



UNIVERSITY OF KABIANGA

**REQUEST FOR QUOTATION DOCUMENT
FOR LEASE OF GUEST HOUSE FACILITY**

QUOTATION NO:

UoK/Q/GUEST HOUSE/2026/2027/006

CLOSING DATE:

9TH SEPTEMBER 2026 AT 10.00 A.M.

DISPATCHED DATE: 02 SEPTEMBER 2026.

N/B site visit /Viewing the stalls before quoting: 4th.9 .2026 at 11.00am please keep time

REQUEST FOR QUOTATIONS (RFQ)

To: _____ [Insert Name and Address of selected Tenderer]

.....

.....

From: University of Kabianga, P.O Box 2030-20200, Kericho

Title Quotation: Lease of Guest House Facility

QUOTATION NO: UoK/Q/GUEST HOUSE/2026/2027/006

University of Kabianga invites you to submit quotations for **(LEASE OF GUEST HOUSE FACILITY)** indicated in detail in "Table A. Schedule of Requirements and Specifications". The quotation shall follow the instructions and documents in this RFQ document and shall be in English Language.

Tenderers may obtain further information and inspect the business stalls at the University Business centre on or before **9TH .9.2026 AT 11.00 AM Kenyan Time.**

Quotations shall be submitted in accordance with the instruction in Part 1: Quotation Procedures and in a sealed envelope clearly indicating name and address of tenderer, the quotation name and title and must reach University of Kabianga P.O Box 2030-20200 Kericho not later than **9TH .9.2026 AT 11.00 AM.** Quotations can be delivered by registered mail, courier or hand delivery and deposited at the Quotation Box located outside Procurement Office. Late quotations shall be rejected.

Enquiries regarding this quotation may be addressed

Procurement Officer

University of Kabianga,

P.O. Box 2030-20200,

Kericho.

Email: purchasing@kabianga.ac.ke

Any resulting contract shall be subject to the terms and conditions

Please inform by email or express mail to the above email address within **2 days** of receipt of this RFQ if you will not be submitting a quotation. (n/a for lease)

Address for Submission of Quotations/ quotation box at the entrance of the Procurement Office.

Address to the:

Vice Chancellor

University of Kabianga,

P.O. Box 2030-20200,

Kericho.

PART 1: INSTRUCTIONS TO TENDERERS

Tenderers are advised to read carefully these instructions and the Conditions of **contract in Part 3: 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.

Validity of Quotations: The quotation will be held valid for **90 days** from the date of submission.

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.

Sealing and Marking of Quotation

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.

Submission of Quotations:

Quotations 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.

Completed RFQ documents are to be enclosed in plain sealed envelopes, marked **Quotation No: UoK/Q/GUEST HOUSE/2026/2027/006** and be deposited in the quotation Box placed at the entrance of the Procurement Office and be addressed to;

The Vice Chancellor

University of Kabianga,

P.O. Box 2030-20200,

Kericho.

So as to be received on or before **[9TH .9.2026 AT 11.00 AM]**

Opening of Quotations: Quotations will be opened immediately after the closing date and time specified above, by at least three appointed officials of the Procuring Entity.

Tenderer Eligibility: Tenderer must submit Documentary evidence to show His/her eligibility to be awarded a contract

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.

Invitation not transferable: This invitation is not transferable to other firms or individuals not so invited.

Currency: Quotations shall be priced in Kenya Shillings. Quotations in other currencies will be rejected if not allowed.

University of Kabianga **shall not allow** quotations in foreign currency

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

Preliminary examination to determine Tenderer eligibility:

Requirements

1. A copy of Certificate of registration
2. A copy of valid business license.
3. A valid copy of business permit
4. A valid copy of Tax Compliance certificate
5. Copy of Food handlers Certificates from Public Health
6. Certified bank statements showing liquidity above Kshs.1,000,000 and active.

Technical examination to determine eligibility, compliance with technical specifications and commercial responsiveness.

Quotations failing this stage will be rejected and not considered in next stage.

Financial comparison of quotations to determine **the highest evaluated quotation who meets our terms of reference.**

Highest Evaluated Quotation: The highest evaluated quotation shall be recommended for award of contract.

Award of contract: Award of contract shall be by placement of a Letter of Acceptance and signing of the contract between the two parties.

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.

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.

SCHEDULE OF REQUIREMENTS TABLE

FORM FOR DISCLOSURE OF INTEREST

CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION

SELF-DECLARATION FORM

FOREIGN TENDERER 40% RULE (where provided)

FORM OF QUOTATION [To be completed by Tenderer]

Quotation Addressed to (<i>Procuring Entity</i>)	
Date of Quotation	

Quotation Reference Number:	
Subject of Quotation	

We have examined and have no reservations to the Request for Quotation document, and understand its full content and intent.

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/lease the stalls)* 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)

We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in Part 1 : INSTRUCTIONS TO TENDERERS.

We also confirm that the___*(goods to be supplied/works to be constructed/services to be provided /lease requirement (select one)* conform to the **SCHEDULE OF REQUIREMENTS TABLE** below and in conformity with technical specifications listed in PART2: SCHEDULE OF REQUIREMENTS of this RFQ Document.

