



**NW Realite**

VALUERS & PROPERTY CONSULTANTS

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**REQUEST FOR QUOTATION FOR  
FIRE AND ALARM EQUIPMENT  
MAINTENANCE SERVICES AT ABSA  
TOWERS ALONG LOITA STREET  
C/O NW REALITE LIMITED  
TENDER NO. NWR/ATLS/14/11/2024**

# REQUEST FOR QUOTATION (RFQ)

<b>REFERENCE NO: NWR/ATLS/11/11/2024</b>	<b>Date: 14<sup>th</sup> November, 2024</b>
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## SECTION 1: REQUEST FOR QUOTATION (RFQ)

Our client through their duly appointed property managers **NW REALITE LIMITED** invites Quotations from eligible suppliers to offer **FIRE AND ALARM EQUIPMENT MAINTENANCE SERVICES** at **ABSA TOWERS** as detailed in (I) of this RFQ.

If you wish to visit the site, you can do so during working hours from 9 AM to 4 PM. For further direction kindly contact **JODDY KIMATHI** on **0710455917**.

Request for Quotation comprises the following documents.

Section 1: This request letter

Section 2: RFQ Instructions and Data

- I) Scope of work.
- II) Confidential Business Questionnaire Form.
- III) Technical and Financial Offer
- IV) Site Visit Certificate
- V) General Conditions of Contract

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using (II) Confidential Business Questionnaire Form and (III) Technical and Financial Offer, by the method and by the date and time indicated. 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.

Thank you and we look forward to receiving your quotations.

## SECTION 2; RFQ INSTRUCTIONS AND DATA

<b>Deadline for the Submission of Quotation</b>	The Tender is to be completed and submitted on or before <b>25<sup>th</sup> NOVEMBER 2024 at 4.00 PM.</b>
<b>Method of Submission</b>	Quotations must be submitted through <a href="http://www.srmhub.com">www.srmhub.com</a> <ul style="list-style-type: none"> <li>• File Format: Electronic</li> <li>• It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>• The proposer should receive an email acknowledging email receipt.</li> </ul>
<b>Cost of preparation of quotation</b>	NW REALITE LIMITED shall not be responsible for any costs associated with a supplier’s preparation and submission of proposal, regardless of the outcome or the manner of conducting the selection process.
<b>General Conditions of Contract</b>	Any Purchase Order or contract that will be issued as a result of this RFQ shall be in accordance with the NW REALITE LTD General Contract Terms and Conditions under (I) – PO Terms and Conditions unless specifically noted otherwise herein.
<b>Documents to be submitted</b>	Bidders shall include the following documents in their quotation: (II): Confidential Business Questionnaire Form duly completed and signed (III): Technical and Financial Offer duly completed and signed in accordance with the Schedule of Requirements in (1)
<b>Quotation validity period</b>	Prices quoted should be inclusive of taxes and must be in Kenya Shillings and should remain valid for Ninety (90) days from the closing date of the tender.
<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.
<b>Payment Terms</b>	100% within 60 days after receipt of goods, works and/or services and submission of payment documentation.
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than 5 days before the submission deadline. Responses to request for clarification will be communicated via email by 18 <sup>th</sup> November, 2024
<b>Evaluation criteria</b>	<ul style="list-style-type: none"> <li>▪ Full compliance with all requirements as specified in (I)</li> <li>▪ Full acceptance of the General Conditions of Contract</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Prior experience in fire and alarm services, similar organizations.</li> <li>▪ Qualifications of staff to be assigned to the engagement</li> <li>▪ Compliance with certifications (OSHA) and firm's understanding of work to be performed</li> <li>▪ References</li> <li>▪ Completeness and timeliness of the proposal</li> </ul>
<b>Type of Contract to be awarded</b>	Purchase Order
<b>Expected date for contract award.</b>	1 <sup>st</sup> December, 2024
<b>Publication of Contract Award</b>	NW REALITE LTD will publish the contract award on website, with the RFQ reference number and information of the awarded company name, contract amount and the date of the contract.
<b>Policies and procedures</b>	This RFQ is conducted in accordance with Policies and Procedures of NW REALITE which can be accessed at website.

## **I) SCOPE OF WORK**

This Scope of Work shall serve as a guide to parties interested to participate in bidding. NW Realite Limited is seeking quotations from qualified vendors to provide the aforementioned service at **ABSA TOWERS along LOITA STREET**.

