



**National Transport and Safety Authority**

To: Sellers name and address

**QUOTATION NO; NTSA/115B/2018-2019**  
24/01/2019

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/115B/2018-2019 PROVISION OF FUMIGATION SERVICES AT HILLPARK BUILDING AND LIKONI ROAD MVI not later than 10:00 A.M. On Friday 01/02/2019. PLEASE ATTACH AND PROVIDE THE FOLLOWING MANDATORY DOCUMENTS:

1. CERTIFICATE OF REGITRATION/ INCORPORATION
2. CR12 FOR LIMITED COMPANIES
3. FILL THE ATTACHED CONFIDENTIAL BUSINESS QUESTIONNAIRE.
4. VALID REGISTRATION CERTIFICATION FROM PEST CONTROL PRODUCTS BOARD
5. VALID TAX COMPLIANCE CERTIFICATE,
6. VALID BUSINES PERMIT BY COUNTY GOVERNMENT
7. ENSURE THE ATTACHED SITE VISIT FORM IS SIGNED AND STAMPED AFTER SITE SURVEY OF HILLPARK PARK BUILDING & LIKONI ROAD MOTOR VEHICLE INSPECTION (MVI) CENTRE

No	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	REMARKS
1.	PROVISION OF FUMIGATION SERVICES AGAINST INFESTATION BY RATS, COCKROACHES, BEDBUGS ETC AT HILLPARK BUILDING ( basement, ground floor, first floor, second floor, third floor, fourth floor, fifth floor & sixth floor) :	Lot							
2.	PROVISION OF FUMIGATION SERVICES AGAINST INFESTATION BY RATS, COCKROACHES BEDBUGS etc. AT MOTOR VEHICLE INSPECTION CENTRE (MVI)-LIKONI ROAD NAIROBI MVI ( ground floor, first floor) AS LISTED BELOW:	Lot							

Seller's signature/Company Stamp.....

Date.....

**Opened by:**

- (1) ..... Designation ..... Signature.....
- (2) ..... Designation ..... Signature.....
- (3) ..... Designation ..... Signature.....
- (4) ..... 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 initialled 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.



**SECTION II: CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in Part 1; either Part 2(a), 2(b) or 2 (c) whichever applied to your type of business; and Part 3.

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

<b>Part 1 – General</b>				
1.1	Business Name	..... .....		
1.2	Location of Business Premises.	.....		
1.3	Plot No.....	Street/Road	.....	
	Postal Address .....	.....		
	Tel No. ....	Fax .....	.....	
	E mail .....	.....		
1.4	Nature of Business ,.....	.....		
1.5	Registration Certificate No.	.....		
1.6	Maximum Value of Business which you can handle at any one time – Kshs.	.....		
1.7	Name of your Bankers .....	.....		
	Branch .....	.....		
<b>Part 2 (a) – Sole Proprietor</b>				
2a.1	Your Name in Full .....	.....		
	Age .....	.....		
2a.2	Nationality .....	.....		
	Country of Origin .....	.....		
	Citizenship Details .....	.....		
<b>Part 2 (b) Partnership</b>				
2b.1	Given details of Partners as follows:			
2b.2	<u>Name</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
	1.....	.....	.....	.....
	2.....	.....	.....	.....
	3.....	.....	.....	.....
	4.....	.....	.....	.....

**Part 2 (c) – Registered Company**

2c.1 Private or Public  
.....  
.....

2c.2 State the Nominal and Issued Capital of Company-  
Nominal Kshs. ....  
Issued Kshs. ....

2c.3 Given details of all Directors as follows

<u>Name</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
1.....	.....	.....	.....
2.....	.....	.....	.....
3.....	.....	.....	.....
4.....	.....	.....	.....
5.....	.....	.....	.....

**Part 3 – Eligibility Status**

3.1 Are you related to an Employee, Committee Member or Board Member of National Transport and Safety Authority? Yes \_\_\_\_\_ No \_\_\_\_\_

3.2 If answer in '3.1' is YES give the relationship.  
.....  
.....  
.....

3.3 Does an Employee, Committee Member, Board Member of National Transport and Safety Authority sit in the Board of Directors or Management of your Organization, Subsidiaries or Joint Ventures? Yes \_\_\_\_\_ No \_\_\_\_\_

3.4 If answer in '3.3' above is YES give details.  
.....  
.....  
.....

3.5 Has your Organization, Subsidiary Joint Venture or Sub-contractor been involved in the past directly or indirectly with a firm or any of its affiliates that have been engaged by National Transport and Safety Authority to provide consulting services for preparation of design, specifications and other documents to be used for procurement of the goods under this invitation? Yes \_\_\_\_\_ No \_\_\_\_\_

3.6 If answer in '3.5' above is YES give details.



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.....  
.....  
.....  
.....

3.7 Are you under a declaration of ineligibility for corrupt and fraudulent practices?  
YES \_\_\_\_\_ No \_\_\_\_\_

3.8 If answer in '3.7' above is **YES** give details:  
.....  
.....  
.....  
.....

3.9 Have you offered or given anything of value to influence the procurement process? Yes  
\_\_\_\_\_ No \_\_\_\_\_

3.10 If answer in '3.9' above is **YES** give details  
.....  
.....  
.....  
.....  
.....

I DECLARE that the information given on this form is correct to the best of my knowledge and belief.

Date ..... Signature of Candidate  
.....

- If a Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or registration.



# National Transport and Safety Authority

## SITE VISIT CERTIFICATE

This is to certify that


I/We.....  
.....Being the authorized  
representative/Agent of [Name of Bidder]

M/s.....  
Participated in the site visit inspection for Tender No. NTSA/RFQ-115B/2018-  
2019 for [**Provision of Fumigation services in NTSA Headquarters,  
Hillpark Building & Motor Vehicle Inspection Centre, Likoni Road**]  
on..... Day of .....2019 and fully understand the  
scope of work.

Signed .....Date..... Official Stamp  
[NTSA Representative]

Signed .....Date.....Official Stamp  
[Tenderer]

*NOTE: This form is to be completed at the site after site inspection.*

  
25/01/2019