

**PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS FOR  
GOODS,  
WORKS AND SERVICES  
FINANCIAL YEARS 2020-2021/2021-2022**

**IF AGPO registered firm, please specify the category: -**

**YOUTH** \_\_\_\_\_

**WOMEN** \_\_\_\_\_

**PWD** \_\_\_\_\_

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## **SUPPLIERS, CONTRACTORS & CONSULTANTS**

**FYs 2020-2021/2021-2022**

**PLEASE FILL ALL THE DETAILS IN THIS PAGE:**

**1. Company Name** \_\_\_\_\_

**2. Physical Location** \_\_\_\_\_

\_\_\_\_\_

**3. PO Box** \_\_\_\_\_

**4. Telephone No.(s)- Landline** \_\_\_\_\_

**Mobile** \_\_\_\_\_

**5. Contact Person** \_\_\_\_\_

**6. Category** \_\_\_\_\_

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## **SECTION I: REGISTRATION / PREQUALIFICATION OF SUPPLIERS & SERVICE PROVIDERS FYs 2020-2021/2021-2022**

The County Government of Kirinyaga intends to pre-qualify and register bidders/vendors for the Supply of Goods and Services for financial year 2020-2021/2021-2022 in the following categories pursuant to section 71 of the Public Procurement and Disposal of Assets Act 2015.

Each Pre-qualification/Registration document will be used to apply for One Category as indicated below. For applicants applying for more than One Category, they should apply using different Pre-qualification/Registration documents per category. Applying for multiple categories using one document is not allowed.

We therefore invite eligible and interested vendors/bidders to apply for pre-qualification/registration for supply and delivery of goods, services and works in the categories shown in our County web site [www.kirinyaga.go.ke](http://www.kirinyaga.go.ke) and on Public Procurement Information Portal [www.tenders.go.ke](http://www.tenders.go.ke) as listed below. Kindly note Pre-qualification/Registration documents are **FREE OF CHARGE**.

<b>S/No</b>	<b>TENDER/PREQUALIFICATION NO.</b>	<b>TENDER NAME</b>	<b>CATEGORY</b>	<b>CLOSING DATE</b>
<b>PROVISION OF GOODS</b>				
1.	CGK/PQ/001/2020-2021/2021-2022	Supply and Delivery of Staff uniforms, sports equipment , linen and beddings	AGPO	9 <sup>th</sup> October, 2020
2.	CGK/PQ/002/2020-2021/2021-2022	Supply and Delivery of G.I & UPVC pipes fittings and water meters	AGPO	9 <sup>th</sup> October, 2020
3.	CGK/PQ/003/2020-2021/2021-2022	Supply and Delivery of assorted stationery	AGPO	9 <sup>th</sup> October, 2020
4.	CGK/PQ/004/2020-2021/2021-2022	Supply and Delivery of desktop computers, laptops, printers, photocopiers, scanners, UPS's , audio visual equipment, projectors, projector screens, white board and related Accessories	AGPO	9 <sup>th</sup> October, 2020
5.	CGK/PQ/005/2020-2021/2021-2022	Supply and Delivery of cleaning materials, detergents and disinfectants	AGPO	9 <sup>th</sup> October, 2020
6.	CGK/PQ/006/2020-2021/2021-2022	Supply and Delivery of Electrical materials and fittings	AGPO	9 <sup>th</sup> October, 2020
7.	CGK/PQ/007/2020-2021/2021-2022	Supply and Delivery of farms inputs, raw materials for animal feeds production, animal's feeds and veterinary drugs	AGPO	9 <sup>th</sup> October, 2020
8.	CGK/PQ/008/2020-2021/2021-2022	Supply and delivery of office furniture & equipment	AGPO	9 <sup>th</sup> October, 2020
9.	CGK/PQ/009/2020-2021/2021-2022	Supply and delivery of Drinking Water	AGPO	9 <sup>th</sup> October, 2020

10.	CGK/PQ/010/2020-2021/2021-2022	Supply and delivery of cooking gas, firewood and medical gases	AGPO	9 <sup>th</sup> October, 2020
11.	CGK/PQ/011/2020-2021/2021-2022	Provision for Garment Making, Hair & Beauty, Weights & Measures tools, and other Assorted workshop equipment.	AGPO	9 <sup>th</sup> October, 2020
12.	CGK/PQ/012/2020-2021/2021-2022	Supply and Delivery Accountable Documents	OPEN	9 <sup>th</sup> October, 2020
<b>PROVISION OF SERVICES</b>				
13.	CGK/PQ/013/2020-2021/2021-2022	Provision for hire of transport, plant and equipment	OPEN	9 <sup>th</sup> October, 2020
14.	CGK/PQ/014/2020-2021/2021-2022	Provision of ICT Consultancy services and support services	AGPO	9 <sup>th</sup> October, 2020
15.	CGK/PQ/015/2020-2021/2021-2022	Provision of legal services	OPEN	9 <sup>th</sup> October, 2020
16.	CGK/PQ/016/2020-2021/2021-2022	Provision for valuation services/Auctioning	OPEN	9 <sup>th</sup> October, 2020
17.	CGK/PQ/017/2020-2021/2021-2022	Provision for event management services	AGPO	9 <sup>th</sup> October, 2020
18.	CGK/PQ/018/2020-2021/2021-2022	Provision for printing service e.g. brochures, folders, folders, booklets and other promotional materials e.g. shirts. Caps etc.	AGPO	9 <sup>th</sup> October, 2020
19.	CGK/PQ/019/2020-2021/2021-2022	Provision of hotel conference facilities, accommodation and catering services.	OPEN	9 <sup>th</sup> October, 2020

The application should be in a sealed envelope to maintain confidentiality and addressed to:

**The County Secretary & Head of Public Service,  
County Headquarters,  
P.O Box 260 – 10304,  
Kutus.**

The envelope should be marked with the “Prequalification/Registration Number applied for and the category description” upon submission, and must be dropped in the Tender box located at on or before **FRIDAY, 9<sup>TH</sup> OCTOBER, 2020 AT 10.00 A.M.**

Tenders will be opened immediately thereafter in the presence of the bidders or their representatives who choose to attend the opening at The County Headquarters, 3rd Floor, Conference Room.

Late bids SHALL NOT be accepted.

Bidders or their representatives are welcome to witness the opening.

Late bids shall not be accepted.