The vendor will be responsible for performing routine maintenance, inspections, testing, and repairs on the existing fire and alarm system. The scope includes:

### **System Inspection and Testing**

- Perform a full visual and functional inspection of all fire alarm system components, including:
  - Control panels.
  - Smoke detectors.
  - Heat detectors.
  - Manual call points.
  - Alarm sounders.
  - Battery backup systems.
  - Other peripheral equipment (e.g., interfaces to building management or sprinkler systems).
- Conduct a test of all detection and alarm devices to ensure proper operation.
- Simulate alarm conditions and verify system response, including notification procedures.
- Ensure that the fire alarm system is compliant with current local fire codes and standards.

### **Routine Maintenance**

- Clean and recalibrate smoke and heat detectors to ensure proper operation.
- Inspect all cabling and connections for wear, damage, or signs of degradation.
- Replace any faulty or end-of-life components (detectors, alarms, etc.).
- Test the backup power system and replace batteries if necessary.
- Ensure all alarms are functioning properly with the required decibel levels and visibility for visual alarms.
- Check for any software updates for control panels and apply as needed (if applicable).
- Provide a detailed maintenance log with actions taken and issues found.

### **Repair and Replacement of Faulty Components**

- Identify any malfunctioning, damaged, or out-of-date components during the inspection.
- Provide recommendations for replacement or repair.
- Repair or replace faulty components as necessary and as approved by the client.
- Ensure that the entire system is restored to full operational status following any repairs or replacements.

### **Emergency Response and Troubleshooting**

- Provide 24/7 emergency support in case of system failures or malfunctions.
- Respond to critical system alarms and malfunctions within 2-4 hours.
- Provide troubleshooting services to resolve any issues with the fire alarm system.
- Submit detailed incident reports after emergency repairs or troubleshooting.

### **Documentation and Reporting**

- Provide a full report after each maintenance visit, including:
  - Summary of inspections performed.
  - Detailed list of any faults detected and corrective actions taken.
  - Recommendations for system improvements or necessary upgrades.
  - Maintenance log and system status report.
- Update and maintain a record of all repairs and replacements in the system maintenance log.
- Provide updated certification of system compliance after each major inspection or repair, if required by local regulations.

### **Training and Support (Optional)**

- Provide refresher training for on-site personnel on the operation of the fire and alarm system.
- Supply updated user manuals, guides, and emergency procedures, if necessary.
- Offer ongoing support for troubleshooting issues faced by the on-site team.

### **Deliverables**

- Quarterly or annual inspection reports, depending on the maintenance schedule.
- A detailed log of maintenance tasks, tests performed, and any repairs or replacements.
- Updated fire alarm system diagrams or component lists if any changes are made.
- Certification of system performance and compliance after each inspection.

### **5. Service Schedule**

- Routine inspections and maintenance to be conducted quarterly as per the agreed schedule.
- Emergency response services available 24/7 for urgent repairs.

## II) CONFIDENTIAL BUSINESS 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 (III): 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:		Date:

### Part 1- REGISTERED COMPANY

Item Description	Detail	
Business Name		
Location of business Premises		
Telephone numbers		
Postal Address		
Email Address		
Plot No./ Street/Road		
Nature of business		
Bank Information	Bank Name: Branch: Bank Account Number:	
<b>Details of all director as follows</b>		
<b>Name</b>	<b>Nationality</b>	<b>Citizenship Details.</b>

**Part 2- SOLE PROPRIETOR.**

Your Name in full..... ID. NO.....  
Nationality..... Country of origin.....  
Citizenship Details.....

**Part 3- PARTENERSHIP.**

Name	Nationality	CITIZENSHIP DETAILS

**Date.....**

**Stamp/Signature of Candidate.....**



**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, Terms of Reference, 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 not to engage in proscribed practices, or any other unethical practice, with the NW REALITE LTD or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the NW REALITE LTD.
<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 into 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>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.
<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"/>	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.....

**III) TECHNICAL AND FINANCIAL SUBMISSION FORM.**

*Bidders are requested to complete this form, sign it and return it as part of their bid along with (II): Confidential Business Form. The Bidder shall fill in this form in accordance with the instructions indicated.*

Name of Bidder:		
RFQ reference:		Date:

**a) Technical Form**

**Background and Summary**

Describe your understanding of the work to be performed and your firm’s ability to perform the work within a specified time frame. This could include;

- One page overview of your firm, including years in business and industry specialties.
- A description of staff levels in your firm.
- A list of your current clients who NW REALITE LTD may contact for references.
- A copy of the most recent quality control review of your firm.

