

# **NHC KILELESHWA PARK MANAGEMENT LIMITED**

*Mandera Road-Kileleshwa  
P.O. Box, 52970-00100 GPO, Nairobi*

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## **REQUEST FOR QUOTATIONS FOR DRILLING OF AND EQUIPING OF BOREHOLE AT NHC KILELESHWA PARK, NAIROBI**

**AUGUST 2018**

## **1. REQUEST FOR QUOTATIONS (RFQ)**

**DATE:** 24<sup>TH</sup> AUGUST 2018

**RFQ REFERENCE NO.:** KPML/2018/RFQ/001

**RFQ Name:** DRILLING OF AND EQUIPING OF BOREHOLE AT NHC  
KILELESHWA PARK, NAIROBI

NHC Kileleshwa Park Management Limited (KPML) invites sealed quotations for the **Drilling and Equipping of Borehole at NHC Kileleshwa Park, Nairobi**, situated in Kileleshwa, along Mander Road.

Interested eligible bidders may request for electronic copies of the bid documents by sending an email to [nationalhousingpark@gmail.com](mailto:nationalhousingpark@gmail.com), or obtain hard copies of the bid documents from KPML offices on Mander Road Kileleshwa, Nairobi

A non-refundable fee of Ksh 1,000 will be required to be submitted together with each bid. Only one quote per bidder will be accepted.

Completed bid documents are to be enclosed in plain sealed envelopes marked with RFQ name and reference number and delivered to KPML offices on Mander Road Kileleshwa, Nairobi or be addressed to:

The Chairman

NHC Kileleshwa Park Management Limited

Mander Road-Kileleshwa

P.O. Box, 52970-00100 GPO, Nairobi

so as to be received on or before 14<sup>th</sup> September 2018 at 12.00 hrs.

Bids will be opened immediately thereafter in the presence of the Bidders or their representatives who choose to attend.

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**PROJECT MANAGER**

## **2. INSTRUCTIONS TO BIDDERS**

### **2.1. Eligibility and Qualification Requirements**

Bidders are not eligible to submit bids for this Request for Quotation if they:

- Are not legally registered companies in Kenya;
- Are bankrupt or in the process of going bankrupt;
- Have been convicted for an offence related to professional conduct
- Are in situations of conflict of interest (with prior or current relationship to KPML Directors and/or staff
- Were previously declared at serious fault of implementation owing to a breach of their contractual obligations.

### **2.2. Site Visit**

- 2.2.1 The Bidder is advised to visit and examine the site and its surroundings and obtain for himself, on his own responsibility, all information that may be necessary for preparing the bid and entering into a contract. The costs of visiting the Site shall be the Bidder's own responsibility.
- 2.2.2. KPML shall organize a site visit on 7<sup>th</sup> September 2018 at 12:00 hrs. A representative of KPML will be available to meet the intending Bidders at the site.

### **2.3. RFQ Documents**

The RFQ documents comprise the documents listed here below and should be read together with the rest of the instructions to Bidders.

- a) Request for Quotation
- b) Instructions to Bidders
- c) Bid Form (to be completed printed on bidder's letterheads)
- d) Confidential Business Questionnaire Form
- e) Declaration Form
- f) Detailed breakdown of the works and the prices for each item.

Bids which are not substantially responsive to the requirements of the Bid documents will not be considered.

#### 2.4. Documents Comprising the Bid

The bid to be prepared by the Bidder shall comprise the following:

No.	Item	Tick Where Provided
1	Form of Bid, complete and signed, on bidder's letterheads	
2	Copy of Company or Firm's Registration Certificate	
3	Copy of PIN Certificate	
4	Copy of Certificate of Registration with Ministry of Water & Irrigation	
5	Confidential Business Questionnaire (CBQ)	
6	Declaration Form	
7	Company profile providing names with full contact as well as physical addresses of previous customers of similar completed works, value of the works and copies of completion certificate in the clients letterhead signed by a senior person in the clients firm	
8	Latest Audited financial statement or bank statements for the last 6 months.	
9	Detailed breakdown of the works and the prices for each item - preliminary items (survey, approvals), drilling and equipping.	
10	Any other materials required to be completed and submitted in accordance with the instructions to Bidders.	

#### 2.5. Bid Prices

Bids shall be priced in **Kenya Shillings**. The prices and unit rates in the detailed breakdown are to be the full [all-inclusive] value of the work described under the items, including all costs and expenses which may be necessary and all general risks, liabilities and obligations set forth or implied in the documents on which the bid is based. All duties and taxes and other levies payable by the Contractor under the Contract shall be included in the rates and prices and the total bid prices submitted by the Bidder.

#### 2.6. Bid Validity

The bid shall remain valid and open for acceptance for a period of ninety **(90) days** from the specified date of bid opening.

#### 2.7. Number of Sets and Bid Format

The Bidder shall prepare one properly bound complete set of its Bid.