**HEAD, SUPPLY CHAIN MANAGEMENT  
FOR: COUNTY SECRETARY**

## SECTION II - INSTRUCTIONS TO CANDIDATES

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## **2.1 Scope of Tender**

- 2.1.1 County Government of Kirinyaga hereinafter referred to as the procuring entity intends to prequalify Suppliers for **Supply and Delivery Assorted Stationery** for the FY 2020-2021/2021-2022. It is expected that prequalification/Registration applications will be submitted to be received by the procuring entity not later than **FRIDAY, 9<sup>TH</sup> OCTOBER 2020 AT 10.00 A.M.**
- 2.1.2 Prequalification is open to eligible firms and voluntarily formed joint ventures as indicated in appendix to instructions to candidates
- 2.1.3 General information on the candidates' qualification, human resource capital, facilities, financial capabilities to be provided are as specified in the appendix to instructions to candidates.

## **2.2 Submission of Application**

- 2.2.1 Applications for prequalification/Registration shall be submitted in sealed envelopes marked with the tender/category name and reference number and deposited in the tender box at County Government of Kirinyaga County Headquarters, or be addressed to County Secretary & Head of public Service, County Headquarters, P.O. Box 240-10304, Kutus so as to be received on or before FRIDAY 9<sup>TH</sup> OCTOBER 2020 AT 10.00 AM.
- 2.2.2 The name and mailing address of the applicant may be marked on the envelope.
- 2.2.3 All the information requested for pre-qualification shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.
- 2.2.4 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification.

## **2.3 Eligible Candidates**

- 2.3.1 This invitation for pre-qualification is open to all candidates who are eligible as defined in Kenya's Public Procurement Law and regulations and as indicated in the appendix to instructions to candidates.
- 2.3.2 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.

2.3.3 All terms found capable of performing the contract satisfactorily in accordance to the set prequalification criteria shall be prequalified.

## **2.4 Qualification Criteria**

2.4.1 Pre-qualification will be based on meeting the minimum requirements to pass in the criteria set as shown below. The declaration will be either pass or fail regarding the applicant's general and particular experience, personnel and equipment capabilities and financial position as demonstrated by the applicant's response in the forms provided in Section IV and submitted with the letter of application. County Government of Kirinyaga reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.

2.4.2 When highly specialized inputs (especially for execution of the contract) are required by the applicant from specialist sub-contractors, such subcontractors and their inputs shall be described in the Standard Form 1 (General Information)

2.4.3 Personnel capabilities. The applicant must have suitably qualified personnel to fill the following positions. Indicate key staff, professional qualification, experience and their functions

2.4.4 Equipment capabilities. The applicant should own, or have assured access (through hire, lease, purchase agreement, availability of manufacturing equipment, or other means) the following key items of equipment in full good working order, and must demonstrate that, based on known commitments they will be available for use in the proposed contract. The applicant may also list alternative equipment that it would propose for the contract together with an explanation of the proposal.

2.4.5 The audited Accounts for the last Two (2) years shall be submitted and must demonstrate the soundness of the applicant's financial position, showing long-term profitability. Where necessary the procuring entity will make inquiries with the applicant's bankers.

2.4.6 Litigation history the applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five years. A consistent history of awards against the applicant or any partner of a joint venture may result in failure of the application.

## **2.5 Joint Venture**

2.5.1 Joint ventures must comply with the following: -

(a) Following are the minimum qualification requirements.

The lead partner shall meet not less than (not less than (70 %) of all the qualifying criteria in paragraph's 2.4.3 and 2.4.6 above (24)

The other partners shall meet individually not less than (50 %) of all the qualifying criteria given in para. 2.4.3 and 2.4.6 above

The joint venture must satisfy collectively the criteria of section 4, for which propose the relevant figures for each of the partners shall be added together to arrive at the joint ventures total capacity.

- (b) The formation of a joint venture after pre-qualification and any change in a prequalified joint venture will be subject to the written approval of the procuring entity prior to the deadline for submission of bids. Such approval may be denied if (i) partners withdraw from a joint venture and the remaining partners do not meet the qualifying requirements (ii) the new partners to a joint venture are not qualified, individually or as an another joint venture; or (iii) in the opinion of the procuring entity a substantial reduction in competition may result.
- (c) Any future bid shall be signed so as to legally bind all partners, jointly and severally, and any bid shall be submitted with a copy of the joint venture agreement providing the joint and several liabilities with respect to the contract.

- 2.5.2 The pre-qualification of a joint venture does not necessarily pre-qualify any of its members individually as a member in any other joint venture or association. In case of dissolution of a joint venture, each one of the constituent firms may prequalify if it meets all the prequalification requirements, subject to a written approval of the procuring entity

## **2.6 Public Sector companies**

- 2.6.1 Any public owned enterprise may be eligible to qualify if, in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law, and it is not a dependent agency of another public entity.

## **2.7 Conflict of Interest**

- 2.7.1 The applicant (including all members of a joint venture) shall not be associated, nor have been associated in the past, with the consultant or any other entity that has prepared the design, specifications, and other prequalification and bidding documents for the project, or with an entity that was proposed as engineer for the contract. Any such association must be disclosed and may result in the dis-qualification of the applicant.

## **2.8 Updating Pre-Qualification Information**

- 2.8.1 Pre-qualified candidates shall be required to update the financial information used for pre-qualification at the time of submitting their bids and to confirm their continued compliance with the qualification criteria. A bid shall be rejected if the applicant's qualification thresholds are no longer met at the time of bidding.

## APPENDIX TO INSTRUCTIONS TO CANDIDATES

The following instructions for the Pre-qualification/Registration of candidates shall supplement, complement or amend the provisions of the instructions to candidates. Where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

INSTRUCTIONS TO TENDERERS REFERENCE	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
2.3.1	<i>The prequalification/Registration is open to all eligible suppliers for supply and delivery of Assorted stationery for the County Government of Kirinyaga.</i>
2.2.1	Indicate day, date and time of closing: <b>FRIDAY, 9<sup>TH</sup> OCTOBER, 2020 AT 10.00 A.M.</b>
2.4.1	<p>Tenderers are required to submit copies of the following <b>MANDATORY DOCUMENTS</b> which will be used during Preliminary Examination to determine responsiveness:</p> <ol style="list-style-type: none"> <li>1) <b>Valid Certificate of Incorporation/Business Registration (Attach copy)</b></li> <li>2) <b>Current/Valid Tax Compliance Certificate (Attach copy)</b></li> <li>3) <b>Current/Valid Business Permit/License (Attach copy)</b></li> <li>4) <b>CR12 Generated in the last 6 Months (Attach copy)</b></li> <li>5) <b>IFMIS number</b></li> </ol> <p><b>AT THIS STAGE, THE TENDERER'S SUBMISSION WILL EITHER BE RESPONSIVE OR NON-RESPONSIVE. THE NON-RESPONSIVE SUBMISSIONS WILL BE ELIMINATED FROM THE ENTIRE EVALUATION PROCESS AND WILL NOT BE CONSIDERED FURTHER.</b></p>
2.4.5	Financial audited accounts for the last two (2) year endorsed, signed and stamped by a registered external auditor.

## QUALIFICATION EVALUATION CRITERIA

### EVALUATION CRITERIA 1 – FOR AGPO REGISTERED TARGET GROUPS

NO.	MANDATORY REQUIREMENTS	POINTS
1.	Valid Certificate of Incorporation/Business Registration (Attach copy)	YES/NO
2.	Certificate of registration of Youth, Women and PWD owned enterprises issued by the National Treasury (Attach copy)	YES/NO
3.	Current/Valid Tax Compliance Certificate for the group/enterprise (Attach copy)	YES/NO
4.	Copy of Pin Certificate of firm/company/individual	YES/NO
5.	Current/Valid Business Permit/License (Attach copy)	YES/NO
6.	CR12 Generated in the last 6 Months (Attach copy)	YES/NO
7.	IFMIS NUMBER	YES/NO

**The submission of the above items is mandatory. Failure to attach the same shall lead to automatic disqualification.**

## EVALUATION CRITERIA II – GENERAL PUBLIC

The method of evaluation will be Merit Point System

The criteria of evaluation and the points to be awarded on each criterion will be as follows:

<b>A.</b>	<b>MANDATORY REQUIREMENTS</b>	<b>POINTS</b>
A1	Valid Certificate of Incorporation/Business Registration (Attach copy)	YES/NO
A2	Current/Valid Tax Compliance Certificate (Attach copy)	YES/NO
A3	Current/Valid Business Permit/License (Attach copy)	YES/NO
A4	CR12 Generated in the last 6 Months (Attach copy)	YES/NO
A5	IFMIS NUMBER	YES/NO
<b>B.</b>	<b>GENERAL REQUIREMENTS</b>	
B1.	Audited Financial statements for the last 2 years	6
B2.	Company/Business Profile -Disclosure of Directors/Partners /Sole Proprietor	10
B3.	Business Address - Postal Address (2) - Telephone Number (2) - Email Address (2)	6
B4.	Indicate having undertaken similar assignment with at least 3 firms <b>(Attach Proof)</b>	20
B5.	Business Referees <b>(At least two)</b>	10
B6.	Maximum Volume of Business handled in the (last two years) - Kshs.2 Million and above (14) - Kshs.1 – 2 Million (12) - Kshs. 500,000 – 1 Million (8) Kshs.100,000 – 500,000 (6)	14
B8.	Indicate Credit Period willing to offer - 90 Days (10) - 60 Days (8) - 30 Days (6) - Less than 30 days (4)	10
B9	Give company structure indicating clearly the rank and qualifications of the key personnel to be handling the service	8
B10	Other certificates e.g. KEBS, registration with MOPW, Professional bodies certification (IATA /KATA registration a must for Air Travel Agent)	10
B11	Document Conformity/presented in a required format (Document should be well bound)	6
	<b>TOTAL</b>	<b>100</b>

**NB: General Public Candidates must meet all the mandatory requirements to qualify for technical evaluation. Candidates who score 70 and above shall be considered for prequalification. Candidates who score below 70 will be eliminated and will not be considered for pre-qualification.**

**Other requirements as appropriate to the relevant category**

1. Registration certificate as a contractor by National Construction Authority and other relevant authorities for Building works contractors
2. Letter of recommendation from the Bank
3. Letters of recommendation from previous organization served.
4. A profile of the owners or shareholders.
5. Air Travel firms must be registered with IATA and any other relevant bodies
6. Practicing Certificate for all professionals
7. Transport Hire firms must attach evidence of having taken all the Insurance covers.
8. Where mandatory for service provision, each firm must attach evidence of valid registration certificate with relevant Professional bodies / Authorities.

## SECTION III - STANDARD FORMS

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## REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We (**Firm Name**) .....

hereby apply for registration as a supplier/contractor for (category)

.....

.....

(REFERENCE No.) .....

Postal Address.....

Telephone Number (Fixed Line) .....Mobile.....

Email Address.....IFMIS NO.....

Town..... Street.....

Building.....Floor..... Room/Office.....

Other branches/Locations.....

.....

.....

Full name of authorized signatory.....

Designation.....

Official Rubber Stamp and Signature.....

## CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

### *Part I – General:*

Business Name .....

Location of business premises .....

Plot No. ....Street/Road .....

Postal Address .....Tel. No. ....

Nature of Business.....

Current Trade Licence No. ....Expiry Date .....

Maximum value of business that you can handle at any one time: K£  
.....

Name of your bankers ..... Branch .....

Are you an agent of the Kenya National Trading Corporation? YES/NO .....

### *Part 2 (a) – Sole Proprietor:*

Your name in full ..... Age .....

Nationality ..... Country of origin .....

Citizenship details .....

### *Part 2 (b)- Partnership:*

Give details of partners as follows:

<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
-------------	--------------------	----------------------------	---------------

1.....			
--------	--	--	--

2 .....			
---------	--	--	--

*Part 2 (c) – Registered Company*

Private or Public .....

State the nominal and issued capital of the company –

Nominal K£ .....

Issued K£ .....

Give details of all directors as follows:

<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
-------------	--------------------	----------------------------	---------------

1.....			
--------	--	--	--

2.....			
--------	--	--	--

Date .....	Signature of Tenderer .....
------------	-----------------------------

If Kenyan Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

**You are Advised That It Is a Serious Offence to Give False Information On This Form**

## PERFORMANCE STANDARDS & FACILITIES

### A. Space

- 1) Factory..... Sq.ft, Specify if owned or rented .....
- 2) Go down..... Sq.ft, Specify if owned or rented .....
- 3) Office..... Sq.ft, Specify if owned or rented .....

### B. Machinery

You own or lease .....

Approximate value Ksh.....

(Provide and attach a list of key plant/equipment for the execution of the works)

State extent to which you would have to sub-contract work

.....  
.....  
.....

Are you certified by any Quality Assurance Body?

If so, give the standard and name:

.....  
.....  
.....

