



**National Transport and Safety Authority**

To: Sellers name and address

QUOTATION NO; NTSA/ RFQ-013/2019-2020  
24/07/2019

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/RFQ-013/2019-2020 SUPPLY AND DELIVERY OF BOTTLED DRINKING WATER 20 LITRES ON A ONE YEAR FRAMEWORK CONTRACT RENEWABLE. Not later than 10:00a.m. On Thursday 1/8//2019.

PLEASE ATTACH THE FOLLOWING MANDATORY DOCUMENTS

1. **CERTIFICATE OF REGISTRATION/INCORPORATION**
2. **VALID KRA PIN CERTIFICATE**
3. **VALID TAX COMPLIANCE CERTIFICATE**
4. **FILL ATTACHED CONFIDENTIAL BUSINESS QUESTIONNAIRE**
5. **CR12 CERTIFICATE FOR LIMITED COMPANIES**
6. **VALID BUSINESS PERMIT ISSUED BY COUNTY GOVERNMENTS**

**NOTE: BRANDS OF WATER: KERINGET, AQUAMIST, ALPINE, QUENCHER OR ANY OTHER DULY APPROVED BRAND BY KEBS BIDDERS WILL BE REQUIRED TO PROVIDE EMPTY BOTTLES AND REPLENISH ON A WEEKLY BASIS  
 NO PRICE ADJUSTMENT WILL BE ALLOWED DURING THE CONTRACT PERIOD.  
 THESE ITEMS WILL BE AWARDED WHOLISTICALLY TO ONE SERVICE PROVIDER**

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
<b>SUPPLY AND DELIVERY OF BOTTLED DRINKING WATER (FOR THE FOLLOWING BRANDS KERINGET, AQUAMIST, ALPINE, QUENCHER OR ANY OTHER DULY APPROVED BRAND BY KEBS) 20 LITRES BOTTLE PER WEEK AS FOLLOWS FOR A PERIOD OF 52 WEEKS (ONE YEAR)</b>									
a)	HILLPARK BUILDING-UPPERHILL	BOTTLES	80 PER WEEK FOR 52 WEEKS						
b)	LIKONI OFFICES	BOTTLES	15 PER WEEK FOR 52 WEEKS						
c)	MOMBASA OFFICES	BOTTLES	6 PER WEEK FOR 52 WEEKS						
d)	NYERI	BOTTLES	2 PER WEEK FOR 52 WEEKS						

*[Handwritten Signature]*  
24/07/2019

e)	THIKA	BOTTLES	2 PER WEEK FOR 52 WEEKS						
f)	MACHAKOS	BOTTLES	5 PER WEEK FOR 52 WEEKS						
g)	KERICHO	BOTTLES	4 PER WEEK FOR 52 WEEKS						
h)	KAKAMEGA	BOTTLES	6 PER WEEK FOR 52 WEEKS						
i)	GARISSA	BOTTLES	2 PER WEEK FOR 52 WEEKS						
j)	EMBU	BOTTLES	4 PER WEEK FOR 52 WEEKS						
k)	KISUMU	BOTTLES	5 PER WEEK FOR 52 WEEKS						
l)	ELDORET	BOTTLES	8 PER WEEK FOR 52 WEEKS						
m)	KISII	BOTTLES	4 PER WEEK FOR 52 WEEKS						
n)	MERU	BOTTLES	4 PER WEEK FOR 52 WEEKS						
<b>GRAND TOTAL</b>			147 PER WEEK FOR 52 WEEKS						

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.



**REPUBLIC OF KENYA**

**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

**S 33**

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

You are requested to give the particulars indicated in Part I 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 I- 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><b><i>Part 2 (a) – Sole Proprietor</i></b></p> <p>Your name in full.....Age.....</p> <p>Nationality.....Country of origin.....</p> <p>*Citizenship details.....</p>																								
<input type="checkbox"/>	<p><b><i>Part 2 (b) Partnership</i></b></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><b><i>Part 2 (c) – Registered Company:</i></b></p> <p>Private or Public.....</p> <p>State the nominal and issued capital of company-</p> <p style="padding-left: 20px;">Nominal K£.....</p> <p style="padding-left: 20px;">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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4. ....	.....	.....	.....																						
5. ....	.....	.....	.....																						
<p>Date .....Signature of Candidate.....</p>																									

\*if Kenyan Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration