



REQUEST FOR QUOTATION

To:
Seller's Name and Address

M/s
P.O BOX
Nairobi

Quotation No. IEK/IC/ 08/ 2025

Date:16th September 2025

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 Side Bags

(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 **26th September,2025 at 1700 HRS.**

Code No.	Item Description	Unit	Quantity Required	Unit Price	Total Price inclusive of Vat	Days to Delivery	Remarks
	Please quote for the Supply and delivery of the following:						
1.	Branded Sidebags for IEK 32 nd Convention	Pcs	2000				

	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. Attach the following mandatory requirements; Valid Tax compliance certificate, CR12, Certificate of Incorporation, Business permit certificate.
6. 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.
6. Contact Information/Submission address: To Chief Executive Officer ceo@iekenya.org and cc procurement@iekenya.org. Hand delivery is accepted. Address Top Plaza Building Kindaruma Road P.O BOX41346-00100 Nairobi