

USER DEPARTMENT: University Librarian

QUOTATION NO.: RFQ00082

Supplier Name and Address:

Telephone:

P.O Box:

Email:

Suppliers Signature:.....

Stamp:



From: Procurement Department
P.O. Box 210-40601
057-2501804
www.jooust.ac.ke
Email:
Date: 4/8/2021 4:32:55 PM +03:00

**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 in a plain wax sealed envelope" Quotation No as ABOVE for the **Supply delivery testing training and Commissioning of Library software** .To be addressed to reach the buyer not later than **4/15/2021** and your quotation should indicate final unit price which includes all cost for **delivery ,Discount ,Duty and VAT and MUST remain valid for atleast 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
- a. Supplier **MUST** attach copies of (**Registration Certificate, Valid Tax Compliance Certificate & Duly filled,signed and Stamped Business Questionnaire.**)

Authorized by: Procurement Officer

Description	Unit	Quantity	Unit Price	Total Price	Days to Deliver	Payment Terms	Brand	Country of Origin	Remarks
Database buck up, troubleshoot, re-programme & test Current Koha version	NUMBER	1							
Upgrade of Koha version 17.11 to 20.05 and Retrain all library staff	NUMBER	1							
Upgrade Dspace and Retrain all library staff	NUMBER	1							
MyLOFT Off –Campus Software	NUMBER	1							
		TOTAL							

FOR OFFICIAL USE ONLY

OPENING COMMITTEE MEMBERS

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

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

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

Opened By.....Desihnation.....Signature.....Date.....

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
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.....
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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
.....
.....
.....
.....

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

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