(Attach copies of the accreditation)

## MANPOWER

- a) Name of Chief Executive Officer/Principal Officer  
.....
- b) Number of employees .....
- c) Number of Technical Staff .....
- d) Number of shifts .....
- e) Number of utility vehicles .....
- f) Please indicate names and attach CV's of key professional/technical personnel to carry out the assignment in the following format.

Name.....Age.....

Academic Qualification .....

Under graduate.....

Postgraduate.....

Diploma.....

High School.....

Professional Qualification .....

(Attach Certificates if any)

Length of service with consultant / Contractor or Supplier position held

.....

(Attach copies of certificates of key personnel in the organization and professional)

## GENERAL INFORMATION

Name and address of your Bankers

.....  
.....  
.....

Have you ever had an order/contract issued and cancelled in whole or part by us? Yes/No

If Yes, give reasons for cancellation:

.....  
.....  
.....

Do you have any objection in WSTF obtaining a confidential financial report from your bankers? .....

Has your company ever been involved in litigation/arbitration with clients/consultants? Yes/No

If Yes, give details

.....  
.....  
.....

Attach at least four (4) current letters of recommendation from reputable organizations' that you have supplied goods, works/service for the last three years.

Names of the Applicant's clients in the last three years.

1.....

2.....

3.....

4..... Provide names of other clients and values of contract/orders as follows: -

### 1. Name of 1<sup>st</sup> Client (organization)

Name of Client (organization) ..... Address of Client (organization) .....

Name of Contact Person at the client (organization) .....

Telephone No. of Client ..... Value of Contract .....

Duration of Contract (date) .....

*(Attach documentary evidence of existence of contract)*

**2. Name of 2nd Client (organization)**

Name of Client (organization) ..... Address of Client  
(organization) .....

Name of Contact Person at the client (organization) .....

Telephone No. of Client ..... Value of Contract  
.....

Duration of Contract (date) .....

*(Attach documentary evidence of existence of contract)*

**3. Name of 3rd Client (organization)**

Name of Client (organization) ..... Address of Client  
(organization) .....

Name of Contact Person at the client (organization) .....

Telephone No. of Client ..... Value of Contract  
.....

Duration of Contract (date) .....

*(Attach documentary evidence of existence of contract)*

**4. Name of 4th Client (organization)**

Name of Client (organization) ..... Address of Client  
(organization) .....

Name of Contact Person at the client (organization) .....

Telephone No. of Client ..... Value of Contract  
.....

Duration of Contract (date) .....

*(Attach documentary evidence of existence of contract)*

**5. Others.....**

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## LITIGATION HISTORY

Suppliers/Contractors/consultants should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

<b>Year</b>	<b>Award for or against</b>	<b>Name of Client cause of Litigation and matter in dispute</b>	<b>Disputed Amount (Current Value, Kshs. Equivalent</b>

## MANUFACTURER'S AUTHORIZATION FORM

To [name of the Procuring entity] .....

WHEREAS ..... [ name of the manufacturer]  
who are established and reputable manufacturers of ..... [name and/or  
description of the goods] having factories at ..... [address of  
factory] do hereby authorize ..... [name and address of Agent] to  
submit a tender, and subsequently negotiate and sign the Contract with you against  
tender No. .... [reference of the Tender] for the above goods  
manufactured by us.

We hereby extend our full guarantee and warranty as per the General Conditions of  
Contract for the goods offered for supply by the above firm against this Invitation for  
Tenders.

---

[signature for and on behalf of manufacturer]

Note: This letter of authority should be on the letterhead of the Manufacturer and  
should be signed by a person competent.

## ANTI-CORRUPTION DECLARATION COMMITMENT/ PLEDGE

I/We/Messrs.....

of Street, Building, P O Box.....

Contact/Phone/E mail.....

declare that Public Procurement is based on a free and fair competitive Tendering process which should not be open to abuse.

I/We .....

declare that I/We will not offer or facilitate, directly or indirectly, any inducement or reward to any public officer, their relations or business associates, in connection with

Tender No .....

for or in the subsequent performance of the contract if I/We am/are successful.

Authorized Signature.....

Name and Title of Signatory.....

Stamp.....

**FORM RB 1**  
**REPUBLIC OF KENYA**  
**PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

APPLICATION NO.....OF.....20.....

BETWEEN

.....APPLICANT

AND .....RESPONDENT (Procuring Entity)

Request for review of the decision of the..... (Name of the Procuring Entity) of  
.....dated the...day of .....20.....in the matter of Tender No.....of  
.....20...

**REQUEST FOR REVIEW**

I/We....., the above named Applicant(s), of address: Physical  
address.....Fax No.....Tel. No.....Email ....., hereby request the Public  
Procurement Administrative Review Board to review the whole/part of the above mentioned  
decision on the following grounds , namely:-

- 1.
- 2.
- etc.

By this memorandum, the Applicant requests the Board for an order/orders that: - 1.

- 2.
- etc

SIGNED .....(Applicant)

Dated on.....day of ...../...20...

**FOR OFFICIAL USE ONLY**

Lodged with the Secretary Public Procurement Administrative Review Board on ..... day of  
.....20.....

SIGNED  
Board Secretary

**FORM SD1**

**SELF DECLARATION FORMS (r 62)**

**REPUBLIC OF KENYA**

**PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)**

**SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.**

I, .....of P. O. Box ..... being a resident of  
..... in the Republic of ----- do hereby make a statement as follows: -

1. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of ..... (insert name of the Company) who is a Bidder in respect of **Tender No. ....** for .....(insert tender title/description) for .....( insert name of the Procuring entity) and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.

3. THAT what is deponed to hereinabove is true to the best of my knowledge, information and belief.

.....  
(Title) (Signature) (Date)

Bidder Official Stamp

**Note:** This form MUST be filled, signed and submitted by all the bidders participating in this tender. This is a mandatory requirement under the new Public Procurement Asset and Disposal Act 2015 that came into effect on 7<sup>th</sup> January 2016

**FORM SD2**  
**SELF DECLARATION FORMS ( r 62)**

**REPUBLIC OF KENYA**

**PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)**

**SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.**

I, ..... of P. O. Box ..... being a resident of ..... in the Republic of ----- do hereby make a statement as follows: -

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of

..... (insert name of the Company) who is a Bidder in respect of Tender **No.** ..... for .....(insert tender title/description) for .....( insert name of the Procuring entity) and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of .....( insert name of the Procuring entity) which is the procuring entity.

