



## **REPUBLIC OF KENYA**

### **OFFICE OF THE PRESIDENT**

#### **MINISTRY OF INTERIOR AND COORDINATION OF NATIONAL ADMINISTRATION**

#### **COUNTY COMMISSIONER-TANA RIVER COUNTY**

#### **TENDER NO. TRC/PQ/01/2026-2028**

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#### **Supply and delivery of General Office Stationery**

The following Documents **MUST** be attached

- a) Provide valid tax compliance certificate
- b) Provide PIN and V.A.T certificates
- c) Provide proof of registration as a company
- d) Provide Cr12 for limited companies or copy of ID for Sole Proprietors
- e) Provide a valid AGPO Certificate
- f) Dully fill, Sign and Stamp attached business questionnaire/Forms
- g) Serialize Pages

**CLOSING DATE: 13<sup>TH</sup> JULY, 2026 - TIME: 10.00 A.M.**

## **SECTION 8. STANDARD FORMS**

### **Notes on the sample Forms**

1. Form of Tender -The form of tender must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.
2. Confidential Business Questionnaire Form - This form must be completed by the tenderer and submitted with the tender documents.
3. Tender Security Form -When required by the tender documents the tender shall provide the tender security either in the form included herein or in another format acceptable to the procuring entity.
4. Contract Form -The Contract Form shall not be completed by the tenderer at the time of submitting the tender. The Contract Form shall be completed after contract award and should incorporate the accepted contract price.
5. Performance Security Form -The performance security form should not be completed by the tenderers at the time of tender preparation. Only the successful tenderer will be required to provide performance security in the form provided herein or in another form acceptable to the procuring entity.
6. Bank Guarantee for Advance Payment Form -When Advance payment is requested for by the successful bidder and agreed by the procuring entity, this form must be completed fully and duly signed by the authorized officials of the bank.
7. Manufacturers Authorization Form -When required by the Tender documents this form must be completed and submitted with the tender documents. This form will be completed by the manufacturer of the goods where the tenderer is an agent.

**8.1 FORM OF TENDER**

Date \_\_\_\_\_  
Tender No. \_\_\_\_\_

To: The County Commissioner  
P.O. Box 1 - 70101  
Tana River

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos. .... *[insert numbers]*.the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply deliver, install and commission ( ..... *(insert equipment description)* in conformity with the said tender documents for the sum of ..... *(total tender amount in words and figures)* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

2. We undertake, if our Tender is accepted, to deliver install and commission the equipment in accordance with the delivery schedule specified in the Schedule of Requirements.

3. If our Tender is accepted, we will obtain the guarantee of a bank in a sum of equivalent to \_\_\_\_\_ percent of the Contract Price for the due performance of the Contract , in the form prescribed by ..... *(Procuring entity)*.

4. We agree to a bid by this Tender for a period of ..... *[number]* days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

5. This Tender, together with your written acceptance thereof and your notification of award, shall constitute a Contract, between us. Subject to signing of the Contract by the parties.

6. We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]

Duly authorized to sign tender for an on behalf of \_\_\_\_\_

**8.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM**

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c ) whichever applied to your type of business

You are advised that it is a serious offence to give false information on this form

*Part 1 – General:*

Business Name  
 .....  
 Location of business premises.  
 .....  
 Plot No..... Street/Road  
 .....  
 Postal Address ..... Tel No. .... Fax ..... E  
 mail .....

Nature of Business  
 .....  
 Registration Certificate No.  
 .....  
 Maximum value of business which you can handle at any one time – Kshs.  
 .....  
 Name of your bankers ..... Branch  
 .....

	Part 2 (a) – Sole Proprietor																								
	Your name in full ..... Age .....																								
	Nationality ..... Country of origin .....																								
	<ul style="list-style-type: none"> <li>• Citizenship details            .....</li> <li>•            .....</li> </ul>																								
	Part 2 (b) Partnership																								
	Given details of partners as follows:																								
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	<p>3. .... .....</p> <p>4. .... .....</p>																																																
	<b>Part 2 (c) – Registered Company</b>																																																
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- If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

