

NAFAKA SAVINGS AND CREDIT CO-OPERATIVE SOCIETY LTD.

P. O. Box 30586, Mobile : 0728102039, 0737479373 Nairobi
Email : nafakasaccosociety@yahoo.com/info@nafakasacco.co.ke
www : nafakasacco.co.ke

Quotation No: **NAF/16/20**

Name of Supplier: _____ Closing Day: **Monday**

Pin No: _____ Closing Date: **31st August 2020 At 3.00 O'clock.**

You are invited to submit **QUOTATIONS FOR PURCHASE OF OFFICE SAFE**

Notes:

- a) **THIS IS NOT AN ORDER.** Read the conditions and instructions provided on reverse before quoting
- b) The Sacco shall only engage suppliers who have their PIN Number as required above (**attach evidence**)

The Quotation **Must** be clearly marked "**QUOTATION FOR PURCHASE OF OFFICE SAFE**" and addressed to: -

The CEO, Nafaka Sacco Society Ltd,
P.O Box 30586- 00100,
Nairobi (K)

The bid shall either be or emailed to the sacco at nafakasaccosociety@ yahoo.com; nafakasaccosociety@gmail.com or hand delivered and deposited in the Quotation Box provided at the Reception area of Nafaka Sacco Society Ltd head office Outering Road at NCPB Nairobi Grain Silos Complex Donholm not later than the closing date and time stated above before closing date and time.

No	Item description	Qty	Unit Price		Total Cost		Lead time
			Kshs	Cts	Kshs	Cts	

CONDITIONS

1. The General conditions of contract with the Government of Kenya apply to this transaction. This form properly constitutes the agreement

2. Prices quoted should be in Kenya shillings and must include cost for delivery, discount, duty and sales tax.
3. The buyer shall make payment for goods, works or services delivered within 30 days after invoicing and acceptance of delivered goods, works or services.
4. The offer must remain firm for **60 days** from the closing date unless otherwise stipulated by the seller.
5. 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.
6. Sample of offers when required will be provided free, and if not destroyed during test will, upon request returned at the seller's expenses.

INSTRUCTIONS TO BIDDERS

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 signing the quotation.
2. This form must be signed by an authorized representative of the candidate and preferably it should be rubber stamped.
3. If you do not wish to quote, please endorse the reasons on this quotation and return it, otherwise your name may be deleted from the buyer's database for the items listed here on.
4. Return the original copy of your quotation and retain a duplicate copy for your record

SPECIFICATIONS

1. Two drawer metal cabinet within the approximate measurements of - Height - 24.5 inch, Width - 14inch and length of 18. 0 or less
2. Three drawer Metal cabinet of approximate measurement of height - 1100 CM, Length- 60 cm or less, Width - 45 cm

Please provide the Name and telephone number of the contact person in your firm in relation to this request for Quotation in the spaces provided hereunder: -

Name of contact person: _____

Telephone/ Mobile Phone number: _____

Remarks by the supplier:

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Supplier's Signature & Stamp:Date:

