

 **JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY**

**REQUEST FOR QUOTATION**

**To: Quotation No: JOOUST/PQ/NT/Q069/2019/2020**

**Supplier’s Name & Address Date issued 23/10/2019 From:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **JOOUST**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ P O Box 210 – 40601**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **BONDO-KENYA**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Tel: +254-2501804**

 **Email:vc@jooust.ac.ke**

**Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Web:** [**www.jooust.ac.ke**](http://www.jooust.ac.ke)

PRN 8852

You are invited to submit quotation on materials listed below.

**Notes**:

1. **THIS IS NOT AN ORDER**. Read the conditions and instructions on reverse before quoting.
2. This quotation should be submitted in a plain wax sealed envelope “Quotation No as **ABOVE** for the **Video Coverage of Graduation Ceremony.** To be addressed to reach the buyer or be placed in the Quotation/Tender box not later than **30/10/2019** at **10am** andyour 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.
3. Return the original copy and retain the duplicate for your records.
4. You **MUST** indicate your terms of payment
5. Save for “For Official Use Only “, all spaces in this quotation **MUST** be filled
6. Suppliers must attach copies of **Registration Certificate and a Valid Tax Compliance**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S. No** | **Item Description** | **Qty Req** | **Unit Price** | **Total Price** | **Days to** **delivery** | **Brand** | **Country of Origin** | **Terms of payment** | **Remark** |
| 1. | Video Coverage. Recording of Graduation proceedings and editing using a professional camera for usage on livefeeds on facebook and twitter + 10 copies of edited Graduation footage. |  |  |  |  |  |  |  |  |

**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\_\_\_\_\_\_\_\_\_\_

 Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Designation \_\_\_\_\_\_\_\_\_\_\_Signature\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_Date\_\_\_\_\_\_\_\_Time\_\_\_\_\_\_\_\_\_\_

 5\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Designation \_\_\_\_\_\_\_\_\_\_\_Signature\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_Date\_\_\_\_\_\_\_\_Time\_\_\_\_\_\_\_\_\_\_

**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. …………………………

m) Valid AGPO/YAGPO certificate if applicable……………………(Please attach copy)

**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

……………………… …..………………. ………………….. ……………………..

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(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

……………………… …..………………. ………………….. ……………………..

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

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