



**NG-CDF**

**National Government Constituency Development Fund**

**Kikuyu Constituency**

**P. O. Box 167-00902, Kikuyu.**

**Telephone: 0737 864924, Email: [kikuyucdf@gmail.com](mailto:kikuyucdf@gmail.com)**

**Website: [www.kikuyuconstituency.com](http://www.kikuyuconstituency.com)**

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You are invited to submit quotations for items as per attached list:

The following documents **MUST be attached** to the tender form:

- a. Copy of Business Registration/Incorporation;
- b. Provide PIN/VAT registration certificate
- c. Copy of current and valid Tax Compliance Certificate.
- d. CR12 from registrar of companies/ Business Directors
- e. Business permit
- f. Provide valid National Construction Authority certificate (NCA 8 & above) and annual practicing license
- g. Dully filled, signed and stamped tender documents
- h. Proof of Similar works
- i. Certificate of AGPO/YAGPO where applicable.
- j. The bank statements.
- k. MR receipt if documents obtained from NG-CDF office

**DISCLAIMER: FAILURE TO PROVIDE THE MANDATORY DOCUMENTS LISTED ABOVE WILL LEAD TO IMMEDIATE DISQUALIFICATION**

**Site visit verified by:**

**Name** \_\_\_\_\_

**Sign & Stamp** \_\_\_\_\_

**NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND**

To:

**QUOTATION NO. KKY/T/17/2018-2020/5**

From:

Name and Address:

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Buyer's Designation and Address:

KIKUYU NG-CDF COMMITTEE,

P.O. BOX 167 – 00902

**KIKUYU**

You are invited to submit quotation on activities listed below:

Notes:

- (a) **THIS IS NOT AN ORDER.** Read the conditions and instructions on reverse before quoting.
- (b) Tender document should be submitted in a plain wax sealed envelope marked "**tender No 5. PROPOSED CONSTRUCTION OF ADMINISTRATION BLOCK AT THOGOTO PRIMARY SCHOOL**"
- (c) Your quotation should indicate final unit price which includes all costs for Delivery, discount, duty and sales tax.
- (d) Return the original copy and retain the duplicate for your record buyer or be placed in the Quotation / Tender box not later than **11.00.m on 14<sup>th</sup> march 2019.**

	CODE NO.	ACTIVITY DESCRIPTION	AMOUNT
		<p align="center"><b>PROPOSED CONSTRUCTION OF ADMINISTRATION BLOCK AT THOGOTO PRIMARY SCHOOL</b></p>	

Signature \_\_\_\_\_

FOR OFFICIAL USE ONLY

Date .....

Opened by:

(1).....Designation..... Signature .....

(2).....Designation..... Signature.....

(3).....Designation..... Signature.....

## CONDITIONS

1. The General Conditions of Contract with the NG-CDF apply to this transaction. This form properly submitted constitutes the entire agreement.
2. The offer shall remain firm for 30 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 reserves the right to accept any offer in part unless the contrary is stipulated by the seller.
4. Samples of offers when required will be provided free and if not destroyed during tests will, upon request, be returned at the seller's expenses.

## INSTRUCTIONS

1. All entries must be typed or written in ink. Mistakes must not be erased but should be crossed out and corrections be made and initialed 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 also be rubberstamped.
4. Each quotation should be submitted separately in a sealed envelope with 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 buyer's mailing list for the items listed hereon.