

ST. ALBERT'S GIRLS HIGH SCHOOL, ULANDA
2026/27 ANNUAL TENDERS
BASIC TENDERING INFORMATION

1. ENSURE ALL TENDERING INFORMATION REQUIRED IS FULLY COMPLETED/AUTHENTIC FILLED
2. FALSE INFORMATION MAY LEAD TO DISQUALIFICATION OR RENDER YOUR TENDER APPLICATION NON-RESPONSIVE
3. ALL INFORMATION IS SUBJECT TO VERIFICATION IF NEED ARISES
4. IF YOU ARE USING A BUSINESS NAME MUST ATTACH A COPY OF THE REGISTRATION CERTIFICATE
5. YOUR PRICES MUST BE EXPRESSED IN KENYA SHILLINGS NET ALL GOVERNMENT TAXES/LEVIES PAID YOU AND REMAIN VALID FOR 90 DAYS FROM THE CLOSING DATE
6. ALL TENDERS UNLESS STATED ARE FOR SUPPLY AND DELIVERY OF GOODS, SERVICES OR WORKS AS AND WHEN REQUIRED
7. PLEASE TAKE NOTE OF ANY OTHER CONDITION NOT COVERED HERE THAT ARE IN THE TENDER NOTICE WILL APPLY
8. SCHOOL RESERVES THE RIGHT TO ACCEPT OR REJECT THE TENDERS SUBMITTED IN WHOLE OR PART AND IS BOUND TO ACCEPT THE LOWEST BIDDER OR TO OFFER EXPLANATION FOR ITS DECISION
9. ALL TENDER DOCUMENTS SHALL BE SUBMITTED IN WRITING AND IN SEALED ENVELOPE TO THE PLACE BEFORE THE DEADLINE STATED IN THE INVITATION TO TENDER
10. CONSULT THE BURSAR TO CLARIFY ANY INFORMATION ANY INFORMATION/DETAILS BEFORE THE CLOSING DATE
11. CANDIDATES SHALL NOT BE EXCLUDED FROM PARTICIPATION ON THE BASIS OF RACE OR NATIONALITY
12. COMMUNICATION SHALL BE IN WRITING
13. TENDERS MUST MEET ALL THE CRITERIA IN ORDER TO QUALIFY
14. EVALUATION WILL BE DONE IN ACCORDANCE TO THE MENTIONED CRITERIA ONLY.
15. TENDERERS WILL BE DISQUALIFIED IF THEY, THEIR SERVANTS OR AGENTS HAVE OFFERED ANY INDUCEMENT TO ANY PROCURING ENTITY
16. CANDIDATES MUST QUALIFY BY MEETING THE FOLLOWING CRITERIA
17. THAT THEY POSSES THE NECESSARY PROFESSIONAL AND TECHNICAL QUALIFICATIONS AND COMPETENCE, FINANCIAL RESOURCES, EQUIPMENT AND OTHER PHYSICAL FACILITIES, MANAGERIAL CAPABILITY, EXPERIENCE, REPUTATION AND PERSONNEL TO PERFORM THE CONTRACT. THEY SHOULD NOT BE INSOLVENT OR IN RECEIVERSHIP, BANKRUPT OR BEING WOUND UP.
18. TECHNICAL SPECIFICATIONS PRESCRIBED IN OUR TENDERS SHALL WHERE APPROPRIATED BE TERMS OF PERFORMANCE RATHER THAN DESIGN, BE BASED ON INTERNATIONAL STANDARDS OR CODES
19. THE SUCCESSFUL TENDERER SHALL BE WITH THE LOWEST EVALUATED TENDER PRICE OR THE LOWEST EVALUATED ASCERTAINED ON THE BASIS OF FACTORS AFFECTING ECONOMIC VALUE THAT HAVE BEEN SPECIFIED IN THE DOCUMENTS
20. ALL THESE CONDITIONS SHALL APPLY IN ALL TENDERS, UNLESS STATED AND ALL CONDITIONS SHALL ABIDE BY THESE CONDITIONS.

TENDER'S NAME.....

ADDRESS.....

SIGNATURE..... DATE.....

ST. ALBERT'S GIRLS HIGH SCHOOL, ULANDA

"ASPIRE TO EXCELLENCE"

FORM OF TENDER

FROM _____

DATE _____

TO _____

RE: Tender for _____

In accordance with tender number _____ dated _____

I/We _____

Hereby tender to _____

in accordance with the attached forms/conditions of tender/schedule or requirements at the price/fees/charges shown against each item numbers _____ Only in the schedule representing a total amount of Kshs _____ tendered for.

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

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

_____ in the event of this tender being accepted in part or in full within the stipulated _____ days.

I/We agree to supply against an order signed by officer or St. Albert's Girls High School, Ulanda authorized to do so. Those goods accepted in this tender to the quoted delivery dates and that failure on my part to meet these requirements constitutes a breach of contract.

Witnessed by:.....

Address:.....

Signature of witness:.....

Date:.....

Tender's name:.....

Tender's signature:.....

Tender's designation:.....

Full address:.....

Telephone number:.....

Date:.....

ST. ALBERT'S GIRLS HIGH SCHOOL, ULANDA
"ASPIRE TO EXCELELNCE"

CONFIDENTIAL BUSINESS QUESTIONNAIRE

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.

PART 1 – GENERAL

Business name.....

Location of business premises.....

Postal address..... Tel. no.....

Nature of business.....

Current trade licence no.....expiry date.....

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

K£. ** of your bankers Branch.....

PART 2 (A) SOLE PROPRIETOR

Your name in full.....

Nationality

Citizenship details.....

PART 2 (B) PARTNERSHIP - Give details of Business partners as follows:

Name	Nationality	Citizenship details
1.....		
2.....		
3.....		
4.....		

PART 2 (C) REGISTERED COMPANY

Private or public.....

State the nominal and issued capital of the company:

National K£.....

Issued K£

Give direction of all directors as follows:

Name	Nationality	Citizenship details
1.....		
2.....		
3.....		
4.....		
Date.....	Signature of tenderer.....	

If Kenyan citizen indicate under "Citizenship details" whether by birth, nationalization or registration.