

Telephone: Nairobi 2711600  
Fax: 2716508  
E-mail: info@ncpd-ke.org



CHANCERY BUILDING  
VALLEY ROAD  
P O Box 48994, 00100  
NAIROBI

# NATIONAL COUNCIL FOR POPULATION AND DEVELOPMENT

QUOTATION No: NCPD 140/2019/2020

DESCRIPTION: Server Antivirus Licence

DATE: 11/03/2020

NAME OF BIDDER

.....  
.....  
.....

ISSUE NO 002

REVISION NO. 001

NCPD/FIN/PRO/FORMS/002

## REQUEST FOR QUOTATION

**Note.**

- (a) **ELIGIBILITY CRITERIA:** Eligibility for this tender is limited to the firms prequalified by the Ministry of ICT&I under network and system security solutions.
- (b) **THIS IS NOT AN ORDER.** Read the conditions and instructions on reverse before quoting
- (c) Your quotation should include all costs of providing the services including costs of delivery, duty, VAT, etc. where applicable to:
- (d) This quotation form is **NOT VALID** Unless Authorized
- (e) The completed quotation form should be submitted to NCPD Headquarters Chancery Building Valley Road P O Box 48994, 00100 NAIROBI on or before 18/03/2020 at **12.00pm**
- (f) Return the original copy and retain a duplicate for your records.
- (g) NCPD encourages all partners to make use of **Corruption and Unethical Practices Reporting Mechanisms below;**
  - a. Corruption Reporting Box at the Main Reception in the Head Office and County Offices
  - b. Toll free Hotline for complaints: 0800724212/Complaints Reporting Desk: 020-2711600 Ext 311/333

### FOR OFFICIAL USE ONLY:

Authorized by \_\_\_\_\_

Opened By:

(1) ..... Designation..... Sign.....

(2)..... Designation..... Sign.....

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

Time.....

Candidate's Signature.....

Rubber Stamp.....

Date.....



## NATIONAL COUNCIL FOR POPULATION AND DEVELOPMENT

- c. Dedicated email account: [complaints@ncpd.go.ke](mailto:complaints@ncpd.go.ke)
- d. Anonymous corruption reporting link on the ncpd website: [www.ncpd.go.ke](http://www.ncpd.go.ke)

1. All entries should be typed or written in ink. Mistakes should not be erased but should be crossed out and corrections made and initialed by the persons who signed the quotation.

No.	Description	Unit of measure	Qty	Unit Price VAT Inc.	Total Price, VAT Inc.	Brand Name	Days to Delivery	Discount	Quotation validity period
1	Additional SOPHOS Server Antivirus Licenses for HR portal and Application Server	NO	2						

1. Quote for each item separately, and in units specified.
2. This form should be signed by an authorized representative of the candidate and preferably it should be rubber-stamped.
3. Each quotation should be submitted separately in a sealed envelope with only the Quotation Number endorsed on the outside. Descriptive literature or samples of the items offered may be forwarded with the quotation.
4. 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 mailing list for the items listed thereon.
5. All successful candidates **SHALL** at the point of receiving LPOs, provide:
  - a) Bank details complete with names of directors which should be signed and stamped appropriately
  - b) Details of the Postal and Physical Address of the candidate.
  - c) Particulars of Consultants as had been tendered. Where the applicant is an individual consultant and not an enterprise, the lead consultant shall also be the Team Leader/Director. Whatever the case may be, however, subletting or subcontracting/shifting of consultants shall not be allowed and will lead to termination of contract at any stage and the attendant claims for liquidated damages by NCPD
6. Kindly indicate your “**days to delivery**” for the quotation. This will form the basis for evaluation of your performance. If not indicated, NCPD will apply its **standard evaluation criteria** which provides that normal goods and services deliveries should be within **14 days** after an order/contract has been issued.
7. In accordance with, NCPD’s Information Security Policy, all information provided herein remain confidential. Wrongful disclosure/sharing of the contents of this engagement without prior written consent of NCPD shall attract severe penalty and relevant legal suit.

### FOR OFFICIAL USE ONLY:

**Authorized by** \_\_\_\_\_

Opened By:

(1) ..... Designation..... Sign.....

(2)..... Designation..... Sign.....

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

Time.....

Candidate’s Signature.....

Rubber Stamp.....

Date.....