COUNTY GOVERNMENT OF LAIKIPIA
DEPARTMENT OF PUBLIC SERVICE
MANAGEMENT, PUBLIC COMMUNICATIONS,
PARTICIPATION & E-GOVERNMENT
P.O. BOX 46- 20321
RUMURUTI
Email: info@laikipia.go.ke

REQUEST FOR QUOTATION FOR

SUPPLY AND DELIVERY OF LAPTOPS AND PROJECTOR.

QUOTATION NO: LCG/2677995/A23/ADMIN/2026/2027

NEGOTIATION NUMBER: *2677995*

ISSUE DATE: 18TH NOVEMBER 2026

CLOSING DATE: 25TH NOVEMBER 2026

TIME: 10:00 AM

OPENED BY: *(for official use only)*

Name _____ Designation _____ Signature _____

Name _____ Designation _____ Signature _____

Name _____ Designation _____ Signature _____

DATE: _____

NOVEMBER 2026

LAIKIPIA COUNTY GOVERNMENT QUOTATION DOCUMENT

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To: _____

_____

_____

FROM: DEPARTMENT OF PUBLIC SERVICE MANAGEMENT, PUBLIC COMMUNICATIONS, PUBLIC PARTICIPATION & E-GOVERNMENT.

LAIKIPIA COUNTY GOVERNMENT
P.O BOX 46-20321
RUMURUTI

REQUEST FOR QUOTATION FOR SUPPLY AND DELIVERY OF LAPTOPS AND PROJECTOR.
QUOTATION NO: LCG/2677995/A23/ADMIN/2026/2027

1. The COUNTY GOVERNMENT OF LAIKIPIA invites you to submit quotations for **SUPPLY AND DELIVERY OF LAPTOPS AND PROJECTOR.**
   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 during office hours **(8:00AM – 5:00PM).**

2. 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 the Procuring Entity at the address indicated below not later than **25TH NOVEMBER, 2026.** Late quotations shall be rejected.

3. Enquiries regarding this quotation may be addressed to:

PROCUREMENT OFFICER
DEPARTMENT OF PUBLIC SERVICE MANAGEMENT, PUBLIC COMMUNICATIONS, PUBLIC PARTICIPATION & E-GOVERNMENT
LAIKIPIA COUNTY GOVERNMENT
P.O BOX 46- 20321
RUMURUTI

4. Any resulting contract shall be subject to the terms and conditions detailed in Part 3: Contract.

5. Please inform by email or express mail the undersigned within 3 days of receipt of this RFQ if you will not be submitting a quotation.

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6. The prices quoted by the Tenderer shall include all levies and taxes including Capacity Building Levy as required by Legal Notice No. 206 on the Public Procurement Capacity Building Levi Order 2023.

Address for Submission of Quotations.

PROCUREMENT OFFICER
DEPARTMENT OF PUBLIC SERVICE MANAGEMENT, PUBLIC COMMUNICATIONS, PUBLIC PARTICIPATION & E-GOVERNMENT
LAIKIPIA COUNTY GOVERNMENT
P.O BOX 46- 20321
RUMURUTI

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PART 1:
Instructions To Tenderers

1. **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.

2. **Validity of Quotations**: The quotation will be held valid for 30 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.

PROCUREMENT OFFICER
DEPARTMENT OF PUBLIC SERVICE MANAGEMENT, PUBLIC COMMUNICATIONS, PUBLIC PARTICIPATION & E-GOVERNMENT
LAIKIPIA COUNTY GOVERNMENT
P.O BOX 46- 20321
RUMURUTI

Date of submission (deadline):25TH NOVEMBER 2026
Time of Submission (deadline): *10:00 AM.*

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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. **Tenderer Eligibility:** The tenderer must submit Documentary evidence to show His/her eligibility to be awarded a contract to cover each of the following: (i) a valid trading license (ii) a certificate of registration, and (iii) a valid tax compliance certificate. (iv) AGPO Certificate (where applicable). The Tenderer shall also complete the attached forms to confirm eligibility and the non-existence of a conflict of interest with this procurement requirement by signing the attached Forms.

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

9. **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

10. **Technical Specifications:** Documentary evidence to show that the goods meet the technical specifications.

11. **Alternative Quotations:** Tenderers **are permitted/not permitted** *(select one)* to submit alternative quotations for goods/alternative technical solutions for specified parts of the Works or Services *(select one)*. The Procuring Entity shall consider only the alternatives, if any, of the Tenderer with the winning quotation conforming to the basic technical requirements.

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

    The Procuring Entity shall allow/not allow quotations in foreign currency (*procuring Entity to select one).*

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

i)Preliminary examination to determine Tenderer eligibility:

(i) valid trading license

(ii) certificate of registration/ incorporation

(iii) Valid Tax compliance certificate

(iv) CR12 showing a list of directors

(v) Valid pin certificate

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ii)Technical examination to determine goods eligibility, compliance with technical specifications, and commercial responsiveness. Quotations failing this stage will be rejected and not considered in the next stage.

iii)Financial comparison of quotations to determine the lowest evaluated quotation. In case foreign currency is allowed, for comparison purposes only, foreign currency quotations will be converted to Kenya shillings using the exchange rates published by the Central Bank of Kenya on the day of submission of quotations.

14. **Lowest Evaluated Quotation:** The lowest evaluated quotation shall be recommended for the award of the contract.

15. **Award of contract:** Award of the contract shall be by the placement of a Letter of Acceptance or Local Purchase Order by Part 3: Contract. The currency of award and payment shall be the 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

16. **Right to Reject**: The Procuring Entity reserves the right to accept or reject any quotation or cancel the quotation process and reject all quotations at any time before contract award.

Quotation And Qualification Documents

Instructions to the 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

*(v)*FOREIGN TENDERER 40% RULE *(where provided)*

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MANDATORY

Quotation Addressed to (*Procuring Entity)*	
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 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 ***services offered*** 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 *https://ppra.go.ke/code-of-ethics/* 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

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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: _____

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FORM FOR 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			

i. Conflict of interest disclosure

	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	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		

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	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
	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?		

ii. 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)*

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iii. 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 quotation)* 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;

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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-declaration form

We the tenderer _____ submitting our quotation in respect of Quotation No _____for_____ _____for

County Government of Laikipia

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 Disposal and Asset Disposal Act 2015 and its attendant regulation

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iii. Kenya Anti-corruption and Economic Crimes act 2013 and

iv. Any other Acts and Regulations of the 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.

Name of the Tenderer: _____

[Insert complete name of tenderer signing the quotation]

Name of the person duly authorized to sign the quotation on behalf of the Tenderer: _____

[Insert complete name of person duly authorized to sign the quotation]

Title of the person signing the Quotation: _____

[Insert complete title of the person signing the quotation]

Signature of the person named above: _____

[Insert signature of person whose name and capacity are shown above

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PART 2:

Schedule of Requirements

Section i: Technical Specifications

Section ii; Evaluation Criteria

Preliminary Evaluation

Interested Bidders must attach the following (MANDATORY REQUIREMENTS)

a. Certificate of Registration/Incorporation.
b. Valid Tax Compliance Certificate.
c. Copy of CR12 showing the list of directors /ID for business name.
d. Valid Pin Certificate.
e. Valid Current Single Business Permit.

Technical Evaluation

a. Duly filled, signed and stamped form of quotation document. **(40 points)**
b. Past experience of similar good (each L.P.O or Contract 10 points each a maximum of 3) **(30 points)**
c. Local preference as evidenced by valid single Business Permit **(20 points)**
    - Single business permit from County Government of Laikipia (20 points)
    - Single business permit from other counties (10 points)
d. Attach company profile detailing company structure and products/services offered **(10 points)**

Tenderers' who shall have Technical Evaluation (TE) score of 60 points and above shall qualify for the financial evaluation.