**Fire and Alarm Services Approach**

- Describe how your firm will approach the proposed services, including the use of affiliates or staff from other locations, areas that will receive primary emphasis and the type of assistance that will be required from NW REALITE staff.
- Discuss a detailed schedule and task breakdown for quarterly and bi-annually periodic tasks.
- Describe the site access while addressing how you will handle site challenges and minimize disruption.
- Describe how reports are to be submitted on completed tasks, service performance, and any issues identified (e.g., need for repairs, replacements, etc...)
- Discuss the communication process used by the firm to discuss issues with management and the Board.

**Additional Information**

Please provide a copy of your most recent peer review report. Please provide any additional information, not specifically requested, but which you believe would be useful in evaluating your proposal.

Authorized Signature:.....

Name and Title of Signatory: .....

Name of Firm: .....

Address: .....

b) **Financial Proposal Submission Form.**

Date] .....

To: [Name and address of Client]

.....

Dear Sir/Madam

We, the undersigned, offer to provide **FIRE AND ALARM EQUIPMENT SERVICES** at **ABSA TOWERS** in accordance with your Request for Quotation dated .....and our Proposal (Technical and Financial Proposals. Our attached Financial Proposal is for the sum of

Kshs.....

..... [Amount in words and figures]. This amount is inclusive of taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to the expiration of the validity of Ninety (90) days. We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature.....

Name and Title of Signatory: .....

Name of Firm: .....

Address: .....

**BILLS OF QUANTITY****SUMMARY OF COSTS****PRICES SHOULD INCLUDE ALL TAXES.**

	<b>ITEMS</b>	<b>QUANTITY</b>	<b>RATE</b>	<b>AMOUNT</b>
1	<b>Water</b>	<b>62</b>		
2	<b>CO<sub>2</sub> Gas</b>	<b>11</b>		
3	<b>Dry Powder</b>	<b>68</b>		
4	<b>Hose Reel</b>	<b>46</b>		
5	<b>Delivery Hose</b>	<b>32</b>		
6	<b>Branch pipe</b>	<b>25</b>		
7	<b>Landing Valves</b>	<b>34</b>		
8	<b>Inlet Breechings</b>	<b>1</b>		
9	<b>Automatic Dry powder</b>	<b>3</b>		
10	<b>Booster/ Hose Reel Pump</b>	<b>2</b>		
11	<b>BCF Halon</b>	<b>2</b>		
12	<b>Carbon dioxide</b>	<b>4</b>		
13	<b>Sprinkler pump (wet riser)</b>	<b>2</b>		
14	<b>Sprinkler pump (dry riser)</b>	<b>2</b>		
15	<b>Jockey Pump</b>	<b>2</b>		
	<b>SUBTOTAL</b>			
	<b>16%</b>			
	<b>TOTAL</b>			

**INCASE OF REFILLING AND SPARES**

	<b>DESCRIPTION</b>	<b>AMOUNT</b>
1	5KG CO <sub>2</sub> Refilling	
2	2KG CO <sub>2</sub> Refilling	
3	9KG DP Refilling	
4	9LTR Foam	
5	9LTR Water Refilling	
6	CO <sub>2</sub> Discharge	
7	DP/ Foam/ Water Refilling	
8	Color Coding	
9	Head Valve	
10	Wall Bracket/ Mounting	
11	Pressure Gauge	
12	Pressurizing of Trolley	
13	Refill of Trolley	
14	Refill of Automatic	
15	Instruction Label	

**Any other cost may deem necessary.**

Kind Regards,

Organization.....

Authorized person.....

Designation.....

Signature.....

Date.....

Stamp

**IV) SITE VISIT FORM**

**TENDER NAME:**

.....

**TENDER No:**

.....

The bidders shall arrange to view the properties at designated location.

I hereby certify that I have viewed **ABSA TOWERS** Property.

**Tenderers Name**.....

Sign.....

Date.....

Stamp.....

**Designated Officer**.....

Sign.....

Date.....

Stamp.....

**V) GENERAL CONDITIONS.**

Acceptance of a quotation neither commits NW REALITE LTD to award a contract to any vendor, even if all requirements stated in the RFQ are met, nor limits our rights to negotiate in our best interests. We reserve the right to contract with a vendor for reasons other than the lowest price. The pricing, terms and conditions offered in your response to this RFQ must remain valid for 90 days from the date the quotation is delivered. Expenses incurred in the preparation of quotations in response to this RFQ and any follow-up information provided is the vendor's sole responsibility. The information contained in the RFQ is confidential and may not be disclosed without the express written permission of NW REALITE LTD.