3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of .....(name of the procuring entity)

4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender

5. THAT what is deponed to hereinabove is true to the best of my knowledge information and belief.

..... (Title)

(Signature)

(Date) Bidder's Official Stamp

**Note:**

This form MUST be filled, signed and submitted by all the bidders participating in this tender. This is a mandatory requirement under the new Public Procurement Asset and Disposal Act 2015 that came into effect on 7<sup>th</sup> January 2016

## **SWORN STATEMENT**

Having studied the pre-qualification information for the above supply/provision of goods, works or services applied for we/I hereby state:

The information furnished in our/my application is accurate to the best of our/my knowledge.

That in case of being pre-qualified we/I acknowledge that this grants us/me the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender/quotation document to follow.

We/I enclose all the required documents and information required for the prequalification process.

**Applicant's Full Name** .....

**In the Capacity of** .....

**Signature** .....

**Date** .....

*Affix Company Stamp*

## PRICE SHEDULE

**TENDER NO. CGK /PQ/003/2020-2021/2021-2022**

**SUPPLY AND DELIVERY OF ASSORTED STATIONERY**

NO.	ITEM DESCRIPTION	UNIT OF ISSUE	UNIT PRICE(KSHS)	REMARKS
1.	Ball Points Pens (crystal 5130) to be engraved	Packets 50 pcs/pkt		
2.	Binding tape –assorted colours	Rolls 12pcs/roll		
3.	Box files	No.		
4.	Cellotapes-1”x72 yards	Rolls 12pcs/roll		
5.	Spring Files	Each		
6.	Photocopying papers white –A4 size	Ream		
7.	Pen Holders	No.		
8.	Counter book A4-2 Quire	No.		
9.	Duplicate books-small (2x100 sheet)	Books		
10.	BicBiropen or equivalent – Blue, Black, Red (1 x 50pcs)	Packets		
11.	Duplicating ink -217 400ml.	Tubes		
12.	Duplicating ink pelican or equivalent	Tubes		
13.	Felt pens(assorted colours)good quality	Dozen		
14.	Folder files(assorted colours)	Each		
15.	Folder files fasteners no. 8 in 50s	Packets		
16.	Giant staples 9 ½ rapid in 550s size 9 ½	Packets		
17.	Ledger sheets-2 columns for 7 digits	Reams 500pcs/ream		
18.	Letter delivery books-3 Quire	Books		
19.	Letter punches no. DP 520	Each		
20.	Letter trays(wire)	Each		
21.	Manila hard cover size A4- 180 grms	Each		
22.	Masking tape-medium	Each		
23.	Numbering machine ink	Tubes		
24.	Office flatted pins-100 grms (mixed)	Packets		
25.	Office glue paste-160g	tube		
26.	Pairs of scissors-6”	Each		

27.	Paper clips no.1 in 100s	Packets		
28.	Paper clips no.2 in 100s	Packets		
29.	Paper clips no.3 in 100s	Packets		
30.	Plain Envelopes A4 (25pcs)	box		
31.	Plain Envelopes A5(25pcs)	box		
32.	Plain Envelopes A3(25pcs)	box		
33.	DL Envelopes	Box		
34.	Thermal Rolls	Pcs		
35.	Batteries size C	Pairs		
36.	AAA Batteries	Pairs		
37.	D Batteries	Pairs		
38.	AA Batteries	Pairs		
39.	Maternity files	Pcs		
40.	Pocket small note books 48 pages	“		
41.	Postage books-2 Quire	“		
42.	Plain Manila Envelopes A4 per1000	Box of 50		
43.	Plain Manila Envelopes A5 per1000	Box of 50		
44.	Rubber Bands-100 grams	Packets		
45.	Toner 78A	Pcs		
46.	Toner 49A	Pcs		
47.	Toner 131A	Pcs		
48.	Toner 130A	Pcs		
49.	Toner 80A	Pcs		
50.	Toner 83A	Pcs		
51.	Toner 85A	Pcs		
52.	Toner 05A	Pcs		
53.	Toner 011A	Pcs		
54.	Ruler (plastic)-24”	Each		
55.	Shorthand note books-160 pages (kasuku or equivalent)	Dozens		
56.	Spring files (assorted colours)good quality –to be printed “	Each		

57.	Stamp pad ink-violet	Bottles		
58.	Stamp pads pelican or equivalent	Each		
59.	Daily Report Book (A3size) to be printed "PROPERTY OF EMBU COUNTY GOVERNMENT(1 x 250pgs)	Each		
60.	Stapler (machine)24/6 Rapid or equivalent	No.		
61.	Staples type-24/6 in 500s	Packets		
62.	Sticky notes-125x75 mm	No.		
63.	Inpatient files	Pcs		
64.	Medicine packing bags no 2	Pcs		
65.	Medicine packing bags no 1			
66.	Medicine packing bags no 4			
67.	Medicine packing bags no 5			
68.	Cotton twines	Pkts		
69.	Epison printer	Nos		
70.	Continuous printing papers	Pcs		
71.	Counter books	Pcs		
72.	Catridge 21A	Pcs		
73.	Master roll	Pcs		
74.	Mark pen	Pcs		
75.	Computer catridge 650	Pcs		
76.	String (twin-medium ball)	Balls		
77.	Suspension files with indices	No.		
78.	Typewriter ribbon for Olivetti BR cotton –Diplomat/Excel etc	No.		
79.	Typing carbon papers A4 size 100 sheets	Packets		
80.	Typing carbon papers A4 size-diplomat-100 sheets	Packets		
81.	Visitors book-3 Quire	book		
82.	Waste Paper Baskets –(Small size) or Plastic	Each		
83.	White duplicating papers size A4-70 gsm (a ream of 480-500 sheets)	Reams		
84.	White gummed papers A4 size	Reams		
85.	White-out correcting fluid-Opaque 18ml	Bottles		

86.	Printed Manila Envelopes A4 to be printed with full address	Box of 50		
87.	Printed Manila Envelopes A5 to be printed	Box of 50		
88.	Printed Manila Envelopes A3	Box of 50		
89.	Plain Manila Envelopes A3	Box of 50		
90.	Shredding Machine	No.		
91.	Paper Duplicating Fullscap Size	Ream		
92.	Paper Duplicating White A4	Ream		
93.	Paper Duplicating Colored A4	Ream		
94.	Paper Typing A4	Ream		
95.	Paper Ruled Single A3	Ream		
96.	Stamp pad ink	Nos		
97.	Suspension files	Pcs		
98.	Sisal twines	Pcs		
99.	Paper Ruled A4	Ream		
100.	Paper Stencil Duplicating	Quire		
101.	Paper Carbon Blue/ Black A4 - Ordinary	Packet		
102.	Paper carbon Blue/ Black A4 – Imported	Packet		
103.	Paper carbon Blue/Black A3	Packet		
104.	Ink Duplicating	Tube		
105.	Field Note Books	No		
106.	Hard Cover Books 1 Quire	No		
107.	Copy printer CP 11	Pcs		
108.	Riso digital duplicators	Pcs		
109.	Hard Cover Books 2 Quire	No		
110.	Hard Cover Books 3 Quire	No		
111.	Hard cover Books 4 Quire	No		
112.	Delivery Book Standard	No		
113.	Paper Photocopying A4	Ream		
114.	Graph Paper 1 mm x 10 Mtrs	Roll		

115.	Drafting Film 75 Mic – 20 Mtrs	Roll		
116.	White Out	Bottle		
117.	Correcting Fluid	Bottle		
118.	Glue Paste x 90g	Bottle		
119.	Glue Paste 160 g	Bottle		
120.	Ink Pad violet	Bottle		
121.	Box File	No		
122.	File Folder	No		
123.	File Folder-printed county government of Embu	No		
124.	Spring File	No		
125.	Acco Fasteners	Packet		
126.	Office pins	Packet		
127.	Paper clips – small	Packet		
128.	Paper clips – large	Packet		
129.	Staple pins No. 24/6, 50/60	Packet		
130.	Ruler plastic	No		
131.	Manila sheets	Pieces		
132.	Stapling machine - Small	No		
133.	Stapling machine - Large	No		
134.	Stapling machine - Heavy duty	No		
135.	Treasury tags – High quality	packet		
136.	Quick ink	Bottle		
137.	Tracing paper 10 m	Roll		
138.	Ammonia paper 10 m	Roll		
139.	Pens ball point/black/ blue/ Red x 50 Pcs	Packet		
140.	Eraser type write	No		
141.	Paper punch small	No		
142.	Paper punch heavy duty	No		
143.	Ribbon type write black/ blue	Roll		

144.	Sealing wax	Packet		
145.	Loose leaf pads A4	No		
146.	Yellow sticky notes -3" x3"	Packet		
147.	Yellow sticky note – 3" x 5"	Packet		
148.	Envelops 6" x 3"	Packet		
149.	Envelops 9" x 4"	Packet		
150.	Envelops C5	Packet		
151.	Envelops B6	Packet		
152.	Envelops C4	Packet		
153.	Envelops B4	Packet		
154.	Envelops C3	Packet		
155.	Glue stick 10 g	No		
156.	Masking tape – 12mm x 25 Mtrs	Roll		
157.	Masking tape – 24mm x 25 Mtrs	Roll		
158.	Masking tape – 36mm x 25 Mtrs	Roll		
159.	Masking tape – 48mm x 25 Mtrs	Roll		
160.	Thumb tuck pins x 50 g	Packet		
161.	Scissors	Pairs		
162.	Candles	Packet		
163.	Match boxes	Packet		
164.	Calculators casio	No		
165.	Steel filling cabinets, 4 Drawers	No		
166.	Steel filling Cabinets, 2 Drawers	No		
167.	Embossed paper	Roll		
168.	Stamp pad (self inking)			
169.	Adding machine rolls -1/2 x60 DL	No		
170.	“ “ “ -1.75x80DL	No		
171.	“ “ “ -3X60NCR	No		
172.	Drafting Film	75m(100 x2m) 40mm		
173.	Ammonia Paper	40m(100x20m)		

174.	Ammonia Solution	5 L		
175.	Tracing Paper	40m(100x20m) (750x20m) or 30 m		
176.	Technical Pens	Rofring 25,35,4,5,6,7,8,1		
177.	Scale Ruler	To measure Inclusive1:2500 & 1:100		
178.	Stencils to be used with technical	With metal edge 25,35,4,5,6,7,8,1		
179.	Masking Tape	Afri 1"x20m 24mm		
180.	Standard Symbol template	Template Architect Combination 1:100 Roting		
181.	Rot ring Drawing	Set Squares 45 degreed and 60 degrees		
182.	Crayons			
183.	Staedtler Limo color	0.8 - 1mm		
184.	NT. Cutter			
185.	Pen cleaning fluid for drawing pens	100 m		
186.	Drawing Ink	Black 100 ml		
187.	Pumice Chalk			
188.	Pencils lead	2H, Rotring -2.0 mm		
189.	Staedtler Evasons			
190.	Nacet Razor blades	Pkt		
191.	T- Squares	1 m		
192.	Metallic Straight edge			
193.	Drawing Board	1x1.5 m		
194.	Paper weights			
195.	Ammonia Sepia Paper	(1000x20m) or 40		
196.	Measuring tape	30m,60m,100m		
197.	Photocopy papers A4	Ream		
198.	Fax roll	Packet		
199.	Flip charts	Roll		
200.	Calculator DJ-120 casio	No		
201.	Scientific calculator fx-82ms	No		

202.	Consumables stores ledger S1	No		
203.	Paper punch Dp-540	No		
204.	Master rolls A3(PRINTER)	No		
205.	Steadler highlighters	No		
206.	Executive diaries	No		
207.	Cotton tape	No		
208.	Attendance registers	No		
209.	Conqueror papers A4	Ream		
210.	Printing papers A3	Ream		
211.	A4 embossed paper	Ream		
212.	HB110 pencils to be engraved Embu County Government 12 pcs per pkt	Pkts		
213.	office pens executive	No		
214.	Brown auditors pen	No		
215.	Paper tags	No		
216.	Manilla papers G220	No		
217.	Thermol roll cash register	No		
218.	Office gel ink0.5 Blue	No		
219.	Staple remover	No		
220.	Cryons 12pcs per pkt	pkts		
221.	Chalk dustless 12pcs per pkt	pkts		
222.	Plastacine 24pcs per carton	Pkts		
223.	Blackboard dusters 12pcs in pkt	pkts		
224.	Branded exercises books 48 pages1/2 inch ruled/square	No		
225.	Branded exercise books 120 pages single line normal size	No		
226.	Paediatrics files	pcs		
227.	Pelican carbon papers	Pkts		
228.	Tonner TK 410	PCS		
229.	Tonner TK 411	pcs		
230.	Tonner TK 435	pcs		
231.	Tonner TK 437	pcs		

