

REPUBLIC OF KENYA



**MINISTRY OF EDUCATION
PRECIOUS BLOOD SECONDARY SCHOOL-KILUNGU
P.O BOX 122-90130
NUNGUNI**

TENDER NO. PBSSK/2026/2027/001

**SUPPLY AND DELIVERY OF DETERGENTS,
DISINFECTANTS AND CLEANING MATERIALS**

Closing date: 22nd June, 2026 at 10.00 Am

Receipt No.....

Serial No.....

JUNE 2026

TABLE OF CONTENTS

	PAGE
SECTION I	INVITATION TO TENDER..... 3
SECTION II :	INSTRUCTIONS TO TENDERERS..... 4
	Appendix to Instructions to tenderers..... 11
	Appendix to conditions to tenders.....12
SECTION III:	STANDARD FORMS.....15
	FORM OF TENDER..... 16
	CONFIDENTIAL BUSINESS.....
	QUESTIONNAIRE FORM..... 17
SECTION IV :	SPECIAL CONDITIONS OF CONTRACT.....18
SECTION V:	DESCRIPTION OF REQUIREMENTS.....02

SECTION I - INVITATION TO TENDER

Date _____

***Tender Ref No. (PBSSK/2026/2027/001)**

***Tender Name (SUPPLY AND DELIVERY OF DETERGENTS,
DISINFECTANTS AND CLEANING MATERIALS).**

- 1.1 **Precious Blood Secondary School -Kilungu** now invites sealed tenders from eligible candidates for **(SUPPLY AND DELIVERY OF DETERGENTS, DISINFECTANTS AND CLEANING MATERIALS)**
- 1.2 Interested eligible candidates may obtain further information from and inspect the tender documents at **(PRECIOUS BLOOD SEC.SCHOOL-KILUNGU)** during normal working hours. **[0800hrs-1700hrs]**
- 1.3 A complete set of tender documents may be obtained by interested candidates upon payment of non-refundable fees of **(Kshs.1000.00)** in cash or banker's Cheque payable to **(PRECIOUS BLOOD SEC.SCHOOL-KILUNGU CASHIER)**
- 1.4 Completed tender documents are to be enclosed in plain sealed envelopes marked with the tender reference number and the tender name and deposited in the Tender Box at **(Precious Blood Secondary School -Kilungu Offices)** or addressed to **(THE SECRETARY, BOARD OF MANAGEMENT, PRECIOUS BLOOD SEC.SCHOOL-KILUNGU P.O BOX 122-90130, NUNGUNI)** so as to be received on or before **(22ND JUNE 2026 10.00 am)**
- 1.5 Prices quoted should be net, must be in Kenya Shillings and shall remain valid for **(90)** days from the closing date of the tender.
- 1.6 Tenders will be opened immediately thereafter in the presence of the tenderers or their representatives who choose to attend at **(PRECIOUS BLOOD SEC.SCHOOL-KILUNGU BOARD ROOM)**

SECTION II - INSTRUCTIONS TO TENDERERS

Table of Clauses

	Page
2.1 Eligible tenderers.....	5
2.2 Cost of tendering.....	5
2.3 Tender documents.....	5
2.4 Clarification of documents.....	6
2.5 Amendments of documents.....	6
2.6 Tender prices and currencies.....	7
2.7 Validity of tenders.....	7
2.8 Sealing and marking of tenders.....	7
2.9 Deadline for submission of tenders.....	8
2.10 Modification and withdrawal of tenders.....	8
2.11 Opening of tenders.....	9
2.12 Clarification of tenders.....	9
2.13 Evaluation and comparison of tenders.....	9
2.14 Award of tender criteria.....	10
2.15 Notification of award.....	10

2.16	Contacting the procuring entity.....	10
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INSTRUCTION TO TENDERERS

2.1 Eligible Tenderers

2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Appendix to instructions to tenderers.

