**REQUEST FOR QUOTATION  
INSTRUCTIONS ON HOW TO SUBMIT THE QUOTATION  
for Standard Goods**

**Procurement No:** **15-G040-23**

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# Instructions on how to submit the Quotation

## General Instructions

The Ministry of Internal Affairs, hereinafter referred to as “the Buyer”, invites Tenderers to submit Quotations for the Project as fully described in this RFQ. Please follow the instructions below in completing your Quotation. Quotations shall be submitted in English.

The Buyer may: (a) reject any or all Quotations, (b) accept other than the lowest cost Quotation, (c) accept more than one Quotation, (d) accept alternative Quotations, (e) waive informalities and minor irregularities in Quotations received, and (f) cancel this RFQ.

The Quotation should contain the Tenderer's best financial and technical terms. The Buyer reserves the right (but is not under obligation) to enter into discussions with one or more Tenderers in order to obtain clarification or additional detail, to suggest refinements in the Technical component or other aspects of the Quotation or negotiate the Financial component. The Buyer reserves the right to request additional data, information, discussions, or presentations to support part of, or an entire, Quotation.

Quotations and Questions shall have been completely, legibly and in full received by the Buyer, to the official email address, no later than the latest date and time for submission. It is the full responsibility of the Tenderer to ascertain that the submitted documents are completely delivered to the Buyer on time. E.g. failure of or delay on the Internet or a Tenderer’s email system, or technical incompatibility, is not a valid reason for lateness or incompleteness. Quotations or Questions, or parts thereof, delivered after the latest date and time for submission will not be opened or considered.

By responding to this RFQ, the Tenderer accept this RFQ’s policies and procedures, including the Specification describing the goods to be delivered. Tenderers shall have no claim whatsoever for any kind of compensation or reimbursement for preparation of their Quotation, whether or not it is successful.

Participating Tenderers shall not use or disclose any information, data, or documents they obtained from the Buyer in the course of procurement process for any purpose other than for preparing and participating in the procurement process. Documents submitted in Quotations will be used for evaluation purposes and will not be returned.

### Official email address

The official email address is [procurement@mfep.gov.ki](mailto:procurement@mfep.gov.ki). All correspondence regarding this process shall be submitted to this address, and this address only. No copies to other Buyer staff shall be submitted in parallel.

### Mandatory requirements

The Certificate of Compliance Form, separately included in this RFP, contains the mandatory requirements, with which the Tenderer, including each member of the consortium, joint venture or other type of association (where the Proposal is submitted by a consortium, joint venture or other type of association) must comply. Therefore, the Certificate of Compliance Form must be signed and attached to the Proposal, certifying that the Tenderer, including each member of the consortium, joint venture or other type of association, complies with all the mandatory requirements. Failure to comply with all the requirements set out below will result in rejection of the Proposal.

### Clarification and amendment of RFQ documents

Any participating Tenderer may request further clarification on matters pertaining to this RFQ by submitting questions in writing, using Documents in MS Office 2007 format (or later versions) or ISO-compliant Open Document Format for Office Applications (Open Document), via email to the official email address below, with the following noted in the subject line: **Tenderers name – RFQ Number – Questions**. Pdf format is not accepted. See the timeline for the due date for submission of questions.

The Buyer has a policy to treat all Tenderers equally. Please do not contact other Buyer personnel to discuss the RFQ. Any answers from other Buyer personnel shall not be valid, unless confirmed in accordance with the process for Questions and Answers here described. If the Buyer finds out that a Tenderer has tried to get information from other Buyer personnel, the Buyer reserves the right to disqualify a Quotation from such Tenderer having obtained unfair advantages. Questions on the substance of the RFQ will be answered (without identifying the source of inquiry) on the Buyer website: www.mfed.gov.ki/mfed/cpu. See the timeline for the date when the Buyer will release any clarifications and/or amendments.

### Method of submission and Quotation format

All Quotations must be submitted in electronic version via email to the official email address, with the following noted in the subject line: **Tenderers name – RFQ Number – Quotation**

Quotation documents exceeding 2 MB must be compressed, using a standard zip format openly available in the market. In case the Quotation exceeds 2MB, Tenderers may send multiple emails.

