INVOICE

ROSJA SUPPLIES LIMITED

For: Catering Items

P.O. Box 14429
Nairobi

Cell: +254 716 021 230
Email: jerov.supplies@gmail.com

M/S The Judiciary
Gatundu Law

Date	27/11/2025
Order No	002722
Delivery No	098

QTY	DESCRIPTION	@	KSHS	CTS
2	Milo 400g	990	1,980	00
25	Sugar 1kg	383	9,575	00
1	Instant coffee ; 400g	1,570	1,570	00
3	Drinking chocolate	682	2,046	00
	15171 ksh			
	ROSJA SUPPLIES LIMITED P.O. Box 85748 - 00100 NAIROBI			
E.&O.E	No.: 105	TOTAL	15171	

Accounts are due on demand

DELIVERY NOTE

ROSJA SUPPLIES LIMITED

For: Catering Items

P.O. Box 14429
Nairobi

Cell: +254 716 021 230
Email: jerov.supplies@gmail.com

M/S The Judiciary
Gatundu law

Date	27/11/2025
Order No	002723
Invoice No	105

Please receive the undermentioned goods in good order and condition.

QTY	DESCRIPTION
2	Milo 400g
25	Sugar 1kg
1	Instant coffee ; 400g
3	Drinking chocolate.
E.&O.E	No.: 098

ROSJA SUPPLIES LIMITED
P.O. Box 85748 - 00100
NAIROBI

Received the above goods in good order and condition.

Delivered by: Wycliffe Omare **Signature:** [signature]

Received by: Morab Otieno **Signature:** [signature]

Copy

REF: 003

REPUBLIC OF KENYA | JUDICIARY

INTERNAL MEMO

25th November, 2025.

FROM: HEAD OF STATION

TO:

5. Lucy Muema-Member
6. Maurine Nkatha -Member
7. Merab Ochuka-Secretary
8. Dorcus Musyoki-Member

<u>SUBJECT: APPOINTMENT AS A MEMBER OF ACCEPTANCE COMMITTEE FOR OF CATERING MATERIALS</u>

Pursuant to **Section 48 (4)** of the Public Procurement Act (2015), and for the purposes of tender opening and evaluation committee.

You are hereby appointed as one of the members of the acceptance **committee** for the supply of catering materials.

Regards,

Hon. D. N. MUSYOKA
CHIEF MAGISTRATE
<u>GATUNDU LAW COURTS</u>

CONTRACT

FOR THE

SUPPLY AND DELIVERY OF GENERAL OFFICE SUPPLIES, COMPUTER ACCESSORIES AND CATERING ITEMS FOR THREE (3No.) YEARS UNDER FRAMEWORK CONTRACT
(LOT 13)

BETWEEN

THE JUDICIARY OF KENYA

AND

M/S ROSJA SUPPLIES LIMITED.

CONTRACT NO: JUD/OT/001/2024-2025

CONTRACT FORM

THIS AGREEMENT is made between

1. **The Judiciary of the Republic of Kenya of P.O Box 30041-00100, Nairobi, Kenya** whose registered office is situated at Supreme Court Building, Nairobi (hereinafter called "the Procuring entity") of the one-part,

And

2. **M/s Rosja Supplies Limited of P.O Box 85748, Nairobi** (hereinafter called "the service provider") of the other part.

WHEREAS the procuring entity invited bids for the contract agreement for the **Supply and Delivery of General Office Supplies, Computer Accessories and Catering Items for Three (3No.) Years Under Framework Contract (Lot 13)** and has accepted a proposal submitted by the supplier for the **Supply and Delivery of General Office Supplies, Computer Accessories and Catering Items for Three (3No.) Years Under Framework Contract (Lot 13)** as indicated below;

Price Schedule

S/No.	Description	Unit of Measure	Quantity	Unit Cost (Kshs)
1.	Packed 2kg sugar	Packet	"As and when required basis"	383.00
2.	Drinking chocolate 400gms	Tin	"As and when required basis"	682.00
3.	Tea bags (Enveloped with string and tag 100pcs per pkt)	Packet	"As and when required basis"	430.00
4.	Instant coffee 200gms	Tin	"As and when required basis"	1570.00
5.	Milo 400gms or equivalent	Tin	"As and when required basis"	990.00

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year written below.