2.1.2 Tenderers shall not be under a declaration of ineligibility for corrupt or fraudulent practices

2.1.3 The procuring entity's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender unless where specifically allowed under section 131 of the Act.

2.2 Cost of Tendering

2.2.1 The tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

2.2.2 The price to be charged for the tender document shall not exceed Kshs.5,000/=

2.2.3 The procuring entity shall allow the tender to review the tender document free of charge before purchase.

2.3 The Tender Document

2.3.1 The tender document comprises the documents listed below and any addenda issued in accordance with clause 2.5 of these instructions to tenderers.

- (i) Invitation to tender

- (ii) Instructions to tenderers
- (iii) Conditions of Tender
- (iv) Form of tender
- (v) Confidential Business questionnaire Form

2.3.2 The tenderer is expected to examine all instructions, forms, terms and specifications in the tender documents. Failure to meet all the requirements of the tender will be at the tenderers risk and may result in the rejection of its tender.

2.4. Clarification of Documents

2.4.1 A prospective tenderer requiring any clarification of the tender document may notify the Procuring entity in writing or by post at the entity's address indicated in the Invitation for tenders. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives not later than thirty (30) days prior to the deadline for the submission of tenders, prescribed by the procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers that have received the tender document.

2.4.2 Clarification of tenders shall be requested by the tenderer to be received by the procuring entity not later than 7 days prior to the deadline for submission of tenders.

2.4.3 The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

2.5 Amendment of Documents

2.5.1 At any time prior to the deadline for submission of tenders, the Procuring entity, for any reasons, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by amendment

2.5.2 All prospective candidates that have received the tender documents will be notified of the amendment in writing or by post and will be binding on them.

2.5.3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the Procuring entity, at its discretion, may extend the deadline for the submission of tenders.

2.6 Tender Prices and Currencies

2.6.1 The tenderer shall indicate on the appropriate Price Schedule the unit prices and total tender price of the items it proposes to purchase under the contract

2.6.2 Prices quoted by the tenderer shall be fixed during the tender validity period and not subject to variation on any account. A tender submitted with an adjustable price quotation will be treated as non responsive and will be rejected

2.6.3 The Price quoted shall be in Kenya Shillings.

2.7 Validity of Tenders

2.7.1 Tenders shall remain valid for 60 days or as specified in the appendix to instruction to tenderers after date of tender opening prescribed by the Procuring entity, pursuant to paragraph 2.10 Tender valid for a shorter period shall be rejected by the Procuring entity as non responsive.

2.7.2 In exceptional circumstances, the Procuring entity may solicit the Tenderers consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender deposit provided under paragraph 2.7 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender deposit. A tenderer granting the request will not be required nor permitted to modify its tender.

2.8 Sealing and Marking of Tenders

2.8.1 The tenderer shall seal the tender and mark it with the number and name of the tender and **“DO NOT OPEN BEFORE (22ND JUNE 2026 AT 10.00 am)**

2.9 Deadline for Submission of Tenders

2.9.1. Tenders must be received by the Procuring entity at the address specified not later than **(22ND JUNE 2026 AT 10.00 am)**

2.9.2 The procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.5. In which case all rights and obligations of the procuring entity and tenderers previously subject to the deadline will thereafter be subject to the deadline as extended.

2.10 Modifications and Withdrawals of Tenders

2.10.1 Modification of tenders

2.10.2 The tenderer may modify or withdraw its tender after the tender's submission, provided that written notice of the modification, including substitution or withdrawal of the tenders, is received by the Procuring entity prior to the deadline prescribed for submission of tenders.

2.10.3 The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.9.1. A withdrawal notice may also be sent by fax but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

2.10.4 No tender may be modified after the deadline for submission of tenders

2.10.2 Withdrawals and tenders

2.10.2.1 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer. Withdrawal of a tender during this

interval may result in the tenderer's forfeiture of its tender deposit, pursuant to paragraph 2.7.5

2.11 Opening of Tenders

2.11.2 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend at (10.00 am, monday, 22nd June 2026) and in the location specified in the invitation to tender.

