



# **GALANA TEACHERS TRAINING COLLEGE**

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## **ADVERTISEMENT - REQUEST FOR QUOTATION (RFQ)**

RFQ Reference: GTTC/ADM/FURNITURE/2025/1

Date: 03/09/2025

### **SECTION 1: REQUEST FOR QUOTATION (RFQ)**

**GALANA TEACHERS TRAINING COLLEGE** kindly requests your quotation for the **SUPPLY AND DELIVERY OF COLLEGE CHAIRS AND LOCKABLE OFFICE TABLES AND OFFICE CHAIRS** as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

The RFQ Document can be downloaded from the College Website: [www.gttc.ac.ke](http://www.gttc.ac.ke)

Thank you and we look forward to receiving your quotations.

Name: Janet M. Mwadiga

Title: Principal

Date: September 3, 2025



## SECTION 2: RFQ INSTRUCTIONS AND DATA

<b>Introduction</b>	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by Galana Teachers Training College. This RFQ is conducted in accordance with the Public Procurement and Asset Disposal Act 20205</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by the College. The College is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>Galana Teachers Training College reserves the right to cancel the procurement process at any stage without any liability of any kind for Galana Teachers Training College, upon notice to the bidders or publication of cancellation notice on its website <a href="http://www.gttc.ac.ke">www.gttc.ac.ke</a></p>
<b>Deadline for Submission of Quotation</b>	<p><b>Monday September 8, 2025</b></p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, seek clarity through the College official Email Address <a href="mailto:galanateacherscollege@gmail.com">galanateacherscollege@gmail.com</a></p>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p>All Quotation <b>MUST</b> be submitted through the College Email Address: <a href="mailto:galanateacherscollege@gmail.com">galanateacherscollege@gmail.com</a></p>
<b>Cost of preparation of quotation</b>	<p>The College shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
<b>Supplier Code of Conduct, Fraud, Corruption</b>	<p>All prospective suppliers must read the PPADA and PPAR, Supplier Code of Conduct and acknowledge Moreover, Galana Teachers Training College strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of its vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation</p>
<b>Gifts and Hospitality</b>	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to Galana TTC staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, Galana TTC:</p> <p>(a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question;</p> <p>(b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a contract.</p>
<b>Conflict of Interest</b>	<p>The College requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to Galana TTC if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to College's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>





<b>General Conditions of Contract</b>	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract- The Goods Inspection and Acceptance Committee shall inspect and give an independent opinion of the nature and conditions of the goods before being accepted
<b>Special Conditions of the Contract</b>	<input checked="" type="checkbox"/> <input type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by [10 days] <input checked="" type="checkbox"/> <input type="checkbox"/> Others [pls. specify]
<b>Eligibility</b>	<p>A vendor who will be engaged by College may not be suspended, debarred, or otherwise identified as ineligible by the PPRA. Vendors are therefore required to disclose to the College whether they are subject to any sanction or temporary suspension imposed by the PPRA. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by Galana TTC</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by Galana TTC.</p> <p>Bidders must have the legal capacity to enter a binding contract with Galana TTC and to deliver in the country, or through an authorized representative</p>
<b>Currency of Quotation</b>	Quotations shall be quoted in Kenya Shillings
<b>Joint Venture, Consortium or Association</b>	If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that: (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between Galana TTC and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association
<b>Only one Bid</b>	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit either only one Bid, in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFQ; or</p> <p>c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process;</p> <p>d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or</p> <p>some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</p>
<b>Duties and Taxes</b>	All prices Must be inclusive of VAT and other indirect taxes if any
<b>Language of quotation</b>	<p>ENGLISH LANGUAGE</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
<b>Valid of quotation</b>	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.