Signed, Sealed and Delivered

For and on behalf of
The Judiciary of Kenya

Full Name: FRIDA MWOKAYA

Title: CRJ

Signature: ……

Date: 15/1/25

In the Presence of

Full Name: KENNEDY OGUTU

Title: LEGAL COUNSEL

Signature: ……

Date: 15/1/25

Signed, Sealed, and Delivered

For and on behalf of
M/s Rosja Supplies Limited

Full Name: JARED OGWORA NYABOGA

Title: DIRECTOR

Signature: ……

Date: 15/1/25

Full Name: ERIC MWANZIA

Title: OPERATIONS MANAGER

Signature: ……

Date: 15/1/25

ROSJA SUPPLIES LTD. * Date …… * P.O. BOX 85748, G.P.O NAIROBI

TO:

ROSJA SUPPLIES LIMITED

P.O BOX 14429 00100

NAIROBI

REPUBLIC OF KENYA

JUDICIARY

THE JUDICIARY

LOCAL PURCHASE ORDER

PURCHASE ORDER NO.: PO25/26-002722

DATE:11/20/2025

CURRENCY: KES

REQ NO: PURCHREQ25/26-968

CONTRACT NO:

Gatundu Law Courts

Please carry out the **Goods/Services** listed here below at **Gatundu Law Courts Gatundu Magistrate Court 11/20/2025** on terms and conditions stated below of this Order, on or before **11/20/2025** and send the Invoices immediately to **Supply Chain Management Service Offices.**

ACCOUNT COMBINATION: 0-9011-9011002222-00001001-0610019011-2210801-40605901

Item Code	Description	Specifications	UOM	QTY	Price	Line Total	Quote No.
M000002729	Milo 400g		PCS	2	990.00	1,980.00	
M09099011	Sugar 1 Kg		PCS	25	383.00	9,575.00	
M000001178	Instant Coffee; 400g		PCS	1	1,570.00	1,570.00	
M000002019	Drinking Chocolate		PCS	3	682.00	2,046.00	
						15,171.00	

Name	Apondi Ochuka Merab
Signature	
Date	11/21/25 11:08 AM

Supply Chain Management Services

Name	Daniel Musyoka Ngalu
Signature	
Date	11/21/25 11:11 AM

AIE HOLDER

Name	Wycliffe Omare
Signature	
Date	27/11/2025

Vendor Acknowledgment

ROSJA SUPPLIES LIMITED
P.O. Box 85748 - 00100
NAIROBI

Social Transformation through Access to Justice

Form S. 13 REPUBLIC OF KENYA **A** DUPLICATE

1993834

COUNTER RECEIPT VOUCHER

Ministry JUDICIARY Dept./Branch GATUNDU Unit LAW COURTS

Received the items listed below from (source) ROSJA SUPPLIES LIMITED.

Code No.	Item Description	Unit	Quantity	Value	Remarks
	Milo Assorted	Tins	2	2.	
	Sugar 1 Kg.	Pkts	25	25	
	Instant Coffee 4g	Tin	1	1	recurs
	Drinking Chocolate	Pcs.	3.	3.	

Order No. Invoice No. OR

Issuing Officer.................Signature.................Designation.................

Certified that the quantities received have been taken on charge.

Receiving Officer Macus Signature .... Designation SCMA 25/11/25

Account No. CATERING Date 25/11/25

GPK (LP)

GATUNDU LAW COURT

INSPECTION AND ACCEPTANCE COMMITTEE (IAC) PROCUREMENT INSPECTION AND ACCEPTANCE CERTIFICATE

We the undersigned, being members of the IAC appointed by the Accounting Officer through letter Ref: 25/11/2025 dated: ____________

Confirm that we have performed the assignment diligently and issued this acceptance certificate for the procurement object indicated below:

Contract Title and No.: SUPPLY OF CATERING ITEMS
Date of Contract: 20/11/25
Supplier/Contractor: ROSTA SUPPLIES LIMITED
Value of Contract: 15,171
Particulars of the: Supply of catering items
Contract items: catering (list as necessary)

Milo Arosmi 2 pcs
Sugar 1kg. 25 pkts
Instant coffee Ang. 1 tin
Drinking chocolate 3 tins

Contract delivery due date: 24/11/25
Actual delivery date: 25/11/25
Procuring Entity: GATUNDU LAW COURTS
Contract Manager: ____________
Signed:

1. Name: Lucy Muema Signature: [signature]
2. Name: Maureen Nkatha Signature: [signature]
3. Name: DORCAS MUTOKI Signature: [signature]
4. Name: Merab Oduor Signature: [signature]
5. Name: ____________ Signature: ____________