



MURAGA TECHNICAL TRAINING INSTITUTE
P.O BOX 614 - 60400 CHUKA - KENYA TEL: 0113175113
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Website: www.muragatechnical.ac.ke



STANDARD DOCUMENT

RFQ NO: MTTI/PROC/RFQ/01

DESCRIPTION: ELECTRICITY SUPPLY UPGRADE WORKS

(Installation of Low Voltage Cable, Electrical Wiring and Associated Works)

QUOTATION REFERENCE NO: MTTI/PROC/RFQ/01

1. Muraga Technical Training Institute invites you to submit quotations for installation of low voltage cable, electricity wiring and associated works for the newly installed **630Kva transformer the project requires a licensed Class A or B electrical contractor approved by the Energy and Petroleum Regulatory Authority (EPRA)** to undertake the required works. The quotation shall follow the instructions and documents in this RFQ document and shall be in English Language. Tenderers may obtain further information during office hours 0800hrs to 1600hrs at the address given below.
2. Quotations shall be submitted in accordance with the instruction in Part1: Quotation Procedures and in a sealed envelope clearly indicating name and address of tenderer, the quotation name and title and must reach the Procuring Entity at the address indicated below not later than **29th April 2026 at 11:30 am**. Quotations can be delivered by registered mail, courier or hand delivery at the tenderer's option. Late quotations shall be rejected.
3. Enquiries regarding this quotation may be addressed to,

THE PRINCIPAL

MURAGA TECHNICAL TRAINING INSTITUTE

P.O BOX 614- 60400
CHUKA.

Any resulting contract shall be subject to the terms and conditions detailed in Part3:
Contract.

4. Please inform by email or express mail the undersigned within **2 days** of receipt of this RFQ if you will not be submitting a quotation.

Address for Submission of Quotations.

- 1) Name of Procuring Entity MURAGA TECHNICAL TRAINING INSTITUTE
- 2) Mailing Address: Email address: info@muragatechnical.ac.ke,

Attention

To the Principal

Physical address

P.O Box 614- 40400-Chuka

Yours sincerely,



PURITY M. NDIGAH
PRINCIPAL /SECRETARY B.O.G

PART 1: INSTRUCTIONS TO TENDERERS

1. **Tenderers are advised to read carefully** these instructions and the Conditions of Contract in Part3: Contract, 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 seven 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 Quotations, and documents to evidence Eligibility and Conformity to Technical Specifications.
4. **Sealing and Marking of Quotations:** Quotations 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 the Procuring Entity. Envelopes 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 below, on or before the date and time indicated in sub-item 4 below. Late quotations will be rejected. Address for Submission of Quotations.
 - 1) Name of Procuring Entity MURAGA TTI
 - 2) Physical address for hand or Courier Delivery to an office or Quotation Box (City, Street Name, Building, Floor Number and Room, Marima -Iriga **Road, Muraga Technical Training Institute 1st Floor, Secretary's Office**
 - 4) Date of Submission (deadline): **Wednesday, 29th April 2026**
Time of Submission (deadline): **11.30 AM**
6. **Opening of Quotations:** Quotations will be opened immediately after the closing date and time specified in item 5(4) above, by at least three appointed officials of the Procuring Entity.
7. **Invitation not transferable:** This invitation is not transferable to other firms or individuals not so invited.
8. **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
9. **Technical Specifications:** Documentary evidence to show that the goods meet the technical specifications.
10. **Alternative Quotations:** Tenderers **are permitted** to submit alternative quotations for alternative technical solutions for specified parts of the Works or Services. Only the alternatives, if any of the Tenderer with the winning quotation conforming to the basic technical requirements shall be considered by the Procuring Entity.
11. **Currency:** Quotations shall be priced in Kenya Shillings. Quotations in other currencies will be rejected.

The Procuring Entity shall not allow quotations in foreign currency.

12. **Evaluation of Quotations:** The evaluation of quotations will be conducted using the procedure set out below:

Financial comparison of quotations to determine the lowest evaluated quotation.

1. **Lowest Evaluated Quotation:** The lowest evaluated quotation shall be recommended for award of contract.
2. **Award of contract:** Award of contract shall be by placement of a Letter of Acceptance or Local Purchase Order in accordance with Part 3: Contract. 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
3. **Right to Reject:** The Procuring Entity 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) SCHEDULE OF REQUIREMENTS TABLE
- (ii) FORM FOR DISCLOSURE OF INTEREST
- (iii) CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION
- (iv) SELF-DECLARATION FORM

FORM OF QUOTATION [To be completed by Tenderer]

Quotation Addressed to (<i>Procuring Entity</i>)	
Date of Quotation	
Quotation Reference Number:	
Subject of Quotation	

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 quotations dated, referenced above, we offer to *(specify one of supply goods, complete the works or provide the 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)_____
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 works to be constructed conform to the **SCHEDULE OF REQUIREMENTS TABLE** below and in conformity with technical specifications listed in PART 2: SCHEDULE OF REQUIREMENTS of this RFQ Document.
5. We undertake to adhere by the Code of Ethical Conduct for Suppliers, Contractors and Service Providers, copy available from *(specify website)* 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: _____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:_____days from date of acceptance of Quotation. The warranty period offered is__weeks.

