and initiated by the person signing the quotation.
2. Quote on each item separately, and in units as specified.
3. This form must be signed by a competent person and preferably it should be rubber stamped.
4. Each quotation should be submitted separately in a sealed envelope with the Quotation Number endorsed on the outside.
5. If you do not wish to quote, please state the reason on this form and return it, otherwise your name may be deleted from the buyer's mailing list for the items listed hereon.

**GPK(L)**

PROPOSED RENOVATIONS OF EXISTING WARD OFFICES FOR THE NAIROBI CITY COUNTY ASSEMBLY - EASTLEIGH NORTH WARD		Qty	Unit	Rate	Amt (Kshs.)
<b><u>BILL NO. 1</u></b> <b><u>BUILDER'S WORK</u></b>					
<b><u>PARTITIONS AND SCREENS</u></b>					
<b><u>Timber Partitions</u></b>					
A	75mm thick x 2400mm high blockboard partitions comprising of 75 x 75mm wrot mahogany framework and beadings spaced approximately 1200mm centres; vertically divided into two parts comprising 550mm high top panel infilled with louvred glass complete with levers and louvre carriers; 2150mm high bottom panel faced infilled with 25mm thick blockboard faced both sides with 3mm thick mahogany veneers (all as per detailed architect's design)	10	sm		
<u>Knot, prime, stop and apply three coats of “Ronseal” clear Wood Vanish as "Crown" or other equal and approved on:</u>					
B	General surfaces of timber	20	sm		
<b><u>DOORS</u></b>					
<u>Wrot prime grade mahogany in door frames and finishings</u>					
C	15mm quadrant beading with one labour	6	lm		
D	38 x 15mm architrave with two labour	6	lm		
E	40 x 15mm glazing bead with one labour	5	lm		
F	150 x 50mm frame with four labours plugged	6	lm		
G	Ditto transome with four labours	1	lm		
<b><u>Flush doors</u></b>					
H	45 x 900 x 2100mm high solid core flush door faced both sides with 3mm thick interior quality cypress veneered plywood and hardwood lipped all edges	1	no		
Carried to collections					

		Qty	Unit	Rate	Amt (Kshs.)
	<b><u>Glazing</u></b>				
A	6mm thick clear glass and glazing with mahogany timber beads (m/s) to timber frame in panes exceeding 0.10 but not exceeding 0.50 square metres	1	sm		
	<b><u>Ironmongery</u></b>				
	<u>Supply and fix the following ironmongery with matching screws as per "UNION" catalogue or other equal and approved</u>				
B	100mm pressed brass butt heavy duty hinges	1.5	prs		
C	3- lever mortice lock complete with aluminium lever furniture	1	no		
D	38mm diameter, 59mm deep rubber door stop including 32mm deep iron lug plugged to floor	2	no		
E	Delayed action non-reversible overhead door closer as "UNION" or other equal and approved	2	no		
	<b><u>Painting</u></b>				
	<u>Knot, prime, stop and apply three coats of "Ronseal" clear Wood Vanish as "Crown" or other equal and approved on:</u>				
F	General surfaces of wood	4	sm		
G	Ditto not exceeding 100mm girth	17	lm		
H	Ditto exceeding 200mm but not exceeding 300mm girth	7	lm		
	<b><u>FINISHES</u></b>				
	<b><u>FLOOR FINISHES</u></b>				
I	Carefully hack existing worn floor tiles including skirting; prepare the floor to receive new floor finish internally and externally, load and cart away arising debris (Approximately area- 28 square metres)		item		
	<u>Cement/Sand (1:3) in:</u>				
J	30mm thick screed prepared to receive ceramic floor tiles (m/s)	28	sm		
	Carried to collections				

