

REPUBLIC OF KENYA



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

TENDER NO. CHA/02/2026 - 2028

SUPPLY AND DELIVERY OF DRY FOODSTUFF

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: <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Nationality</th> <th style="text-align: left;">Citizenship</th> </tr> <tr> <th style="text-align: left;">Details</th> <th style="text-align: left;">Shares</th> <th></th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship	Details	Shares		1.			2.					
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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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Shares																													
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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

TENDER NO. 02-SUPPLY AND DELIVERY OF DRY FOODSTUFFS CHA/02/2024-2026

S/NO	ITEM DESCRIPTION	UNIT	UNIT PRICE
1.	Beans dried Rose Coco/Mwitemania /Mwezi Moja 90kgs	Bag	
2.	Beans dried rose Nyayo 90kgs	Bag	
3.	Bread white 400gms	Pc	
4.	Bread brown 400gms	Pc	
5.	Cooking oil (as specified) (20ltrs)	Jerican	
6.	Green Grams	Kgs	
7.	Maize Meal (sifted 12X2Kgs)	Bundle	
8.	Maize Meal (Posho) 90kgs	Bags	
9.	Maize whole dried 90kgs	Bags	
10.	Margarine (Blue band)	Kgs	
11.	Margarine (others)	Kgs	
12.	Plum Jam 500 gms	Tin	
13.	Milk (Fresh) ½ Litre	Pkt	
14.	Milk Powder 1kg	Kg	
15.	Milk Long Life ½ Litre	Litres	
16.	Peas dried	Kgs	
17.	Rice Basmati 25 kgs Bag	Kgs	
18.	Rice Biryani 25kgs Bag	Kgs	
19.	Rice Sindano 25kgs Bag	Kgs	
20.	Salt (Refined) as specified	Kgs	
21.	Sugar (Local) 50kgs	Bag	
22.	Tea Leaves 500gms	Kgs	
23.	Mineral water 1 Litres	1Litres	
24.	Mineral water ½ Litres	½ Litres	
25.	Wheat Flour 12x2kgs	Bundle	
26.	Wimbi Flour	Kgs	