

FORM OF TENDER

TO: _____ NAME OF INSTITUTION

DATE: _____

TENDER NUMBER/NAME OF TENDER: _____

Dear Sir,

1. Having examined the tender documents including Addendum, the receipt of which is hereby duly acknowledged, we, the undersigned offer to supply /deliver _____ (Item) in conformity with the said tender documents.
2. We undertake, if our Tender is accepted to deliver goods/services in accordance with the delivery schedule specified in the schedule of requirements.
3. We agree to abide by the Tender for a period of _____ (number) days from the date fixed for the tender opening of the instructions to Tenderer and it shall remain binding upon us and may be accepted at any time before the expiry of that period.
4. This tender, together with your written acceptance thereof and your notification of award, shall constitute a contract between us, subject to signing of the contract by the parties.
5. We understand that you are not bound to accept the lowest bid or any tender you may receive.

Dated this day of _____ month of _____ 20_____

(Signature)

(In capacity of)

Duly authorized to sign Tender for and on behalf of _____
(Tenderer)

TENDER QUESTIONNAIRE

Please fill in block letters/Capital letters

1. Full names of the Bidder

2. Fill the address of the Bidder to which tender correspondence is to be sent (unless an agent has been appointed below)

3. Telephone number(s) of Bidder

4. Name of Bidder's representative to be contacted on matters of the tender/supply during the tender period.

Sign _____ Date _____

Stamp

5. Please ensure that every page is stamped and signed.

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 _____

Town _____ plot no. _____ Road _____

Postal address _____ code _____ Town _____

Telephone number _____ Mobile no _____

E-mail Address _____

Nature of business _____

Current trade license _____

Expiry date _____

Maximum value of the business which you can handle at any given time KSHS _____

Name of your bank _____ Branch _____

PART 2 (a)-SOLE PROPRIETOR

Your name in full _____ Age _____

Nationality _____ country of origin _____

PART 2(b) – PARTNERSHIP

Give Details of partners as follows

Name in Full	Phone No.	Nationality	Shares

PART 2 (c)-REGISTERED COMPANIES

Private company _____ or Public Company _____

State the nominal and issued capital of the company

Nominal Capital _____

Issued Capital _____

Give details of all DIRECTORS as follows

Name in Full	Phone No.	Nationality	Shares

TENDER EVALUATION CRITERIA

After tender opening, the tender will be evaluated as follows,

1. Determination of responsiveness-these conditions will include
 - a) Duly filled tender form
 - b) Any other conditions included in the advertisement notice /invitation letter
 - c) Completeness of the tender document.

MANDATORY DOCUMENTS TO BE ATTACHED

1. Business registration certificate.
2. Tax Compliance Certificate.
3. Personal Identification Number (KRA PIN).
4. Business license or relevant document.
5. Evidence of a bank account.
6. Certificate for special groups (youth, women and persons with disabilities.)
7. Copy of National Identification Card (ID)/Passport for those trading on their own names.