We undertake to adhere by the Code of Ethical Conduct for Suppliers, Contractors and Service Providers during the procurement process and the execution of any resulting contract.

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.

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)*.

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

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.

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.

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.

We, the Tenderer, have completed fully and signed the **FORM FOR DISCLOSURE OF INTEREST**- interest of the firm in the Procuring Entity, attached below.

Quotation Authorized by
.....

Name and designation
.....

PART 2.

SUBJECT: DETAILED SPECIFICATIONS ON LEASING OUT OF GUEST HOUSE FACILITY.

1. Facility Details and sizes

The guest house facility houses various sections like service/dining area, kitchen, offices, pantry and cloakroom all under one roof space as indicated below: -

- i. Dining area with a sitting capacity of 100 guests.
- ii. Pantry room
- iii. Two office areas
- iv. Cock room
- v. Receiving yard area

2. Facility usage

To be used for the intended purpose of provision of diversified quality foods and fruits to staff and guests at an affordable price .

3. Lease tenure

The lease shall be in effect for a period of 3 years renewable once subject to satisfactory performance starting in January month of the following year.

4. Rent payment

An initial one-off rent deposit equivalent to four months' rent/full semester and four months' rent/full semester months at the rate of KES: 30,000 per month, totalling **KES.240,000** shall be payable to the University at the onset. Rent for consequent semesters shall remain KES.120,000.

The payment of all stated levies shall be **pre-paid** before occupying the premises at the beginning of all semester periods. Holiday months are **exempted** from full rent payment and charged a nominal monthly **pre-paid** rent fees at the rate KES. 15,000 and utilities at the rate of KES: 2,000 and KES: 4,000 for water and electricity respectively per every holiday month.

5. Electricity and water bills

Where electricity and water meters are not provided, these utilities will be **pre-paid** by the tenant separately from rent at the rate of KES: 2,000 and KES: 4,000 for water and electricity respectively per month, totalling **KES. 24,000** per semester.

The above utility costs shall be pre-paid for the full semester period at the beginning before occupation in every period as is the case with rent. Where utility meters are available the charges shall apply as per the meter units consumed and as per prevailing unit rates.

6. Security

Tenants to provide security of their property and adhere to University's security policy.

7. Cleanliness

Tenants to clean their areas of production and the service areas or as guided by SBC Policy.

8. Health regulations

Tenants must ensure that their workers have mandatory food handlers' health certificates (renewable every 6 months) before occupation and must adhere to any other emerging health issue as issued by the Government of Kenya and the University.

9. Toilets/ Ablution facilities

To be provided by the University within the facility but cleaning done by tenants.

10. INDEMNIFICATION CLAUSE

The Students' Business Centre Vendor(s) shall indemnify, defend, and hold harmless University of Kabanga and its Council, officers, employees, students, agents, contractors, and affiliates from and against any claims, losses, liabilities, damages, penalties, fines, and related costs (including reasonable legal fees) arising out of or connected with the Vendor's use or occupation of the SBC Premises, operation of its business, acts or omissions (including negligence or misconduct) of the Vendor or those under its control, breach of the Lease, violation of applicable laws or University policies, or any injury, death, or property damage attributable to the Vendor's activities.

11. Lease agreement

To be signed between the University and the tenant.

Other requirements for Service Providers as SBC Policy 2026

- i. Non-student and/or non-employee of UoK.
- ii. Food handlers Certificates from Public Health

- iii. Certified bank statements showing liquidity above Kshs.1,000,000 and active.
- iv. Smoke-free cooking equipment.
- v. Experience of at least one year in the industry with capacity to serve at least 300 executive guests/clients per day.
- vi. Signing of commitment form.
- vii. Recommendation letter from reputable persons such as Chief, Pastor, DO/ Senior County Government officer stating the integrity status of the applicant.

1. Inspections (the interested bidders to visit the main campus to view the stalls)

N/B site visit /Viewing the stalls before quoting :4th.9.2026 at 11.00am please keep time

Service providers are encouraged to visit the main campus to view the stalls before quoting

Table A: SCHEDULE OF REQUIREMENTS (FULL DESCRIPTIONS OF LEASE ITEMS, RELATED SERVICES AND PRICES)

Lease Item N°	Description of Lease Item and Related Services.	Quantity and physical unit	Location of Use	Duration of Lease (in Years)	Full description of the item <i>[to be completed by Procuring Entity]</i>
No 1	Lease of The guest house facility houses	1 unit	UoK main campus	3 Years	Facility Details and sizes The guest house facility houses \ pantry and cloakroom all under c i. Dining area with a sittl ii. Pantry room iii. Two office areas iv. Cock room v. Receiving yard area -

Table B**LIST OF LEASE ITEMS AND PRICES**

[The tenderer shall fill in this Price Schedule in accordance and insert in Form of quotation as instructed. The list of line items in Columns 1 and 2 of the Price Schedules shall coincide with the List of Lease Items and Related Services specified by the Procuring Entity in the Schedule of Requirements.]

