

REPUBLIC OF KENYA

REQUEST FOR QUOTATION

FORM S (IO)

TO: SELLER'S NAME AND ADDRESS **QUOTATION NO. CAK/86/2017-2018 DATE: 16/04/2018**

FROM: BUYER'S DESIGNATION & ADDRESS

COUNTY ASSEMBLY OF KILIFI

P.O BOX 332-80200

MALINDI

You are invited to submit Quotation on material(s)/services listed below:-

NOTES:-

- (a) This is not an order. Read the conditions and instructions on reverse before quoting.
- (b) Your quotation should be submitted so as to reach the buyer by **12.00 Noon on 23/04/2018.....**
- (c) Please if you are unable to supply any of the items on the list, or the full quantities of any of them, kindly make that fact quite clear when submitting your quotations.
- (d) Your quotation should include all costs for Delivery of the goods to THE CLERK, COUNTY ASSEMBLY OF KILIFI, P.O. BOX 332-80200, MALINDI.
- (e) Return one hard copy deposit it in the quotation box at the reception and retain other for your record.
- (f) **PRICES MUST INCLUDE VALUE ADDED TAX (VAT) WHERE APPLICABLE**

NO	ITEM DESCRIPTION	UNIT OF QTY	QTY	UNIT PRICE	TOTAL COST VAT & DISC. INCLUSIVE	DAYS TO DELIVERY	REMARKS
1.	Video production/Documentary services as per attached Terms of Reference						

FOR OFFICIAL USE ONLY

OPENED BY:

CONTACT PERSON, SIGN & TEL. No.

(1).....DESIGNATION..... DATE & SIGN.....

.....

(2)..... DESIGNATION.....DATE &SIGN.....

(3).....DESIGNATIONDATE & SIGN.....

DATE &OFFICIAL STAMP:.....

CONDITIONS

1. The General Conditions of the contract with the Government of Kenya apply to this transaction. This form properly submitted constitutes the agreement to supply or provide the service shown at the prices and within the delivery period stated overleaf.
2. The offer shall remain firm for 30 days from the closing date unless otherwise stipulated by the candidate.
3. The procuring Entity 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 candidate.
4. Samples of offers when required will be provided free and before the closing date of the quotation. If not destroyed during tests they will, upon request, be returned at the candidate's expenses, or may be collected by the owner.

INSTRUCTIONS

1. All entries must be typed or written in ink. Mistakes must not be erased but should be crossed out and corrections made initialed by the persons who signed the quotation.
2. Quote for each item separately, and in units as specified.
3. This form must be signed by an authorized representative of the candidate and preferably it should also be rubber stamped.
4. Each Quotation should be submitted separately in a sealed envelope with only 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 reasons on this and return it, otherwise your name may be deleted from the Procuring Entity's mailing list for the items listed hereon.