

PART 1: INSTRUCTIONS TO TENDERERS

FORM OF QUOTATION [To be completed by Tenderer]

Quotation Addressed to (KTB)	
Date of Quotation	10/02/2025
Quotation Reference Number	KTB/Proc/0135/2024-2025
Subject of Quotation	Production and supply of S-banners (branded)
Supplier's Email Address	njoireatraders2019@gmail.com
Supplier's Telephone/Mobile No.	0727447938

ation of Quotations: The evaluation of quotations will be conducted using the procedure set out below:

(i) Preliminary examination to determine Tenderer eligibility (**Mandatory Requirements**):

No.	Mandatory requirement
1	Valid business license –Attach Copy
2	Certificate of registration-Attach Copy
3	Tax compliance certificate –Attach Copy
4	Valid AGPO Certificate if any - Attach Copy
5	Name of proprietor (for sole proprietor & business name)
6	List of directors, Shareholders and beneficial owners (in case of a company) – Attach a copy of CR12

i) SCHEDULE OF REQUIREMENTS TABLE

A Item	B Description of Goods/works/services	C UoM	D Required Quantity	E Unit Price inclusive of VAT	F Total Cost inclusive of VAT
1.	Production & supply of branded S-banners Specifications • To have flexible fabric stretched over it • Branded the Magical Kenya and Corporate logos • Standard size • Snake banner type	Pcs	10	48,960.30	489,603.00
	Add 0.03% PPRA Capacity Development Levy before VAT				12,338.00
	Grand Total				489,603.00

Signature: _____

And seal/Stamp

Name: Mastin Njoroge Kiragu

Position: Director



Authorized for and on behalf of (specify name of tenderer) Njoire Traders

Date 12/02/2025

(ii) Financial comparison of quotations to determine the lowest evaluated quotation. In case foreign currency is allowed, for comparison purposes only, foreign currency quotations will be converted to Kenya shillings using the exchange rates published by the Central Bank of Kenya on the day of submission of quotations.

2. **Lowest Evaluated Quotation:** The lowest evaluated quotation per quote shall be recommended for award of contract.
3. **Award of contract:** Award of contract shall be by placement of a Letter of Acceptance or Local Purchase Order. The currency of award and payment shall be currency in which the quotation was submitted. Unsuccessful tenderers who responded will be notified of the accepted quotation, indicating the name and the amount of the accepted quotation.
4. **Right to Reject:** KTB reserves the right to accept or reject any quotation or to cancel the quotation process and reject all quotations at any time prior to contract award.

QUOTATION AND QUALIFICATION DOCUMENTS

Instructions to Tenderer: Tenderer must complete and submit as part of the Form of quotation.

- (i) FORM FOR DISCLOSURE OF INTEREST
- (ii) CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION
- (iii) SELF-DECLARATION FORM

1. We have examined and have no reservations to the Request for Quotation document, and understand its full content and intent.
2. In compliance with your request for quotation dated 10/02/2025, referenced above, we offer to Supply of Goods (specify the supply goods or provision of services) to cover and conform to our pricing listed in the attached in Table B. Quotation Submission TABLE at a total price of Kenya Shillings (in words) _____ OR in Foreign Currency (if allowed), Currency _____ amount _____ (in words) _____
3. We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in Part 1: INSTRUCTIONS TO TENDERERS.
4. We also confirm that the Goods to be supplied goods to be supplied/works to be constructed/services to be provided (select one) conform to the **SCHEDULE OF REQUIREMENTS TABLE** of this RFQ Document.
5. We undertake to adhere by the Code of Ethical Conduct for Suppliers, Contractors and Service Providers, copy available from www.ktb.go.ke during the procurement process and the execution of any resulting contract.
6. We confirm that the prices quoted are fixed and firm for the duration of the validity period and performance of the contract and will not be subject to revision or variation.
7. The validity period of our quotation is: 90 days from the time and date of the submission deadline (number to be same as in the instructions to Tenderers).
8. We confirm we are not submitting any other Quotation as an individual or firm, and we are not participating in any other Quotation as a Joint Venture member or as a subcontractor.
9. We, along with any of our subcontractors, suppliers, Engineer, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is

subject to a temporary suspension or a debarment imposed by the Public Procurement Regulatory Authority or any other entity of the Government of Kenya, or any international organization.

10. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.
11. We hereby certify and confirm that the Quotation is genuine, non-collusive and made with the intention of accepting the contract if awarded. To this effect we have signed the "Certificate of Independent Quotation Determination" attached below.
12. We, the Tenderer, have completed fully and signed the **FORM FOR DISCLOSURE OF INTEREST**- interest of the firm in the Procuring Entity, attached below.

The Delivery/Completion period offered is: 14 days days from date of acceptance of Quotation.

The warranty period offered is 200 weeks (where applicable).