Lease Item N°	Description of Lease Item and Related Services.	Quantity and physical unit	Location of Use	Duration of Lease (in Months)	Unit Price per Year (ksh) [to be completed by Tenderer]	Total price for whole lease period (ksh) [to be completed by Tenderer]
1.	Lease of The guest house facility houses	1 unit	UoK main campus	3 Years		

Name of Tender _____

Signed by the Tenderer.....

Dated.....

TENDERER'S ELIGIBILITY - CONFIDENTIAL BUSINESS QUESTIONNAIRE

Instruction to Tenderer

- I. Tenderer is instructed to complete the particulars required in this Form, one form for each entity
- II. Tenderer is further reminded that it is an offence to give false information on this Form.

Tenderer's details

	ITEM	DESCRIPTION	ATTACH EVIDENCE WHERE APPLICABLE
1	Name of the Procuring Entity		
2	Reference Number of the Tender		
3	Date and Time of Tender Opening		
4	Name of the Tenderer		
5	Full Address and Contact Details of the Tenderer.	Country Location Building Postal Address Name and email of contact person.	
6	Current Trade License Registration Number and Expiring date		Indicate and attach copy
7	Name, country and full address (<i>postal and physical addresses, email, and telephone number</i>) of Registering Body/Agency		
8	Description of Nature of Business		copy of trade license or license from the county government
9	Maximum value of business which the Tenderer handles.		Bank statement indicating a minimum of Ksh. 1,000,000.00 and should be active
10	State if Tenders Company is listed in stock exchange, give name and full address (<i>postal and physical addresses, email, and telephone number</i>) of state which stock exchange		
11	Experience	at least one year in the industry with capacity to serve at	3 copies Copy of food handlers Certificates from Public Health for the previous year.

		least 300 clients per day	
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General and Specific Details

Sole Proprietor, provide the following details.

Name in full Age

Nationality..... Country of Origin

Citizenship

Partnership, provide the following details.

	Names of Partners	Nationality	Citizenship	% Shares owned
1				
2				
3				

Registered Company, provide the following details.

1) Private or public Company.....

State the nominal and issued capital of the Company: -

Nominal Kenya Shillings (Equivalent).....

Issued Kenya Shillings (Equivalent).....

Give details of Directors as follows.

	Names of Director	Nationality	Citizenship	% Shares owned
1				
2				
3				

DISCLOSURE OF INTEREST-Interest of the Firm in the Procuring Entity.

Are there any person/persons in..... (Name of Procuring Entity) 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 Tenderer
1			
2			
3			

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
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	Tender has a relationship with another tenderer, directly or through common third parties, that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering 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 tender.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender 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 Tender document or specifications of the Contract, and/or the Tender 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 such 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 tendering process and execution of the Contract.		

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).....

DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I..... (person)on behalf of (Name of the Business/
Company/Firm) declare that I have read and fully
understood the contents of the PublicProcurement&AssetDisposalAct,2015, Regulations and the
Code of Ethics for persons participating in Public Procurement and Asset Disposal Activities in Kenya
and my responsibilities under the Code.

I do here by commit to abide by the provisions of the Code of Ethics for persons participating in
Public Procurement and Asset Disposal.

Name of Authorized signatory.....
Sign.....

Position.....

Office address.....
Telephone.....

E-mail.....

Name of the Firm/Company.....

Date.....

(Company Seal/ Rubber Stamp where applicable)

Witness
Name.....

Sign.....

Date.....

TENDER-SECURING DECLARATION FORM {r 46 and 155(2)}

[The Bidder shall complete this Form in accordance with the instructions indicated]

Date:*[insert date (as day, month and year) of Tender/quotation Submission]*

Tender No.:*[insert number of tendering processes]*

To:*[insert complete name of Purchaser]*

I/We, the undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Tender/quotation - Securing Declaration.

I/We accept that I/we will automatically be suspended from being eligible for tendering in any contract with the Purchaser for the period of time of.....*[insert number of months or years]* starting on *[insert date]*, if we are in breach of our obligation(s) under the bid conditions, because we: -

- a) have withdrawn our tender during the period of tender validity specified by using the Tendering Data Sheet
- b) having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity
- c) fail or refuse to execute the Contract, if required
- d) fail or refuse to furnish the Performance Security, in accordance with the instructions to tenders.

I/We understand that this Tender Securing Declaration shall expire if we are not the successful Tenderer(s), upon the earlier of:

Our receipt of a copy of your notification of the name of the successful Tenderer or thirty days after the expiration of our Tender.

I/We understand that if I/we are in a Joint Venture, the Tender Securing Declaration must be in the name of the Joint Venture that' submits the bid and the Joint Venture has not been legally constituted at the time of bidding, the Tender Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed:Capacity / title (director or partner or sole proprietor, etc.)

Name:

Duly authorized to sign the bid for and on behalf of:*[insert complete name of Tenderer]* Dated on day of, *[Insert date of signing]*

Seal or

stamp

