

KENYA WILDLIFE SERVICE

REQUEST FOR QUOTATION

PL 13

To: Supplier's name and address:

FROM: Kenya Wildlife Service,

----- Quotation NO: **KWS/HQS/154/2009-2010** Langata Road, P.O Box 40241

----- **Date:** 13/01/2010

Tel: 602345/600800; fax 603792

----- **Closing: 20/02/2010 AT 11.00AM**

Email: kws@kws.org Org

WEBSITE: www.kws.org

Email _____ **Tel NO** _____ **Fax** _____

You are invited to submit quotation for the material, etc. listed below

- NOTE:(a) THIS IS NOT AN ORDER. READ THE CONDITIONS AND INSTRUCTIONS ON REVERSE CAREFULLY BEFORE QUOTING.**
(b) YOUR QUOTATION SHOULD INDICATE FINAL UNIT PRICE IN KSH. THIS INCLUDES ALL COSTS FOR DELIVERY, DISCOUNT, DUTY, AND VAT.
(c) SAMPLES REQUIREDYES () NO (). BROCHURE REQUIREDYES () NO ()

TO BE COMPLETED BY THE SUPPLIER

ITEM NO	ITEM DESCRIPTION	UNIT OF ISSUE	QTY REQ'D	UNIT PRICE Ksh.	TOTAL PRICE Ksh.	DAYS TO DELIVER	DISCOUNT	BRAND	COUNTRY OF ORIGIN	Annotate B-Brochure S-Sample if supplied
1.	Full board accommodation and conference facilities from 9 th Feb. 2010 Evening to 12 Feb. 2010 morning.	pax	30							

NB: COUNTRY OF ORIGIN IS OF ESSENCE AND MUST BE STATED. CAREFULLY READ THE INSTRUCTIONS OVERLEAF

Additional Discount offered for payment made within: 10 days.....15 days.....30 days.....Other (Specify).....

I understand the applicable conditions and instructions and have not made and will not make any payment to any person, which can be perceived as inducements to enable me win this bid.

Suppliers Signature.....Date.....

DO NOT WRITE BELOW THIS LINE -----

Opened by (1)Design.....Signature..... (3).....Design.....Sign.....

(2).....Design.....Sign..... (4).....Design.....Sign.....

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

Conditions

1. The general conditions of contract apply to this transaction. This form properly submitted constitutes the agreement to supply the goods or service shown at the prices and within the delivery period stated overleaf.
2. The offer shall remain firm for 90 days from the closing date unless otherwise stipulated by the seller.
3. Payment for goods and services shall be made 30 days after delivery of goods or performance of service.
4. Kenya Wildlife Service is not bound to accept the lowest or any other offer and reserves the right to accept any offers in part unless the contrary is stipulated by the seller.
5. Samples of offers when required will be provided free and before the closing date of the quotation. If not destroyed during tests they will, upon request, be returned at the seller's expense, or may be collected by the supplier.
6. Making a payment to any employee as an inducement or any canvassing to enable you win this bid will result in automatic disqualification from participating in this tender or any other tender.

Instructions

1. Each quotation should be submitted separately in a **Wax sealed envelope** with only the quotation number, the description of goods or service and the date of opening endorsed on the outside —“Quotation No for supply of, Do not open before.....” and be **addressed to the Director, Kenya Wildlife Service, P.O Box 40241 Nairobi**.
2. The bid must be placed in the Quotation/Tender Box (located at the entrance of Simba court), not later than 11.00 A.M. on the closing date. Kenya Wildlife Service does not accept bids by electronic communications and bids by Email and facsimile are considered as non-responsive.
3. Descriptive literature or samples of the items offered may be forwarded with the quotation. All descriptive literature must be in English language.
4. **Your quotation should indicate final unit price, which includes all costs for delivery, discount, duty, and VAT. If VAT is charged, please attach a copy of the VAT certificate.**
5. All entries must be typed or written in ink. Mistakes must not be erased but should be crossed out and corrections made and initiated by the person signing the quotation.
6. All the columns in this form must be properly completed. Quote for each item separately, and in units as specified.
7. **An authorised representative of the supplier must sign this form, and all the documents accompanying this bid must be properly rubber-stamped and signed.**
8. Make 3 photocopies of the bid document. Return the original copy & duplicate and keep the triplicate for your records.
9. If you do not wish to quote, please endorse the reason on this form and return it, otherwise your name will be deleted from KWS' list of suppliers for the items listed hereon.

**DIRECTOR
KENYA WILDLIFE SERVICE.**