232.	Tonner CE 85A	pcs		
233.	Tonner 285A	pcs		
234.	Tonner 5AQ7551A	pcs		
235.	Tonner 32A	pcs		
236.	Analysis books 10 columns	No.		
237.	Analysis sheets-13 col. For 7 digits	Reams (500 pcs/Ream)		
238.	Ball Points Pens (crystal 5130) to be engraved EMBU COUNTY GOVERNMENT(1 x 50)Bic or equivalent	Packets 50 pcs/pkt		
239.	Blotting papers -17"x22"-white or coloured	Sheets		
240.	Binding tape –assorted colours	Rolls 12pcs/roll		
241.	Box files	No.		
242.	Cellotapes-1"x72 yards	Rolls 12pcs/roll		
243.	Spring Files	Each		
244.	Computers papers white –A4 size	Ream		
245.	Memo/Desk pads to be engraved EMBU COUNTY GOVERNMENT	No.		
246.	Pen Holders	No.		
247.	Counter book 5" wide-3 Quire	No.		
248.	Counter book A4-2 Quire	No.		
249.	Counter books A4-4 Quire	No.		
250.	Desk pencil sharpeners-Good Quality	No.		
251.	Drawing pins/thumb tacks)in 50s	Packets		
252.	Urgent Slips (1 x 24 pcs)	Packets		
253.	Duplicate books-175x255mm or 8"x10 (2 x 100 sheets)	Dozen		
254.	Sharp Pointed BiropensBic or equivalent (1 x 20) to be engraved EMBU COUNTY GOVERNMENT	Packets		
255.	Duplicate books-medium 5"x8"	Books		
256.	Duplicate books-small (2x100 sheet)	Books		
257.	BicBiropen or equivalent – Blue, Black, Red (1 x 50pcs) to be engraved EMBU COUNTY GOVERNMENT	Packets		
258.	Duplicating ink -217 400ml.	Tubes		
259.	Duplicating ink pelican or equivalent	Tubes		

260.	Pocket Files (assorted colours)	Each		
261.	Erasers-pencil/ink BR 40 pelican or equivalent	Each		
262.	Examination Ruled Papers A4 size	Reams of 500 pcs/ream		
263.	Fax machine rolls KX- FA 136A	Roll		
264.	Index Books A4 (1 x 200pages)	Each		
265.	Felt pens(assorted colours)good quality	Dozen		
266.	Finger dampers(sponges)-medium size	Each		
267.	Finger rubbers (finger cones)-no.1	Each		
268.	Folder files(assorted colours)	Each		
269.	Folder files fasteners no. 8 in 50s	Packets		
270.	Giant staples 9 ½ rapid in 550s size 9 ½	Packets		
271.	HB110 Pencils (12 pcs/pkt)	dozens		
272.	Ledger sheets-2 columns for 7 digits	Reams 500pcs/ream		
273.	Letter delivery books-3 Quire	Books		
274.	Letter punches no. DP 520	Each		
275.	Letter trays(wire)	Each		
276.	Manila hard cover size A4- 180 grms	Each		
277.	Masking tape-medium	Each		
278.	Numbering machine ink	Tubes		
279.	Office flatted pins-100 grms (mixed)	Packets		
280.	Office glue paste-160g	tube		
281.	Pairs of scissors-6"	Each		
282.	Paper clips no.1 in 100s	Packets		
283.	Paper clips no.2 in 100s	Packets		
284.	Paper clips no.3 in 100s	Packets		
285.	Plain Envelopes A4 (25pcs)	box		
286.	Plain Envelopes A5(25pcs)	box		
287.	Plain Envelopes A3(25pcs)	box		
288.	DL Envelopes	Box		
289.	Incoming Mail Register to be printed property of Embu County GovernmentA3(1 x200pgs)	Each		

290.	Pocket small note books 48 pages	“		
291.	Postage books-2 Quire	“		
292.	Plain Manila Envelopes DL per 1000	Box of 50		
293.	Plain Manila Envelopes A4 per1000	Box of 50		
294.	Plain Manila Envelopes A5 per1000	Box of 50		
295.	Rubber Bands-100 grams	Packets		
296.	Ruler (plastic)-24”	Each		
297.	Shorthand note books-160 pages (kasuku or equivalent)	Dozens		
298.	Spring files (assorted colours)good quality –to be printed “PROPERTY OF EMBU COUNTY GOVERNMENT	Each		
299.	Stamp pad ink-violet	Bottles		
300.	Stamp pads pelican or equivalent	Each		
301.	Daily Report Book (A3size) to be printed “PROPERTY OF EMBU COUNTY GOVERNMENT(1 x 250pgs)	Each		
302.	Stapler (machine)24/6 Rapid or equivalent	No.		
303.	Staples type-24/6 in 500s	Packets		
304.	Sticky notes-125x75 mm	No.		
305.	String (twin-medium ball)	Balls		
306.	Suspension files with indices	No.		
307.	Typewriter ribbon for Olivetti BR cotton –Diplomat/Excel etc	No.		
308.	Typing carbon papers A4 size 100 sheets	Packets		
309.	Typing carbon papers A4 size-diplomat-100 sheets	Packets		
310.	Visitors book-3 Quire	book		
311.	Waste Paper Baskets –(Small size) or Plastic	Each		
312.	White duplicating papers size A4-70 gsm (a ream of 480-500 sheets)	Reams		
313.	White gummed papers A4 size	Reams		
314.	White-out correcting fluid-Opaque 18ml	Bottles		
315.	Printed Manila Envelopes A4 to be printed EMBU COUNTY GOVERNMENTwith full address	Box of 50		
316.	Printed Manila Envelopes A5 to be printed EMBU COUNTY GOVERNMENTwith full address	Box of 50		

317.	Printed Manila Envelopes DL to be printed EMBU COUNTY GOVERNMENTwith full address	Box of 50		
318.	Printed Manila Envelopes A3 to be printed EMBU COUNTY GOVERNMENTwith full address	Box of 50		
319.	Plain Manila Envelopes A3	Box of 50		
320.	Shredding Machine	No.		
321.	Paper Duplicating Fullscap Size	Ream		
322.	Paper Duplicating White A4	Ream		
323.	Paper Duplicating Colored A4	Ream		
324.	Paper Typing A4	Ream		
325.	Paper Ruled Single A3	Ream		
326.	Paper Ruled A4	Ream		
327.	Paper Stencil Duplicating	Quire		
328.	Paper Carbon Blue/ Black A4 - Ordinary	Packet		
329.	Paper carbon Blue/ Black A4 – Imported	Packet		
330.	Paper carbon Blue/Black A3	Packet		
331.	Ink Duplicating	Tube		
332.	Field Note Books	No		
333.	Hard Cover Books 1 Quire	No		
334.	Hard Cover Books 2 Quire	No		
335.	Hard Cover Books 3 Quire	No		
336.	Hard cover Books 4 Quire	No		
337.	Delivery Book Standard	No		
338.	Paper Photocopying A4	Ream		
339.	Graph Paper 1 mm x 10 Mtrs	Roll		
340.	Drafting Film 75 Mic – 20 Mtrs	Roll		
341.	White Out	Bottle		
342.	Correcting Fluid	Bottle		
343.	Glue Paste x 90g	Bottle		
344.	Glue Paste 160 g	Bottle		

