



Kasneb Towers, Hospital Road, Upper Hill, P.O. Box 41362-00100 NAIROBI

Email: info@kasneb.or.ke. Website: www.kasneb.or.ke

**REQUEST FOR QUOTATION FOR SUPPLY AND INSTALLATION
OF ANTIVIRUS LICENSE RENEWAL**

KAS/RFQ/07/2025/2026

SUBMISSION DEADLINE:

THURSDAY, 15 JANUARY 2026 AT 11.00 A.M.

REQUEST FOR QUOTATIONS (RFQ)

To:

From: KASNEB

REQUEST FOR QUOTATION FOR SUPPLY AND INSTALLATION OF ANTIVIRUS LICENSE RENEWAL: KAS/RFQ/07/2025/2026

1. KASNEB invites you to submit quotations for Supply and Installation of Antivirus License Renewal: KAS/RFQ/07/2025/2026.
2. Qualified and interested tenderers may obtain further information during office hours **0900 to 1600 hrs.** at the address given below.
3. 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 KASNEB at the address indicated below not later than **Thursday, 15 January 2026 at 11.00 A.M.** Quotations can be delivered by registered mail, courier or hand delivery at the tenderer's option. Late quotations shall be rejected.
4. Enquiries regarding this quotation may be addressed to **The Secretary/Chief Executive Officer, kasneb Towers, Hospital Road, Upper Hill, 41362-00100 Nairobi, Kenya.**
5. Any resulting contract shall be subject to the terms and conditions detailed in Part 3: Contract.
6. There shall be a paid levy by the supplier at the rate of Zero Point Zero Three Percent (0.03%) of the value of the signed contract exclusive of applicable taxes remitted by KASNEB to PPRA.
7. Please inform by email or express mail the undersigned within **two (2) days** of receipt of this RFQ if you will not be submitting a quotation.

Address for Submission of Quotations.

kasneb Towers, Hospital Road, Upper Hill, 41362-00100 Nairobi, Kenya.

(Please attention to: **The Secretary/Chief Executive Officer kasneb Towers, Hospital Road, Upper Hill Nairobi.**

Drop in the Quotation Box placed at kasneb Towers I, First Upper Floor, outside the Supply Chain Management Office.

Yours sincerely,

Secretary/Chief Executive Officer

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 **365** 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 kasneb. 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.

KASNEB

- 1) Mailing Address:

To, The Secretary/Chief Executive Officer kasneb Towers, Hospital Road, Upper Hill, 41362-00100 Nairobi.

- 2) Physical address for hand or Courier Delivery to an office or Quotation Box

Drop in the Quotation Box at kasneb Towers I, Hospital Road, Upper Hill Nairobi, 1st Upper Floor

- 3) Date of Submission (deadline): **Thursday, 15 January 2026**
Time of Submission (deadline): **11:00 a.m**

8. **Opening of Quotations:**

Quotations will be opened immediately after the closing date and time specified in item 5 (3) above, by at least three appointed officials of kasneb.

9. **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 trading license
- (ii) Certificate of registration and
- (iii) Valid tax compliance certificate.
- (iv) AGPO Certificate (where applicable).

The Tenderer shall also complete attached forms to confirm eligibility and nonexistence of a conflict of interest in relation to this procurement requirement by signing the attached Forms

10. **Invitation not transferable:**

This invitation is not transferable to other firms or individuals not so invited.

11. **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

12. **Technical Specifications:**

Documentary evidence to show that the goods meet the technical specifications.

13. **Alternative Quotations:**

Tenderers **are 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 kasneb.

14. **Currency:**

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

kasneb **shall not allow** quotations in foreign currency.

15. **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, and
- (iii) tax compliance certificate
- (iv) valid AGPO Certificate (where applicable)

ii) Technical examination to determine

- (i) Goods eligibility
- (ii) 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 quotati

16. Lowest Evaluated Quotation:

The lowest evaluated quotation shall be recommended for award of contract.

17. Award of contract:

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

18. Right to Reject:

kasneb 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.

QUOTATION AND QUALIFICATION DOCUMENTS

Instructions to 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)

FORM OF QUOTATION [To be completed by Tenderer]

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 provide services to cover and _____
3. conform to our pricing listed in the attached in Table B. Quotation Submission TABLE at a total price of Kenya Shillings _____ (in words)
4. We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in Part 1: INSTRUCTIONS TO TENDERERS.
5. 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.
6. 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.
7. 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.
8. 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).

