KEFRI/F/SCM/09

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**KENYA FORESTRY RESEARCH INSTITUTE**

**Tel: 254 202010651/254 722157414/254 724259781/2/254 734251888**

**P.O Box20412 - 00200 NAIROBI**

**Website: www.kefriorg. Email** **director@kefri.org**

 **REQUEST FOR QUOTATION**

NB: DROP YOUR QUOTATION IN THE QUOTATION BOX AT KEFRI HQS, MUGUGAON/BEFORE…………APPROVED FOR CIRCULATION………..………………………

TO: Seller’s Name & Address

 Quotation No: …………..… From: Buyer’s Designation & Address…………………………… Date:..…………………………………….PR No: ……………

You are invited to submit quotations on material listed below:

Notes: (a) This is not an order. Read the conditions and instructions on reverse before quoting

 (b) Your quotation should include all cost of delivery of goods to ………………………………….

 (c) Return one copy and retain the other for your record

 (d) Please SIGN and RUBBER STAMP your quotation

 (e) Show VAT separately

 (f) Quotations must be in KENYA Shillings unless otherwise requested

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Code** | **Item description** | **U.O.M** | **Qty required** | **Unit price** | **VAT** | **Discount** | **Days to deliver** | **Brand** | **Country of origin** | **Remarks** |
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| **For Official use**Opened by: ……………………..…... Designation: …………………………………………..Checked by: …………..………….… Designation: ………………………………………….Date: ……………………………..… Time: …………………………………………………….. |

Seller’s Signature ………………………………………………

Date: ………………………………………………………………….

1. KEFRI is ISO 14001:2004 certified and therefore any supplier of hazardous materials MUST comply with EMCA 1999 and OSHA Act 2007
2. The general conditions of Contract with the Kenya Forestry Research Institute apply to this transaction.
3. The offer shall remain valid for 30days from the closing date unless otherwise stipulated by the seller.
4. The buyer shall not be bound to accept the lowest of any offer, and reserves the right to accept any offer in part unless the contrary is stipulated by the seller.
5. Samples of offer when required will be provided free: and if not destroyed during test will, upon request, be returned at the seller’s expense.

**INSTRUCTIONS**

1. All entries be typed or written in ink. Mistakes should not be erased but should be crossed out and corrections be made and initialed by the person signing the quotation. Do not use correction ink
2. Quote on each item separately, and in units as specified.
3. This form must be signed by a competent person and preferably it should be rubber stamped. Each quotation should be submitted separately in a sealed envelope with quotation number endorsed on the outside. Descriptive Literature or samples of the items offered may be forwarded with quotation.
4. If you do not wish to quote, please endorse the reason on this form and return it, otherwise your name may be deleted from the buyer’s mailing list for items listed there-on.