



# NATIONAL CEREALS AND PRODUCE BOARD

Leaders in Trade & Management of Agricultural Commodities

**Telephone:** +254 (20) 6536028/6555288

**Website:** [www.ncpb.co.ke](http://www.ncpb.co.ke)

**Email:** [supplies@ncpb.co.ke](mailto:supplies@ncpb.co.ke), [ncpbsupplies@gmail.com](mailto:ncpbsupplies@gmail.com)

P.O. Box 30586-00100

NAIROBI

KENYA

**QUOTATION NO: NCPB/FERTILIZER/01/2022 – 2023 FOR SUPPLY AND DELIVERY OF VARIOUS TYPES OF FERTILIZER UNDER DIRECT CONTRACTUAL AGREEMENT ON AGENCY BASIS**

**ALL BIDDERS ARE ADVISED TO READ CAREFULLY THIS RFQ  
IN ITS ENTIRETY BEFORE MAKING ANY BID**

## REQUEST FOR QUOTATION

**NATIONAL CEREALS AND PRODUCE BOARD,  
NYUMBA YA NAFKA,  
MACHAKOS/ENTERPRISE ROADS,  
INDUSTRIAL AREA,  
P.O BOX 30586,  
NAIROBI.**

**Tel: +254 – 20 – 6536028, +254 – 723 030 399**

**Email: [supplies@ncpb.co.ke](mailto:supplies@ncpb.co.ke), [ncpbsupplies@gmail.com](mailto:ncpbsupplies@gmail.com)**

**Website: [www.ncpb.co.ke](http://www.ncpb.co.ke)**



**NCPB IS ISO 9001:2015 CERTIFIED**

## REQUEST FOR QUOTATIONS (RFQ)

Name of Supplier: \_\_\_\_\_ Closing day: **Friday 12:00 noon**  
Address: \_\_\_\_\_ Closing Date: **14<sup>th</sup> October, 2022**  
Email: \_\_\_\_\_ QUOTATION NO: **NCPB/FERTILIZER/01/2022 – 2023**

1. The National Cereals and Produce Board invites **fertilizer manufacturers, distributors and sellers into a direct contractual agreement to enable them supply fertilizer to NCPB for distribution under government subsidized fertilizers, through its network on agency basis** 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 *i.e.* **0800 to 1600 hours** at the address given below.
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 **14<sup>th</sup> October, 2022, at 12:00 noon**. Quotation can be delivered by registered mail, courier or hand delivery at the tenderer's option. Late quotation shall be rejected.
3. Enquiries regarding this quotation may be addressed to Head of Procurement Services, National Cereals and Produce Board
4. Any resulting contract shall be subject to the terms and conditions detailed in Part 3: Contract.
5. Please inform by email the undersigned within two (2) days of receipt of this RFQ if you will not be submitting a quotation through [supplies@ncpb.co.ke](mailto:supplies@ncpb.co.ke) or [ncpbsupplies@gmail.com](mailto:ncpbsupplies@gmail.com).
6. Address for Submission of Quotations:

National Cereals and Produce Board,  
Nyumba ya Nafaka,  
Enterprise/ Machakos Roads  
Industrial Area,  
P.O. Box 30586-00100,  
**NAIROBI.**

Yours sincerely,

\_\_\_\_\_  
**JOSEPH. M. KIMOTE, MBS**  
**MANAGING DIRECTOR**

\_\_\_\_\_  
**DATE**



**NCPB IS ISO 9001:2015 CERTIFIED**

## 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 **60 days** from the date of submission.
3. **The Quotation shall consist of** completed Tables A, B 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:** The Quotation **Must** be sealed in a plain envelope clearly marked "**QUOTATION NO. NCPB/FERTILIZER/01/2022 – 2023.**", addressed to:-

The Managing Director,  
National Cereals and Produce Board,  
Nyumba ya Nafaka,  
Enterprise/ Machakos Roads  
Industrial Area,  
P.O. Box 30586-00100,  
**NAIROBI.**

