

NAIROBI CITY COUNTY ASSEMBLY



P. O. BOX 45844 – 00100, NAIROBI – KENYA

Telephone 020 2216151

Website: www.nairobiassembly.go.ke

REQUEST FOR QUOTATION

SUPPLY / DELIVERY OF CLEANING MATERIALS FOR NAIROBI CITY COUNTY ASSEMBLY

The Nairobi City County Assembly Service Board invites **ONLY** County Assembly Registered Suppliers FY 2018-2020, Category 14A –Supply and delivery of cleaning materials

The quotation document with detailed specifications of the required goods are available *free of charge* from the County Assembly website www.nairobiassembly.go.ke.

Completed quotation documents must be submitted in enclosed plain sealed envelopes, clearly marked with the

Quotation Number: NCCASB/RFQ/66/05/2018-2019 and written,

“SUPPLY / DELIVERY OF CLEANING MATERIALS FOR NAIROBI CITY COUNTY ASSEMBLY

and be deposited in the tender box situated at Nairobi County Assembly Building, Wabera Street, 2nd Floor, Room 277, so as to be received on or before **4th June, 2019 by 9.30am.**

Opening of quotation documents will take place immediately thereafter in the boardroom at **9.30am.**

Quotations should be addressed to:

THE CLERK
NAIROBI CITY COUNTY ASSEMBLY
P. O. BOX 45844 – 00100,
NAIROBI – KENYA

REPUBLIC OF KENYA

REQUEST FOR QUOTATION

QUOTATION NUMBER NCCASB/RFQ/66/05/2018-2019

TO:
P.O. Box

Buyer's designation and address: **Nairobi City County Assembly**
Box 45844-00100 Nrb.

Date:31st May 2019.....

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**

(c) Your quotation should indicate final unit price which
(b) quotation should include all costs for delivery, discount, duty and sales tax.
(d) Return all the original copy and retain the duplicate for your reference.

b) This quotation submitted in a plain wax sealed envelope marked "Quotation No. **NCCASB/RFQ/66/05/2018-2019**
For supply of : AS SHOWN BELOW and address to reach the buyer or be placed in the quotation Tender Box not later than **9:30am** on **04/06/2019**

CODE NO	ITEM DESCRIPTION	UNIT	QUANTITY REQUIRED	UNIT PRICE	DAYS TO DELIVERY	BRAND	COUNTRY OF ORIGIN	REMARKS
	Please Quote for the following:							
	Supply / Delivery of							
	Cleaning Materials							
	for Nairobi City County Assembly							
	(as per specifications and quantities attached)							

FOR OFFICIAL USE ONLY

Opened by (1)..... Designation..... Signature.....
(2)..... Designation..... Signature.....
(3)..... Designation..... Signature.....
(4)..... Designation..... Signature.....
(5)..... Designation..... Signature.....

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

Seller's Signature.....

Date.....

CONDITIONS

1. The general conditions of contract with the Government of Kenya apply to this transaction. This form properly submitted constitutes the entire agreement.
2. The offer shall remain firm for 30 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 reserved the right to accept any offer in part unless the contrary is stipulated by the seller.
4. Samples of offer when required will be provided free, and if not destroyed during test will, upon request, be returned at the sellers expenses.

INSTRUCTIONS

1. All entries must be typed or written in ink. Mistakes must not be erased but should be crossed and corrections be made and initiated by the person 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 be rubber stamped.
4. Each quotation should be submitted separately in a sealed envelope with the Quotation Number endorsed on the outside.
5. If you do not wish to quote, please state 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.

S/NO	ITEM	SPECIFICATIONS	UNIT OF MEASURE	QTY	UNIT PRICE	TOTAL
1	Wet mop head with handle	Type: jumbo floor mop Size: L3	20 pcs	20		
2	Furniture cleaner	Size:300 ml	100 pcs	100		
3	Air freshener	300ml, Variety flavour	72 pcs	72		
4	Bar Soap	1kg	50 pcs	50		
5	Hand wash liquid soap	5 litre, Variety flavour	10 pcs	10		
6	Insecticide spray	600ml	50 pcs	50		
7	Soft tissue	80x2 ply sheet 200mm x 210mm	100 pkt	100		
8	Toilet balls	5 pieces in one packet Variety colours	30 pkt	30		
9	Toilet cleaner	1 litre	50 pcs	50		
10	Serviettes	White in colour Size: big	100 pkt	100		
11	Dish cleaner	800gms	20 pcs	20		
12	Super bright	Green in colour	50 pcs	50		
13	Jik	5 litre	10 pcs	10		
14	Disinfectant Dettol	1 litre	10 pcs	10		
15	Vim	500gms	50pcs	50		
TOTAL						