Quotation Authorized by:

Name and designation_____Signature:

i) SCHEDULE OF REQUIREMENTS TABLE

Installation of low voltage cable, electricity wiring and associated works

(SCOPE OF WORK)

A Item	B Description	C Quantity	D Unit price	E Total Amount
1	Cable trenching and ducting i. Excavation of cables trenches ii. Installation of suitable cable conduits or ducts iii. Provision of protective backfilling and cable marking			
2	Internal Electrical wiring i. Installation of internal electrical wiring systems ii. Connection to main distribution boards iii. Installation of circuit protection systems			
3	Low voltage cable installation i. Supply and installation of low voltage power cables ii. Proper cable termination and jointing iii. Installation of cable protection systems			
4	Meter installation preparation i. Installation of meter board ii. Preparation for connection by (KPLC)			
5	Testing and certification i. Electricity testing of the installation ii. Provision of test			

	certificates			
iii.	Completion and commissioning documentation			
	TOTAL			

TECHNICAL APPROACH

The project will be executed in the following phase

Phase 1- Site Assessment

- Review transformer
- Identify cable routes and trench alignment
- Evaluate load requirement

Phase 2- Design and planning

- Prepare electrical layout drawings
- Determine cable sizes and protection systems

Phase 3- Installation

- Cable trench excavation
- Cable laying and termination
- Installation of electrical distribution components

Phase- 4 Testing and commissioning

- Insulation resistance testing
- Load testing
- System verification

5 BILL OF QUANTITIES

Item	Description	Unit Price	Total (KES)
1.	Excavation of cable trench		
2.	Supply and installation of LV cables		
3.	Cable ducts and conduits		
4.	Electrical wiring installation		
5.	Meter board installation		
6.	Testing and certification		

PROJECT TIMELINE

Activity

I.	Site assessment	2 days
II.	Trenching and duct installation	5 days
III.	Cable installation	3 days
IV.	Electrical wiring	4 days
V.	Testing and commissioning	2 days
VI.	Estimated completion period	14-20 days

HEALTH AND SAFETY

The project will comply with

- Electrical safety standards
- Occupational health and safety regulations
- Environmental protection guidelines

QUALIFICATION

The contractor will:

- Hold a valid EPRA electrical contractor license

	Type of Conflict	Disclosure YES NO	OR If YES provide detail the relationship Tend with
1	Tenderer is directly or indirectly controls, is controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Quotation has a relationship with another tenderer, directly or through common third parties, that puts it in a position to influence the quotation of another tenderer, or influence the decisions of the Procuring Entity regarding this quotation process.		
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the quotation.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Quotation Document.		
7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or Indirectly involved in the preparation of the Quotation document or specifications of the Contract, and/or the Quotation evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the Contract.		

9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the quotation process and execution of the Contract?		
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Name: _____

Position:

Authorized for and on behalf of (*specify name of tenderer*)

ii) FORM FOR DISCLOSURE OF INTEREST-Interest of the Firm in the Procuring Entity.

i) Are there any person/persons in MTTI who has/have an interest or relationship in this firm?
Yes/No.....

If yes, provide details as follows.

Names of Person	Designation in the procuring entity	Interest or relationship with the tenderer

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 _____

Title or Designation _____

(_____) _____

(Signature)

(Date)

iv) CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION

I, the undersigned, in submitting the accompanying Letter of quotation to the _____
_____ [Name of Procuring Entity] for :
_____ [Name and number of quotations] in response to the request for
tenders made by: _____ [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 _____ [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_____

Title_____

Date_____

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

v) SELF-DECLARATIONFORM

We, the Tenderer _____ (*insert name*) submitting our Quotation in respect of
Quotation No _____ for _____ (*insert
quotation Title Description*) for _____ (*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...(*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

CONDITIONS OF CONTRACT

1. Language

The Contract as well as all correspondence and documents relating to the Contract exchanged by the Supplier/Contractor/Service Provider (*select one*) Provider and the Procuring Entity, shall be written in the English Language.

2. Notices

Any notice given by one party to the other pursuant to the Contract shall be in writing.

3. Governing Law

The Contract shall be governed by and interpreted in accordance with the Laws of Kenya, unless otherwise specified hereunder.

4. Settlement of Disputes

The Procuring Entity and the Contractor shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract. If the parties have failed to resolve their dispute or difference by such mutual consultation

5. Supplier/Contractor/Service Provider Responsibilities

The Contractor shall provide all the works included in the Schedule of Requirements.

6. Contract Price

Prices charged by the Contractor under the Contract shall not vary from the prices quoted by the Contractor in its quotation.

7. Terms of Payment

For Works, upon valuation by the Contractor of the portion of the works completed, such valuation to be accepted by the Procuring Entity, payments up to final completion certificate.

8. Inspections and Tests

The Contractor shall at its own expense and at no cost to the Procuring Entity carry out all such tests and/or inspections of the works to confirm their conformity to technical specifications.

9. Warranty

The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the contract.