**And hand delivered and deposited in the Quotation Box placed at the Reception Area of NCPB Head Office, Nyumba ya Nafaka, Enterprise/Machakos Roads, Industrial Area so as to be received on or before 14<sup>th</sup> October, 2022 at 12:00 noon.**

6. **Opening of Quotations:** Quotations will be opened immediately after the closing date and time specified in item 5 above, by at least three appointed officials of the Procuring Entity.
7. **Tenderer Eligibility:** Tenderer must submit Documentary evidence to show His/her eligibility to be awarded a contract to cover each of the following: **(i) Valid tax compliance certificate, (ii) Company registration Certificate, (iii) Valid business trading license, (iv) Certificate of fertilizer quality issued by KEBS, (v) Certificate of origin, and (vi) Manufacturers authorization letter.** 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.
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 **not permitted** to submit alternative quotations for goods. Only the alternatives, if any, of the Tenderer with the winning quotation conforming to the basic technical requirements shall be considered by the Procuring Entity.



**NCPB IS ISO 9001:2015 CERTIFIED**

12. **Currency: Quotations shall be priced in Kenya Shillings and must include all cost for delivery, discount, duty and sales tax.** Quotations in other currencies will be rejected if not allowed. The Procuring Entity shall not allow quotations in foreign currency.
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 tax compliance certificate**
    - (ii) **Company registration Certificate**
    - (iii) **Valid business trading license**
    - (iv) **Certificate of fertilizer quality issued by KEBS**
    - (v) **Certificate of origin**
    - (vi) **Manufacturers authorization letter**
  - 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 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 quotation.
14. **Lowest Evaluated Quotation:** The lowest evaluated quotation shall be recommended for award of contract. At its discretion NCPB may invite eligible suppliers of similar parameter indicated in this tender document for negotiation.
15. **Award of contract:** Award of contract shall be by placement of a Local Purchase Order (LPO) in accordance with Part 3: Contract. The currency of award and payment shall be currency in which the quotation was submitted.
16. **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. NCPB reserves the right to vary the quantities for award.

17. **BUSINESS PARTICULARS**

<b>Tick your applicable category</b>	<b>Youth</b>	<b>Women</b>	<b>Persons with Disabilities</b>	<b>General</b>
<b>AGPO certificate number:</b>				

18. **Give details of all directors as follows:-**

<b>No.</b>	<b>Name</b>	<b>Nationality</b>	<b>% of Shares Held</b>	<b>Contacts (phone No. and Email)</b>
1.				
2.				
3.				
4.				
5.				

**N/B:** The successful bidder shall avail a copy of CR12 for verification upon request.



## PART 2

### QUOTATION AND QUALIFICATION DOCUMENTS

*Instructions to Tenderer. Tenderer must complete and submit as part of the Form of quotation.*

- (i) FORM FOR DISCLOSURE OF INTEREST
- (ii) CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION
- (iii) SELF-DECLARATION FORM

#### **FORM OF QUOTATION** [To be completed by Tenderer]

<b>Quotation Addressed to (Procuring Entity)</b>	
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 \_\_\_\_\_ (specify one of supply goods, complete the works or provide 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 \_\_\_\_\_ (inwords) \_\_\_\_\_
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 \_\_\_\_\_ (goods to be supplied/works to be constructed/services to be provided (select one) 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 \_\_\_\_\_ (specify website) 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 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: \_\_\_\_\_



- i) **FORM FOR DISCLOSURE OF INTEREST** - Interest of the Firm in the Procuring Entity.
- i) Are there any person/persons in National Cereals and Produce Board who has/have an interest or relationship in this firm? Yes/No.....

If yes, provide details as follows.

