



## REQUEST FOR QUOTATION

**To:**  
Seller's Name and Address

*M/s*  
*P.O BOX*  
*Nairobi*

**Quotation No. IEK/IC/ 07/ 2025**

Date: 22<sup>nd</sup> September 2024

**From:**  
Buyer's Designation and Address:  
Chief Executive Officer  
Institution of Engineers of Kenya  
P.O Box 41346-00100  
Nairobi Kenya

You are invited to submit quotation on services listed below:

Notes:

(a) **THIS IS NOT AN ORDER.** Read the conditions and instructions on reverse before quoting.

(b) This quotation should be submitted in a plain sealed envelope

Marked "Quotation No. ....  
for Supply and Delivery of Branded Lanyards

(c) Your quotation should indicate final unit price which includes all costs for printing, delivery, discount, duty and sales tax.

(d) Return the original copy and retain the duplicate for your record

And be addressed to reach the buyer or be placed in the Quotation/Tender box not later than **22<sup>nd</sup> September, 2025 at 1700 HRS.** .....

Code No.	Item Description	Unit	Quantity Required	Unit Price	Total Price	Days to Delivery	Remarks
	Please quote for the Supply and delivery of the following:						
1.	Lanyards Branded with Institution of Engineers of Kenya Logo and Colors. 1. Red- 2300 2. White-100 3. Blue- 200 4. Black- 300 5. Orange- 50 6. Grey/ Yellow-50	Pcs	3000				

	Opened by	1) .....	Designation .....	Signature .....
Seller's Signature .....		2).....	Designation .....	Signature .....
Date: .....		3) .....	Designation .....	Signature.....
		Date .....	Time .....	

## CONDITIONS

1. The General Conditions of the Contract with the IEK apply to this transaction. This form properly submitted constitutes the entire agreement.
2. The Prices shall remain firm for 60 days from the closing date unless otherwise stipulated by the seller.
3. The buyer shall not be bound to accept the lowest or any other offer and reserves the right to accept any offer in part unless the contrary is stipulated by the seller.
4. Kindly note, sample is required, to be provided free, will be used for evaluation purpose and if not destroyed during evaluation will upon request, be returned at the seller's expenses.
5. The Institution operates on a 30day credit payment term counted from the date of receipt of invoice and confirmation of satisfactory delivery of service or goods. No advance payment shall be made unless expressly agreed in writing and a payment guarantee is made by the supplier.

## INSTRUCTIONS

1. All entries must be typed or written in ink. Mistakes must not be erased but should be crossed out and corrections be made and initialed by the person signing the quotation.
2. This form must be signed by a competent person and preferably it should also be rubber stamped.
3. Quotation should be submitted in a sealed envelope given with the quotation number endorsed on the outside. Samples of the item requested SHALL be forwarded with the quotation.
4. State your terms of payment.
5. Evaluation will be based on the samples provided.