

Nairobi City County Assembly invites bids for renovation of **Kawangware 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/57/04/2018/2019**

**COMPANY NAME AND ADDRESS:**

.....  
 .....

Buyer's designation and address: **Nairobi City County Assembly**  
**Box 45844-00100 Nrb**  
**Date.3/04/2019**

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/57/04/2018/2019** 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 9th 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)

<u>PROPOSED RENOVATIONS OF EXISTING WARD OFFICES FOR THE NAIROBI CITY COUNTY ASSEMBLY - KAWANGWARE WARD</u>				Qty	Unit	Rate	Amt (Kshs.)
<b><u>BILL NO. 1</u></b> <b><u>BUILDER'S WORK</u></b>							
<b><u>FINISHES (M.C.As OFFICE ONLY)</u></b>							
<b><u>FLOOR FINISHES</u></b>							
<b><u>Demolitions</u></b>							
A	Carefully hack out the terazzo floor finish including skirtings and screed below; prepare floor to receive new floor finish; make good all disturbed surfaces; load and cart away arising debris (Approximate area - 24 square metres)				item		
B	Ditto; toilets (Approximate area - 24 square metres)				item		
<u>Cement/Sand (1:3) in:</u>							
C	30mm thick screed prepared to receive ceramic floor tiles (m/s)	48			sm		
<u>Approved non slip coloured ceramic floor tiles from an approved stockist</u>							
D	300 x 300 x 10mm thick floor tiles fixed with an approved adhesive on prepared screed (m/s)	48			sm		
E	100 x 10mm thick skirting with rounded top ditto	56			lm		
<b><u>WALL FINISHES (M.C.As OFFICE ONLY)</u></b>							
<b><u>Painting and decorating</u></b>							
<u>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:</u>							
F	Previously painted wall surfaces measured overall over all doors and windows surfaces; internally	67			sm		
G	Ditto previously painted ceiling surfaces ditto	48			sm		
H	Ditto; externally (entire block)	93			sm		
Carried to collections							



		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 Twenty Five (Kshs 25,000/=) only for Electrical Installations (Re-wiring, conduiting and upgrading of existing electrical installation)	25,000.00
C	Allow a Provisional Sum of Kenya Twenty Five Thousands only (Kshs 25,000/=) for Installation of cold water storage tanks	25,000.00
D	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>		

**PROPOSED RENOVATIONS OF EXISTING WARD OFFICES FOR THE  
NAIROBI CITY COUNTY ASSEMBLY - KAWANGWARE WARD**

**RENOVATIONS OF EXISTING OFFICES**

**GRAND SUMMARY**

<u>ITEM</u>	<u>PARTICULARS</u>	<u>PAGE NO</u>	
1.	PRELIMINARIES	PP/10	
2.	BILL NO. 1 - BUILDER'S WORK	CA/5	
3.	BILL NO. 2 - PRIME COST AND PROVISIONAL SUMS	PC/1	
			SUB-TOTAL
			<b><u>ADD:-</u></b>
			16% V.A.T.
<b>GRAND TOTAL CARRIED TO FORM OF TENDER</b>			

CONTRACTOR.....  
 ADDRESS.....  
 DATE.....  
 SIGNATURE.....

WITNESS –  
 NAME.....  
 ADDRESS.....  
 DATE.....  
 SIGNATURE.....