345.	Ink Pad violet	Bottle		
346.	Box File	No		
347.	File Folder	No		
348.	File Folder-printed county government of Embu	No		
349.	Spring File	No		
350.	Acco Fasteners	Packet		
351.	Office pins	Packet		
352.	Paper clips – small	Packet		
353.	Paper clips – large	Packet		
354.	Staple pins No. 24/6, 50/60	Packet		
355.	Ruler plastic	No		
356.	Manila sheets	Pieces		
357.	Stapling machine - Small	No		
358.	Stapling machine - Large	No		
359.	Stapling machine - Heavy duty	No		
360.	Treasury tags – High quality	packet		
361.	Quick ink	Bottle		
362.	Tracing paper 10 m	Roll		
363.	Ammonia paper 10 m	Roll		
364.	Pens ball point/black/ blue/ Red x 50 Pcs	Packet		
365.	Eraser type write	No		
366.	Paper punch small	No		
367.	Paper punch heavy duty	No		
368.	Ribbon type write black/ blue	Roll		
369.	Sealing wax	Packet		
370.	Loose leaf pads A4	No		
371.	Yellow sticky notes -3” x3”	Packet		
372.	Yellow sticky note – 3” x 5”	Packet		
373.	Envelops 6” x 3”	Packet		

374.	Envelops 9" x 4"	Packet		
375.	Envelops C5	Packet		
376.	Envelops B6	Packet		
377.	Envelops C4	Packet		
378.	Envelops B4	Packet		
379.	Envelops C3	Packet		
380.	Glue stick 10 g	No		
381.	Masking tape – 12mm x 25 Mtrs	Roll		
382.	Masking tape – 24mm x 25 Mtrs	Roll		
383.	Masking tape – 36mm x 25 Mtrs	Roll		
384.	Masking tape – 48mm x 25 Mtrs	Roll		
385.	Thumb tuck pins x 50 g	Packet		
386.	Scissors	Pairs		
387.	Candles	Packet		
388.	Match boxes	Packet		
389.	Felt pens	No		
390.	Steel filling cabinets, 4 Drawers	No		
391.	Steel filling Cabinets, 2 Drawers	No		
392.	Embossed paper	Roll		
393.	Stamp pad (self inking)			
394.	Adding machine rolls -1/2 x60 DL	No		
395.	“ “ “ -1.75x80DL	No		
396.	“ “ “ -3X60NCR	No		
397.	Drafting Film	75m(100 x2m) 40mm		
398.	Ammonia Paper	40m(100x20m)		
399.	Ammonia Solution	5 L		
400.	Tracing Paper	40m(100x20m) (750x20m) or 30 m		
401.	Technical Pens	Rofring 25,35,4,5,6,7,8,1		
402.	Scale Ruler	To measure Inclusive1:2500 & 1:100		

403.	Stencils to be used with technical	With metal edge 25,35,4,5,6,7,8,1		
404.	Masking Tape	Afri 1"x20m 24mm		
405.	Standard Symbol template	Template Architect Combination 1:100 Roting		
406.	Rot ring Drawing	Set Squares 45 degreed and 60 degrees		
407.	Crayons			
408.	Staedtler Limo color	0.9 - 1mm		
409.	NT. Cutter			
410.	Pen cleaning fluid for drawing pens	100 m		
411.	Drawing Ink	Black 100 ml		
412.	Pumice Chalk			
413.	Pencils lead	2H, Rotring -2.0 mm		
414.	Staedtler Evasons			
415.	Nacet Razor blades	Pkt		
416.	T- Squares	1 m		
417.	Metallic Straight edge			
418.	Drawing Board	1x1.5 m		
419.	Paper weights			
420.	Ammonia Sepia Paper	(1000x20m) or 40		
421.	Measuring tape	30m,60m,100m		
422.	Photocopy papers A4	Ream		
423.	Fax roll	Packet		
424.	Flip charts	Roll		
425.	Calculator DJ-120 casio	No		
426.	Scientific calculator fx-82ms	No		
427.	Consumables stores ledger S1	No		
428.	Paper punch Dp-540	No		
429.	Master rolls A3(PRINTER)	No		
430.	Steadler highlighters	No		
431.	Executive diaries	No		

432.	Cotton tape	No		
433.	Attendance registers	No		
434.	Conqueror papers A4	Ream		
435.	Printing papers A3	Ream		
436.	A4 embossed paper	Ream		
437.	HB110 pencils to be engraved Embu County Government 12 pcs per pkt	Pkts		
438.	office pens executive	No		
439.	Brown auditors pen	No		
440.	Paper tags	No		
441.	Manilla papers G220	No		
442.	Thermol roll cash register	No		
443.	Office gel ink0.5 Blue	No		
444.	Staple remover	No		
445.	Cryons 12pcs per pkt	pkts		
446.	Chalk dustless 12pcs per pkt	pkts		
447.	Plastacine 24pcs per carton	Pkts		
448.	Blackboard dusters 12pcs in pkt	pkts		
449.	Branded exercises books 48 pages1/2 inch ruled/square	No		
450.	Branded exercise books 120 pages single line normal size	No		

### IFMIS FORM

**FULLY FILLED SIGNED AND STAMPED IFMIS TENDER FORM**

**COUNTY GOVERNMENT OF KIRINYAGA**

**P.O BOX 260-10304**

**KUTUS**

**EMAIL:** [www.kirinyaga.go.ke](http://www.kirinyaga.go.ke)

**To: COUNTY SECRETARY & HEAD OF PUBLIC SERVICE, COUNTY  
HEADQUARTERS**

**COMPANY BANK ACCOUNT DETAILS**

- A/C NAME .....
- A/C NUMBER.....
- BANK NAME.....
- BANK BRANCH.....
- COMPANY REG NO.....
- EMAIL ADDRESS.....
- IFMIS NO.....
- COMPANY KRA PIN NUMBER.....
- CONTACTS.....

SIGN.....DATE.....

COMPANY OFFICIAL STAMP.....