



To: Sellers name and address

QUOTATION NO; NTSA/081/2018-2019

5/11/2018

FROM; Designation and Address

You are invited to submit quotation on materials listed below:

Notes: (a) THIS IS NOT AN ORDER. Read the conditions and instructions on reverse before quoting.

(b) Your quotation should indicate **final unit price which includes all costs for delivery, discount, duty and sales tax.**

(c) This quotation should be submitted in a plain wax sealed envelope marked "Quotation No.NTSA/081/2018-2019 REQUEST FOR EVENT ORGANISER ON

SUNDAY 18/11/2018 AND VARIOUS ITEMS FOR WORLD DAY OF REMEMBRANCE FOR ROAD TRAFFIC VICTIMS not later than 10:00A.M. On Monday

12/11/2018.PLEASE ATTACH THE FOLLOWING MANDATORY DOCUMENTS:

1. **A VALID TAX COMPLIANCE CERTIFICATE,**
2. **CR12 CERTIFICATE FOR COMPANIES,**
3. **RÉGISTRATION CERTIFICATE FOR THE BUSINESS**
4. **FILL THE ATTACHED CONFIDENTIAL BUSINESS QUESTIONNAIRE.**
5. **ATTACH VALID BUSINESS PERMIT**

N	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY REQUIRED	DAYS TO DELIVER	UNIT PRICE INCLUSIVE OF 16% VAT	TOTAL PRICE INCLUSIVE OF 16% VAT	BRAND	COUNTRY OF ORIGIN	REMARK
0									
1.	REQUEST FOR AN EVENT ORGANISER FOR A COMMEMORATION ON SUNDAY 18/11/2018 FOR WORLD DAY REMEMBRANCE FOR TRAFFIC VICTIMS AT SACHANGWAN SHOPPING CENTER IN SALGAA -NAKURU COUNTY.	NO	1						
2	BRANDED ROUND NECK T-SHIRTS 2000(ADULTS) 500(CHILDREN)	NO	2500						
3	BRANDED POLO T-SHIRTS	NO	300						
4	PRODUCTION OF SPREAD BANNER	NO	5						
5	TENTS WITH LINERS(200 PAX)	NO	7						
6	VIP TENTS(100 PAX)	NO	1						
7	SEATS	NO	1500						
8	DRESSED SEATS	NO	100						
9	BANQUETING SEAT	NO	10						
10	PA SYSTEM WITH GENERATOR	NO	1						
11	TABLE WITH SKIRTING	NO	8						
11	REFRESHMENTS WATER (500ML)	NO	2000						

		NO	2000			
12	REFRESHMENTS SODA (500ML)					
13	MOBILE TOILETS	NO	4			
14	EXECUTIVE LOO	NO	2			
15	TRANSPORT AND LOGISTICS(EVENT MANAGER)					
	WDR PRE-EVENT ACTIVITY(NAIROBI BLOOD DRIVE) ON 13TH AND 14TH NOVEMBER AT THE BOMB BLAST AREA					
16	SODAS (FOR 2DAYS)	1000				
17	WATER (FOR 2DAYS)	1000				
18	DRAPERY (FOR 2DAYS)	10				
19	SEATS(FOR 2 DAY)	30				
20	PLASTIC TABLES (FOR DAYS)	5				
21	TENS (100 PAX)	4				
22	TENTS (50 PAX)	1				
	ALL INTERESTED BIDDERS SHOULD QUOTE FOR ALL ITEMS ABOVE(BIDDERS WHO DO NOT QUOTE FOR ALL ITEMS WILL BE DISQUALIFIED)					

Seller's signature.....

Date.....

Opened by (1) Designation Signature.....

(2) Designation Signature.....

(3) Designation Signature.....

DATE..... TIME.....



CONDITIONS

1. The General Conditions of Contract with the Government of Kenya apply to this transaction. This form properly Submitted constitutes the entire agreement.
2. The offer shall remain firm for 30 days from the closing date unless otherwise stipulated by the seller.
3. The buyer shall not be bound to accept the lowest or any other offer, and reserves the right to accept any offer in Part unless the contrary is stipulated by the seller.
4. Samples of offers when required will be provided free, and if not destroyed during tests, will upon request be Returned at the seller's expense.

INSTRUCTIONS

1. All entries must be typed or written in ink. Mistakes must not be erased but should be crossed out and corrections be Made and initialed by the person signing the quotation.
2. Quote on each item separately, and in units as specified.
3. This form must be signed by a competent person and preferably it should also be rubber stamped.
4. Each quotation should be submitted separately in a sealed envelope with the quotation number endorsed on the Outside. Descriptive literature or samples of the items offered may be forwarded with the quotation.
5. If you do not wish to quote, please endorse the reason on this form and return it, otherwise your name may be Deleted from the buyer's mailing list for the items listed hereon.

REPUBLIC OF KENYA

CONFIDENTIAL BUSINESS QUESTIONNAIRE

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NB: Failure to fill this Confidential Business Questionnaire will lead to automatic disqualification.

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this form

<p><i>Part 1- General :</i></p> <p>Business Name</p> <p>Location of business premises.....</p> <p>Plot No. Street/Road.....</p> <p>Postal Address..... Tel. No.....</p> <p>Nature of business.....</p> <p>Current Trade License No..... Expiring date.....</p> <p>Maximum value of business which you can handle at any one time : K£.....</p> <p>Name of your bankers..... Branch</p>																									
<input type="checkbox"/>	<p><i>Part 2 (a) – Sole Proprietor</i></p> <p>Your name in full..... Age.....</p> <p>Nationality..... Country of origin.....</p> <p>*Citizenship details.....</p>																								
<input type="checkbox"/>	<p><i>Part 2 (b) Partnership</i></p> <p>Given details of partners as follows:</p> <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><i>Name</i></th> <th style="text-align: center;"><i>Nationality</i></th> <th style="text-align: center;"><i>Citizenship Details</i></th> <th style="text-align: center;"><i>Shares</i></th> </tr> </thead> <tbody> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> </tbody> </table>	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>				
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<input type="checkbox"/>	<p><i>Part 2 (c) – Registered Company:</i></p> <p>Private or Public.....</p> <p>State the nominal and issued capital of company-</p> <p>Nominal K£.....</p> <p>Issued K£.....</p> <p>Given details of all directors as follows:-</p> <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><i>Name</i></th> <th style="text-align: center;"><i>Nationality</i></th> <th style="text-align: center;"><i>Citizenship Details</i></th> <th style="text-align: center;"><i>Shares</i></th> </tr> </thead> <tbody> <tr><td>1.</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>2.</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>3.</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>4.</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>5.</td><td>.....</td><td>.....</td><td>.....</td></tr> </tbody> </table>	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>	1.	2.	3.	4.	5.
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1.																						
2.																						
3.																						
4.																						
5.																						
<p>Date Signature of Candidate.....</p>																									

*if Kenyan Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration