



Price Breakdown

1. Introduction/Background

ISACA Kenya Chapter is organizing a training event and requires high-quality merchandise gifts for participants. The requested item is a Diary, including the pen slot and cardholder features, which should be branded with the **ISACA Kenya logo**. These diaries will be distributed to participants as part of the training materials.

Price Breakdown

Item No.	Description	Qty	Unit price	Total cost
1	Diaries, including the pen slot and cardholder features cost	15		
2	Delivery and other costs to the ISACA Kenya office on Mombasa Rd, Vision Plaza, 2nd Flr, Suite 8	1		
3	VAT – 16%			
	TOTALS			

Kind Regards,

Organization.....

Authorized person.....

Designation.....

Signature.....

Date.....

Stamp