



(KAS/RFQ/005/2021-2022)

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TO: To.....
P.O. Box
Nairobi

URGENT REQUEST FOR QUOTATION:
KAS/QTN/005/2021-2022:
SUPPLY OF PROMOTIONAL ITEMS (Branded Banners)
FOR THE LAUNCH OF kasneb NEW SYLLABUS

FROM: The Secretary and Chief Executive
DATE: 16 July 2021.

You are invited to submit a quotation for the items listed here below. The quotation should be submitted in a plain sealed envelope marked “**KAS/QTN/005/2021-2022: SUPPLY OF PROMOTIONAL ITEMS FOR THE LAUNCH OF kasneb NEW SYLLABUS**” and should be deposited in the **Quotations Box** next to the Supply Chain Management Unit Office or forward a **DULY FILLED, SIGNED, STAMPED AND SCANNED COPY OF THIS QUOTATION** to the following email address branice.mulehane@kasneb.or.ke and **MUST** be copied to francis.okubo@kasneb.or.ke milcah.kivisi@kasneb.or.ke; mark.mwangi@kasneb.or.ke; phyllis.ndungu@kasneb.or.ke and procuretwo@kasneb.or.ke not later than the closing date and time **Monday, 19 July 2021 at 3.00 p.m.** Your quotation should cover all costs including **all applicable taxes, levies, and any other extras. VAT must** be quoted separately where applicable. Return one copy and retain the other for your records.

Supply of Promotional Items (Branded Banners) for the Launch of kasneb New Syllabus to be held on Friday, 23 July 2021. Item Description

S/No.	Item description	Qty.	Unit Price Incl. of 16% VAT Shs.	Total Price Incl. of 16% VAT Shs.	Delivery Date
1.	Media banner – 3m by 1.5m	1			
2.	Roll up banners (Broad base, satin grey back material)	16			
3.	Feather banner (dye-sublimated polyester material)	5			

Please note:

Firms **shall** be required to provide the following statutory documents together with their quotation:

- Certificate of Incorporation/Registration.
- Valid Tax Compliance Certificate
- Attach your company CR 12
- Attach valid AGPO certificates for special group firms.

QUANTITIES FOR THE PROMOTIONAL ITEMS

No.	ITEM	QUANTITY
1	Media banner	1
2	Roll up banner	16
3	Feather banner	5
	TOTAL	22

FOR OFFICIAL USE ONLY

Opened by:

Name

Signature

Signature: -----

1. -----

Company (Hotel) stamp: -----

2. -----

Contact Person: -----

3. -----

Tel. No. ----- Email Address-----

4. -----

Company PIN No----- VAT No -----

Date: -----

Date: -----