The tenderers or representatives who are present shall sign a register evidencing their attendance.

2.11.3 The tenderers' names, tender modifications or withdrawals, tender prices, and the presence or absence of requisite tender deposit and such other details as the Procuring entity, at its discretion, may consider appropriate, will be announced at the opening.

2.11.4 The Procuring entity will prepare minutes of the tender opening.

2.12 Clarification of tenders

2.12.2 To assist in the examination, evaluation and comparison of tenders the Procuring entity may, at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted.

2.12.3 Any effort by the tenderer to influence the Procuring entity in the Procuring entity's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

2.13 Evaluation and Comparison of Tenders

2.13.2 The Procuring entity will examine the tenders to determine whether they are complete, whether any computation errors have been made, whether required deposits have been furnished, whether documents have been properly signed and whether the tenders are generally in order. After examination a tender that will be determined to be substantially non responsive, will be rejected by the procuring entity.

2.13.3 The Procuring entity will evaluate and compare the tenders, which have been determined to be substantially responsive.

2.13.4 The tender evaluation committee shall evaluate the tender within 30 days of the validity period from the date of opening the tender.

2.14 Award Criteria

2.15.1 The Procuring entity will award the contract to the successful tenderer(s) whose tender has been determined to be substantially responsive and has been determined to be the highest evaluated tender, subject to the reserves price.

2.15 Notification of Award

2.16.1 Prior to the expiration of the period of tender validity, the Procuring entity will notify the successful tenderer in writing that its tender has been accepted.

2.16.2 Simultaneously the other tenderers shall be notified that their tenders have been unsuccessful.

2.17 contacting the Procuring entity

2.17.1 No tenderer shall contact the Procuring entity on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

2.17.2 Any effort by a tenderer to influence the Procuring entity in its decisions on tender evaluation, tender comparison, or contract award may result in the rejection of the tenderer's tender.

APPENDIX TO INSTRUCTIONS TO THE TENDERERS

The following information for procurement of goods shall complement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provisions of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers

Instructions to tenderers	Particulars of appendix to instructions to tenderers
3.1	Particulars of eligible tenderers: Licensed companies to transact business in Kenya.
3.2.	Price to be charged for tender documents. Kshs. 1,000
3.3	Particulars of other currencies allowed. None
3.4	Particulars of eligibility and qualifications documents of evidence required. Copies of: i) Certificate of Registration ii) Certificate of valid tax compliance
3.5	Particulars of tender security if applicable. None
3.6	Form of Tender Security: None
3.7	Validity of Tenders: Tenders Shall remain valid for 90 days after date of tender opening
3.8	Bulky tenders which do not fit in the tender box shall be delivered to the Procurement Unit.
3.9	Tenderers are required to submit copies of the following MANDATORY DOCUMENTS which will be used during Preliminary Examination to determine responsiveness: 1) Copy of certificate of Registration/Incorporation 2) Copy of Valid Tax Compliance certificate 3) Copy of PIN/VAT Certificate 4) Copy of single Business Permit 5) Copy of AGPO Certificate 6) Must Fill the Price Schedule in the format provider

Instructions to tenderers	Particulars of appendix to instructions to tenderers
	<p>7) Must Fill the Form of Tender in the format provided 8) Must submit a dully filled up Confidential Business Questionnaire in format provided 9) Must be in existence physical location.</p> <p>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.</p>
3.10	<p>Evaluation and Comparison of Tenders</p> <p><i>The tenders will be technically evaluated and marks awarded as stipulated in SECTION TECHNICAL EVALUATION RESPONSE FORM.</i></p> <p>THE MINIMUM TECHNICAL SCORE TO PROCEED TO FINANCIAL EVALUATION IS 70% AND ONLY TENDERERS THAT SECURE THE MINIMUM TECHNICAL SCORE WILL BE FINANCIALLY EVALUATED.</p>
3.11	Particulars of post – qualification if applicable. Employer may inspect the premises
3.12	Award Criteria: AWARD WILL BE MADE TO THE LOWEST AMONG THE TENDERERS WHO ATTAIN THE MINIMUM QUALIFYING MARK.
3.13	Particulars of performance security if applicable. N/A
Other’s as necessary	Complete as necessary. None

a) Technical Scores (TS)

This section (Technical Evaluation) will be marked out of 100 and will determine the technical score (TS)

No.	Evaluation Attribute	Weighting Score	Max. Score
T.S.1	Number of years in this business	<ul style="list-style-type: none"> • 3 years and above – 20 marks 	20
T.S. 2	Provide a list of clients and references to which the company has done similar supply in the last three (3) years.	<ul style="list-style-type: none"> • 3 Clients with references letters from the clients – 20 marks 	20
T.S. 3	Financial Strength Provide audited accounts for the last two years	<ul style="list-style-type: none"> • Two years audited accounts - 20 marks • One year audited accounts – 10 marks 	20
T.S. 4	Provide Details of any relevant certifications and/or trainings. Such certifications / trainings may be for your company or for your individual staff.	<ul style="list-style-type: none"> • Details of at least 3 certifications and/or trainings with proof – 15 marks 	15
T.S. 5	Certificates of Good Conduct	Provide copies of certificates of good conduct from the Kenya Police, Criminal Investigations Department for at least 3 staff members	10
T.S. 7	Physical Facilities <ul style="list-style-type: none"> • Provide details of physical address and contacts – attach evidence 	<ul style="list-style-type: none"> • Details of physical address and contacts with copy of either title, lease document or latest utility bill 	10
T.S. 9	Organization structure	Give structure with details of responsibilities	5

	<p>Only bidders who score 70% and above will be subjected to financial evaluation. Those who score below 70% will be eliminated at this stage from the entire evaluation process and will not be considered further.</p> <p><i>b) <u>Financial Score (FS)</u></i></p> <p>The formulae for determining the Financial Score (FS) shall be as follows:-</p> <p>FS= 100 X $\frac{FM}{F}$ where <i>FS</i> is the financial score; <i>Fm</i> is the lowest priced bidder and <i>F</i> is the price of the bidder under consideration.</p> <p><i>c) <u>Combined Technical and Financial Scores (S)</u></i></p> <p>Bidders will be ranked according to their combined technical (<i>TS</i>) and financial (<i>FS</i>) scores using the weights (<i>T</i>=the weight given to the Technical Proposal; <i>P</i> = the weight given to the Financial Proposal; <i>T + p = 1</i>) indicated below. The combined technical and financial score, <i>S</i>, shall be calculated as follows:-</p> <p>$S = TS \times T \% + FS \times P \%$</p> <p>Weighting</p> <p>T = 0.7 P = 0.3</p>
3.14	Particulars of post – qualification if applicable. employer may inspect the premises and confirm details
3.15	Award Criteria: <i>The firm achieving the highest combined technical and financial score will be awarded the contract.</i>
3.16	Particulars of performance security if applicable. None
Other's as necessary	Complete as necessary. None

SECTION III - STANDARD FORMS

Notes on the standard 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. **Price Schedule Form-** The price schedule form must similarly be completed and submitted with the tender.
3. **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.
4. **Confidential Business Questionnaire Form** - This form must be completed by the tenderer and submitted with the tender documents.
5. **Tender Security Form** - When required by the tender document the tenderer shall provide the tender security either in the form included hereinafter.
6. **Technical Evaluation Response Form** - This form should be completed by the tenderer and submitted with the tender documents as it will be used for technical evaluation.
7. **Tenderers Experience Requirement Form-** This form should be completed by the tenderer and submitted with the tender documents as it will be used for evaluation.

