



National Transport and Safety Authority

To: Sellers name and address

QUOTATION NO; NTSA/238/2018-2019

03/05/2019

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/238/2018-2019 SUPPLY, DELIVERY AND INSTALLATION OF PLASTIC WATER TANK AT MOTOR VEHICLE INSPECTION CENTRE, LIKONI ROAD not later than 10A.M. On Friday 10/05/2019. PLEASE ATTACH AND PROVIDE THE FOLLOWING MANDATORY DOCUMENTS:

1. **CERTIFICATE OF REGISTRATION/ INCORPORATION**
2. **VALID TAX COMPLIANCE CERTIFICATE,**
3. **VALID KRA PIN CERTIFICATE**
4. **FILL THE ATTACHED CONFIDENTIAL BUSINESS QUESTIONNAIRE.**
5. **AGPO CERIFICATE where applicable**
6. **VALID BUSINES PERMIT BY COUNTY GOVERNMENT**
7. **MANDATORY SITE VISIT AT LIKONI ROAD, MOTOR VEHICLE INSPECTION (SITE VISIT FORM ATTACHED)**

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.	Supply, Delivery and Installation of 10,000 Litre Water Tank (as per attached specifications)	No.	2						

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

Opened by: (1) Designation Signature.....
 (2) Designation Signature.....
 (3) Designation Signature.....
 (4) Designation Signature

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

Part 1 – General																					
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																				
Part 2 (a) – Sole Proprietor																					
2a.1	Your Name in Full Age																				
2a.2	Nationality Country of Origin Citizenship Details																				
Part 2 (b) Partnership																					
2b.1	Given details of Partners as follows:																				
2b.2	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 15%;"><u>Name</u></th> <th style="text-align: left; width: 35%;"><u>Nationality</u></th> <th style="text-align: left; width: 35%;"><u>Citizenship Details</u></th> <th style="text-align: left; width: 15%;"><u>Shares</u></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> </tbody> </table>	<u>Name</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>	1.....	2.....	3.....	4.....
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2.....																		
3.....																		
4.....																		



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-238/2018-2019
for [Supply, Delivery and Installation of 2 Plastic Water Tanks at Motor
Vehicle Inspection centre, Likoni Road] on..... Day of
.....2019 and fully understand the scope of work.

SignedDate..... Official Stamp
[NTSA Representative]

SignedDate.....Official Stamp
[Tenderer]

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