



Cerba Lancet
Kenya



Tender Request Form

2024 - 2025

REQUEST FOR QUOTATION (RFQ) PROVISION OF FIXED ASSET TAGGING & VERIFICATION

Date: 30th May 2024

Reference: RFQ 001 Provision of fixed assets tagging and verification

1 GENERAL

Cerba Lancet Kenya (hereinafter "COMPANY" formerly known as Pathologists Lancet Kenya) wishes to engage a suitably qualified and competent firm to provide Asset Tagging Services for its assets in our branches in Kenya (a schedule of the location has been provided).

Proposals shall be considered from contractors who will conform to the requirements detailed below:

2 SCOPE OF WORK

a) Print asset tag with the following specifications.

- Aluminum.
- Barcoded.
- Sequencing of the asset number that aligns to the company tagging guidelines.
- A tag bearing company Logo.

b) Conduct physical asset tagging and verification at all the Company operational locations in Kenya.

c) Prepare Fixed asset register excel based sheets with the following highlights.

- Make
- Model
- Serial number
- Location
- Custodian
- Condition
- Asset name and description

- d) Reconcile the assets found physically with the fixed asset register balances.
- e) Train respective people responsible for continuous asset tagging.

1.2 Return Date

Please provide your full response by **20th June 2024**, no later than 1200 hours.

(Award will be done to the lowest rate proposed)

All information that we have provided automatically implies our full compliance with the requirements, terms, and conditions of the RFQ.

Delivery of bids: E-mail to tenders-kenya@cerbalancetafrica.com

Requirements

Required Documents to be submitted	Company Registration / Certificate of Incorporation
	KRA PIN
	Recent CR12
	3 Reference Letters from existing clients
	Company Profile
	Any other Value additions
	Duly filled mandatory business questionnaire with particulars of the supplier

Cerba Lancet Kenya branches distribution in Kenya

No.	BRANCH	LOCATION	COUNTY
1.	Main Laboratory/ Headquarters	5th Avenue Office Suites	Nairobi
2.	Buruburu – Depot	Acacia Place Building	Nairobi
3.	Eastleigh – Lab	Daaus Plaza	Nairobi
4.	Fortis – Depot	Fortis Office Suites	Nairobi
5.	Parklands – Lab	Park Place Office Suites	Nairobi
6.	Lote Tree Medical Centre	South C Muhoho Avenue	Nairobi
7.	Ongata Rongai –Depot	Kins Arcade, Magadi Road	Nairobi
8.	Garissa Lab	Garissa Express Building	Garissa
9.	Meru Lab	Nchengo House	Meru
10.	Thika Lab	Zuri centre, Kenyatta Highway	Kiambu
11.	Machakos Lab	Utisi Building, 1 st floor	Machakos
12.	Nyeri Lab	Lymo Plaza, 1 st floor	Nyeri
13.	Mombasa Lab	Biashara building, Ground floor	Mombasa
14.	Kisii Lab	Nyakongo Towers, 1 st floor	Kisii
15.	Eldoret Lab	Eldoret town	Eldoret
16.	Malindi Lab	Malindi town	Malindi
17.	Voi Lab	Voi Town centre	Taita taveta
18.	General Accident Lab	Next to Nairobi Hospital, 1 st floor	Nairobi
19.	SAKU Industrial Park	Mombasa road	Nairobi
20.	Nakuru Lab	Westside Mall, 2 nd floor	Nakuru
21.	Kericho Lab	Sinedet Towers, 3 rd floor	Kericho
22.	Kakamega Lab	Mega Mall, 2 nd floor	Kakamega
23.	Lancet Kisumu Lab	Tufform Mall, 1 st floor	Kisumu
24.	Lancet Nyali	Opp Total Nyali	Nyali
25.	Narok Branch	Narok Town	Narok

Name and Signature of the Supplier's Authorized Person

Name.....Date.....

Designation.....

Signature..... Stamp.....