

VOLUNTEERS FOR AFRICA (VFA)
TENDER FORM

Submitted By: Date:

Dear Sir/Madam,
RE: TENDER FOR

In accordance with your invitation to Tender No.dated,
I/We hereby enclose our bid to providein
accordance with the tender documents and conditions attached thereto.

Company name
Name of Official
Signature
Address
Date
Witnessed by:
Name of Official
Signature
Address

TENDER FOR:

TENDER NO:

Tenders are hereby invited from reputable firms or persons to provide
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Tender documents may be obtained from VFA website www.volunteersafrica.org

Completed tender documents should be returned to:

The Finance Officer, Volunteers for Africa
P O Box 2044-00100, Nairobi, Kenya.

To be received by them not later than4.00pm Date22nd NOVEMBER2013.....
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III BUSINESS INFORMATION

Kindly provide the following particulars: -

Business Name:
Location of Premises
Plot No:.....
Postal Address:.....
Telephone:
Fax:
Email address:
Nature/ Type of Business:
Current Trade License No.
PIN Number:
VAT Registration No.
Tax Compliance Certificate No Dated.....

IV MANAGEMENT

Indicate if business is registered as a Sole Proprietorship / Partnership / Limited Liability Company or other

Name(s) of Proprietor, Partners or Directors Name

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2	
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V) CONDITIONS OF TENDER

1. Bidders must be qualified as per requirement of this tender
2. The successful bidder should be able to deliver within10..... Days, from the date of engagement.
3. VFA reserves the right to accept or reject any tender either in totality or in part and is not bound to accept the lowest or any bid or give to reasons for such rejection.
4. Any dispute or difference in respect of interpretation, effect or application of this tender shall be decided solely by VFA whose decision shall be final and binding.
5. The tenders shall not be accepted unless correctly made in the approved specified format.
6. Any tenders received later than the stipulated date and time will be disqualified.

This is to certify that I / we have understood and accept the above conditions:

Name of Official:
Designation:
Signature:
Name of Bidder:
Address:
Tel. No. :
Date:

VII) ORGANIZATIONS YOU HAVE RENDERED SERVICES (APPLICABLE FOR PROCUREMENT OF SERVICES)

	Name	Contract size	Type of services	Kshs
1				
2				
3				
4				
5				
6				
7				
8				

VIII) COST

Total quoted sum of bid inclusive of all taxes and disbursements in Kenya Shillings

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Xi) OTHER RELEVANT INFORMATION

In a separate sheet of paper, please give any other relevant information.

