



REPUBLIC OF KENYA  
COUNTY GOVERNMENT

DEPARTMENT OF FINANCE & ECONOMIC PLANNING

# INVITATION TO TENDER

**CGN/RFQ/015/2026**

**SUPPLY OF OFFICE FURNITURE — FINANCE DEPARTMENT**

- Procurement Method:** Request for Quotation (RFQ)
- Category:** Goods (Supply & Delivery)
- Estimated Value:** KES 4,500,000
- Bid Security:** KES Not required (below KES 5,000,000 threshold per PPRA Regulations)
- Date Published:** 22 March 2026
- Closing Date:** 29 March 2026 at 10:00 AM EAT
- Bid Opening:** 29 March 2026 at 11:00 AM EAT

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## SECTION 1: INVITATION TO TENDER

The County Government, through the Department of Finance & Economic Planning, invites sealed bids from eligible and qualified firms for the following procurement:

<b>Tender Reference</b>	CGN/RFQ/015/2026
<b>Tender Title</b>	Supply of Office Furniture — Finance Department
<b>Procuring Entity</b>	County Government — Department of Finance & Economic Planning
<b>Procurement Method</b>	Request for Quotation (RFQ)
<b>Category</b>	Goods (Supply & Delivery)
<b>Estimated Value</b>	KES 4,500,000
<b>Funding Source</b>	County Revenue Fund / Development Budget FY 2025-2026
<b>Bid Security Required</b>	KES Not required (below KES 5,000,000 threshold per PPRA Regulations)
<b>Date Published</b>	22 March 2026
<b>Closing Date &amp; Time</b>	29 March 2026 at 10:00 AM EAT
<b>Bid Opening Date</b>	29 March 2026 at 11:00 AM EAT
<b>Venue</b>	Finance Department, Room 204, County Headquarters
<b>Validity Period</b>	120 days from closing date

### 1.1 Scope of Work

Supply and delivery of new office furniture for the recently renovated Finance Department offices at County Headquarters. All items must be new, commercially manufactured, and delivered within 14 days of the purchase order. Installation, assembly, and placement in designated offices is included in the scope.

- Executive desks (L-shaped, 1600mm x 1600mm) with 3-drawer pedestal and cable management — 5 units
- Ergonomic office chairs with adjustable height, lumbar support, and armrests — 20 units
- Four-drawer steel filing cabinets with central locking mechanism — 15 units
- Conference table (oval, 3600mm x 1200mm) with 12 integrated power/USB outlets — 1 unit
- Visitor/waiting chairs with cushioned seat and mesh back — 10 units
- Open bookshelves (5-tier, 900mm x 300mm x 1800mm) in melamine finish — 8 units

### 1.2 Eligibility

This procurement is RESERVED under the Access to Government Procurement Opportunities (AGPO) programme for enterprises owned by Youth (18-35), Women, or Persons with Disabilities. Bidders MUST hold a valid AGPO certificate from the National Treasury. Only suppliers prequalified in categories G01 to

G05 (General Office Supplies & Furniture) may participate.

### **1.3 Submission Instructions**

Completed bids in plain sealed envelopes clearly marked "**CGN/RFQ/015/2026 — DO NOT OPEN BEFORE 29 March 2026 at 10:00 AM EAT**" should be deposited in the Tender Box located at:

**Finance Department, Room 204, County Headquarters**

**NOTE: Late bids will be rejected and returned unopened. Bids sent by email or fax will NOT be accepted.**

## SECTION 2: INSTRUCTIONS TO BIDDERS

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### 2.1 Language

The bid, all correspondence, and documents related to the bid shall be written in the English language.

### 2.2 Eligible Bidders

This procurement is RESERVED under the Access to Government Procurement Opportunities (AGPO) programme for enterprises owned by Youth (18-35), Women, or Persons with Disabilities. Bidders MUST hold a valid AGPO certificate from the National Treasury. Only suppliers prequalified in categories G01 to G05 (General Office Supplies & Furniture) may participate.. Bidders shall not be under a declaration of ineligibility for corrupt, fraudulent, collusive, or coercive practices in accordance with the Public Procurement and Asset Disposal Act, 2015.

### 2.3 Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of the bid. The Procuring Entity shall not be responsible or liable for these costs.

