



QUOTATION No: NCPD 257/2020/2021
DESCRIPTION; Translation of Service in
Audio
DATE: 17TH June 2021

NATIONAL COUNCIL FOR POPULATION AND DEVELOPMENT

ISSUE NO 004

REVISION NO. 003

NAME OF BIDDER

.....

P O BOX

.....

Physical address.....

NCPD/FIN/PRO/FORMS/002

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 Authorize
- (d) The completed quotation form should be submitted to NCPD Headquarters Chancery Building Valley Road P O Box 48994, 00100 NAIROBI on or before 23/6/2021. 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

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

- iii. Dedicated email account: complaints@ncpd.go.ke
- iv. Anonymous corruption reporting link on the NCPD website: www.ncpd.go.ke
- v. Dedicated email for Procurement office: procurement@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.

Item No.	Unit	Description	QTY	Unit Price VAT Inc.	Total Price, VAT Inc.	Brand Name	Days to Delivery	Discount	Quotation validity period
1		QUOTE FOR TARNSLATION OF SERVICE CHARTER IN AUDIO AND SIGN LANGUAGE AS PER THE TOR ATTACHED	1						

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)

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NATIONAL COUNCIL FOR POPULATION AND DEVELOPMENT

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.

TORs FOR NCPD CITIZEN SERVICE DELIVERY CHARTER –AUDIO VISUAL

1. Read through NCPD’S Citizens Service Delivery Charter and prepare a script for approval.
2. Record the audio and produce to clean it up.
3. Record the script in sign language
4. Production of the complete audio visual of NCPD’S Citizens Service Delivery Charter with sign language.
5. The production to be between 120 to 180 seconds.
6. Provide 2 DVD copies of the printed in color with NCPD’s logo.

FOR OFFICIAL USE ONLY:

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Opened By:

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

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

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

Time.....

Candidate’s Signature.....

Rubber Stamp.....

Date.....