

REPUBLIC OF KENYA



OFFICE OF THE PRESIDENT MINISTRY OF INTERIOR AND COORDINATION OF NATIONAL GOVERNMENT DEPUTY COUNTY COMMISSIONER - CHANGAMWE SUBCOUNTY

TENDER NO. CHA/01/2026 - 2028

SUPPLY OF 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 Business Permit
- e) Provide Cr12 and copy of ID for Sole Proprietors
- f) Fully fill, Sign and Stamp attached business questionnaire/Forms
- g) Serialize Pages

CLOSING DATE: 17TH 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 Deputy County Commissioner
P. O. Box 93444-80102
Changamwe, Mombasa

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

.....

- Citizenship details

.....

.....

•

Part 2 (b) Partnership

Given details of partners as follows:

Name	Nationality	Citizenship
Details	Shares	

1.		
		

2.		
		

	3. 4.																												
	Part 2 (c) – Registered Company Private or Public State the nominal and issued capital of company- Nominal Kshs. Issued Kshs. Given details of all directors as follows <table border="0" style="width: 100%;"> <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>2.</td> <td>.....</td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td>.....</td> <td></td> <td></td> </tr> <tr> <td>4.</td> <td>.....</td> <td></td> <td></td> </tr> <tr> <td>5</td> <td>.....</td> <td></td> <td></td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares				1.				2.				3.				4.				5			
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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 & DELIVERY OF OFFICE STATIONERY **CHA/01/20224- 2026**

NO	ITEM DESCRIPTION		PRICE
1	Fullscap papers	Ream	
2	Box files	No	
3	Cello tape '1'	Roll	
4	Continuous paper LQ2180 No.9.5"x11	Ream	
5	Ball Pens Point Red	No	
6	Ball Pens Point Blue	No	
7	Ball Pens Point Black	No	
8	Delivery book	No	
9	Marker pen	Box	
10	Envelopes - A4 25 Pieces - per Box	Box	
11	Envelopes - A5 500 Per Box	Box	
12	Envelopes - A3 per Box	Box	
13	Envelopes - B4 25 Pieces Per Box	Box	
14	Envelopes - B5 25 Pieces Per Box	Box	
15	Field notebook	No	
16	File covers	No	
17	File manila	No	
18	Flip charts 60x10cm	No	
19	Carbon paper A5	Pkt	
20	Plastic ruler 30cm	No	
21	Glue paste	Bottle	
22	Glue sticks 40gm		
23	Sealing wax without wick	pkt	
24	Hard cover books 4Qr	No	
25	Hard cover books 2 Qr	No	
26	Hard cover books 3 Qr	No	
27	H.P. Pencil	No	
28	Spring files (plastic 'tee pee')	No	
29	Paper clips large size	Pkt	
30	Yellow sticker	pkt	

31	Office pins	Pkt	
32	Paper carbon excel A3	Pkt	
33	Paper carbon excel A4	Pkt	
34	Paper carbon pelican A5	Pkt	
35	Paper clips standard size	Pkt	
36	Paper duplicating white A4	Qr	
37	Paper single ruled 297x420 A4	Qr	
38	Paper typewriting A4	Ream	
39	Photocopy paper A4	Ream	
40	Photocopying paper A3	Ream	
41	Ribbon black manual 'olivetti'	pkt	
42	Rubber bands	Box	
43	Sealing wax superior	Box	
44	Spring files	No	
45	Stamp pad ink	Bottle	
46	Stencil	Ream	
47	White out fluid	Bottle	
48	Computer paper 9.5X11" Hi-White "sinarline" 1 part	Ream	
49	Paper punch small size	No	
50	Paper punch large size	No	
51	Staple pins 24/60	Pkt	
52	Staple pins 50/50	pkt	
53	Kyocera photocopier machine-2035 tonner	No	
54	Staple pins 23/17-H	Pkt	
55	Staple remover	Pkt	
56	Glue (pritt office glue)	Pkt	
57	Cables computer/printer/ups	Pkt	
58	FX 1800 Scientific Calculator	No	
60	Casio JN - 40	No	
61	JS 40 Casio	No	
63	DR 240 Heavy Duty Casio	No	