## **2.8. Evaluation of Bids**

Bids will be evaluated on the basis of best overall value to KPML, taking into account the following evaluation factors: compliance with the required specifications as indicated in the RFQ, business experience and demonstrated integrity, adequate equipment holding, timely delivery and past performance of similar services, references from previous clients, and pricing and availability of the requested services.

KPML will conduct a preliminary evaluation to determine substantially responsive bids (those that include the documents listed in clause 2.4).

KPML will evaluate and compare the bids that have been determined to be substantially responsive in compliance to the Technical requirements set out in the Bid Document.

Upon completion of the preliminary and technical evaluation, KPML shall conduct a Financial Evaluation and comparison of the bids.

## **2.9. Award of Contract**

KPML will award the contract to the successful Bidder whose bid will have been determined to be substantially responsive, technically compliant and has been determined to be the lowest evaluated bid, and further, where deemed necessary, that the Bidder is confirmed to be qualified to perform the contract satisfactorily.

## **2.10. Payment**

Payments will be made on the basis of actual progress of works as determined by KPML Project Manager. Payments will take place only upon presentation of valid payment certificates and project documentation for the contracted works and upon approval by KPML. The payment will be made according to the following Schedule:

- i. Twenty percent (20%) of contracted value upon signing contract and mobilizing equipment to site
- ii. Thirty percent (30%) of contracted value upon fifty percent (50%) of contracted works
- iii. Forty percent (40%) of contracted value after handover of project
- iv. Ten percent (10%) of contracted value six months after handover of the project

## **3. STANDARD FORMS**

### 3.1. **FORM OF BID**

Date:

RFQ No. KPML/2018/RFQ/001

**To:**

Chairman  
NHC Kileleshwa Park Management Limited  
Mandera Road-Kileleshwa  
P.O. Box, 52970-00100 GPO, Nairobi.

Ladies and Gentlemen,

1. Having read, examined and understood the Bid Documents, the receipt of which is hereby duly acknowledged, we, the undersigned Bidder, offer to execute DRILLING OF AND EQUIPING OF BOREHOLE AT NHC KILELESHWA PARK, NAIROBI in accordance and conformity with the said Bid document and in particular the Schedule of Prices that are made part of this Bid.
2. We undertake, if our Bid is accepted, to deliver, install and commission the works in accordance with the requirements set out in the RFQ.
3. We agree to abide by this Bid for a period of.....days from the date fixed for Bid opening as per the Bid Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. This Bid, together with your written acceptance thereof and your notification of award, shall not constitute a contract, between us. The contract shall be formed between us when both parties duly sign the written contract.
5. We understand that you are not bound to accept any Bid you may receive.

Yours sincerely,

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Name of Bidder

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Signature of duly authorised person signing the Bid

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Name and Capacity of duly authorised person signing the Bid

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Stamp or Seal of Bidder

### 3.2. CONFIDENTIAL BUSINESS QUESTIONNAIRE

All Bidders are requested to give the particulars indicated in the questionnaire below.

1	Name of Company		
2	Address		
3	City/Town		
4	Telephone		
5	Fax		
6	Email		
7	Private or Public		
8	Number, Year and Place of Registration (enclose copy)		
8	Executive Management/ Board Members		
9	Nature of your business		
10	Banking Information	Name of Bank:	
		Address of Bank:	
11	Total number of employees		
12	Staff Qualifications		
	Name	Role	Qualifications
	1.		
	2.		
	3.		
	4.		
	5.		
	6.		
	7.		



13	List of Plant and Equipment		
	Type	Year of Manuf.	Model
	1.		
	2.		
	3.		
	4.		
	5.		
	6.		
	7.		
14	Experience and reference list (please attach any documents related to activities for the last three years.		
	List of works for the last three years in chronological order (including present activities	Year	Client
	1.		
	2.		
	3.		
	4.		
	5.		
	6.		
	7.		
15	Comments:		
	Name, Signature and Stamp		Date:

### **3.3. DECLARATION FORM**

Date \_\_\_\_\_

**To:**

NHC Kileleshwa Park Management Limited  
Mandera Road-Kileleshwa  
P.O. Box, 52970-00100 GPO, Nairobi.

Ladies and Gentlemen,

The Bidder i.e. (full name and complete physical and postal address) \_\_\_\_\_

\_\_\_\_\_

declare the following: -

- a) That I/ We have not been debarred from participating in public procurement by any body, institution or person.
- b) That I/ We have not been involved in and will not be involved in corrupt and fraudulent practices regarding public procurement anywhere.
- c) That I/We or any director of the firm or company is not a person within the meaning of clause 2.1 (Eligibility and Qualification Requirements) of the Instruction to Bidders.

Yours sincerely,

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Signature of duly authorised person signing the Bid

\_\_\_\_\_  
Name and Capacity of duly authorised person signing the Bid

\_\_\_\_\_  
Stamp or Seal of Bidder