



P.O. Box 14429
Nairobi

Cell: +254 716 021 230

M/S The Judiciary
Gotovu law

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

QTY	DESCRIPTION	@	KSHS	CTS
2	Milo foodg	990	1,980	00
25	Sugar 1kg	383	9,575	00
1	Instant coffee; foodg	1,570	1,570	00
3	Drinking chocolate	682	2,046	00
E.&O.E.	No.: 105	TOTAL	15171	

Accounts are due on demand

ROSJA SUPPLIES LIMITED



Cell: +254 716 021 230

Email: jerov.supplies@gmail.com

M/S	The Judiciary	Date	27/11/2025
	Giginda law	Order No	002722
		Invoice No	105

Please receive the undermentioned goods in good order and condition.

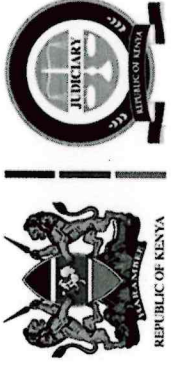
[illegible]

Received the above goods in good order and condition.

Delivered by: Kycliffe Omare Signature: Kycliffe Omare

Received by: Merab Odishvili Signature: [Signature]

Copy
2025
REF: 003



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

**SUBJECT: APPOINTMENT AS A MEMBER OF ACCEPTANCE COMMITTEE
FOR OF CATERING MATERIALS**

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
GATUNDU LAW COURTS**



CONTRACT

FOR THE

**SUPPLY AND DELIVERY OF GENERAL OFFICE
SUPPLIES, COMPUTER ACCESSORIES AND CATERING
ITEMS FOR THREE (3N^o.) YEARS UNDER FRAMEWORK
CONTRACT
(LOT 13)**

BETWEEN

THE JUDICIARY OF KENYA

AND

M/S ROSJA SUPPLIES LIMITED.

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

A handwritten signature in blue ink, appearing to be 'R. Rosja', is written over the contract number.

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.....PRIONA WAKAYA.....
Title.....Cy.....
Signature.....[Signature].....
Date.....15/1/25.....

In the Presence of

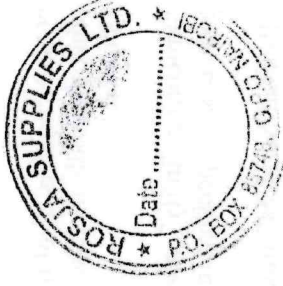
Full Name.....KENNEDY DGHU.....
Title.....LEGAL COUNSEL.....
Signature.....[Signature].....
Date.....15/1/25.....

Signed, Sealed, and Delivered

**For and on behalf of
M/s Rosja Supplies Limited**

Full Name.....JAREN OGWORA NYABOGA.....
Title.....DIRECTOR.....
Signature.....[Signature].....
Date.....15/1/25.....

Full Name.....ERIC MWANJIA.....
Title.....OPERATIONS MANAGER.....
Signature.....[Signature].....
Date.....15/1/25.....



[Signature]

TO:

ROSJA SUPPLIES LIMITED
P.O BOX 14429 00100

NAIROBI

PURCHASE ORDER NO.:
PO25/26-002722
DATE:11/20/2025

CURRENCY: KES

REQ NO:
PURCHREQ25/26-968

CONTRACT NO:

THE JUDICIARY

LOCAL PURCHASE ORDER

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	UO M	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	Name	Daniel Musyoka Ngalu
Signature		Signature	
Date	11/21/25 11:08 AM	Date	11/21/25 11:11 AM

Supply Chain Management Services

AIE HOLDER

Name	<i>hycliffe Onare</i>
Signature	
Date	<i>27/11/2025</i>

Vendor Acknowledgment

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



REPUBLIC OF KENYA

A

DUPLICATE

1993834

COUNTER RECEIPT VOUCHER

Ministry.....
Dept./Branch.....
Unit.....
Received the items listed below from (source).....
1993834

Code No.	Item Description	Unit	Quantity	Value	Remarks
	Milk	litres	2	2.	
	Sugar 1 kg	kg	25	25	
	Instant Coffee	tin	1	1	
	Tea	tin	3	3.	

Order No. Invoice No. OR

Issuing Officer.....
Signature.....
Designation.....
Certified that the quantities received have been taken on charge.
Receiving Officer.....
Signature.....
Designation.....
Account No.
Date

GPK (P)

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: POSJA SUPPLIES LIMITED
Value of Contract: 15,171
Particulars of the: SUPPLY OF CATERING ITEMS
Contract items: catering (list as necessary) _____

Milo Aregmi 2 pcs
Sugar 1kg. 25 pcks
Instant coffee 4kg. 1 tin
Drinking chocolate 3 tins

Contract delivery due date: 24/11/25
Actual delivery date: 25/11/25
Procuring Entity: GATUNDU LAW COURT
Contract Manager: _____

Signed:

1. Name: LUCY MUEMBA Signature: [Signature]
2. Name: MAURICE NIKAFUA Signature: [Signature]
3. Name: DORCAS MUSTOKI Signature: [Signature]
4. Name: MERAB OCHUA Signature: [Signature]
5. Name: _____ Signature: [Signature]