**SECTION E. SCHEDULE OF REQUIREMENTS**  
**SUPPLY & DELIVERY OF OFFICE STATIONERY**

S/NO	ITEM DESCRIPTION	UNIT OF ISSUE	UNIT PRICE
1.	Clips, Paper (Small) Packet of 100	Packet	
2.	-Do - (Large) “	“	
3.	Pens, Ball Point – Assorted (Packet of 50)	Packet	
4.	Pens, Marker Felt (Small)	No	
5.	Pins, Office 25mm (25gm Packet)	Packet	
6.	Machine, Stapling (Size 24/6)	No	
7.	Punch, Paper (Heavy Duty)	“	
8.	- Do - (Light Duty – Medium)	“	
9.	Files, Manila Assorted Colors	“	
10	Files, Spring	“	
11	File Fasteners Size 7/8	Packet	
12	Paper, Carbon – Blue/Black	Packet	
13	Paper, Typing A4 Size	Ream	
14	Paper, Ruled White A4 Size	“	
15	Paper, Photocopying 70gm	“	
16	- Do 80gm	“	
17	Stapling Pins Size 24/6	Packet	
18	Manila 176x250mm (50Pcs)	“	
19	- Do 110x220mm “	“	
20	- Do 88x150mm “	“	
21	- Do 250x150mm “	“	
22	- Do 324x450mm “	“	
23	- Do 125x324mm “	“	
24	Hard Cover Books (Counter Books) 1Quire	“	
25	- Do 2Quires	“	
26	- Do 3Quires	“	
27	- Do 4Quires	“	
28	- Do 6Quires	“	
29	Field Note Books	“	
30	Loose Leaf Writing Pad Ruled A4 size	“	
31	Manila Paper 18”x30”	Sheet	
32	- Do 20”x30”	“	
33	- Do 24”x36”	“	
34	Exercise Books Ruled A4 80 Pg	No	
35	“ “ “ 96 Pg	No	
36	“ “ “ 120 Pg	No	
37	“ “ “ 200 Pg	No	
38	“ Squared “ 80 Pg	No	
39	“ “ “ 96 Pg	No	
40	“ “ “ 120 Pg	No	
41	“ “ “ 200 Pg	No	
42	Master Roll Book	No	

43	Ink, Stamp Pad	Bottle	
44	Paste, Glue 142cc	“	
45	Sealing Wax	No.	
46	Stamp Pad (Small)	“	
47	- Do (Medium)	“	
48	- Do (Large)	“	
49	Box File	“	
50	Masking Tape 1”	Roll	
51	Masking Tape ¾	“	
52	Binding Tape 2”	“	
53.	H.B Pencil Staedtler – (PC)	Pkt	
54.	Carbon paper pelican handifilms 205	“	
55.	Highlighting pen(Stabilo Bass)	No	
56.	Casio Electronic Calculator D-40m 2 way	No	
57.	Giant Staple Machine	No	
58.	Triplicate book	No	
59.	Catridge /Toner Dc/120/1255	No	
60.	HP InkJet Print cartridge( Tri-colour) No. 22	No	
61	HP InkJet print Cartridge ( Black)No. 21	“	
62.	HP InkJet print Cartridge (Black) No. 27	“	
63.	Photocopier Tonner (Xerox works centre M151)	“	
64.	Photocopier Drum (Xerox works centre M 151)	“	
65.	Tonner HP Lazer Jet (2420D)	“	
66.	Tonner HP Lazer Jet (M1522) 36A	“	
67.	Tonner HP lazer jet (P1005)	“	
68.	Flash disc 2GB		
69.	Flash disc 1GB	“	
70.	LaserJet print cartridge Q7551A		
71.	HP Black print cartridge 121,121L	“	
72.	Tri-color color print cartridge HP 121,121L	“	
73.	Pencils assorted colours	Pkt	
74	Tonner HP lazer jet P2055d (05A)	No.	
75.	Ruler	„	
76	Tonner 93A	„	
77	Flash Disk 8GB	„	
78	Sharp pointed Bic (25 Pcs)	pkt	
79	Binding covers	„	
80	Binding covers transparency	„	
81	Tonner MP 250IE	No.	
82	Tonner HP Lazerjet 281 A (81 A)	No.	
83	Tonner C – EXV 33	No.	
84	Tonner HP Lazerjet – 37A	No.	
85	Tonner HP Lazerjet M 507	No.	
86	Tonner HP Lazerjet MF 83 A	No.	
87	Tonner HP Lazerjet MFP 135 N	No.	
88	Tonner TK – 4105	No.	
89	Tonner cartridge CF 217 A	No.	
90	Tonner HP Lazerjet 87 A	No.	
91	Tonner 35 A	No.	
92	Tonner 36 A	No.	
93	External Hard Disk 1 TB	No.	

94	Anti-virus 1 user	No.	
95	Anti-virus 2 user	No.	
96	Pen Holder	No.	
97	Tonner HP Lazerjet 600M602 (90A)	No.	
98	Executive pen sharp pointed	No.	
99	Color Laserjet Pro MFP 4303 Falw	No.	
100	HP Toner Cartridge 230A Black	No.	
101	HP Toner Cartridge 230A Cyan	No.	
102	HP Toner Cartridge 230A Magenta	No.	
103	HP Toner Cartridge 230A Yellow	No.	
104	Fullscap papers	Ream	
105	Cello tape '1'	Roll	
106	Continuous paper LQ2180 No.9.5"x11	Ream	
107	Delivery book	No	
108	Envelopes - A4 25 Pieces - per Box	Box	
109	Envelopes - A5 500 Per Box	Box	
110	Envelopes - A3 per Box	Box	
111	Envelopes - B4 25 Pieces Per Box	Box	
112	Envelopes - B5 25 Pieces Per Box	Box	
113	Flip charts 60x10cm	No	
114	Yellow sticker	pkt	
115	Paper duplicating white A4	Qr	
116	Paper single ruled 297x420 A4	Qr	
117	Paper typewriting A4	Ream	
118	Ribbon black manual 'olivetti'	pkt	
119	Rubber bands	Box	
120	Stencil	Ream	
121	White out fluid	Bottle	
122	Computer paper 9.5X11" Hi-White "sinarline" 1 part	Ream	
123	Paper punch small size	No	
124	Staple pins 50/50	pkt	
125	Staple pins 23/17-H	Pkt	
126	Staple remover	Pkt	