

Nairobi City County Assembly invites bids for renovation of **Utalii 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/46/03/2018/2019**

**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/46/03/2018/2019** 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 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	Amt (Kshs.)
<b><u>PROPOSED RENOVATIONS OF EXISTING WARD OFFICES FOR THE NAIROBI CITY COUNTY ASSEMBLY - UTALII WARD</u></b>					
<b><u>BILL NO. 1</u></b>					
<b><u>BUILDER'S WORK</u></b>					
<b><u>FINISHES</u></b>					
<b><u>NB:- M.C.A.'s OFFICES AND CORRIDOR ONLY</u></b>					
<b><u>WALL FINISHES</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>					
A	Previously painted wall surfaces measured overall over all doors and windows surfaces; internally	74	sm		
B	Ditto; externally (entire office block)	110	sm		
<b><u>CEILING FINISHES</u></b>					
<b><u>NB:- M.C.A.'s OFFICES AND CORRIDOR ONLY</u></b>					
<u>Demolitions (Provisional)</u>					
C	Carefully remove existing worn-out celotex ceiling including rotten brandering; load and cart away arising debris (Approximately area- 24 square metres)		item		
<u>Sawn celcured second grade cypress:-</u>					
D	50 x 50mm brandering (provisional)	24	lm		
<u>Ceiling boards</u>					
E	13mm thick cellotex ceiling boards internally fixed with symmetrical V-jointed patterns to existing timber brandering	24	sm		
Carried to collections					

		Qty	Unit	Rate	Amt (Kshs.)
<b><u>WINDOWS</u></b>					
<b><u>Glazing</u></b>					
A	5mm thick clear sheet glass glazed with putty to metal in panes exceeding 0.10 but not exceeding 0.50 square metres	1	sm		
<b><u>Burglar proofing</u></b>					
B	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	3	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>					
C	General steel grilles measured overall both sides	6	sm		
<b><u>Metal work</u></b>					
D	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>					
E	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)	4	sm		
Carried to collections					
<b><u>COLLECTION</u></b>					
Brought forward from page CA/1					
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 One Hundred and Fifty Thousands only (Kshs 150,000/=) for Electrical Installations (Re-connection, Re-wiring, conduiting and upgrading of existing electrical installation)	150,000.00
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>		

<u>PROPOSED RENOVATIONS OF EXISTING WARD OFFICES FOR THE NAIROBI CITY COUNTY ASSEMBLY - UTALII WARD</u>			Amt (Kshs.)
<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.....			