

**PUBLIC PROCUREMENT REGULATIONS  
REQUEST FOR QUOTATION**

To:  
Box  
Tel.  
Nairobi

Quotation No. **NACC 116/2018/2019**  
Date 11/06/2018

From:  
The Chief Executive Officer  
National AIDS Control Council  
P.O Box 61307-00200  
NAIROBI

- NOTES - You are invited to submit quotation for the provision of listed items below: -
- a) THIS IS NOT AN ORDER. Read the conditions and instructions on reverse before quoting
  - b) This quotation should be submitted in a plain wax sealed envelope Marked "Quotation **NACC 116/2018/2019**  
And placed in a Tender Box at Landmark Plaza 8<sup>th</sup> Floor not later than **14/06/2018 by 9.00 am**
  - c) Your quotation should include all costs for delivery of the goods including duty tax, VAT, delivery charges, etc to National AIDS Control Council
  - d) Return one copy and retain the other for your record.

ref	Item Description	Unit	Qty	Unit Cost	Total Cost	Brand	Remarks
1	Quote for supply of stationary items as per the attached list. Prices quoted should be inclusive of all taxes						<ol style="list-style-type: none"> <li>1. See attached list</li> <li>2. All documents should be duly filled and signed</li> </ol>
Attach valid copies of registration documents (VAT, Certificate Of Registration, PIN, Tax Compliance, YAGPO etc)							

FOR OFFICIAL USE

Candidate's Signature ..... Opened by: 1) .....Designation.....Signature.....

2) .....Designation.....Signature .....

Company Stamp..... 3) .....Designation.....Signature.....

Date .....

Date ..... Time .....

## 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 valid 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 and 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 enveloped 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.

## CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

Part 1 General

Business Name.....

Location of Business Premises .....

Plot No, ..... Street/Road .....

Postal address ..... Tel No. .... Fax Email .....

Nature of Business .....

Registration Certificate No.....

Maximum value of business which you can handle at any one time – Kshs.....

Name of your bankers .....

Branch.....

### SELF DECLARATION FORMS (r 62)

Part 2 (a) – Sole Proprietor

Your name in full.....Age.....

Nationality.....Country of Origin.....

Citizenship details  
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Part 2 (b) – Partnership

Given details of partners as follows

Name	Nationality	Citizenship details	Shares
1. ....	.....	.....	.....
2. ....	.....	.....	.....
3. ....	.....	.....	.....
4. ....	.....	.....	.....

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Part 2 (c) – Registered Company

Private or Public

State the nominal and issued capital of company

Nominal Kshs.

Issued Kshs.

Given details of all directors as follows

Name	Nationality	Citizenship details	Shares
1. ....	.....	.....	.....
2. ....	.....	.....	.....
3. ....	.....	.....	.....
4. ....	.....	.....	.....

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



REPUBLIC OF KENYA  
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)

**FORM SD<sub>2</sub>: SELF DECLARATION FORMS (r 62): SELF-DECLARATION  
THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY  
CORRUPT OR FRAUDULENT PRACTICE.**

I, .....of P. O. Box ..... being a resident of  
..... in the Republic of ----- do hereby make a statement as  
follows:-

1. THAT I am the Chief Executive/Managing Director/Principal  
Officer/Director of .....  
..... (insert name of the Company) who is a Bidder in respect  
of **Tender No.** ..... for .....(insert tender title/description)  
for .....( insert name of the Procuring entity) and duly authorized and  
competent to make this statement.

2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not  
engage in any corrupt or fraudulent practice and has not been requested to pay any  
inducement to any member of the Board, Management, Staff and/or employees  
and/or agents of .....( insert name of the Procuring entity) which is  
the procuring entity.

3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not  
offered any inducement to any member of the Board, Management, Staff and/or  
employees and/or agents of .....(name of the procuring entity)

4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive  
practice with other bidders participating in the subject tender

5. THAT what is deponed to hereinabove is true to the best of my knowledge  
information and belief.

.....  
(Title) (Signature) (Date)  
Bidder's Official Stamp

**BANK DETAILS FORM- MANDATORY**

Provide the following bank details for electronic transfer purposes

Name of the Bidder:.....

Bank Name :.....

Bank branch name ;.....

Bank code :.....

Bank account :.....

PIN Number :.....

VAT Number :.....

Bank signatory(s) :.....

.....

Signed/ date.....

No	Item/ Description	Unit of Issue	Quantity	Unit Cost	Total Cost
1	Toner 90 A	No	5		
2	Toner 80 A	No	35		
3	Toner 953 K ( Black)	No	20		
4	Toner 953 Y (Yellow)	No	20		
5	Toner 953 C (Cyan)	No	20		
6	Toner 9053 M ( Magenta)	No	20		
7	Pencil HB	Packet	100		
8	Highlighter ( Assorted Colours)	Packet	50		
9	Rubber Bands	Packet	200		
10	Staple Pins ( 24/6	Packet	500		
11	Box Files	No	700		
12	Photocopying Papers ( White 80gms)	Reams	1,500		
13	Branded Biro pens ( Pointed tip) As per sample	No	5,000		
14	Plastic folders (Transparent) as per sample	Packet	840		
15	Toner 05 A	No	15		