9. 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.
10. 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.
11. 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.
12. 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.
13. We, the Tenderer, have completed fully and signed the FORM FOR DISCLOSURE OF INTEREST- interest of the firm in kasneb, 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) SCHEDULE OF REQUIREMENTS TABLE

(Procuring Entity will complete the list of items to be same as those on Part 2 Table A. Schedule of Requirements and Technical Specifications and tenderer should complete columns D).

Item No.	Item Description	Qty	Unit Price Incl.16% VAT and 0.03% levy Shs.	Total amount Incl. 16% VAT and 0.03% levy Shs.	Delivery Date	Confirm if the items quoted for meets the KASNEB minimum specs. Indicate YES or NO (SPECS AS TABLE BELOW)
1.	Corporate Internet Security Software	250				

Specifications for Antivirus License Renewal

NO.	ITEM	MINIMUM SPECIFICATION(S)	Confirm if the items quoted for meets the KASNEB minimum specs. Indicate YES or NO
1.	Corporate Internet Security Software	<p>Supply and Installation of Antivirus License Renewal</p> <p>Minimum features</p> <p>Kaspersky Internet Security</p> <p>License: Corporate multi-user volume licenses (250 users)</p> <p>Features: Real-time protection, firewall, web control, ransomware defense</p> <p>Management: Centralized via Kaspersky Security Center</p> <p>Mode: Supply, Installation and Support A layered security model begins with best of breed antimalware. Including File Server Protection, Endpoint Controls and Mobile Security/MDM. Including Encryption and Systems Management People Including periphery security for servers and gateways Single policy deployment. Different protection and control parameters can be managed together through just one policy. Working together. Integrated solution components can share information (hardware inventory informing device controls, for example) for more efficient, targeted activity.</p> <p>A clearer, deeper view. The administrator can see, control and generate integrated reporting across the whole IT environment from a single console.</p> <p>Unified rights management. All aspects of user activity can be overseen and controlled from a single point of information.</p> <p>Ability to support Virtualized environment (Citrix)</p> <p>Mobile Device and Applications Management (MDM/MAM) functionality</p> <p>Regular Kaspersky software upgrades</p> <p>Support Full internet security</p> <p>Carry out maintenance as and when required during the license period Must supply the latest version of the antivirus software</p> <p>Period: 1 Year</p>	

Signature:

And seal/Stamp

Name: _____

Position: Authorised for and on behalf of (*specify name of tenderer*)

Date _____

i) FORM FOR DISCLOSURE OF INTEREST - Interest of the Firm in kasneb.

Are there any person/persons in **kasneb** who has/have an interest or relationship in this firm? Yes/No.....

If yes, provide details as follows.

S.No.	Names of Person	Designation in kasneb	Interest or Relationship with Tenderer
1			
2			
3			

ii) Conflict of interest disclosure

S.No.	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 kasneb 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 work 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 kasneb 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 kasneb 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 kasneb 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)

iv) CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION

I, the undersigned, in submitting the accompanying Letter of quotation to kasneb for: _____ in response to the request for quotations made by: do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of _____ 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]

v) SELF-DECLARATION FORM

We, the Tenderer _____ submitting our Quotation in respect of Quotation No _____ for *_(insert quotation Title Description)* for kasneb **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) _____ h

Have not offered/will not offer any inducement to any member of the board, management, staff and/or employees and/or agents of..... kasneb

c) _____ h

Have not engaged/will not engage in any collusive or corrosive practice with other tenderers participating in the subject quotation;

d) _____ h

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:

.....

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

.....

Title of the person signing the Quotation:

.....

Signature of the person named above:

.....

FORM SD1

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I of Post Office Box.....being a resident of in the Republic of do hereby make a statement as follows: -

1. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of (*insert name of the Company*) who is a Bidder in respect of Tender **No.** for..... (*insert tender title/description*) for..... (*insert name of the Procuring entity*) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
3. THAT what is deposed to herein above is true to the best of my knowledge, information and belief.

.....
(Title)

.....
(Signature)

.....
(Date)

Bidder Official Stamp

FORM SD 2

**SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY
CORRUPT OR FRAUDULENT PRACTICE**

I, of P.O. Box being a resident
of..... in the Republic of do
hereby make a statement as follows: -

THAT I am the Chief Executive/Managing Director/Principal Officer/Director
of..... (*insert name of the
Company*) who is a Bidder in respect of Tender **No.**
for..... (*Insert tender title/description*) for.....
(*insert name of the Procuring entity*) and duly authorized and competent to make this statement.

THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or
fraudulent practice and has not been requested to pay any inducement to any member of the Board,
Management, Staff and/or employees and/or agents of
... (*insert name of the Procuring entity*) which is the procuring entity.

THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to
any member of the Board, Management, Staff and/or employees and/or agents of (*name of the
procuring entity*).

THAT the aforesaid Bidder will not engage/has not engaged in any corrosive practice with other bidders
participating in the subject tender.

THAT what is deposed to herein above is true to the best of my knowledge information and belief.

(Signature) (Date)
.....
... (Title)

Bidder's Official Stamp

PART 2: SCHEDULE OF REQUIREMENTS

TABLE A. SCHEDULE OF REQUIREMENTS, TECHNICAL SPECIFICATIONS

Table A. SCHEDULE OF REQUIREMENTS AND TECHNICAL SPECIFICATIONS

(Tenderer to complete Column Indicating YES or No and if NO indicate the specification of the offered item)

1. **Specifications for Renewal of Anti-virus license**

NO.	ITEM	MINIMUM SPECIFICATION(S)	Confirm if the items quoted for meets the KASNEB minimum specs. Indicate YES or NO
1.	Corporate Internet Security Software	<p>Supply and Installation of Antivirus License Renewal</p> <p>Minimum features</p> <p>Kaspersky Internet Security License: Corporate multi-user volume licenses (250 users) Features: Real-time protection, firewall, web control, ransomware defense Management: Centralized via Kaspersky Security Center Mode: Supply, Installation and Support A layered security model begins with best of breed antimalware. Including File Server Protection, Endpoint Controls and Mobile Security/MDM. Including Encryption and Systems Management People Including periphery security for servers and gateways Single policy deployment. Different protection and control parameters can be managed together through just one policy. Working together. Integrated solution components can share information (hardware inventory informing device controls, for example) for more efficient, targeted activity. A clearer, deeper view. The administrator can see, control and generate integrated reporting across the whole IT environment from a single console. Unified rights management. All aspects of user activity can be overseen and controlled from a single point of information. Ability to support Virtualized environment (Citrix) Mobile Device and Applications Management (MDM/MAM) functionality Regular Kaspersky software upgrades Support Full internet security Carry out maintenance as and when required during the license period Must supply the latest version of the antivirus software Period: 1 Year</p>	

TABLE B. SCHEDULE OF REQUIREMENTS TABLE – N/A

Item	Description of goods/works/services	Quantity	Unit price	Total Price
1				
2				
3				
4				
5				
6				
7				
8				
9				
		TOTAL PRICE		

Signature: And seal/Stamp

Name:

Position:

Authorized for and on behalf of (*specify name of tenderer*) _____

Date _____

PART 3: CONTRACT

CONTRACT AGREEMENT

(1) THIS CONTRACT AGREEMENT is made on _____ (specify date).

Between _____ kasneb,
and having its principal place of business at kasneb Towers, Hospital Road Upperhill Nairobi,
and _____
(Supplier), and having its principal place of business at

[Insert address of Supplier,].

(2) WHEREAS kasneb invited quotations for the Provision of Services described in Table B at kasneb and has accepted a Quotation by the Tenderer in the sum of _____ *[insert Contract Price in words and figures]* (hereinafter called "the Contract Price").

(3) NOW THIS AGREEMENT WITNESSED AS FOLLOWS:

1. This Contract Agreement includes the following documents:

- (a) Table A. SCHEDULE OF REQUIREMENTS AND TECHNICAL SPECIFICATIONS
- (b) Table B. QUOTATION SUBMISSION TABLE
- (c) FORM OF QUOTATION
- (d) Conditions of Contract

2. In consideration of the payments to be made by kasneb to the Supplier as hereinafter mentioned, the Supplier hereby covenants with kasneb to provide the Services in conformity in all respects with the provisions of the Contract.

3. kasneb hereby covenants to pay the Supplier in consideration of the provision of the Services, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

(4) In WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Kenya.

For and on behalf of kasneb

Signed:

in the capacity of *[insert title or other appropriate designation]*

in the presence of *[insert identification of official witness]*

For and on behalf of the Supplier

Signed: _____ *[insert signature of authorized representative(s) of the Supplier]* in the capacity of *[insert title or other appropriate designation]* in the presence of *[insert identification of official witness]*

CONDITIONS OF CONTRACT

1. Language

The Contract as well as all correspondence and documents relating to the Contract exchanged by the Supplier and kasneb, 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

kasneb 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 kasneb 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/Contractor/Service Provider 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) For Goods, price of goods received upon submission of an invoice supported by the acceptance certificate issued by kasneb

9. Inspections and Tests

The Supplier shall at its own expense and at no cost to kasneb carry out all such tests and/or inspections of the Goods 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.