### 2.4 Bid Prices

The bidder shall indicate on the Price Schedule the unit prices and total bid price of the goods/works/services to be supplied. Prices shall be quoted in Kenya Shillings (KES) and shall be inclusive of all taxes, duties, levies, and delivery charges.

### 2.5 Bid Security

The bidder shall furnish a bid security of KES Not required (below KES 5,000,000 threshold per PPRA Regulations) in the form of a Bank Guarantee, Insurance Bond, or Standby Letter of Credit from a reputable financial institution. The bid security shall remain valid for 30 days beyond the bid validity period. Bids without valid bid security shall be rejected as non-responsive.

### 2.6 Bid Validity

Bids shall remain valid for a period of 120 calendar days after the date of bid opening. A bid valid for a shorter period shall be rejected as non-responsive.

### 2.7 Format of Bids

The bid shall comprise two separate sealed envelopes: (a) Technical Proposal — containing all technical documents, and (b) Financial Proposal — containing the priced Bill of Quantities / Price Schedule. Both envelopes shall be placed in an outer sealed envelope.

### 2.8 Sealing and Marking

The outer envelope shall be clearly marked: "**CGN/RFQ/015/2026 — Supply of Office Furniture — Finance Department**" and addressed to the Chief Procurement Officer, County Government. The inner envelopes shall be marked "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL" respectively.

### 2.9 Deadline for Submission

Bids must be received at the address specified no later than **29 March 2026 at 10:00 AM EAT**. Any bid received after the deadline shall be rejected and returned unopened.

## **2.10 Modification and Withdrawal**

A bidder may modify or withdraw its bid after submission, provided that written notice is received by the Procuring Entity prior to the deadline for submission. No bid may be modified after the deadline.

## **2.11 Bid Opening**

Bids will be opened on **29 March 2026 at 11:00 AM EAT** at Finance Department, Room 204, County Headquarters in the presence of bidders' representatives who choose to attend. The name, bid amount, and bid security status of each bidder will be read aloud.

## SECTION 3: GENERAL CONDITIONS OF CONTRACT

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### 3.1 Definitions

"The Contract" means the agreement entered into between the Procuring Entity and the Supplier/Contractor. "The Contract Price" means the price payable to the Supplier/Contractor under the Contract. "Completion" means the fulfilment of all contractual obligations. "GCC" means these General Conditions of Contract.

### 3.2 Application

These General Conditions shall apply to the extent that they are not superseded by provisions in the Special Conditions of Contract.

### 3.3 Standards

The goods/works/services supplied under this contract shall conform to the standards mentioned in the Technical Specifications. Where no applicable standard is mentioned, the authoritative standard appropriate to the country of origin shall apply.

### 3.4 Performance Security

Within 21 days of receipt of the Letter of Acceptance, the successful bidder shall furnish a Performance Security equal to 10% of the contract value. The Performance Security shall remain valid until the end of the Defects Liability Period.

### 3.5 Payment Terms

Payment shall be made in accordance with the payment schedule in the Special Conditions, subject to submission of valid invoices, completion certificates, and inspection reports. All payments shall be processed through the Integrated Financial Management Information System (IFMIS).

### 3.6 Taxes and Duties

The Supplier/Contractor shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed in relation to the contract.

### 3.7 Insurance

The Contractor shall maintain insurance coverage for: (a) loss or damage to works, (b) third-party liability, (c) workers' compensation, at levels specified in the Special Conditions.

### 3.8 Liquidated Damages

If the Supplier/Contractor fails to deliver the goods/complete the works within the time specified, the Procuring Entity shall deduct as liquidated damages a sum equivalent to 0.05% of the contract price per day of delay, up to a maximum of 10% of the contract price.

### 3.9 Termination for Default

The Procuring Entity may terminate the contract if the Supplier/Contractor: (a) fails to deliver within the specified period, (b) fails to perform any other obligation, (c) becomes insolvent or bankrupt. Upon

termination, the Performance Security shall be forfeited.

### **3.10 Force Majeure**

Neither party shall be liable for failure to perform obligations if such failure is the result of Force Majeure (natural disasters, war, epidemics, government actions). The affected party must notify the other within 14 days.

### **3.11 Resolution of Disputes**

Any dispute arising from the contract shall first be resolved through negotiation. If unresolved within 30 days, the dispute shall be referred to arbitration under the Arbitration Act, 1995.

### **3.12 Governing Law**

This contract shall be governed by and interpreted in accordance with the laws of the Republic of Kenya.

### **3.13 Anti-Corruption**

The Supplier/Contractor shall not engage in corrupt, fraudulent, collusive, or coercive practices. Any such conduct shall result in termination, blacklisting, and referral to the relevant authorities.

## SECTION 4: SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract (SCC) shall supplement the General Conditions of Contract (GCC). Wherever there is a conflict, the SCC shall prevail.

GCC Ref	Special Condition	Details
3.4	Performance Security	10% of contract value, valid until end of DLP
3.5	Payment Terms	100% payment on delivery, inspection, and acceptance. Invoice to be submitted w
3.5	Payment Currency	Kenya Shillings (KES)
3.7	Insurance — Works	Contractor's All Risk: 110% of contract value
3.7	Insurance — Third Party	Minimum KES 10,000,000 per occurrence
3.7	Insurance — Workers	As per Work Injury Benefits Act (WIBA)
3.8	Liquidated Damages	0.05% per day, maximum 10% of contract value
—	Defects Liability Period	N/A — 12-month manufacturer warranty applies
—	Retention	10% of each IPC, released 50% at completion, 50% after DLP
—	Contract Duration	14 days from LPO
—	Site	As specified in the Technical Specifications

## SECTION 5: TECHNICAL SPECIFICATIONS

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### 5.1 Overview

Supply and delivery of new office furniture for the recently renovated Finance Department offices at County Headquarters. All items must be new, commercially manufactured, and delivered within 14 days of the purchase order. Installation, assembly, and placement in designated offices is included in the scope.

### 5.3 Delivery / Completion

Delivery within 14 calendar days of issuance of the Local Purchase Order (LPO). Delivery to County Headquarters, Ground Floor loading bay. Supplier to provide assembly, installation, and placement in designated offices.

### 5.4 Quality Assurance

All furniture must be new and unused. Desks and shelves: minimum 18mm melamine-faced chipboard, PVC edge banding. Chairs: BIFMA X5.1 standard or equivalent. Filing cabinets: powder-coated steel, minimum 0.7mm gauge. 1-year manufacturer warranty on all items.

## SECTION 6: EVALUATION CRITERIA

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### 6.1 Evaluation Method

Lowest Evaluated Quotation meeting all specified technical requirements. The lowest-priced quotation that meets the technical specifications will be recommended for award.

### 6.2 Preliminary Examination

The Procuring Entity will examine bids to determine completeness, proper signing, and presence of required documents. Bids that are substantially non-responsive shall be rejected.

### 6.3 Mandatory Requirements

- AGPO Certificate (Youth / Women / PWD)
- Certificate of Registration
- KRA Tax Compliance Certificate
- Quotation Response Form (fully completed)
- Product catalogue or photographs of offered items

## SECTION 7: FORMS & SCHEDULES

### 7.1 Form of Tender

To: The Chief Procurement Officer, County Government

Reference: CGN/RFQ/015/2026

Having examined the Tender Documents including Addenda, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply / execute the works described in the Tender Documents for the sum of:

**KES** \_\_\_\_\_ (amount in figures)

**Kenya Shillings** \_\_\_\_\_ (amount in words)

We undertake, if our bid is accepted, to deliver the goods / complete the works within the period specified in the Contract.

We agree to abide by this bid for the period of 120 days from the date fixed for bid opening.

Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof, shall constitute a binding Contract between us.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Company: \_\_\_\_\_ Stamp: \_\_\_\_\_

### 7.2 Confidential Business Questionnaire

Item	Details
Full Name of Company	
Certificate of Registration No.	
KRA PIN	
Postal Address	
Physical Address	
Telephone	
Email	

Name of Banker	
Branch	
Account Number	
Maximum value of business done in any one year (last 5 years)	
Name of Director/Owner	
Nationality	
ID/Passport No.	

## SECTION 8: AMENDMENTS & ADDENDA

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No amendments have been issued as of the date of publication.

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**REMINDER: All bids must be deposited in the Tender Box at Finance Department, Room 204, County Headquarters on or before 29 March 2026 at 10:00 AM EAT. Late bids will NOT be accepted.**

**— END OF TENDER DOCUMENT —**

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Chief Procurement Officer • County Government • 22 March 2026  
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