



**SUPPLY AND DELIVERY OF STATIONERY, PRINTER AND COPIER
CONSUMABLES**

(RESERVED FOR WOMEN, YOUTH AND PWD)

MTC/16/2026-2027

CLOSING DATE: Wednesday 24TH June 2026 12.00 Noon

11TH JUNE, 2026

REQUEST FOR QUOTATIONS.

- 1) NAME AND CONTACT ADDRESSES OF PROCURING ENTITY.

Name: MERU TEACHERS COLLEGE

Postal Address: P.O. Box 46 - 60200 Meru

Email Address: meruco2010@yahoo.com/mttcprocurement2014@gmail.com

- 2) Request for Quotations No: _

Contract Name: **SUPPLY AND DELIVERY OF STATIONERY, PRINTER AND COPIER CONSUMABLES**

REQUEST FOR QUOTATIONS (RFQ)

To: _____

From: The Principal, Meru Teachers College of P.O.BOX 46 – 60200 Meru.

SUPPLY AND DELIVERY OF STATIONERY, PRINTER AND COPIER CONSUMABLES

Request for Quotations No: **MTC/16/2026-2027**

1. The, Principal Meru Teachers College invites you to submit quotations for goods indicated in detail in “Table A. Schedule of Requirements and Specifications”. The quotation shall follow the instructions and documents in this RFQ document and shall be in English Language. Tenderers may obtain further information during office hours 0900 to 1500 hours at the address given below.
2. Quotations shall be submitted in accordance with the instruction in Part 1: Quotation Procedures and in a sealed envelope clearly indicating name and address of tenderer, the quotation name and title and must reach the Procuring Entity at the address indicated below not later than [as indicated in the tender advertisement].
3. Completed tender documents MUST be submitted so as to reach the:

**Chief Principal, Meru Teachers’ College
Po Box 46-60200**

Meru

On or before : Wednesday 24TH June 2026 12.00 Noon

4. Late quotations shall be rejected.
5. Enquiries regarding this quotation may be addressed to the Principal Meru Teachers College
6. Any resulting contract shall be subject to the terms and conditions detailed in Part 3: Contract.
7. Please inform by email or express mail the undersigned within N/A of receipt of this RFQ if you will not be submitting a quotation.

Address for Submission of Quotations.

- 1) Name of Procuring Entity: MERU TEACHERS COLLEGE
- 2) Mailing Address: P.O.BOX 46 – 60200, MERU
- 3) Physical address: MERU TEACHERS COLLEGE

Yours sincerely,

The Principal, Meru Teachers College

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PART 1: INSTRUCTIONS TO TENDERERS

1. Tenderers are advised to read carefully these instructions and the Conditions of Contract in Part 3: Contract, before preparing the quotation. The standard forms in this RFQ may be photocopied for completion but the Tenderer is responsible for their accurate reproduction. The term Tenderer shall mean the firm or person invited to submit a quotation. The term Quotation herein shall mean the quotation submitted as usually understood in public procurement.
2. Validity of Quotations: The quotation will be held valid for 120 days from the date of submission.
3. The Quotation shall consist of completed Tables A, B and C and the Form of Quotation all indicated in Part 2 of this Request for Quotations, and documents to evidence Eligibility and Conformity to Technical Specifications.
4. Sealing and Marking of Quotations: Quotations in one “one original” should be sealed in a single envelope, clearly marked with the Quotation Reference Number in the RFQ, the Tenderer’s name and the name of the Procuring Entity. Envelopes should be sealed in such a manner that opening and resealing cannot be achieved undetected.

5. Submission of Quotations: Quotations, and any alternatives if allowed as per Item 11 below, should be submitted to the address below, on or before the date and time indicated in sub-item 4 below. Late quotations will be rejected.

Address for Submission of Quotations.

- 1) Name of Procuring Entity MERU TEACHERS COLLEGE
 - 2) Mailing Address: Postal Address: P.O.BOX 46 – 60200, MERU
 - 3) Physical address for hand or Courier Delivery to an office or Quotation Box: MERU TEACHERS COLLEGE
 - 4) Date of Submission (deadline): **Wednesday 24th June 2026 12.00 Noon**
 - 5) Time of Submission (deadline): **12.00 NOON.**
6. Opening of Quotations: Quotations will be opened immediately after the closing date and time specified in item 5 (4) above, by at least three appointed officials of the Procuring Entity.
7. Tenderer Eligibility: Tenderer must submit Documentary evidence to show His/her eligibility to be awarded a contract to cover each of the following: (i) valid trading license (ii) certificate of registration, and (iii) valid tax compliance certificate. (iv) AGPO Certificate (where applicable). The Tenderer shall also complete attached forms to confirm eligibility and non-existence of a conflict of interest in relation to this procurement requirement by signing the attached Forms.
8. Invitation not transferable: This invitation is not transferable to other firms, or individuals not so invited.
9. Goods Eligibility: Tenderer must submit as evidence documents to show the country of origin of any goods to be supplied or incorporated in the work or services
10. Technical Specifications: Documentary evidence to show that the goods meet the technical specifications.
11. Alternative Quotations: Tenderers not permitted to submit alternative quotations for goods/alternative technical solutions for specified parts of the Works. Only the alternatives, if any, of the Tenderer with the winning quotation conforming to the basic technical requirements shall be considered by the Procuring Entity.
12. Currency: Quotations shall be priced in Kenya Shillings. Quotations in other currencies will be rejected if not allowed.

The Procuring Entity shall not allow quotations in foreign currency.

13. Evaluation of Quotations: The evaluation of quotations will be conducted using the procedure set out below:
- i) Preliminary examination to determine Tenderer eligibility: (i) valid trading license (ii) certificate of registration, and (iii) tax compliance certificate (iv) valid AGPO Certificate (where applicable)
 - ii) Technical examination to determine goods eligibility, compliance with technical specifications and commercial responsiveness. Quotations failing this stage will be rejected and not considered

in next stage. Iii) Financial comparison of quotations to determine the lowest evaluated quotation. In case foreign currency is allowed, for comparison purposes only, foreign currency quotations will be converted to Kenya shillings using the exchange rates published by the Central Bank of Kenya on the day of submission of quotations.

14. Lowest Evaluated Quotation: The lowest evaluated quotation shall be recommended for award of contract.
15. Award of contract: Award of contract shall be by placement of a Letter of Acceptance or Local Purchase Order in accordance with Part 3: Contract. The currency of award and payment shall be currency in which the quotation was submitted. Unsuccessful tenderers who responded will be notified of the accepted quotation, indicating the name and the amount of the accepted quotation
16. Right to Reject: The Procuring Entity reserves the right to accept or reject any quotation or to cancel the quotation process and reject all quotations at any time prior to contract award.

QUOTATION AND QUALIFICATION DOCUMENTS

Instructions to Tenderer. Tenderer must complete and submit as part of the Form of quotation.

- (i) SCHEDULE OF REQUIREMENTS TABLE
- (ii) FORM FOR DISCLOSURE OF INTEREST
- (iii) CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION
- (iv) SELF-DECLARATION FORM
- (v) FOREIGN TENDERER 40% RULE (where provided)

FORM OF QUOTATION [To be completed by Tenderer]

| | |
|---|--|
| Quotation Addressed to (Procuring Entity) | |
| Date of Quotation | |
| Quotation Reference Number: | |
| Subject of Quotation | |

1. We have examined and have no reservations to the Request for Quotation document and understand its full content and intent.
2. In compliance with your request for quotations dated _____, referenced above, we offer to complete the works to cover and conform to our pricing listed in the attached in Table B. Quotation Submission TABLE at a total price of Kenya Shillings _____ (in words) _____
OR in Foreign Currency (if allowed), Currency _____ amount _____ (in words) _____
3. We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in Part 1: INSTRUCTIONS TO TENDERERS.
4. We undertake to adhere by the Code of Ethical Conduct for Suppliers, Contractors and Service Providers, copy available from www.ppra.go.ke during the procurement process and the execution of any resulting contract.
5. We confirm that the prices quoted are fixed and firm for the duration of the validity period and performance of the contract and will not be subject to revision or variation.
6. The validity period of our quotation is: 120 days from the time and date of the submission deadline.
7. We confirm we are not submitting any other Quotation as an individual or firm, and we are not participating in any other Quotation as a Joint Venture member or as a subcontractor

8. We, along with any of our subcontractors, suppliers, Engineer, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to a temporary suspension or a debarment imposed by the Public Procurement Regulatory Authority or any other entity of the Government of Kenya, or any international organization.
9. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.
10. We hereby certify and confirm that the Quotation is genuine, non-collusive and made with the intention of accepting the contract if awarded. To this effect we have signed the “Certificate of Independent Quotation Determination” attached below.
11. We, the Tenderer, have completed fully and signed the FORM FOR DISCLOSURE OF INTEREST-interest of the firm in the Procuring Entity, attached below.

The Delivery/Completion period offered is: 14 days from date of acceptance of Quotation. The warranty period offered is N/A weeks.

Quotation Authorized by:

Name and designation _____

Signature: _____

Price Schedule: Goods preferably Should be produced in Kenya

| S/NO | ITEM DESCRIPTION | UNIT | PRICE(KSH) |
|------|--|------|------------|
| 1. | Whiteboard Duster office point or equivalent | Pc | |
| 2. | Ball Pen Bic crystal 50pcs | Pkt | |
| 3. | Ball pen sharp pointed yellow bic | Pkt | |
| 4. | Ball Pen Crown sharp pointed with stripes | Pkt | |
| 5. | Plastic Spring File Teepee Or Equivalent | Pc | |
| 6. | Box File office point or equivalent | Pc | |
| 7. | File Fasteners metal office point or equivalent | Pkt | |
| 8. | Stapler Kangaroo DS-45 | Pc | |
| 9. | Stapler Kangaroo HD-210 | Pc | |
| 10. | Staples 24/6 Kangaro or equivalent | Pkt | |
| 11. | Staples 26/6 Kangaro or equivalent | Pkt | |
| 12. | Paper Pins | Pkt | |
| 13. | White board marker(bic) | Pkt | |
| 14. | Paper Clips(big size) | Pkt | |
| 15. | Paper clips (small size) | Pkt | |
| 16. | Graph paper | Ream | |
| 17. | Thumb Pins | Pkt | |
| 18. | Pritt Glue Stick 22g | Pc | |
| 19. | Pritt Glue Stick 11g | Pc | |
| 20. | Staple Remover | Pc | |
| 21. | Ruler 30cm nataraj or equivalent | Pc | |
| 22. | Pritt office Glue | Kg | |
| 23. | Cello Tape ½” | Pc | |
| 24. | Cellotape ¾” | Pc | |
| 25. | Cello Tape 1” | Pc | |
| 26. | Cello Tape 2” | Pc | |
| 27. | Correction Fluid Bic 20ml | Tin | |
| 28. | Correction fluid pen sharp pointed 20ml bic | Pen | |
| 29. | Correction Fluid Pelican 20ml | Tin | |
| 30. | Marker Pens Bic | Pkt | |
| 31. | Water colours(flying eagle)12tubes OR equivalent | Pkt | |
| 32. | Marker Pens Snowman | Pkt | |
| 33. | Whiteboard pens bic or equivalent | Pkt | |
| 34. | Eraser Staedler | Pc | |
| 35. | Laminating Paper A4 125micron | Ream | |
| 36. | Embossed Paper A4 210*297 | Ream | |
| 37. | Spiral Binders 6mm | pkt | |
| 38. | Spiral Binders 8mm | pkt | |
| 39. | Spiral binders 12mm | Pkt | |
| 40. | Transparent papers-binding | Ream | |
| 41. | Paper Pins 50mm | pkt | |
| 42. | Counter Books 4 Quire kasuku or equivalent | Pc | |

| | | | |
|-----|---|------|--|
| 43. | Counter Book 3quire kasuku or equivalent | Pc | |
| 44. | Counter Book 2 Quire kasuku or equivalent | Pc | |
| 45. | Counter Book 6 Quire kasuku or equivalent | Pc | |
| 46. | Counter Book 1 Quire kasuku or equivalent | Pc | |
| 47. | Manila Paper | Pc | |
| 48. | Manilla paper A4 | Ream | |
| 49. | Petty Cash Voucher A6 | Pc | |
| 50. | Paper Tray (Plastic) | Pc | |
| 51. | Paper Tray (Metallic) | Pc | |
| 52. | Spiral Bound Notebook A5 | Pc | |
| 53. | Envelopes A5 White | Pc | |
| 54. | Permanent marker Pen Bic | Pc | |
| 55. | Scissors big size | Pc | |
| 56. | Masking Tape 1” | Pc | |
| 57. | Masking tape ½” | Pc | |
| 58. | Masking tape ¾’ | P c | |
| 59. | Paper Punch Kangaroo-540 | Pc | |
| 60. | Paper punch kangaroo-DP-700 | Pc | |
| 61. | Flash disk 4GB | PC | |
| 62. | Badge pockets | Pc | |
| 63. | Sugar Paper (brown) | Ream | |
| 64. | Catridge Paper(white) A2 | Ream | |
| 65. | Rubber Stamp Self Ink Refill Small | Pc | |
| 66. | Stamp Ink Pad | Pc | |
| 67. | Stamp Automatic Dating System Small-837D | Pc | |
| 68. | Stamp Automatic Dating 830D-Large | Pc | |
| 69. | Office Pins | Pkt | |
| 70. | Electronic Calculator-Kk 500 | Pc | |
| 71. | Scientific Calculator | Pc | |
| 72. | Stamp Ink 35ml | Pc | |
| 73. | Invoice Book A5 | Pc | |
| 74. | Delivery Book A5 | Pc | |
| 75. | Kyocera Toner T12 410/435 | Pc | |
| 76. | Toner 19A | Pc | |
| 77. | Toner 85A | Pc | |
| 78. | Toner 17A | Pc | |
| 79. | Riso copy printer Ink | Pc | |
| 80. | Stick notes 76.2*76.2 | pc | |
| 81. | White board 8*4 | Pc | |

- Award will be lowest evaluated bidder
- All products offered must be certified by Kebs

Name of TENDERER.....

Signature.....

Date..... Official Rubber Stamp.....

i)

FORM FOR DISCLOSURE OF INTEREST - Interest of the Firm in the Procuring Entity.

i) Are there any person/persons in (Name of Procuring Entity) who has/have an interest or relationship in this firm? Yes/No.....

If yes, provide details as follows.

| | Names of Person | Designation in the Procuring Entity | Interest or Relationship with Tenderer |
|---|-----------------|-------------------------------------|--|
| 1 | | | |
| 2 | | | |
| 3 | | | |

ii) Conflict of interest disclosure

| | Type of Conflict | Disclosure YES OR NO | If YES provide details o relationship Tenderer with |
|---|---|----------------------|---|
| 1 | Tenderer is directly or indirectly controls, is controlled by or is under common control with another tenderer. | | |
| 2 | Tenderer receives or has received any direct or indirect subsidy from another tenderer. | | |
| 3 | Tenderer has the same legal representative as another tenderer | | |
| 4 | Quotation has a relationship with another tenderer, directly or through common third parties, that puts it in a position to influence the quotation of another tenderer, or influence the decisions of the Procuring Entity regarding this quotation process. | | |
| 5 | Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the quotation. | | |

| | | | |
|---|--|--|--|
| 6 | Tenderer would be providing goods, works, non consulting services or consulting services during implementation of the contract specified in this Quotation Document. | | |
| 7 | Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Quotation document or specifications of the Contract, and/or the Quotation evaluation process of such contract. | | |

| | | | |
|---|--|--|--|
| 8 | Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the Contract. | | |
| 9 | Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the quotation process and execution of the Contract? | | |

6 iii) Certification

On behalf of the Tenderer, I certify that the information given above is complete, current and accurate as at the date of submission.

Full Name _____

Title or Designation _____

(Signature)

)_____
(Date)

CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION

I, the undersigned, in submitting the accompanying Letter of quotation to the _____

_____ [Name of Procuring Entity] for:
_____ [Name and number of quotation] in response to the request for tenders
made by: _____ [Name of Tenderer] do hereby make the following statements that I certify to be true and
complete in every respect:

I certify, on behalf of _____ [Name of Tenderer] that:

1. I have read and I understand the contents of this Certificate;
2. I understand that the Tenderer will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the quotation on behalf of the Tenderer;
4. For the purposes of this Certificate and the quotation, I understand that the word “competitor” shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who:
 - a) has been requested to submit a quotation in response to this request for quotations;
 - b) could potentially submit a quotation in response to this request for quotations based on their qualifications, abilities or experience;
5. The Tenderer discloses that [check one of the following, as applicable]:
 - a) The Tenderer has arrived at the quotation independently from, and without consultation, communication, agreement or arrangement with, any competitor;
 - b) the Tenderer has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this request for quotations, and the Tenderer discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
6. In particular, without limiting the generality of paragraphs (5)(a) or (5)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding: a) prices; b) methods, factors or formulas used to calculate prices;
 - c) the intention or decision to submit, or not to submit, a quotation; or
 - d) the submission of a quotation which does not meet the specifications of the request for quotations; except as specifically disclosed pursuant to paragraph (5) (b) above;
7. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the works or services

to which this request for tenders relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph (5)(b) above;

8. the terms of the quotation have not been, and will not be, knowingly disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official quotation opening, or of the awarding of the Contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (5)(b) above.

Name____ Title

_____ Date

[Name, title and signature of authorized agent of Tenderer and Date]

SELF-DECLARATION FORM

We, the Tenderer _____ (insert name) submitting our Quotation in respect of
Quotation
No _____ for _____ (insert quotation
Title Description) for _____ (insert Name of Procuring Entity) DECLARE AS FOLLOWS:

That, We the Tenderer including any entity or individual that directly or indirectly controls, is controlled by or is under common control with us, and any subcontractors, suppliers, project managers, consultants, manufacturers, service providers, agents, individuals, or any other party involved or to be involved for any part of the processes of procurement and contract execution related to the above quotation:

- a) have not engaged/will not engage in any corrupt or fraudulent practices in the processes of procurement and contract execution related to the above quotation as defined and/or described in the following:
 - i) the RFQ for the above Quotation;
 - ii) Kenya's Public Procurement and Asset Disposal Act, 2015 and its attendant Regulations;
 - iii) Kenya's Anti-Corruption and Economic Crimes Act, 2013; and iv) any such other Acts or Regulations of Government of Kenya;
- b) have not offered/will not offer any inducement to any member of the board, management, staff and/or employees and/or agents of (name of the procuring entity);
- c) have not engaged/will not engage in any collusive or corrosive practice with other tenderers participating in the subject quotation;
- d) have not been sanctioned or debarred by any entity from participation in public procurement proceedings of Kenya. That, what is deponed to herein above is true to the best of our knowledge, information and belief.

Name of the Tenderer: [Insert complete name of tenderer signing the quotation]

Name of the person duly authorized to sign the quotation on behalf of the Tenderer: [Insert complete name of person duly authorized to sign the quotation]

Title of the person signing the Quotation: [Insert complete title of the person signing the quotation]

Signature of the person named above: [Insert signature of person whose name and capacity are shown above]

CONDITIONS OF CONTRACT

1. Language

The Contract as well as all correspondence and documents relating to the Contract exchanged by the Contractor and the Procuring Entity, shall be written in the English Language.

2. Eligibility

The goods shall have the nationality of an eligible country. All Goods and Related Services to be supplied under the Contract shall have their origin in Eligible Countries.

3. Notices

Any notice given by one party to the other pursuant to the Contract shall be in writing.

4. Governing Law

The Contract shall be governed by and interpreted in accordance with the Laws of Kenya, unless otherwise specified hereunder.

5. Settlement of Disputes

The Procuring Entity and the Contractor shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract. If the parties have failed to resolve their dispute or difference by such mutual consultation, either the Procuring Entity or the Contractor may give notice to the other party of its intention to commence arbitration. The dispute shall be referred to adjudication or arbitration in accordance with the laws of Kenya.

6. Contractor Responsibilities

The Contractor shall supply all the Goods included in the Schedule of Requirements.

7. Contract Price

Prices charged by the Contractor under the Contract shall not vary from the prices quoted by the Contractor in its quotation.

8. Terms of Payment

The Contract Price shall be paid One hundred (100) percent of the Contract Price as follows:

- (i) For Works, upon valuation by the Contractor of the portion of the works completed, such valuation to be accepted by the Procuring Entity, payments up to final completion certificate.

9. Inspections and Tests

The Contractor shall at its own expense and at no cost to the Procuring Entity carry out all such tests and/or inspections of the works to confirm their conformity to technical specifications.



10. Warranty

The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the contract.