Format of documents submitted shall be as follows:

1. Signed letters in PDF format.
2. Documents and spreadsheets in MS Office 2007 format (or later versions) or ISO-compliant Open Document Format for Office Applications (Open Document). Font size no smaller than 10.
3. Diagrams and drawings in Visio 2007 or PowerPoint Office 2007 form.at (or later versions) or ISO-compliant Open Document Format for Office Applications (Open Document).

## Quotation Documents Required to be Submitted

Please do not submit generic marketing materials, broadly descriptive attachments, or other general literature. Responses to this RFQ must consist of and be limited to the following, with c and d in separate, files, clearly named with the RFQ number and “Technical component” and “Financial component” respectively:

1. Cover letter
2. Certificate of compliance form
3. Technical component
4. Financial component

The file name of documents related to any of the above shall include the reference to which of a, b, c or d, it belongs to.

All Quotations must indicate that they are valid for no less than forty-five (45) days from the Quotation due date. The Buyer will make its best effort to complete the evaluation and award procedures promptly. If the Buyer wishes to extend the validity period of the Quotations, the Tenderer which does not agree has the right not to extend the validity of their Quotations.

### Cover letter

The cover letter in PDF format must contain:

1. Name and address of the Tenderer;
2. Name, title, telephone number, and e-mail address of the person authorized to commit the Tenderer to a Contract;
3. Name, title, telephone number, and e-mail address of the person (one person only) to be contacted regarding the content of the Quotation, if different from above;
4. Declaration that the Tenderer commits to the terms described in their Quotation and assumes responsibility for any pre-contract costs incurred during the Tender and negotiation phases;
5. A signature of this letter by a duly authorized representative of the Tenderer.

### Technical component

In preparing the Technical component, Tenderers are expected to examine the documents constituting this RFQ in detail. Material deficiencies in providing the information requested may result in rejection of a Quotation.

To facilitate faster evaluation and comparative analysis of the Quotations, the Technical component shall be presented as a **Detailed Description of Quoted Goods.** This shall present the technical capability, comments, and suggestions to comply with the Specification.

The Technical component shall not include any information regarding the Financial component.

### Financial component

In preparing the Financial component, Tenderers are expected to take into account the requirements and conditions outlined in the RFQ documents. The Financial component shall use the templates provided and include the following:

1. Fee structure and pricing details in AUD[[1]](#footnote-2) including all expenses and applicable taxes;
2. Financial methodology that explains the rationale of the Financial component and how it offers best value;
3. Tenderer may be subject to local taxes (such as value added or sales tax, social charges or income taxes on non-resident Foreign Personnel, duties, fees, levies) under the contract. Tenderer shall include and clearly show all expected taxes in the Financial component.

## Negotiations and Contract Award

### Negotiations

The Buyer may, at its sole discretion, invite the Tenderer achieving the highest combined technical and financial score for contract negotiations. If such negotiations have not reached an agreement after a reasonable time, the Buyer may invite the Tenderer whose Quotation received the second highest score to negotiate a contract.

The Tenderer must be aware that the mere act of submission of a Quotation, in and of itself, implies that the Tenderer accepts the terms and conditions of the Buyer Standard Contract which is attached to the RFQ. The Tenderer shall not be allowed to alter the terms of the contract. If the Tenderer is not able to abide by the terms of the Contract, it may request for a change of the terms by written request. However, for the sake of equal treatment of all Tenderers, no material changes will be accepted by the Buyer.

### Contract award

The contract may be awarded following negotiations. After the award the Buyer will promptly notify other Tenderers that they were unsuccessful.

## Definitions for this RFQ

Tenderer A supplier, service provider, consulting firm, individual consultant, institute, consortia, or other economic operator submitting a Quotation

Economic Operator The Successful Tenderer being awarded the Contract

1. Please note that, even though the Quotation should be submitted in AUD, the fees in the Contract may in exceptional cases be paid in another currency, if agreed in advance. For evaluation purposes, the Quoted price should be in AUD. [↑](#footnote-ref-2)