Quotation Authorized by:

Name and designation Martin Njoroge

Signature [Signature]

1. **Tenderers are advised to read carefully** these instructions and the Conditions of Contract in Part 3: before preparing the quotation. The standard forms in this RFQ may be photocopied for completion but the Tenderer is responsible for their accurate reproduction. The term Tenderer shall mean the firm or person invited to submit a quotation. The term Quotation herein shall mean the quotation submitted as usually understood in public procurement.
2. **Validity of Quotations:** The quotation will be held valid for 90 days from the date of submission.
3. **The Quotation shall consist of** completed Tables A, B and C and the Form of Quotation all indicated in Part 2 of this Request for Quotation, and documents to evidence Eligibility and Conformity to Technical Specifications.
4. **Sealing and Marking of Quotations:** For physical submissions, quotation(s) in one "one original" should be sealed in a single envelope, clearly marked with the **Quotation Reference Number** in the RFQ, the Tenderer's name and the name of Kenya Tourism Board (KTB). Envelope(s) should be sealed in such a manner that opening and resealing cannot be achieved undetected.
5. **Submission of Quotations:** Quotations, and any alternatives if allowed as per Item 11 below, should be submitted to the address above, on or before the date and time indicated in sub-item 5 below. Late quotations will be rejected.

Date of Submission (deadline): 13/02/2025

Time of Submission (deadline): 10.00 a.m.

6. **Opening of Quotations:** Quotations will be opened immediately after the closing date and time specified in item 5 above, by at least three appointed officials of Kenya Tourism Board (KTB).
7. **Tenderer Eligibility:** Tenderer must submit Documentary evidence to show His/her eligibility to be awarded a contract to cover each of the following: (i) valid business license (ii) certificate of registration, and (iii) valid tax compliance certificate. (iv) AGPO Certificate (where applicable). The Tenderer shall also complete attached forms to confirm eligibility and non-existence of a conflict of interest in relation to this procurement requirement by signing the attached Forms.
8. **Invitation not transferable:** This invitation is not transferable to other firms or individuals not so invited.
9. **Goods Eligibility:** Tenderer must submit as evidence documents to show the country of origin of any goods to be supplied or incorporated in the work or services

iii) Certification

On behalf of the Tenderer, I certify that the information given above is complete, current and accurate as at the date of submission.

Full Name Martin Njoroge

Title or Designation Director

[Signature]
(Signature)

12/02/2025
(Date)

iii) CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION

I, the undersigned, in submitting the accompanying Letter of quotation to the KTB [Name of Procuring Entity] for: prod & supply of branded S-banners [Name and number of quotation] in response to the request for tenders made by: KTB/RFQ/0135/2024-2025 [Name of Tenderer] do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of Njoroge Traders [Name of Tenderer] that:

1. I have read and I understand the contents of this Certificate;
2. I understand that the Tenderer will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the quotation on behalf of the Tenderer;
4. For the purposes of this Certificate and the quotation, I understand that the word "competitor" shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who:
 - a) has been requested to submit a quotation in response to this request for quotations;
 - b) could potentially submit a quotation in response to this request for quotations based on their qualifications, abilities or experience;
5. The Tenderer discloses that [check one of the following, as applicable]:
 - a) The Tenderer has arrived at the quotation independently from, and without consultation, communication, agreement or arrangement with, any competitor;
 - b) the Tenderer has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this request for quotations, and the Tenderer discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
6. In particular, without limiting the generality of paragraphs (5)(a) or (5)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - a) prices;
 - b) methods, factors or formulas used to calculate prices;
 - c) the intention or decision to submit, or not to submit, a quotation; or

d) the submission of a quotation which does not meet the specifications of the request for quotations; except as specifically disclosed pursuant to paragraph (5) (b) above;

7. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the works or services to which this request for tenders relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph (5)(b) above;

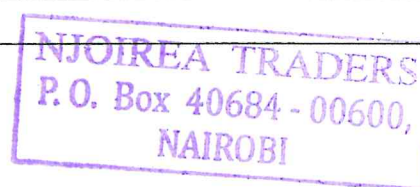
8. the terms of the quotation have not been, and will not be, knowingly disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official quotation opening, or of the awarding of the Contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (5)(b) above.

