

COUNTY GOVERNMENT OF VIHIGA



OFFICE OF THE GOVERNOR INVITATION TO QUOTE

QUOTATION NO: RFQ/VCG/121/2016 – 2017 SUPPLY AND DELIVERY OF STATIONERY DEPARTMENT OF TRANSPORT AND INFRASTRUCTURE.

The County Government of Vihiga department of Transport and Infrastructure invites sealed quotations for procurement of stationery 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 13TH 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/121/2016-17

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 stationery
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 Supply and delivery of STATIONERY T & I	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/121/2016-17

Please Quote for the SUPPLY AND DELIVERY OF STATIONERY TRANSPORT & INFRASTRUCTURE

ITEM NO.	ITEM DESCRIPTION	UNIT	QNTY	UNIT COST	TOTAL COST KSHS.
1.	Photocopying papers	Ream	100		
2.	Toner 05A	No	8		
3.	Toner 80A	NO	5		
4.	Toner 85A	No	3		
5.	File covers	No	50		
6.	Biro pens	Pkts	7		
7.	Printer HP Laser jet P2055d	No	1		
8.	Tonner 4109-1800	No	2		
9.	Toner colar CP4025	No	2		
10.	Toner colar CP405	No	2		
11.	Toner 655-2016/01,2016/02,2017/03,2017/01	No	1		
12.	Stepler	Pkt	10		
13.	Paper punch	No	5		
14.	Casio calculators	No	10		

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