



REPUBLIC OF KENYA

OFFICE OF THE PRESIDENT

MINISTRY OF INTERIOR AND COORDINATION OF NATIONAL ADMINISTRATION

COUNTY COMMISSIONER-TANA RIVER COUNTY

TENDER NO. TRC/PQ/03/2026-2028

Supply and delivery of Non-Perishable/Dry Food Stuffs

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) Dully fill, Sign and Stamp attached business questionnaire/Forms
- f) Serialize Pages

CLOSING DATE: 13TH 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"> • Citizenship details • 						
	Part 2 (b) Partnership						
	Given details of partners as follows:						
	<table border="0"> <tr> <td style="text-align: center;">Name</td> <td style="text-align: center;">Nationality</td> <td style="text-align: center;">Citizenship</td> </tr> <tr> <td style="text-align: center;">Details</td> <td style="text-align: center;">Shares</td> <td></td> </tr> </table>	Name	Nationality	Citizenship	Details	Shares	
Name	Nationality	Citizenship					
Details	Shares						
	1.						
	2.						

	<p>3.</p> <p>4.</p>																																																
	Part 2 (c) – Registered Company																																																
	<p>Private or Public</p> <p>State the nominal and issued capital of company- Nominal Kshs. Issued Kshs.</p> <p>Given details of all directors as follows</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 40%;">Name</th> <th style="width: 30%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> </tr> </thead> <tbody> <tr> <td>Shares</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td></td> <td>.....</td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td></td> <td>.....</td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td></td> <td>.....</td> <td></td> <td></td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td></td> <td>.....</td> <td></td> <td></td> </tr> <tr> <td>5</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td></td> <td>.....</td> <td></td> <td></td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares				1.			2.			3.			4.			5		
	Name	Nationality	Citizenship Details																																														
Shares																																																	
1.																																														
																																																
2.																																														
																																																
3.																																														
																																																
4.																																														
																																																
5																																														
																																																
Date	Signature of Candidate																																																

- If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

SECTION E. SCHEDULE OF REQUIREMENTS
Supply and delivery of Non-Perishable/Dry Food Stuffs

S/N	ITEM DESCRIPTION	UNIT OF ISSUE	UNIT PRICE WHOLE COUNTY
1.	Beans, Dried (Mixed) 90 Kg	Bag	
2.	Beans, Dried (Rose Coco) 90 Kg	Bag	
3.	Maize, whole 90 Kg	“	
4.	Maize Meal, Posho (90 Kg	“	
5.	Maize Meal, Sifted 12 x 2Kg	Bale	
6.	Rice, Basmati (25kg)	Bale	
7.	Rice, all Other Types (25Kg)	Bag	
8.	Wimbi Flour	Kg	
9.	Wheat Flour 12x2kgs	Bundle	
10.	Bread, White (400gm)	Loaf	
11.	Bread, Brown (400gm)	Loaf	
12.	Fat, Deep Frying 20Kg	Tin	
13.	Fat, Cooking 1 kg	Kg	
14.	Dried Green Grams	Kg	
15.	Margarine	Kg	
16.	Milk, Fresh	Litre	
17.	Milk, Tinned Powder (2kg)	Tin	
18.	Milk,U.H.T 500ml	Pkt	
19.	Oil, Cooking Vegetable Double Refined/Processed 20Litre	Tin	
20.	Salt, Refined 40 x 500gm	Carton	
21.	Sugar 50Kg	Bag	
22.	Tea bags 20 x 5gm	Packet	
23.	Tea Leaves	Kg	
24.	Milk powder (25Kg)	Bag	
25.	Tinned (corn beef) 500gm	Tin	
26.	Tinned beans in tomato sauce 420gms	Tin	
27.	Plum Jam 500 gms	Tin	
28.	Peas dried	Kgs	
29.	Mineral water 1 Litres	1Litres	
30.	Mineral water ½ Litres	½ Litres	