

ST. MARY'S NYAMAGWA
GIRLS HIGH SCHOOL
BOX 666 -40200KISII

PROCUREMENT DOCUMENT OF

FOR SUPPLY

OF

TENDER NO

SERIAL
No.

APPLICATION FORM FOR SUPPLY OF GOODS AND SERVICES IN 2024/2025

**PLEASE READ CONDITIONS AND TERMS OF TENDERING ON PAGE 7 AND 8
BEFORE FILLING THE FORM**

Information that the information given on this form will be treated as confidential and will not be released to any third party without the donor's authority.

**PLEASE COMPLETE THE FORM IN BLOCK LETTERS AS APPROPRIATE AND DEPOSIT IT IN TENDER BOX PLACED IN
ACTIVENTS OFFICE WITH LATE FEE ON SUNDAY 30TH JUNE 2024 AT 5:00 PM.**

1.0 (a) TENDER FOR

(b) TENDER NUMBER

1.1 LEGAL STATUS OF SUPPLIER

(Copy of kind of incorporation, PIN, VAT registration and tax compliance certificate to be attached where applicable)

Business name

Current valid trade license no.

Certificate of practice registration no.

Location of business

Plot no.

Street/road

Postal address

Telephone no/ cello-phone no.

Email / address

Website

(A) SOLE PROPRIETOR:

NAME

Surname

first name

other name

GENDER (male/ female), **AGE**

NATIONALITY **ID /PASSPORT NO.**

(Attach where applicable)

(B) PARTNERSHIP:

GIVE DETAILS OF PARTNERS BELOW (Attach where applicable)

S/N	NAME	Nationality	SHARES	Cell-phone no.
A.				
B.				
C.				
D.				
E.				

(C) REGISTERED COMPANY:

PRIVATE OR PUBLIC

State nominal and issued capital of company

Nominal kshs.....

Issued kshs.....

GIVE DETAILS OF ALL THE DIRECTORS BELOW (Attach where applicable)

S/N	Name	Nationality	Shares	Cell-Phone No.
1.				
2.				
3.				
4.				
5.				

Date Signature.....

(Rubber stamp)

1.2 BUSINESS ACTIVITY

Nature of business

Years of experience in your nature of business

Maximum value of business which you can handle at any time kshs.

Are you a broker, an agent or owner(s)

The person filling this form should give details of his/her position in company he/she is representing. (Leave head space by a competent person to be Attach if applicable).

1.3 TOTAL ANNUAL SALES OF BUSINESS PERFORMANCE.

SN	Year	Sales value kshs.
	2023	
	2022	

1.4 LIST YOUR MAJOR CUSTOMERS THAT YOU ARE CURRENTLY SERVING
 (Attach any supportive document to that effect)

SN	Client Name	Address/ Mobile	Value Of Contract	Completion Date

1.5 LIST EQUIPMENT AND OR FACILITIES FOR CARRYING OUT THE WORK/SUPPLIES (Attach any supportive document to that effect if applicable)

1.
2.
3.

1.6 THE QUALIFICATION AND EXPERIENCE OF KEY PERSONNEL PROPOSED FOR ADMINISTRATION AND EXECUTION OF CONTRACTS/ WORKS /SUPPLIES (Attach any supportive document to that effect if applicable)

S/n	Name	Position	Qualification	Years of experience
I.				
II.				
III.				
IV.				

1.7 FINANCIAL REPORTS FOR THE LAST THREE YEARS (list below attach to that effect)

S/N	PARTICULARS	YEAR	REMARKS
a.			
b.			
c.			
d.			

1.8. ANY OTHER REMARKS

Please give any further or supportive documents about your business that may support your application.

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You are invited to submit the quotation for the material and services advertised

(a). This is not **AN ORDER** read the conditions and terms below.

