

TENDER DOCUMENT – 2026/2027
ACK ST LUKE’S CHEPTIRET SCHOOL

TELEPHONE: 0719713004

P.O Box 4370 – 30100
ELDORET

TENDER NO: TENDER NAME:

Please quote the items you wish to supply submit one copy and retain the other for your record.

ITEM CODE	ITEM	UNIT PRICE	TOTAL
1			
2			
3			
4			
5			
6			
7			

SELLER’S SIGNATURE:

DATE:

OFFICIAL STAMP:

ADDRESS:

CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part I and either Part 2(a) ,2(b) or2 (c) whichever applies to your type of business.

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

Part 1 – General:

Business Name

Location of business premises

Plot No. Street/Road.....

Postal address..... Tel No..... Fax Email.....

Nature of Business.....

Registration Certificate No

Maximum value of business which you can handle at any one time Ksh

Name of your bankers branch.....

Part 2 (a) - Sole Proprietors

Your name in full Age

Nationality Country of Origin

Citizenship details.....

Part 2 (b) Partnership as follows:

Name,	Nationality,	Citizenship
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Part 2(c) Registered Company

Private or Public

State the nominal and issued capital of company:-

Nominal Ksh.

Issued Ksh

Given details of all directors as follows:

Name, Nationality, citizenship details, shares

1

2

3.....

Date Signature of candidate.....

If a Kenyan Citizen, indicate under "Citizenship details" whether by Birth, Naturalization or registration.

TERMS OF 2025/2026 SCHOOL SUPPLIES OF GOODS AND SERVICES.

1. The goods/services supplied shall consider utmost safety and health of the students and the school community at large.
2. Supply can only be initiated by the school on the school need basis.
3. The quality of goods and services provided shall not be compromised.
4. All prices quoted must be inclusive of all government taxes (where applicable) and cost of delivery to the school.
5. Sometimes, parents/guardians may request to pay fees in kind by supplying goods/services. At such times the suppliers may be suspended for a while to enable parents/guardians to pay fees in kind.

DOCUMENTS TO ATTACH

- (a) Copy of KRA Pin.
- (b) Supporting documents for institutions supplied.
- (c) Registration certificate copy (if any).
- (d) Tax compliance certificate (latest).