		Qty	Unit	Rate	Amt (Kshs.)
	Approved non slip coloured ceramic floor tiles from an approved stockist				
A	500 x 500 x 10mm thick floor tiles fixed with an approved adhesive on prepared screed (m/s)	28	sm		
B	100 x 10mm thick skirting with rounded top ditto	21	lm		
	<b><u>WALL FINISHES</u></b>				
	<b><u>Painting and decorating</u></b>				
	Thoroughly scrub down previously painted surfaces of all dust, prepare and apply <b>three</b> coats of "Crown" or other equal and approved gloss oil paint on:				
C	Previously painted wall surfaces measured overall over all doors and windows surfaces; internally	49	sm		
	<b><u>CEILING FINISHES</u></b>				
	<b><u>Painting and decorating</u></b>				
	Thoroughly scrub down previously painted surfaces of all dust, prepare and apply <b>three</b> coats of "Crown" or other equal and approved emulsion paint on:				
D	Previously painted ceiling surfaces; internally	28	sm		
	<b><u>DOORS</u></b>				
	<b><u>Security grille door</u></b>				
E	Standard steel grille door overall size 900 x 2400mm high comprising 50 x 50 x 3mm RHS plugged frame all round; infilled with 25 x 50mm RHS as directed; the door to include all necessary approved ironmongery and accessories	1	no		
	<b><u>Painting</u></b>				
	Prepare and apply <b>one</b> undercoat and <b>two</b> finishing coats of "Crown" or other equal and approved plastic gloss paint to:				
F	General metal grilles surfaces	4	sm		
	Carried to collections				
	<b><u>WINDOWS</u></b>				

		Qty	Unit	Rate	Amt (Kshs.)
	<b><u>Burglar proofing</u></b>				
A	20 x 20mm mild steel bars cut and welded together at 150mm centres both ways as directed including plugging into masonry or/ and concrete including the necessary framework all round	4	sm		
	<b><u>Painting</u></b>				
	<u>Prepare and apply one undercoat and two finishing coats of plastic emulsion paint as "Crown Paints" or other equal and approved on:</u>				
B	General steel grilles measured overall both sides	8	sm		
	<b><u>Metal work</u></b>				
C	30mm diameter moulded wrought iron single curtain rail/rod and 25mm diameter x 2mm thick mild steel pipe for sheers; including 50mm diameter circular curtain and sheer hooks to both rods at 50mm centres; complete with basket end on either side of curtain rod; wrought iron as "Iron Art" or other equal and approved	3	lm		
	<b><u>Curtains/blinds</u></b>				
D	Supply and fix approved vertical screening curtains/blinds complete with all necessary opening and closing gears and accessories to window openings all to approval (Provisional)	5	sm		
	Carried to collections				
	<b><u>COLLECTION</u></b>				
	Brought forward from page CA/1				
	Brought forward from page CA/2				
	Brought forward from page CA/3				
	Brought down from above				
	<b><u>BILL NO. 1</u></b>				
	<b><u>BUILDER'S WORK</u></b>				
	<b><u>TOTAL CARRIED TO</u></b>				
	<b><u>GRAND SUMMARY</u></b>				

		Amt (Kshs.)
<b><u>BILL NO. 2</u></b>		
<b><u>PROVISIONAL SUMS</u></b>		
A	Allow a Sum of Fifty Thousands only (Kshs. 50,000/=) for Contract Administration	50,000.00
B	Allow a Provisional Sum of Kenya Shillings Fifty Thousands only (Kshs 50,000/=) for Electrical Installations (Re-wiring, conduiting and upgrading of existing electrical installation)	50,000.00
C	Provide a Provisional Sum of Kshs Fifty Thousands only (Kshs. 50,000/=) for Contingencies	50,000.00
<b><u>PROVISIONAL SUMS</u></b>		
<b><u>TOTAL CARRIED TO GRAND SUMMARY</u></b>		

			Amt (Kshs.)
<u>PROPOSED RENOVATIONS OF EXISTING WARD OFFICES FOR THE NAIROBI CITY COUNTY ASSEMBLY - EASTLEIGH NORTH WARD</u>			
<u>RENOVATIONS OF EXISTING OFFICES</u>			
<u>GRAND SUMMARY</u>			
<u>ITEM</u>	<u>PARTICULARS</u>	<u>PAGE NO</u>	
1.	PRELIMINARIES	PP/10	
2.	BILL NO. 1 - BUILDER'S WORK	CA/4	
3.	BILL NO. 2 - PRIME COST AND PROVISIONAL SUMS	PC/1	
		SUB-TOTAL	
		<u>ADD:-</u>	
		16% V.A.T.	
GRAND TOTAL CARRIED TO FORM OF TENDER			
CONTRACTOR..... ADDRESS..... DATE..... SIGNATURE.....  WITNESS – NAME..... ADDRESS..... DATE..... SIGNATURE.....			