



THE SACRED HEART, MUKUMU GIRLS' HIGH SCHOOL
P.O.BOX 118, KHAYEGA. E-mail: mukghs@yahoo.com
TEL: 0735-957055 Website: mukumugirls.ac.ke

TENDER FORM

FROM:

.....

DATE:

.....

RE: Tender for

.....

In accordance with tender Number

I hereby tender to supply in accordance with attached tender forms / conditions / schedule of requirements at the price shown against each item in conformity with the scheduled delivery arrangements stated.

I/We understand that the school reserves the right to accept or reject this tender in part or in whole for any reason it considers justifiable.

I/We agree that the terms of this tender will remain valid for and not be withdrawn for a period of 90 days from the date of submission of this tender.

In the event of this tender being accepted in part or in whole within the stipulated 90 days, I/We agree to supply against an order signed by an officer of the school authorized to do so, those goods accepted in tender to the quoted delivery date and that failure to my / our part to meet requirements constitutes to a breach of contract.

Name of Tenderer _____

Witness of Tenderer _____

Signature _____

Signature _____

Address _____

Address _____

Contact _____

Contact _____

Email Address _____

Email Address _____

Date _____

Date _____



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CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in part 1 and either part 2 (a) or 2 (b) whichever applies to your type of business.

You are advised that it is an offense to give false information on this form.

PART 1 – GENERAL:

Business Name:

Location of Business Premises:

Postal Address.....

Nature of Business:

Current Trade License No:Expiry Date:.....

Maximum Value of Business which you can handle at any one time. Kshs.....

Name of your Banke:Branch:

PART 2(a) – SOLE PROPRIETOR:

Your name in full Age:

Nationality:

PART 2(b) – PARTNERSHIP

Give details of partners as follows:

NAME	NATIONALITY	SHARES
1.		
2.		
3.		
4.		
5.		
6.		



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CONDITIONS OF TENDERING

MISCELLANEOUS RECEIPT NO. DATE OF RECEIPT
AMOUNT IN WORDS
.....

1. TENDERER:

The tenderer is the person, company, agency or firm of contractors who/which undertakes to supply the goods or perform the service described in tender documents. The signatory must be a recognized official in the company and be authorized to sign on its behalf.

2. DOCUMENTS:

- (1) The tenderer will receive a miscellaneous Receipt in respect of payment for tender documents. These include the following forms in duplicate:
 - (i) Form of tender
 - (ii) Tender form to be completed by all intending suppliers
 - (iii) Confidential Business Questionnaire
 - (iv) Conditions of tendering: The tenderer should retain one set for his records and return the other set in accordance with these conditions.
- (2) The tenderer is required to check the number of pages of the document accompanying the form of tender. Should he find any missing or any figure indistinct or should be in doubt about the precise meaning of any item or figure, for any reason whatsoever he must inform the tender issuing office at once and have the matter rectified as required, before the final date for the submission of tenders.
- (3) The tenderer's signature to this document and to all documents, as required which accompany the form of Tender shall indicate that he fully understands their contents and that he accepts all the conditions stated or implied therein.

3. SUBMISSION OF TENDERS

- (1) Attention is invited to the Tender Notice. The completed tender documents must be submitted to the address shown on the Form of Tender in a wax sealed envelope endorsed on the outer cover with "Tender for..... Tender No....., indication of tenderer's name must appear on the envelope".
- (2) The form of tender must be properly signed in ink, dated and witnessed and must accompany any other document concerned with the tender.
- (3) The tenders will not be accepted unless correctly submitted on the approved forms. Tenders for which the appropriate fee has not been paid will not be considered valid. They may be posted to the address given or deposited in the locked tender box at the issuing authority's premises to reach that address not later than the appointed time and date.
- (4) Any tender received later than this appointed time and date, irrespective of the cause of the delay, will be rejected.



4. COMMUNICATION

(1) There shall be no verbal variations in regard to a tender once submitted. Should an error be made it should be corrected in writing before the closing date. No amendments will be sent to the address shown on the Form of tender.

5. LIABILITY

No liability will be admitted nor claim allowed for error in the tender owing to mistakes in those documents which should have been rectified in the manner described.

6. VALIDITY

Tenders shall remain valid for at least 90 days from the final date for acceptance, but this date may be extended by mutual consent.

7. SAMPLES

Tenderers may be required to deposit samples in sealed containers labeled with tenderer's name, full details of the item and number on schedule of requirements to enable identification. They should be deposited before the final date for acceptance and signature of receipt obtained. Returnable samples from unsuccessful tenderers should be collected from the tender issuing officer.

8. PACKAGING

Unless otherwise stated, the goods are required to be properly packaged for long-term storage in containers suitable to withstand rough handling and for over-storage in stacks.

9. ACCEPTANCE

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

10. SUCCESSFUL TENDERERS

A letter of acceptance will be sent to the successful tenderer in respect of the whole or part of this tender which has been accepted, within the validity period.

11. COMPLIANCE WITH GIVEN CONDITIONS

If the tenderer does not comply in every way with those conditions, his tender shall be liable to rejection.

Tenderer's Name: **Witness' Name:**

Address: **Address:**

Signature **Signature:**

Date: **Date:**