

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 TONERS FOR NAIROBI CITY COUNTY ASSEMBLY

The Nairobi City County Assembly Service Board invites **ONLY** County Assembly Registered Suppliers FY 2018-2020, Category 02A – Supply and Delivery of Computers, Laptops, UPS, Printers, Photocopiers, Scanners, Servers, Software, Accessories, and other Consumables (i.e Tonners , Cartridge e.t.c)

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/68/06/2018-2019 and written,

“SUPPLY / DELIVERY OF TONERS 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 **20th 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/68/06/2018-2019

TO:
P.O. Box

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

Date: ...17th June, 2019.....

You are invited to submit quotation on materials listed below:

Note:

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.

NOTE:

THE AWARD SHALL BE PER LINE ITEM

b) This quotation submitted in a plain wax sealed envelope marked "Quotation No. **NCCASB/RFQ/68/06/2018-2019**

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 **20/06/2019**

CODE NO	ITEM DESCRIPTION	UNIT	QUANTITY REQUIRED	UNIT PRICE	DAYS TO DELIVERY	BRAND	COUNTRY OF ORIGIN	REMARKS
	Please Quote for the following:				<u>NOTE:</u> MANDATORY CONDITION: Delivery will be within Seven (7) days			
	Supply, Delivery of Toners:							
1.	HP 80A	no	40					
2.	HP 26A	no	40					
3.	HP 05A	no	15					
	for Nairobi City County Assembly (as specified)							

FOR OFFICIAL USE ONLY

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

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

Sellers 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 90 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.