



**JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY**  
**REQUEST FOR QUOTATION**

**Quotation No: JOOUST/PQ/A23/Q018/2019/2020**  
**Date issued 25/8/2019**

**To:**  
**Supplier's Name & Address**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Tel:** \_\_\_\_\_

**From:**  
**JOOUST**  
**P O Box 210 – 40601**  
**BONDO-KENYA**  
**Tel: +254-2501804**  
**Email:vc@jooust.ac.ke**  
**Web: [www.jooust.ac.ke](http://www.jooust.ac.ke)**

**PRN 0928,004320.**

You are invited to submit quotation on materials listed below.

**Notes:**

- THIS IS NOT AN ORDER.** Read the conditions and instructions on reverse before quoting.
- This quotation should be submitted in a plain wax sealed envelope "Quotation No as **ABOVE** for the **Supply and delivery of furniture and fixtures.** To be addressed to reach the buyer or be placed in the Quotation/Tender box not later than **27/09/2019** and your quotation should indicate final unit price which includes all cost for **delivery, discount, duty and VAT** and **MUST remain valid for at least 30** days.
- Return the original copy and retain the duplicate for your records.
- You **MUST** indicate your terms of payment
- Save for "For Official Use Only ", all spaces in this quotation **MUST** be filled
- Suppliers to attach copies of **Valid Registration Certificate, PIN No. and VAT Certificate.**

**g. N/B.CONFIDENTIAL BUSINESS QUESTIONNAIRE MUST BE FILLED IN THE FORMAT PROVIDED.**

S. No	Item Description	Unit	Qty Req	Unit Price	Total Price	Days to delivery	Brand	Country of Origin	Terms of payment	Remarks
	<b>Supply and delivery of the following furniture as per the attached specifications:</b>									
1.	Executive chair for the Vice Chancellor	pc	1							
2	Secretarial tables	Pcs	2							
3	Secretarial Chairs	Pcs	2							
4	White boards	Pcs	17							
5	Lecterns	pcs	20							

**This part is for official use only.**

Supplier's Signature, stamp  
and date here below:

Opened by: 1 \_\_\_\_\_ Designation \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

2 \_\_\_\_\_ Designation \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

3 \_\_\_\_\_ Designation \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

4 \_\_\_\_\_ Designation \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

5 \_\_\_\_\_ Designation \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Date \_\_\_\_\_

## CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are advised that it is a serious offence to give false information on this Form.

### 1. COMPANY DETAILS

a) Business Name .....

b) Location of business premises

Plot No. .... Street/Road .....

Postal Address ..... Tel. No. .... Fax ..... Email .....

Contact Person and Telephone No.....

**(Please attach Company Profile)**

c) Nature of business .....

d) Registration Certificate No. ....(Please attach copy)

e) Current Trade License No..... (Please attach copy)

f) PIN No..... (Please attach copy)

g) Tax Compliance Certificate No..... (Please attach copy)

h) VAT No.....

i) Year Established.....

j) Number of staff employed.....

k) Payment terms.....Days

l) Maximum value of business which you can handle at any one time Kshs. ....

### 2(a). SOLE PROPRIETOR:

Your name in full ..... Age.....

Nationality.....Country of origin.....Citizenship details.....

**2(b) – Partnership**

Give details of partners as follows

Name	Nationality	Citizenship Details	Shares
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

(If a Kenyan Citizen, indicate under Citizen Details whether by Birth, Naturalization or Registration)

**2(c) – Registered Company:**

Private or public .....

State the nominal and issued capital of the company –

Nominal Kshs.. .....

Issued Kshs.....

Give details of all directors as follows

Name	Nationality	Citizenship Details	Shares
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

Date..... Signature of Tenderer.....

If a citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration

**SPECIFICATIONS FOR SUPPLY AND DELIVERY OF FURNITURE**

<b>No</b>	<b>Item description</b>	<b>Specification description</b>
<b>1</b>	Executive chair for the Vice Chancellor	180kg capacity Wooden base with heavy duty castors lock & tilt mechanism Pure leather back and seat Wooden armrest
<b>2</b>	Secretarial tables	Executive office desk Complete with movable side and pedestrial drawer Drawer to have ball bairing rails Mahogany castor L 48'' × W 30'' × H 30'' L 60'' × W 30'' × H 30''
<b>3</b>	Secretarial Chairs	Medium back office chair Crome base with castors wheels Lock & tilt mechanism Leather back & seat
<b>4</b>	White boards	Durable white boards Dry erase white boards with aluminium frame Size 8'' × 4''
<b>5</b>	Lecterns	Full height wooden lecterns (1170mm) Real wood veneered board to a very high standard Desk size 640mm×510mm with shelf and base

**NB: ATTACH A COLORED PHOTO OF THE ABOVE ITEMS BASED ON THE QUOTE AND WHAT YOU INTEND TO SUPPLY ONCE GIVEN THE ORDER**