

USER DEPARTMENT: Estates

QUOTATION NO. JOUST/PQ/B27/RFQ00412/22/23

Supplier Name and Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

P.O.Box: \_\_\_\_\_

Email: \_\_\_\_\_

Suppliers Signature.....

Stamp:



JARAMOGI OGINGA  
ODINGA UNIVERSITY  
OF SCIENCE AND  
TECHNOLOGY

**REQUEST FOR  
QUOTATION**

You are Invited to submit quotation on material listed below

**Note: THIS IS NOT AN ORDER.**

- a) Read the conditions and instructions before quoting.
- b) This quotation should be submitted **at the quotation box in a plain wax sealed envelope marked with** Quotation No as ABOVE for the Provision **of Repair and Servicing of 2000kgs LPG Gas system.** To be addressed to reach the buyer not later than **19/5/2023 at 10:00 am** 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.**
- c) Your quotation should include all costs for delivery of goods to **Jaramogi Oginga Odinga University of Science and Technology Central Stores.**
- d) Return one copy and retain the other for your record.
- e) The quotation submitted shall include a declaration that the person will not engage in any corrupt or fraudulent practice (Sec.62 of PP& AD, Act 2015)
- f) The quotation submitted shall include a declaration that the person or his or her subcontractors are not debarred from participating in Procurement proceedings (Sec.62 of PP& AD, Act 2015).
- g) You **MUST** indicate your terms of payment.
- i) Save for " For Official Use Only", all spaces in this quotation **MUST** be filled

**From: Procurement  
Department  
P.O. Box 210-40601-  
40601  
057-2501804  
www.jooust.ac.ke  
Email:  
Date: 11/5/2023**

**a. Supplier MUST attach copies of (Registration Certificate, Valid Tax Compliance Certificate, Trade License, Site visit certificate, must be registered and licensed by NCA (Mechanical) and have certificate of Occupational health and safety standards and must duly fill, sign and Stamp Business Questionnaire.)**

**Authorized by:** Procurement Manager

[illegible]

**FOR OFFICIAL USE ONLY**

**OPENING COMMITTEE MEMBERS**

Opened By.....Designation.....Signature..... Date.....

Opened By.....Designation.....Signature..... Date.....

Opened By.....Designation.....Signature..... Date.....

Opened By.....Designation.....Signature.....Date.....

**N/B:(a)- CONFIDENTIAL BUSINESS QUESTIONNAIRE MUST BE FILLED IN THE FORMAT PROVIDED**

**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.....

(Must 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