



National Transport and Safety Authority

To: Sellers name and address

QUOTATION NO; NTSA/ 011/2018-2019
23/07/2018

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/011 /2017-2018 SUPPLY AND PRINTING OF DRIVING INSTRUCTORS CERTIFICATES AND APPRECIATION CERTIFICATES IN FULL COLOUR AS PER ATTACHED ARTWORK. NOT LATER THAN 2:00P.M. ON WEDNESDAY 25/07/2018. PLEASE ATTACH THE FOLLOWING MANDATORY DOCUMENTS:

1. **FILL ATTACHED CONFIDENTIAL BUSINESS QUESTIONNAIRE.**
2. **ATTACH A VALID TAX COMPLIANT CERTIFICATE.**
3. **CR 12 WHERE APPLICABLE**
4. **DAYS TO DELIVER THE PRINTED CERTIFICATES**
5. **THE SAMPLE OF THE CERTIFICATE CAN BE VIEWED IN OUR OFFICES FROM 8:00A.M TO 5:00P.M. MONDAY TO WEDNESDAY**

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 AND PRINTING OF DRIVING INSTRUCTORS CERTIFICATES IN FULL COLOUR AS PER ATTACHED ARTWORK	NO	262						
2.	SUPPLY AND PRINTING OF APPRECIATION CERTIFICATES IN FULL COLOUR AS PER ATTACHED ARTWORK	NO	102						

Seller's signature.....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 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.

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="width: 5%;"></th> <th style="width: 35%; text-align: center;"><u>Name</u></th> <th style="width: 35%; text-align: center;"><u>Nationality</u></th> <th style="width: 15%; text-align: center;"><u>Citizenship Details</u></th> <th style="width: 10%; text-align: center;"><u>Shares</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">2</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">3</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">4</td> <td>.....</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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1																						
2																						
3																						
4																						

Part 2 (c) – Registered Company

- 2c.1 Private or Public
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- 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.
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- 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.
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- 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:

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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

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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.