	<b>Names of Person</b>	<b>Designation in the Procuring Entity</b>	<b>Interest or Relationship with Tenderer</b>
1			
2			
3			

ii) **Conflict of interest disclosure**

	<b>Type of Conflict</b>	<b>Disclosure YES OR NO</b>	<b>If YES provide details of the relationship with Tenderer</b>
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		



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

**iii) 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)\_\_\_\_\_





## ii) 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;
  - 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]*



**NCPB IS ISO 9001:2015 CERTIFIED**

**iii) SELF-DECLARATION FORM**

We, the Tenderer \_\_\_\_\_ (insert name) submitting our Quotation in respect of Quotation No \_\_\_\_\_ for \_\_\_\_\_ (insert quotation Title Description) for \_\_\_\_\_ (insert Name of Procuring Entity)

**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 and Asset Disposal Act, 2015) and its attendant Regulations;
  - iii) Kenya's Anti-Corruption and Economic Crimes Act, 2013; and
  - iv) any such other Acts or Regulations of 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]



**TABLE A. SCHEDULE OF REQUIREMENTS, TECHNICAL SPECIFICATIONS**

*[Procuring Entity to complete Columns a-d and Tenderer to complete Column Indicating YES or No and if NO indicate the specification of the offered item]*

**Detailed Technical Specifications and Standards: The Goods shall comply with following Technical Specifications and Standards:**

No.	Fertilizer type	Characteristics	Requirements /Limits	Reference KEBS standard	Line commentary on the board's specifications (bidders' offer)
1.	Diammonium Phosphate (DAP)	Total Nitrogen, %(m/m), min	11	KS157:2018	
		Water soluble phosphates as P <sub>2</sub> O <sub>5</sub> ,%(m/m), min	44		
		Available phosphates, as P <sub>2</sub> O <sub>5</sub> ,%(m/m) min	50		
		Moisture, %(m/m) max	1.5		
2.	Chemically Compound (NPK 23:23:0)	The NPK (23:23:0) fertilizer shall contain two the following primary plant nutrient elements intended for fertilizing of crops: <b>Nitrogen (N) and Phosphorus (P).</b>	The tolerance for the declared value of <b>Nitrogen (N) and Phosphorus (P)</b> shall not be less than 1.1% of the declared value.	KS 158:2012	N-
					P-
					K-
3.	Chemically Compound (NPK 17:17:17)	The NPK (17:17:17) fertilizer shall contain the following three primary plant nutrient elements intended for fertilizing of crops: <b>Nitrogen (N), Phosphorus (P) and Potassium (K).</b>	The tolerance for the declared value of <b>Nitrogen (N), Phosphorus (P) and Potassium (K)</b> shall not be less than 1.1% of the declared value.	KS 158:2012	N-
					P-
					K-
4.	Calcium Ammonium Nitrate (CAN 26% N)	Nitrogen content(as total N),min.	26%	KS47:2013	
		Neutralizing value as equivalent, Min. of CaO(or as% by weight of CaO), min.	9.0%		
		Moisture, Max.	1.5%		



No.	Fertilizer type	Characteristics	Requirements /Limits	Reference KEBS standard	Line commentary on the board's specifications (bidders' offer)
5.	<b>Sulphate of Ammonia</b>	Ammonical nitrogen, as N, per cent by mass, min	21	KS 287:2010	
		Free acidity, as H <sub>2</sub> SO <sub>4</sub> , per cent by mass, max	0.02		
		Moisture, per cent by mass, max	10		
6.	<b>UREA</b>	Urea N,% by mass, min.	45.0	KS 288:2013	
		Biuret, % by mass, max.	1.5		
		Ash content, %by mass, max.	0.5		
		Moisture, % by mass, max.	1.0		

## 7. COFFEE BLEND FERTILIZER - NPK 20:10:10

### a) Product Specifications for NPK 20:10:10 Coffee Fertilizer Blend (KS 158:2012)

Item no.	Description of Goods	Quantity	Technical Specifications (Provided by procuring entity)	Conformity with technical specifications (To be completed by tenderer with YES or NO)
A	B	C	D	
01	<b>Coffee blend (NPK 20:10:10) or equivalent</b>	<b>30,000 bags</b>	The NPK Coffee blend fertilizer shall contain three of the following primary plant nutrient elements intended for fertilizing of crops: <b>Nitrogen (N), Phosphorus (P) and Potassium (K).</b> The tolerance for the declared value of NPK shall not be less than 1.1% of the declared value	

**NB: Attach certificate of analysis to support your bid.**

Besides the above primary elements one or more of the trace elements tabulated below may be contained and guaranteed if their percentage values by mass are equal or more than the values below.

