

Nairobi City County Assembly invites bids for renovation of **Nairobi West 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/55/04/2018/2019

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/55/04/2018/2019** 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)

		Qty	Unit	Rate	Shs	Cts
<u>PROPOSED RENOVATIONS OF EXISTING WARD OFFICES - NAIROBI WEST WARD</u>						
<u>BILL NO. 1</u>						
<u>BUILDER'S WORK</u>						
<u>WINDOWS</u>						
<u>Curtains/blinds</u>						
A	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			
<u>FINISHES</u>						
<u>FLOOR FINISHES</u>						
<u>Demolitions</u>						
B	Carefully hack out the existing c/s floor floor screed finish; prepare floor to receive new floor finish; make good all disturbed surfaces; load and cart away arising debris (Approximate area - 20 square metres)		item			
<u>Cement/Sand (1:3) in:</u>						
C	30mm thick screed prepared to receive ceramic floor tiles (m/s)	20	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)	20	sm			
E	Ditto in 2no. existing external toilet cubicles (external)	5	sm			
<u>WALL FINISHES</u>						
<u>Cement and Sand (1:3) in:</u>						
F	10mm thick render prepared to receive ceramic tiles internally (m/s) - To 2no. existing external toilet cubicles	21	sm			
Carried to collections						

		Qty	Unit	Rate	Shs	Cts
	<u>Approved ceramic tiles from an approved stockist</u>					
A	250 x 250 x 6mm thick coloured ceramic wall tiles fixed with an approved adhesive on prepared render (m/s)	21	sm			
	<u>Painting</u>					
	<u>Thoroughly existing ironsheet partitions/walling of all dust, prepare and apply three coats as "Crown" or other equal and approved gloss oil paint on:</u>					
B	Ironsheets partitions/walling measured overall doors and windows internally/externally	123	sm			
	<u>CEILING FINISHES</u>					
	<u>Demolitions (Provisional)</u>					
C	Carefully remove existing worn-out celotex ceiling including rotten brandering; load and cart away arising debris (Approximately area- 20 square metres)		item			
	<u>Ceiling boards</u>					
D	13mm thick cellotex ceiling boards internally fixed with symmetrical V-jointed patterns to existing timber	20	sm			
E	Extra over cellotex ceiling in 600 x 600mm access door including the necessary framework and hinges	2	no			
	<u>Wrot celcured cypress in:</u>					
F	100 x 25mm moulded cornice with six labours	30	lm			
	<u>Prepare and apply one undercoat and two finishing coats of plastic emulsion paint on:</u>					
G	General surfaces of cellotex ceiling boards	20	sm			
H	Timber surface 100 - 200mm girth	30	lm			
	Carried to collections					
	<u>COLLECTION</u>					
	Brought forward from page CA/1					
	Brought down from above					
	<u>BILL NO. 1</u>					
	<u>BUILDER'S WORK</u>					
	<u>TOTAL CARRIED TO</u>					
	<u>GRAND SUMMARY</u>					

		shs	Cts
<u>BILL NO. 2</u>			
<u>PROVISIONAL SUMS</u>			
A	Allow a Sum of Fifty Thousands only (Kshs. 50,000/=) for Contract Administration	50,000	-
B	Allow a Provisional Sum of Kenya Shillings Twenty Five Thousands only (Kshs 25,000/=) for Electrical Installations (Re-wiring, conduiting and upgrading of existing electrical installation)	25,000	-
C	Allow a Provisional Sum of Kenya Shillings Two Hundred and Fifty Thousands only (Kshs 250,000/=) for Renovation of plumbing works to existing external 2no. toilet cubicles (Unblocking/repairs to drainage system, reconnection of water supply, all necessary pipework and supply and installation of cold water storage tanks)	250,000	-
D	Provide a Provisional Sum of Kshs Fifty Thousands only (Kshs. 50,000/=) for Contingencies	50,000	-
<u>PROVISIONAL SUMS</u>			
<u>TOTAL CARRIED TO GRAND SUMMARY</u>			

			Shs	Cts
<u>PROPOSED RENOVATIONS OF EXISTING WARD OFFICES - NAIROBI WEST 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/2		
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.....				