

**REPUBLIC OF KENYA**  
**VIHIGA COUNTY GOVERNMENT**

P.O. BOX 344-50300 MARAGOLI

Quotation No: RFQ/VCG/054/2017-18

Seller's Name and Address:

M/s.....

P.O. Box .....

Date :.....

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). This quotation should be submitted in a plain wax sealed envelope marked `` quotation No. For supply and delivery of office Equipment  
And be addressed to reach the buyer or be placed in the quotation/Tender Box not later than.....
- (c). Your quotation should indicate final unit price includes all costs for delivery, discount, duty and sales tax
- (d). Return the original copy and retain the duplicate for your record

Item No.	Item Description	Unit of Issue	Quantity Required	Unit Price (Kshs).	Total Price	Days to Delivery	Brand	Country of Origin	Remarks
	Please quote for: <b>SUPPLY AND DELIVERY OF OFFICE OFFICE STATIONERY DEPARTMENT OF LAND, HOUSING AND URBAN DEVELOPMENT</b> as per the attached schedule	No.							
									NB: Attach VAT/Exemption Certificate Registration /incorporation Fill S33 Fully & Return it

**FOR OFFICIAL USE ONLY**

**Seller's Signature& Stamp**

.....  
.....

Date: .....

**Opened by:**

(1)..... Designation.....  
(2)..... Designation.....  
(3)..... Designation .....

Date:.....

Signature.....

Signature .....

Signature .....

Time :.....

**QUOTATON NO. RFQ/VCG/054/2017-18**

**Please Quote for the: SUPPLY AND DELIVERY OF OFFICE STATIONERY DEPARTMENT OF LAND, HOUSING AND URBAN DEVELOPMENT.**

<b>ITEM NO.</b>	<b>ITEM DESCRIPTION</b>	<b>QNTY</b>	<b>UNIT COST</b>	<b>TOTAL COST KSHS.</b>
1.	TONNER HP 80A	4		
2.	TONNER FOR KYOCERA PRINTER 1800 SERIES	2		
3.	PRINTING PAPER	20 REAMS		
4.	CARBON PAPER	5 PACKETS		
5.	FOOLSCAPS	5		
6.	ENVELOPES (ASSORTED) A4	15		
7.	ENVELOPES (ASSORTED) A5	10		
8	SPRING FILES	300		
9.	BOX FILES	80		
10.	PENS			
	• BLUE	4 PKTS		
	• BLACK	1 PKT		
	• RED	1 PKT		
11.	MARKERS	2 PKTS		
12.	HIGHLIGHTERS	4 PKTS		
13.	WRITING PADS	60		
14.	STICK NOTES	20		
15.	STAPLES	2 BOXES		
16.	STAMP INK (RED)	2		
17.	STAPLER LARGE	2		
18.	CARBON PAPER	5 PACKETS		
19.	RECORD BOOKS 3QUIRE	10		

20.	SURVEYORS SCALE RULERS	20		
21.	CARMEL BRUSH	20		
22.	TECHNICAL DRAWING SET	5		
23.	DESKTOP ORGANIZER	10		
24.	GLUES, PASTE	5		
25.	PAPER PINS	5		
26.	ASSORTED SELF ADHESIVE LABELS	10		
	<b>TOTAL</b>			

Supplier's Signature and stamp:.....

Date :.....

## **CONDITIONS**

1. The general Conditions of Contract with the Government of Kenya apply to this transaction
2. The offer shall remain firm for 60 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 reserve 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 sellers expenses.
5. Days to delivery MUST not exceed 30 days from date of order

## **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 persons 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 separately in sealed envelope with the quotation Number endorsed on the outside. Descriptive literature or samples of the items offered may be forwarded with 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.