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COUNTY GOVERNMENT OF LAIKIPIA
DEPARTMENT OF COUNTY ADMINISTRATION, PUBLIC SERVICE, ICT & E-GOVERNMENT
P.O Box 46 – 20321, Rumuruti - Kenya
Email: ict@laikipia.go.ke
Website: www.laikipia.go.ke
(ICT DIRECTORATE)

Requisition No:_____

LAPTOP SPECIFICATIONS

Processor	Intel Core Ultra i7 / AMD Ryzen 7
System RAM	16 GB DDR5 (5600 MHz)
Storage:	512 GB PCIe 4.0/5.0 NVMe SSD (High IOPS)
Graphics processor	Integrated (Intel Arc / AMD Radeon 780M)
External Ports	2x Thunderbolt 4, 2x USB-A 3.2 Gen 2, HDMI 2.1, Smart Card Reader, Nano-SIM slot
Wireless Technology	Wi-Fi 7 + Bluetooth 5.4 + Integrated RJ-45
Operating System Support	Windows 11 Pro (64-bit version) **(Licensed)**
Microsoft Office	2024 **(Licensed)**
Screen Size	14" 1920 x 1080 IPS Display
Battery Type	Lithium-ion (Li-ion) and Lithium-ion polymer (LiPo)
AC Adapter	Output: 65W USB-C Power Delivery (PD) GaN charger
Keyboard & Input	Full-size Backlit keyboard, Biometric fingerprint login, Precision Touchpad
Chipset	Intel Core Ultra 7
Audio and Multimedia	720p True Vision HD IR Webcam, Dual Array Digital Microphone, and 2W Bang & Olufsen Quad Speakers
Manufacturing date	After June 2026
Antivirus	Standard Antivirus 2026 - 2027 **(Licensed)**
Accessories	Wireless Mouse
Service & Support	1-year warranty after delivery

Item	Quantity	Unit of Measure	Product/model	Country of origin	Cost per unit	Total
Laptop	12	Pieces				
Bag (Backpack)	12	Pieces				

Prepared by Jonathan N. Waiyi ..... Sign ..... Date 18th/09/2026

Head of ICT For, Richu Godfrey ..... Sign ..... Date 18/09/26

COUNTY GOVERNMENT OF LAIKIPIA
DEPARTMENT OF COUNTY ADMINISTRATION,
PUBLIC SERVICE, ICT & E-GOVERNANCE
P.O Box 46 – 20321, Rumuruti - Kenya
Email: ict@laikipia.go.ke
Website: www.laikipia.go.ke
(ICT DIRECTORATE)

PROJECTOR SPECIFICATIONS

Department: ADMINISTARTION
Requisition No:

Projection Technology	3LCD (RGB liquid crystal shutter)
Native Resolution	WXGA (1280 × 800)
Aspect Ratio	16:10
Brightness	3,700 lumens (White & Color Light Output; 2,400 lumens in Economy mode)
Contrast Ratio	16,000:1
Light Source / Lamp	210W UHE lamp
Lamp Life	Up to 6,000 hours (Normal mode) / up to 12,000 hours (Eco mode)
Optical Zoom / Throw	1.2x optical zoom (Throw Ratio: 1.30 – 1.56:1)
Screen / Display Size	33 inches to 320 inches (0.84m to 8.13m)
Keystone Correction	Automatic vertical (±30°), manual horizontal (±30°)
Built-in Speaker	2W mono speaker
Noise Level	37 dB (Normal mode) / 28 dB (Eco mode)
Power Consumption	327W (Normal) / 0.3W (Standby)
Manufacturing dates	After JUNE 2025
Service & Support	1-year Limited Manufacturer/Supplier warranty after delivery

Item	Quantity	Unit of Measure	Product/model	Country of origin	Cost per unit	Total
projector	1	Pieces				
Bag (Backpack)	1	Pieces				

Prepared by Jonathan N. Maiti Sign ..... Date 18th/09/2026

Director ICT For Kiche Godfrey Sign ..... Date 18/09/26

Projector specs Form

SUPPLY AND DELIVERY OF LAPTOPS AND PROJECTOR.

S/NO	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL AMOUNT
1.	Laptops	12pieces		
2.	Laptop Backpack	12 Pieces		
3.	Projector	1 Piece		
4.	Projector Bag	1 Piece		
TOTAL				

Approved By:

Signature: _____

Name: _____

Designation: _____

Date: _____

Authorized for and behalf of Tenderer:

Signature: _____

Name of Tenderer: _____

Name of Firm: _____

Date: _____

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