Form of Tender

Date: _____

Tender No. _____

To: _____

.....
[Name and address of procuring entity]

1. Having examined the tender documents including Addenda. Nos. [Insert numbers]. The receipt of which is hereby duly acknowledged, we the undersigned, offer to purchase and collect all the items offered to us 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 pay for and collect the items in accordance with the requirements of the tender.
3. We agree to abide by the 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.
4. We understand that you are not bound to accept the highest or any tender that you may receive.

Dated this _____ day of _____ 20 _____

[Signature]

[In the capacity of]

Duly authorized to sign tender for and on behalf of _____

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 applies to your type of business.

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

<p>Part 1 – General</p> <p>Business Name</p> <p>Location of business Premises</p> <p>Plot No. Street/Road</p> <p>Postal Address Tel No.</p> <p>Nature of business</p> <p>Current Trade Licence No. Expiring date</p> <p>Maximum value of business which you can handle at any one time Kshs</p> <p>Name of your bankers Branch</p>

	<p>Part 2 (a) – Sole Proprietor</p> <p>Your Name in full Age</p> <p>Nationality Country of origin</p> <p>* Citizenship details</p>																														
	<p style="text-align: center;">Part 2 (b) Partnership</p> <p>Give details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 35%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> <th style="width: 20%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	2.	3.	4.					
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	<p style="text-align: center;">Part 2 (c) – Registered Company</p> <p>Private or Public</p> <p>State the nominal and issued capital of company –</p> <p style="padding-left: 20px;">Nominal Kshs.</p> <p style="padding-left: 20px;">Issued Kshs.</p> <p>Give details of all directors as follows</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 35%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> <th style="width: 20%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>5.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	2.	3.	4.	5.
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<p>Date Seal/Signature of Candidate</p> <p>.....</p> <p><small>*If Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.</small></p>																															

SECTION IV - SPECIAL CONDITIONS OF CONTRACT

- 4.1 Special conditions of contract shall supplement the general conditions of contract, wherever there is a conflict between the GCC and the SCC, the provisions of the SCC herein shall prevail over those in the GCC.
- 4.2 Special conditions of contract with reference to the general conditions of contract.

General conditions of contract reference	Special conditions of contract
3.5	Specify performance security if applicable: N/A
3.7	Specify method Payments. Payments shall be made at the end of every Month within 30 days upon receipt of Invoice(s).
3.8	Specify price adjustments allowed. None
3.14	Specify resolution of disputes. Disputes to be settled as per the Arbitration Laws of Kenya
3.16	Specify applicable law. Laws of Kenya
3.17	Indicate addresses of both parties.
Other's as necessary	Complete as necessary

**SUPPLY AND DELIVERY OF DETERGENTS, DISINFECTANTS AND
CLEANING MATERIALS**

S/NO	ITEM DESCRIPTION	UNIT OF ISSUE	UNIT PRICE
1.	Vim Powder	No	
2.	Harpic Powder Plus	No	
3.	Sufuria Scourer	No	
4.	Shiner Scouring sponge	No	
5.	Axion	No	
6.	Velvex	No	
7.	Aerial	No	
8.	Mop with Handle	No	
9.	Liquid Soap	Lts	
10.	Soft Brooms	No	
11.	Air Freshener	No	
12.	Topex Window Cleaner	No	
13.	Jik	No	
14.	Small Towels	No	
15.	Small Basins	No	
16.	Buckets	No	
17.	Serviettes	Pkts	
18.	Soft Tissue	Pcs	
19.	Dust Masks	No	
20.	Bar Soap	No	
21.	Gloves	No	
22.	Moth Balls	Pkt	
23.	Hard Toilet Brushes with Handle	No	
24.	Dust Bins (Plastic)	No	

TENDERER'S NAME.....

ADDRESS.....

TELEPHONE.....

SIGNATURE/SEAL.....

DATE.....

