



MOLO ACADEMY BOYS SENIOR SCHOOL

P.O. BOX 55-20106 MOLO TEL: 0722831046

EMAIL: moloacademy@gmail.com

Website: moloacademyboys.Sc.Ke

STANDARD TENDER DOCUMENT FOR PROCUREMENT OF GOODS.

OPEN

Tender Number: MABS/14/2026/2027

**FOR SUPPLY OF GENERAL
OFFICE STATIONERY**

Date Issued 16th June 2026

CLOSING DATE: 4.00 p.m. – Monday 29th June 2026.



1) **NAME AND CONTACT ADDRESSES OF PROCURING ENTITY.**

Name: MOLO ACADEMY BOYS SENIOR SCHOOL

Postal Address: P O Box 55-20106 - MOLO

Email Address: moloacademy@gmail.com

TENDER NOTICE.

_____ [Name of the bidder]

From: Principal/Secretary- B.O.M – MOLO ACADEMY BOYS

SENIOR SCHOOL For supply of General Office Stationery tender Reference

Number MABS/14/2026/2027

1. **MOLO ACADEMY BOYS SENIOR SCHOOL invites** you to submit Tender **for supply of General Office Stationery** indicated in detail in “Table A. Schedule of Requirements and Specifications”. The Tender shall follow the instructions and documents in this tender document and shall be in English Language. Tenderers may obtain further information during office hours **from Principal/Secretary-B.O.M – MOLO ACADEMY BOYS SENIOR SCHOOL** ,Or through the Email- moloacademy@gmail.com

Tender shall be submitted in a plain sealed envelope marked tender number **MABS/14/2026/2027** in accordance with the instructions in this document.

2. Tender shall be prepared in English Language clearly indicating name and address of tenderer, the Tender name and title and must be submitted not later than **4:00 p.m. JUNE 29th 2026**
3. Enquiries regarding this Tender may be addressed to the **Principal/Secretary– B.O.M MOLO ACADEMY BOYS SENIOR SCHOOL through the email moloacademy@gmail.com**
4. Any resulting contract shall be subject to the terms and conditions detailed in Part 3: Contract.

PART 1: INSTRUCTIONS TO TENDERERS

1. **Tenderers are advised to carefully read** these instructions and the Conditions of Contract in Part 3: Contract, before preparing the Tender. The standard forms in this TENDER 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 Tender. The term Tender here in shall mean the Tender submitted as usually understood in public procurement.
2. **Validity of Tender:** The Tender will be held valid for 60 days from the date of submission.
3. **The Tender shall consist of** completed Tables A, B and C and the Form of Tender all indicated in Part 2 of this Tender, and documents to evidence Eligibility and Conformity to Technical Specifications.
4. **Sealing and Marking of Tender:** Tender shall be sealed in a plain envelope, clearly marked with the **Tender Reference Number** .
5. **Submission of Tender:** Duly completed tender documents in plain sealed envelopes of each tender item clearly marked with the Tender No and addressed to the undersigned should be placed in the tender box situated in the reception office
6. **Address for Submission of Tender.**
 - 1) Name of Procuring Entity: MOLO ACADEMY BOYS SENIOR SCHOOL
 - 2) Mailing Address: Postal Address
P.O. BOX 55-20106- MOLO
 - 3) Date of submission (deadline): **Wednesday 29th June 2026**
 - 4) Time of Submission (deadline): **4:00 p.m. (Kenya time).**
7. **Opening of Tender:** Tender will be opened on **30th June 2026 at 10a.m.** in the school Boardroom.
8. **Tenderer Eligibility:** Tenderer must submit Documentary evidence to show His/her eligibility to be awarded a contract to cover each of the following
 - i) Copy of valid trading license / business permit
 - ii) A copy of certificate of registration/ incorporation
 - iii) A copy of valid tax compliance certificate.
 - iv) A copy of Pin certificate

- v) Valid AGPO certificate where applicable.
 - vi) Completely filled, signed and stamped confidential business questionnaires
 - vii) 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.
 - viii) The tenderer shall attach documents of having a proof of similar assignment
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. **Currency:** Tender shall be priced in Kenya Shillings. Tender in other currencies will be rejected

12. **Evaluation of Tender:** The evaluation of Tender will be conducted using the procedure set out below:
- Preliminary examination to determine Tenderer eligibility:
- i) A copy of valid trading license / business permit
 - ii) A copy of certificate of registration/ incorporation
 - iii) A copy of valid tax compliance certificate.
 - iv) A copy of Pin certificate.
 - v) Valid AGPO certificate where applicable.
 - vi) Completely filled, signed and stamped confidential business questionnaires
 - vii) 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.
 - (viii) The tenderer shall attach documents of having a proof of similar assignment
13. Technical examination to determine **goods eligibility, compliance with technical specifications and commercial responsiveness**. Tender failing this stage will be rejected and not considered in next stage.
14. Financial comparison of Tender to determine the lowest evaluated Tender.
15. **Lowest Evaluated Tender:** The lowest evaluated Tender shall be recommended for award of contract.
16. **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 Tender was submitted. Unsuccessful tenderers who responded will be notified of the accepted Tender, indicating the name and the amount of the accepted Tender.
17. **Right to Reject:** The Procuring Entity reserves the right to accept or reject any Tender or to cancel the Tender process and reject all Tender at any time prior to contract award.

TENDER AND QUALIFICATION DOCUMENTS

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

- (i) SCHEDULE OF REQUIREMENTS TABLE
- (ii) FORM FOR DISCLOSURE OF INTEREST
- (iii) CERTIFICATE OF INDEPENDENT TENDER DETERMINATION
- (iv) SELF-DECLARATION FORM

1. We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in Part 1: INSTRUCTIONS TO TENDERERS.
2. We also confirm that the _____
_____ (goods to be supplied/works to be constructed/services to be provided (select one) conform to the **SCHEDULE OF REQUIREMENTS TABLE** below and in conformity with technical specifications listed in PART 2: SCHEDULE OF REQUIREMENTS of this TENDER Document.
3. We undertake to adhere by the Code of Ethical Conduct for Suppliers, Contractors and Service Providers, copy available from (county website) during the procurement process and the execution of any resulting contract. On firm 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.
4. The validity period of our Tender is: 60 days from the time and date of the submission deadline (number to be same as in the instructions to Tenderers).
5. 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.
6. 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.
7. We hereby certify and confirm that the Tender 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 Tender Determination” attached below.
8. 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: _____ days from date of acceptance of Tender. The warranty period offered is _____ weeks.

Tender Authorized by:

Name and designation _____

Signature: _____

TENDER EVALUATION CRITERIA

1. MANDATORY

The following criteria included in the advert, and/or bid documents, **ARE MANDATORY** and any bidder who fails in them shall be discontinued from further evaluation.

A bidder **MUST**

a) **Mandatory Criteria**

- (i) A copy of valid trading license / business permit
- (ii) A copy of certificate of registration/ incorporation
- (iii) A copy of valid tax compliance certificate.
- (iv) A copy of Pin certificate.
- (v) Valid AGPO certificate
- (vi) Completely filled in, signed, stamped, confidential business questionnaires.
- (vii) The tenderer shall attach documents of having a proof of similar work.

b) **Technical Criteria- pass mark (70mks)**

- i.** Completed, signed, and stamped declaration forms (20Mks)
- ii.** Valid Single Business Permit 20Mks
- iii.** Proof of having undertaken works of similar nature (30 Marks)

PRICE SCHEDULE FOR SERVICES.

MABS/14/2026/2027- SUPPLY OF GENERAL OFFICE STATIONERY

Please quote for the item(s) listed below. Submit one copy and retain the other for your record.

ITEMCODE	ITEM	UNIT	UNIT PRICE	TOTAL
1	Printing papers JK/Paperline/Aone	Ream		
2	Foolscaps - Kasuku	Ream		
3	Box Files	PC		
4	Pritt Glue 22g	PC		
5	Office Glue 1kg	Kg		
6	White board markers -	Doz		
7	White board Ink -	Doz		
8	Ball pen - Crystal	Doz		
9	Spring Files	Pc		
10	Stapler Kangaroo – 24/6	Pc		
11	Embossed paper	Ream		
12	Binding Cover	Ream		
13	Paper punch-medium size	Pc		
14	Counter books 3Q	Pc		
15	Counter books A5	Pc		
16	Consumable Ledgers 4Q	Pc		
17	Permanent Marker	Doz		
18	Printed Envelops – DL	Pc		
	- A4	Pc		
	- A5	Pc		
19	Masking Tape – Medium size	Doz		
20	Binding Tape	Pc		

ATTACH PRICE SCHEDULE FOR OTHER STATIONERY APART FROM THE ABOVE

SELLER'S SIGNATURE: _____

DATE: _____

OFFICIALSTAMP: _____

ADDRESS: _____

TEL NO: _____

FOR OFFICIAL USE ONLY.

OPENED BY: _____ DESIGNATION _____

SIGNATURE: _____ DATE _____

CHECKED BY: _____ DESINATION _____

SIGNATURE: _____ DATE: _____

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

i) Are there any person/persons in the *school* who has/have an interest or relationship in this firm? Yes/No.....

If yes, provide details as follows.

	Names of Person		
1			
2			
3			

ii) **Conflict of interest disclosure**

		Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
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			
8			

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.		
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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)

iv) CERTIFICATE OF INDEPENDENT TENDER DETERMINATION

I, the undersigned, in submitting the accompanying Letter of Tender to the

[Name of Procuring Entity] for:

[Name and number of Tender] 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 Tender on behalf of the Tenderer;
4. For the purposes of this Certificate and the Tender, 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 Tender in response to this request for Tender;
 - b) could potentially submit a Tender in response to this request for Tender 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 Tender 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 Tender, 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 Tender; or
 - d) the submission of a Tender which does not meet the specifications of the request for Tender; 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 Tender 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 Tender 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

v) SELF-DECLARATION FORM

We, the Tenderer _____ (*insert name*) submitting our Tender in respect of Tender No _____ for _____ (*insert Tender 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 Tender:

- 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 Tender as defined and/or described in the following:
 - i) The TENDER for the above Tender;
 - 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 Tender;
- d) Have not been sanctioned or debarred by any entity from participation in public procurement proceedings of Kenya.
- e) That, what is stated 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 Tender]

Signature of the person named above:

.....

[insert signature of person whose name and capacity are shown above]

CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c) whichever applied to your type of business. You are advised that it is a serious offence to give false information on this form Part 1 –

General:

Business Name Location of business premises. Plot No..... Street/Road

Postal Address Tel No/Mobile.E mail Nature of Business.....

Registration Certificate No.VAT Reg. No

Maximum value of business which you can handle at any one time – Kshs. Name of your bankers BranchBank Account

Part 2 (a) – Sole Proprietor

Your name in full Age Nationality Country of origin No. of employees ID/Passport No.

•Citizenship details

Part 2

(b) Partnership

Given details of partners as follows:

Name Nationality Citizenship Details Shares% ID/Passport No.

Name	Nationality	Shares	ID/Passport No.

No. of employees