Name: Martin Njoroge

Title: director

Date: 12/02/2025 - JTB

[Name, title and signature of authorized agent of Tenderer and Date]



iv) SELF-DECLARATION FORM

We, the Tenderer Njoreia Traders (insert name) submitting our Quotation in respect of Quotation No KEB/RFQ/013/10/2025 Supply of branded S-banners (insert quotation Title Description) for Kenya Tourism Board (insert Name of Procuring Entity)

DECLARE AS FOLLOWS:

That, We the Tenderer including any entity or individual that directly or indirectly controls, is controlled by or is under common control with us, and any subcontractors, suppliers, project managers, consultants, manufacturers, service providers, agents, individuals, or any other party involved or to be involved for any part of the processes of procurement and contract execution related to the above quotation:

a) have not engaged/will not engage in any corrupt or fraudulent practices in the processes of procurement and contract execution related to the above quotation as defined and/or described in the following:

- i) the RFQ for the above Quotation;
- ii) Kenya's Public Procurement and Asset Disposal Act, 2015) and its attendant Regulations;
- iii) Kenya's Anti-Corruption and Economic Crimes Act, 2013; and
- iv) any such other Acts or Regulations of Government of Kenya;

b) have not offered/will not offer any inducement to any member of the board, management, staff and/or employees and/or agents of KEB (name of the procuring entity);

c) have not engaged/will not engage in any collusive or corrosive practice with other tenderers participating in the subject quotation;

d) have not been sanctioned or debarred by any entity from participation in public procurement proceedings of Kenya.

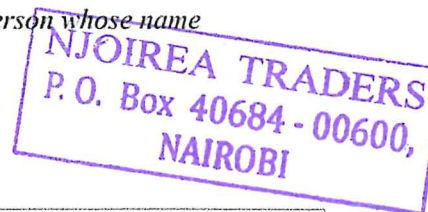
That, what is deponed to herein above is true to the best of our knowledge, information and belief.

Name of the Tenderer: Njoreia Traders [Insert complete name of tenderer signing the quotation]

Name of the person duly authorized to sign the quotation on behalf of the Tenderer: Martin Nyiraga
[Insert complete name of person duly authorized to sign the quotation]

Title of the person signing the Quotation: director [Insert complete title of the person signing the quotation]

Signature of the person named above: [Signature] [Insert signature of person whose name and capacity are shown]



v) BENEFICIAL OWNERSHIP DISCLOSURE FORM

INSTRUCTIONS TO TENDERERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM

This Beneficial Ownership Disclosure Form ("Form") is to be completed by the successful tenderer pursuant to Regulation 4 of the Companies (Beneficial Ownership Information) (Amendment) Regulations, 2022. In case of joint venture, the tenderer must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission.

Tender Reference No.: KE/OT/013/2024-2025 [insert identification no]
Name of the Tender Title/Description: Procurement of supply of branded banners [insert name of the assignment]
to: Kenya Tourism Board [insert complete name of Procuring Entity]

In response to the requirement in your notification of award dated [insert date of notification of award] to furnish additional information on beneficial ownership: [select one option as applicable and delete the options that are not applicable]

I) We here by provide the following beneficial ownership information.

Details of beneficial ownership

	Details of all Beneficial Owners		% of shares a person holds in the company Directly or indirectly	% of voting rights a person holds in the company	Directly or indirectly having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer (Yes / No)	directly or indirectly exercises significant influence or control over the tenderer /company (Yes / No)
1.	Full Name		Directly----- % of shares	Directly-----% of voting rights		
	National identity card number or Passport number					
	Personal Identification Number (where applicable)		Indirectly----- % of shares	Indirectly-----% of voting rights		
	Nationality					
	Date of birth [dd/mm/yyyy]					

	Details of all Beneficial Owners		% of shares a person holds in the company Directly or indirectly	% of voting rights a person holds in the company	Directly or indirectly having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer (Yes / No)	directly or indirectly exercises significant influence or control over the tenderer /company (Yes / No)
	Postal address					
	Residential address					
	Telephone number					
	Email address					
	Occupation or profession					
2.	Full Name		Directly----- % of shares	Directly-----% of voting rights		
	National identity card number or Passport number					
	Personal Identification Number (where applicable)		Indirectly----- % of shares	Indirectly-----% of voting rights		
	Nationality					
	Date of birth [dd/mm/yyyy]					
	Postal address					
	Residential address					
	Telephone number					
	Email address					
	Occupation or profession					
3.						
e.t.c						

not applicable at this level.

II) Am fully aware that beneficial ownership information above shall be reported to the Public Procurement Regulatory Authority together with other details in relation to contract awards and shall be maintained in the Government Portal, published and made publicly available pursuant to Regulation 5 of the Companies (Beneficial Ownership Information) (Amendment) Regulations, 2022

III) What is stated to herein above is true to the best of my knowledge, information and belief.

Name of the Tenderer: Njirera Traders * [insert complete name of the Tenderer] Martin Njirera Kiragu

Name of the person duly authorized to sign the Tender on behalf of the Tenderer: ** [insert complete name of

person duly authorized to sign the Tender]

Designation of the person signing the Tender: director [insert complete title of the person signing the Tender]

Signature of the person named above: [Signature] [insert signature of person whose name and capacity are shown above]

Date this 12 [insert date of signing] day of 02 [Insert month], [insert year] 2025

Bidder Official Stamp/ Company Seal.



