



NAME OF BIDDER

P O BOX.....

Physical address.....

QUOTATION No: NCPD 140/2020/2021

DESCRIPTION: DRY CLEANING SERVICES

DATE: 05/02/2021

## NATIONAL COUNCIL FOR POPULATION AND DEVELOPMENT

NCPD/FIN/PRO/FORMS/002

ISSUE NO 004

REVISION NO. 003

### REQUEST FOR QUOTATION

**Note.**

- (a) **THIS IS NOT AN ORDER.** Read the conditions and instructions on reverse before quoting.
- (b) Your quotation should include all costs of providing the services including costs of delivery, duty, VAT, etc. where applicable to:
- (c) This quotation form is **NOT VALID** Unless Authorized
- (d) The completed quotation form should be submitted to NCPD Headquarters Chancery Building Valley Road P O Box 48994, 00100 NAIROBI on or before **12/02/2021** at **10.00am**
- (e) Return the original copy and retain a duplicate for your records.
- (f) Read the **Instructions** (overleaf) carefully before submitting your quote in order to avoid **disqualification**
- (g) NCPD encourages all partners to make use of **Feedback Mechanisms below**;
  - i. Corruption Reporting Box at the Main Reception in the Head Office and County Offices
  - ii. Toll free Hotline for complaints: 0800724212/Complaints Reporting Desk: 020-2711600 Ext 311/333
  - iii. Dedicated email account: [complaints@ncpd.go.ke](mailto:complaints@ncpd.go.ke)
  - iv. Anonymous corruption reporting link on the NCPD website: [www.ncpd.go.ke](http://www.ncpd.go.ke)
  - v. Dedicated email for Procurement office: [procurement@ncpd.go.ke](mailto:procurement@ncpd.go.ke)

| Item No. | Description   | Unit | Qty | Unit Price VAT Inc. | Total Price, VAT Inc. | Brand Name | Days to Delivery | Discount | Quotation validity period |
|----------|---|------|-----|---------------------|-----------------------|------------|------------------|----------|---------------------------|
|          | Provision of Dry Cleaning Services of office curtains | Kgs  | 90  |                     |                       |            |                  |          |                           |
|          |   |      |     |                     |                       |            |                  |          |                           |
|          |   |      |     |                     |                       |            |                  |          |                           |

**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

### INSTRUCTIONS:

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.
2. Quote for each item separately, and in units specified.
3. This form should be signed by an authorized representative of the candidate and preferably it should be rubber-stamped.
4. 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.
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 mailing list for the items listed thereon.
6. Candidates **must** supply and update the following data with the Council in order to receive **LPOs**. The data below shall form part of **evaluation criteria** for award of contract
  - 6.1 Company Registration No. ....
  - 6.2 Current list of directors, complete with their contact details
    - i. ....
    - ii. ....
    - iii. ....
  - 6.3 PIN No for the Company/Individual .....
  - 6.4 Current VAT No. ....
  - 6.5 National ID No. (if an individual person) .....
7. Bank details (should be signed and stamped appropriately)
8. Where the applicant is an individual consultant and not an enterprise, the lead consultant shall also be the Team Leader/Director. 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
9. 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.
10. All information provided herein remain confidential. Wrongful disclosure/sharing of the contents of this intent for 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.....