

# COUNTY GOVERNMENT OF VIHIGA



## OFFICE OF THE GOVERNOR INVITATION TO QUOTE

### **QUOTATION NO: RFQ/VCG/117/2016 – 2017 SUPPLY AND DELIVERY OF CLEANING MATERIALS DEPARTMENT OF TRANSPORT AND INFRASTRUCTURE.**

The County Government of Vihiga department of Transport and Infrastructure invites sealed quotations for procurement of cleaning materials Fy/2016-17 preserved for youth, women and people with disability only.

Complete and sealed documents, marked with quotation reference number to be dropped at the County headquarters quotation box addressed to:

**THE COUNTY SECRETARY AND HEAD OF PUBLIC SERVICE  
VIHIGA COUNTY GOVERNMENT  
P.O. BOX 344 – 50300  
MARAGOLI.**

so as to be received on or before **TUESDAY 13<sup>TH</sup> MARCH , 2017 AT 10.30AM** . Quotations will be opened immediately thereafter in the presence of the candidates or their representatives who choose to attend.

**DIRECTOR: SUPPLY CHAIN MANAGEMENT SERVICES.**

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

P.O. BOX 344-50300 MARAGOLI

Quotation No: RFQ/VCG/117/2016-17

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 cleaning material  
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>THE SUPPLY AND DELIVERY OF CLEANING MATERIAL TRANSPORT &amp; INFRASTRUCTURE</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**

Signature.....  
.....  
Signature .....

Opened by: (1)..... Designation.....  
(2)..... Designation.....

(3)..... Designation .....

Signature .....

Date: .....

Date:.....

Time

.....

**QUOTATON NO. RFQ /VCG/117/2016-2017**

**Please Quote for the SUPPLY AND DELIVERY OF CLEANING MATERIAL DEPART. OF TRANSPORT & INFRASTRUCTURE:**

ITEM NO.	ITEM DESCRIPTION	UNIT	QNTY	UNIT COST	TOTAL COST KSHS.
1.	Tissue paper	Bales	5		
2.	Harpic	No	20		
3.	Saviet	Pkt	40		
4.	Air freshener	No	20		
5.	Furniture pledge	No	20		
6.	Liquid soap	Ltrs	40		
7.	Moth balls	Pkts	6		
8.	Mopping dusters	Pc	15		
9.	Mopping buckets	Pc	12		
10.	Toilet scrubs	Pc	12		
11.	Mortein doom	No	15		
12.	Arial powder soap	Kg	100		
13.	Menegai bar	Kg	20		

**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.