(b). The quotations should be submitted so as to reach the procuring entity by

(c). your quotations should include all costs for goods i.e. **delivery charges, VAT, and any other tax or charges TO SCHOOL.**

(d). submit the quotation of goods or services tendered for. **(Ensure the unit measure, unit price, item brand and quality is properly stated).**

Note any application tender form received late than stipulated time will not be considered.

1.9 DECLARATIONS:

I hereby certify that to the best of my knowledge the particulars given in this form are correct and I understand that any incorrect information may lead to disqualification and legal action.

Name (Rubber stamp)

Signature..... Date.....

For official use only			
S/N	Member Name	Remarks	Signature
1.			
2.			
3.			

The chairman procurement committee

Remarks.....

Name.....signature.....

(Rubber stamp)

THE FOLLOWING ARE CONDITIONS AND TERMS WHICH SHOULD BE READ BEFORE FILLING THIS FORM.

1. Conditions

- 1(1) The general conditions of contract with the government of Kenya apply to this transaction. This form properly submitted constitutes the agreement to supply or provide the services shown at the prices and within the delivery period stated overleaf.
- 1(2) The offer shall remain firm for 90 days from the closing date unless otherwise stipulated by the candidate.
- 1(3) Samples of offer where applicable when required will be provided free and before the closing date of the quotation if not destroyed during tests they will upon request be returned at the candidate's expenses or may be collected by the owner.
- 1(4) The tender will receive an official receipt in respect of payment for tender documents.
- 1(5) Quote for each item separately and in units as specified.
- 1(6) If you do not wish to quote please endorse the reason for this and return it otherwise your name may be deleted from the procuring entity mailing list for the items listed here on.

2. Documents

- 2(1) make sure this form is serialized as unserialized form is unacceptable.
- 2(2) All entries must be typed or written in ink with NO ALTERNATION.
- 2(3) The tenderer is required to check the number of pages of the tender document form Should he/she find any missing or any figure indistinct or should be in doubt about the precise meaning of any items or figure for any reason whatsoever, he must inform the tender issuing office at once and the matter rectified as required, before the final date for the submission of tenders.
- 2(3) The tenderer's signature to this document and to all documents as required which accompany tender form shall indicate that he fully understands their contents and that he accepts all the conditions stated or implied therein.

3. Submission

- 3(1) Each quotation should be submitted separately in plain sealed envelope with the tender number endorsed on the outside top right hand corner. No indication for tenderers name must appear on the envelope. Descriptive literature or sample of the items offered may be forwarded with the application form as stated in paragraph 1(3) above.
- 3(2) The completed tender documents must be the addressed as shown on the tender notice.
- 3(3) The tender will not be accepted unless correctly submitted on the approved forms.
- 3(4) Tenders for which the appropriate fee has not been paid will not be considered valid.
- 3(5) They should be deposited in the locked tender box at the issuing authority's premises to reach the not later than the appointed time and date as any document submitted late will be rejected irrespective of the cause.

4. Communication

4(1) All correspondence with tenderers will be in written.
4(2) There shall be no verbal variations in regards to a tender once submitted. Should an error be made it may be corrected in writing before the closing date and should be submitted in plain sealed envelope as stated in paragraph 3(1)

5. Acceptances

5(1) The school reserves the right to reject any tender either wholly or in part and does not bind itself to accept the lowest or any tender or to give reasons for rejection.

6. Successful tenderers

6(1) A letter of acceptance will be sent to the tenderer in respect of the whole or that part of his tender which has been accepted, within the validity period. Unsuccessful tenderers will also be notified at the same time.

6(2) The letter of acceptance is **NOT AN AUTHORITY** for him/her to arrange supply or to undertake the service stated.

7. Compliance with given conditions and term.

7(1) If the tenderer does not comply in every way with those conditions, his tender shall be liable for rejection.

7(2) I hereby certify that have read and understood all stated conditions and terms I shall abide by them.

Name (Rubber stamp)

Signature..... Date.....