# RE:QUOTATION

|  |  |  |  |
| --- | --- | --- | --- |
| Kindly receive the quotation to be offered on the stated date as earlier requested. |  |  |  |
|  |  |  |  |  |  |  |  |
| **No.**  | **Description** | **Qty** | **Rate** | **Unit Price** | **Amount** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
|  | **Total**  |  |  |  |  |

Kindly pay the full amount or 60% of the total amount upfront. The rest should be paid one week to the date of event/collection in cash or through a Banker’s cheque to the Kenya Forestry Research Institute (KEFRI) Account no 1107063558, KEFRI REVENUE Gold plus, KCB –SARIT CENTRE..

Thank you

**Ms Mary Miingi**

# General Manager -Enterprises

Pc: Cateress

 Security Officer

 Janitors

 Audio-Visuals