### b) Minimum Percentage of guarantee of trace elements

SL NO	Element	Percent composition (%)
i)	Boron (B)	0.02
ii)	Calcium (Ca)	1.00
iii)	Cobalt (Co)	0.0005
iv)	Copper (Cu)	0.05
v)	Iron (Fe)	0.10
vi)	Magnesium (Mg)	0.60
vii)	Manganese (Mn)	0.50
viii)	Molybdenum (Mo)	0.0005
ix)	Sulphur (S)	1.00
x)	Zinc (Zn)	0.05



**c) Heavy Metal Contaminants limits**

SL NO	Parameter	Limits in ppm	Test Method
i)	Arsenic, As, max	20.0	AOAC/AAS
ii)	Cadmium, Cd, max	30.0	AOAC/AAS
iii)	Mercury, Hg, max	0.1	AOAC/AAS
iv)	Selenium, Se, max	1.0	AOAC/AAS
v)	Lead Pb, max	30.0	AOAC/AAS

**8. TEA BLEND FERTILIZER - NPK 25:5:5**

**a) Product Specifications for NPK 25:5:5 Tea Blend Fertilizer (KS 158:2012)**

Item no.	Description of Goods	Quantity	Technical Specifications (Provided by procuring entity)	Conformity with technical specifications (To be completed by tenderer with YES or NO)
A	B	C	D	
01	<b>Tea blend (NPK 25:5:5) or equivalent</b>	30,000 bags	The NPK tea blend fertilizer shall contain three primary plant nutrient elements intended for fertilizing of crops: <b>Nitrogen (N), Phosphorus (P) and Potassium (K)</b> . The tolerance for the declared value of NPK shall not be less than 1.1% of the declared value.	

**NB: Attach certificate of analysis to support your bid.**

Besides the above primary elements one or more of the trace elements tabulated below may be contained and guaranteed if their percentage values by mass are equal or more than the values under (b) overleaf.

**b) Minimum Percentage of guarantee of trace elements**

SL NO	Element	Percent composition (%)
i)	Boron (B)	0.02
ii)	Calcium (Ca)	1.00
iii)	Cobalt (Co)	0.0005
iv)	Copper (Cu)	0.05
v)	Iron (Fe)	0.10
vi)	Magnesium (Mg)	0.60
vii)	Manganese (Mn)	0.50
viii)	Molybdenum (Mo)	0.0005
ix)	Sulphur (S)	1.00
x)	Zinc (Zn)	0.05

**c) Heavy Metal Contaminants limits**

SL NO	Parameter	Limits in ppm	Test Method
i)	Arsenic, As, max	20.0	AOAC/AAS
ii)	Cadmium, Cd, max	30.0	AOAC/AAS
iii)	Mercury, Hg, max	0.1	AOAC/AAS
iv)	Selenium, Se, max	1.0	AOAC/AAS
v)	Lead Pb, max	30.0	AOAC/AAS



## 9. Potassium Chloride (Muriate of Potash - MOP)

No.	Parameter	Limit (%)	Conformity with technical specifications (To be completed by tenderer with YES or NO)
i)	Moisture percent by weight, maximum	0.5	
ii)	Water soluble potash (as K <sub>2</sub> O) per cent by weight, minimum	60.0	
iii)	Sodium (as NaCl), per cent by weight, maximum	3.5	
iv)	Magnesium (as MgCl <sub>2</sub> ) per cent by weight, maximum	1.0	
v)	Particle size- Not less than 90 per cent of the material shall pass through 3.35 mm IS sieve and be retained on 1 mm IS sieve. Not more than 5 per cent shall be below 1 mm IS sieve		

## 10. Agricultural Granulated lime

The agricultural lime to be supplied must conform to the with quality requirements as per Kenya standards KS 2526:2014. Attach certificate of analysis from KEBS or any accredited laboratory.

No.	Parameter	Limits (%)	Conformity with technical specifications (To be completed by tenderer with YES or NO)
1	Neutralizing value (Calcium Carbonate Equivalent (CCE)	80%, minimum	
2	Elementary Calcium	20% minimum	
3	Elementary Magnesium	1% minimum	
4	Fitness guarantee (Minimum percentage passing 2.36mm sieve	90%	
5	Certificate of analysis by KEBS	provide	

## 11. RICE BLEND FERTILIZER - NPK 20:10:20

### a) Product Specifications for NPK 20:10:20 Rice Blend Fertilizer (KS 158:2012)

Item no.	Description of Goods	Quantity	Technical Specifications (Provided by procuring entity)	Conformity with technical specifications (To be completed by tenderer with YES or NO)
A	B	C	D	
01	Rice blend (NPK 20:10:20) or equivalent	20,000 bags	The NPK Rice blend fertilizer shall contain three primary plant nutrient elements intended for fertilizing of crops: <b>Nitrogen (N), Phosphorus (P) and Potassium (K).</b> The tolerance for the declared value of NPK shall not be less than 1.1% of the declared value.	

**NB: Attach certificate of analysis to support your bid.**

Besides the above primary elements one or more of the trace elements tabulated below may be contained and guaranteed if their percentage values by mass are equal or more than the values below.



**b) Minimum Percentage of guarantee of trace elements**

SL NO	Element	Percent composition (%)
i)	Boron (B)	0.02
ii)	Calcium (Ca)	1.00
iii)	Cobalt (Co)	0.0005
iv)	Copper (Cu)	0.05
v)	Iron (Fe)	0.10
vi)	Magnesium (Mg)	0.60
vii)	Manganese (Mn)	0.50
viii)	Molybdenum (Mo)	0.0005
ix)	Sulphur (S)	1.00
x)	Zinc (Zn)	0.05

**c) Heavy Metal Contaminants limits**

SL NO	Parameter	Limits in ppm	Test Method
i)	Arsenic, As, max	20.0	AOAC/AAS
ii)	Cadmium, Cd, max	30.0	AOAC/AAS
iii)	Mercury, Hg, max	0.1	AOAC/AAS
iv)	Selenium, Se, max	1.0	AOAC/AAS
v)	Lead Pb, max	30.0	AOAC/AAS

**a) Heavy Metal Contaminants limits**

The heavy metal contamination, if present, shall not exceed the limits stipulated for each type of fertilizer as per KEBS standards.

**N/B: The Supplier warrants that the bags shall be free from defects arising from any act or omission of the Suppliers or arising from design, materials and workmanship under normal use in the conditions prevailing in the country of final destination. Upon receipt of notice of defects, the supplier shall expeditiously replace the defective bags at no cost to the purchaser.**

**TAKE NOTICE:** - Inspection of the quality of deliveries shall be based on the standards against NCPB will submit to KEBS for analytical conformity.

NCPB shall sell the delivered commodities and remit the proceeds to supplier at cost basis less the margins accruing to NCPB. The difference shall be treated as commission in favour of NCPB.

NCPB shall pay the supplier within thirty (30) days from the date of sale of the delivered commodities. NCPB is at liberty to nominate the point of inspection i.e point of delivery or at the source.

The agency agreement shall be structured to enable activation of the same on need by need basis.





**TABLE B. SCHEDULE OF REQUIREMENTS TABLE**

(Procuring Entity will complete the list of items to be same as those on Table A. Schedule of Requirements and Technical Specifications and tenderer should complete columns D-G)

A	B	C	D	E	F	G
Item	Description of goods	Quantity (50kg bags)	Unit price (Kshs)	Total price (Kshs)	Brand offered	Lead time
1	<b>NPK 23:23:0</b>	50,000 bags				
2	<b>NPK 17:17:17</b>	40,000 bags				
3	<b>Coffee blend</b>	30,000 bags				
4	<b>MOP</b>	30,000 bags				
5	<b>Granulated Lime</b>	50,000 bags				
6	<b>Tea blend</b>	30,000 bags				
7	<b>DAP</b>	20,000 bags				
8	<b>CAN</b>	200,000 bags				
9	<b>UREA</b>	10,000 bags				
10	<b>Sulphate of Ammonia</b>	18,000 bags				
11	<b>Rice blend</b>	20,000 bags				
12	<b>Other NPK blends (Specify)</b>					
	<b>a) Planting</b> i. ii. iii. iv. v.	150,000 bags				
	<b>b) Top dressing</b> i. ii. iii. iv. v.	120,000 bags				
	<b>Grand Total</b>					