<b>Price Variation</b>	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received before the lapse of 90days
<b>Partial quotes</b>	No partial quotes shall be permitted
<b>Documents to be submitted</b>	Bidders shall include the following documents in their quotation: Annex 2: Quotation Submission Form duly completed and signed The Schedule of Requirements in Annex 1 Company Profile. Registration certificate; National Identity Card (for Individual persons) KRA Pin Certificate Tax Compliance Certificate Valid Business Permit Proof of having done such deliveries
<b>Payment Terms</b>	Within 30 days after receipt of goods, works and /or services and submission of payment documentation.
<b>Conditions for Release of Payment</b>	<ul style="list-style-type: none"> <li>✓ Full installation and testing</li> <li>✓ Passing Inspection [meeting the standards/technical specifications]</li> <li>✓ Completion of Training on Operation and Maintenance if any [specify no. of trainees, and location of training, if possible]</li> <li>✓ Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements</li> </ul>
<b>Contact Person for Correspondence, notifications and Clarifications</b>	Email address: <a href="mailto:galanateacherscollege@gmail.com">galanateacherscollege@gmail.com</a> Any delay in response shall be not used as a reason for extending the deadline for submission, unless the College determines that such an extension is necessary and communicates a new deadline to the Proposers Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline. NOTE: Duly filled quotations MUST be Delivered by Email
<b>Evaluation method</b>	The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer after evaluation by the College Tender Evaluation Committee
<b>Evaluation criteria</b>	<p><b>ADMINISTRATIVE COMPLIANCE</b> Full compliance with all administrative requirements and legal eligibility as specified below</p> <ul style="list-style-type: none"> <li>• Business registration document</li> <li>• Updated tax clearance (KRA), if vendor is exempted from paying such tax, kindly provide a certificate of exemption from the government</li> <li>• Registration with the Local Council</li> <li>• Bid validity period of 90 days</li> <li>• Warranty period of 12months on all component</li> <li>• Full acceptance of the General Conditions of Contract Earliest Delivery / Shortest Lead Time</li> <li>• Bidders Must serialize the RFQ document</li> </ul> <p><b>TECHNICAL COMPLIANCE AS SPECIFIED IN ANNEX 1</b> ✓ Meeting minimum the required standards/technical specifications</p> <p><b>FINANCIAL COMPLIANCE</b> Best financial offer among the administrative and technically compliant bids</p>
<b>Right not to accept any quotation</b>	Galana TTC is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	At the time of award of Contract or Purchase Order, Galana TTC reserves the right to vary (Increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
<b>Type of Contract to be awarded</b>	<b>Purchase Order</b> Contract will be awarded to the lowest bidder(s)
<b>Expected date for contract award</b>	Soonest possible





## ANNEX 1: SCHEDULE OF REQUIREMENTS

### Nature/Standards/Size/Technical Specifications for Goods:

S/NO	DESCRIPTION	SPECIFICATIONS	UOM	UNIT COST (To be filled by the vendor)	UNIT	TOTAL COST (To be filled by the vendor)
1.	College Chairs	Lecture chairs with writing arm and mesh (Use 9Ply and heavy gauge mesh wire)	PCS		1PC	
2.	Lockable staff tables	140CM Straight office desk with 3Lockable Drawers	PCS		1PC	
3.	Staff chairs	Office/banquet chairs (Blue)				

### Delivery Requirements

<b>Delivery date and time</b>		<b>Within One (1) weeks upon issuance of a Local Purchase Order</b>
<b>Exact Address(es) of</b>	<b>Delivery Location(s)</b>	Galana Teachers Training College Kilifi County Magarini Sub-County Bomani Village
<b>Preferred Mode of Transport</b>		Any commendable means



## ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder	
RFQ Reference No.	

### Company Profile

Description	Details
Legal name and bidder or Lead entity for JVs	
Legal Address	
Company/Business Registration No. or ID No. for Individuals	
Website	
Year of registration or Birth for Individuals	
Legal Structure	
Special Interest Certification	
Bank Information	Bank Name _____ Branch _____ Account Number _____

**Bidder's Declaration**



Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Ethics:</b> In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : <a href="#">PPRA and PPAD Websites</a> and acknowledge that it provides the minimum standards expected of suppliers in Kenya.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organization's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Prohibitions, Sanctions:</b> I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by the PPRA or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bankruptcy:</b> I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<b>Yes</b>	<b>No</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Offer Validity Period:</b> I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorized by the Organization/s to make this declaration on its/their behalf.

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_



### ANNEX 3: TECHNICAL AND FINANCIAL OFFER - GOODS

Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:					
RFQ reference:					
Date:					
S/No.	Description	UOM	Quantity	Unit Price	Total Price

#### Compliance with Requirements

	Your Responses		
	Yes, we will comply	No, we cannot comply	if you cannot comply, please indicate counter offer
Minimum Standards/Technical Specifications			
Delivery Terms			
Delivery Lead Time			
Validity of Quotation			
Payment terms			
Other requirements [pls. specify]			

#### Declaration

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
Company Name	Authorized Signature:
Address	Date:
Phone No.:	Name:
Email Address:	Title of Authorized Signatory
Email Address:	