**NB: Quantities can be varied under the discretion of the procuring entity.**

**Total cost in words:** \_\_\_\_\_

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

And seal/Stamp

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

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

Authorised for and on behalf of (specify name of tenderer) \_\_\_\_\_

Date \_\_\_\_\_

Please provide the Name and telephone number of the contact person in your firm in relation to this Request for Quotation in the spaces provided hereunder:-

Name of contact person \_\_\_\_\_

Telephone No. \_\_\_\_\_

**Remarks by the Supplier:** \_\_\_\_\_



### **TABLE C. FERTILIZER DISTRIBUTION SCHEDULE**

BIDDERS ARE REQUIRED TO INDICATE THE SPECIFIC REGIONAL OFFICE (S) AND QUANTITIES THEY ARE ABLE TO DELIVER:-

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>Item</b>	<b>Delivery Points(cluster)</b>	<b>Bidder's delivery depots cluster</b>	<b>Quantity the bidder is able to deliver</b>	<b>Lead time</b>
1	Lake Western regional office depot's cluster- <b>Kisumu</b>			
2	Coast regional office depot's cluster – <b>Shimani</b>			
3	Nairobi Region depot's cluster – <b>Nairobi</b>			
4	Northern regional office depot's cluster – <b>Embu</b>			
5	North rift regional office depot's cluster – <b>Eldoret</b>			
6	South rift regional office depot's cluster – <b>Nakuru</b>			

#### **TAKE NOTICE: -**

- NCPB has the liberty to take samples to KEBS for analytical conformity.
- NCPB may have negotiation with supplier(s) at liberty by 18<sup>th</sup> October, 2022.
- Delivery shall be immediate after signing of contract.
- The qualified suppliers shall be eligible for engagement by NCPB under commercial agency agreement.



## **PART 3: CONDITIONS OF ORDER/CONTRACT**

### **1. Language**

The Contract/LPO as well as all correspondence and documents relating to the award exchanged by the Supplier and the Procuring Entity, shall be written in the English Language.

### **2. Eligibility**

The goods shall have the nationality of an eligible country. All Goods and Related Services to be supplied under the Contract shall have their origin in Eligible Countries.

### **3. Notices**

Any notice given by one party to the other pursuant to the Contract shall be in writing.

### **4. Governing Law**

The Contract shall be governed by and interpreted in accordance with the Laws of Kenya, unless otherwise specified hereunder.

### **5. Settlement of Disputes**

The Procuring Entity and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract. If the parties have failed to resolve their dispute or difference by such mutual consultation, either the Procuring Entity or the Supplier may give notice to the other party of its intention to commence arbitration. The dispute shall be referred to adjudication or arbitration in accordance with the laws of Kenya.

### **6. Supplier Responsibilities**

The Supplier shall supply all the Goods included in the Schedule of Requirements.

### **7. Contract Price**

Prices charged by the Supplier under the Contract shall not vary from the prices quoted by the Supplier in its quotation.

### **8. Terms of Payment**

The Contract Price shall be paid One hundred (100) percent of the Contract Price as follows:

- (i) Payments shall be made promptly by NCPB within thirty (30) days from delivery and submission of invoice together with other required and related documents or as otherwise prescribed in the contract. For Goods, price of goods received upon submission of a claim/invoice supported by the inspection and acceptance certificate issued by the Procuring Entity.

### **9. Inspections and Tests**

The Supplier shall at its own expense and at no cost to the Procuring Entity carry out all such tests and/or inspections of the Goods, works or Services to confirm their conformity to technical specifications.

### **10. Warranty**

The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the contract.

