



METKEI GIRLS SECONDARY SCHOOL

P.O. BOX 161-30101 AINABKOI

E-mail: metkeigirlss@gmail.com Tel: 0703506000

TENDER DOCUMENTS FOR SUPPLIES OF GOODS AND SERVICES

TENDER NO.

NOTICE DATE: 4TH JULY, 2025

CLOSING DATE: 11TH JULY, 2025

TABLE OF CONTENTS

NO. CONTENTS	PAGE
1. Invitation to tender	3
2. Brief Contract Regulations	5
3. Instructions to Tenderers.....	6
4. Form MGHS/TR1 – Tender Documentation	8
5. Form MGHS/TR-2 – Tendering Data	9
6. Form MGHS/TR-3 – Supervisory Personnel	10
8. Form MGHS/TR-5 – Past Experience	11
9. Form MGHS / TR-6 – Sworn Statement	12
10. Form MGHS / PQ-7 – Confidential Business Questionnaire	13
11. Tender form.....	14

1.0 INVITATION TO TENDER-RE ADVERTISEMENT.

1.1. Introduction

Metkei Girls Secondary school invites sealed tenders for provision of goods and services to the institution.

1.2. Objective

The objective is to supply and deliver assorted goods and services under open tenders at Metkei Girls Secondary School as and when required.

1.3. Invitation of Tenders

This invitation for tenders is open to all candidates who are eligible bidders for supply and delivery of various goods and services. The institution requires prospective suppliers to provide mandatory information for tendering.

1.4. Experience

As a minimum, prospective suppliers and contractors must have successfully carried out supply and delivery of similar goods/ services to institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

1.5. Tender Documents

This document includes questionnaire forms and documents required from prospective suppliers.

1.6. In order to be considered for tendering, prospective suppliers must submit **ALL** the information herein requested.

1.7. Distribution of Tender Documents

One copy of the completed Tender data and other requested information shall be submitted in plain sealed envelope marked:

MGHS/TR/ITEM CODE/2025-2026 FOR PROVISION/SUPPLY OF.....

Addressed and delivered to: -

BOM SECRETARY

METKEI GIRLS SECONDARY SCHOOL

P.O BOX 161-30100 AINABKOI

TEL: 0703506000

Email: metkeigirlss@gmail.com

Deposited in the Tender Box located at the reception not later than 10 AM (Local time) on **11th July, 2025**

1.8. Questions arising from Documents

Questions that may arise from the Tender documents should be directed to the Procurement office and raised latest one week before close of tender to Metkei Girls Secondary School whose address is given in Para 1.7

Additional information

The Organization reserves the right to request submission of additional information from prospective bidders.

1.9. Invitation to Tenders/Quotations

Bidders who will qualify after scoring a minimum of 75 points.

Will be invited to participate in Tenders/Quotations as and when need arises.

2.0. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1. Taxes on Imported Materials.

The supplier will have to pay custom duty, VAT and all other taxes as applicable for all imported materials to be supplied.

2.2. Customs Clearance

The contractors/Tenderers shall be responsible for customs clearance of the imported goods and materials.

2.3. Contract Price

The contract price may show unit price only or may show cumulative price as computed by product of the unit price and quantities required. Quantities may increase or decrease as determined by demand.

2.4. Payments

All local purchases shall be on credit of a minimum of **thirty (30) days** or otherwise as stipulated in the contract agreement.

3.0. TENDER DATA INSTRUCTIONS

3.1. Tender data Forms

3.1.1. The attached documents MGHS/TR-1, MGHS /TR-2, MGHS /TR-3, MGHS /TR-4, MGHS /TR- 5, MGHS /TR-6, MGHS /TR-7 and MGHS /TR-8 are to be completed by prospective suppliers/contractors who wish to be considered for submission of tenders under the **specified categories**.

3.1.2. The Tender application forms which are not filled out completely and submitted in the prescribed manner **SHALL NOT** be considered. All the documents that form part of the proposal must be written in the English language and in ink.

3.2. QUALIFICATION

3.2.1. It is understood and agreed that the tender data on prospective bidders is to be used by the Organization in determining, according to its sole judgment and discretion, the ability of prospective bidders to supply goods and services as described by the client.

3.2.2. Prospective bidders will not be considered qualified unless in the judgment of the Organization they possess capability, experience, qualified personnel, suitable equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

3.3. Essential criteria for Tendering

3.3.1. (a) Experience

Prospective bidder shall have at least 3 years' experience in the supply of goods, services and allied items. In any case the potential supplier/contractor should show competence, willingness and capacity to service the contract.

(b) The prospective supplier requires special experience and capability to organize supply and delivery of goods/ services on short notice.

3.3.2. Personnel

The names, pertinent information and curriculum vitae of the key personnel who will be involved in executing the contract must be indicated in form MGHS/ TR 3.

3.3.3. Financial Position

The prospective bidders' financial condition will be determined by evaluating the financial statements and letters of reference from their respective bankers regarding supplier's credit position. Potential suppliers/contractors will be awarded on the basis of the information given.

3.3.4. Special consideration will be given to the financial resources available, such as working capital, considering the amount of uncompleted orders resulting from previous and on-going contracts. Data to be

provided on form MGHS/TR4. Potential bidders MUST provide evidence of financial capacity to execute the contract in the event of award.

3.3.5. Past Performance

Past performance will be given due consideration in the tendering process. Letters of reference from past customers should be included in form MGHS/TR-5 where applicable.

3.4. STATEMENT

Applications must include a sworn statement on Form MGHS/TR-6 by the bidders ensuring accuracy of the information given.

3.5. WITHDRAWAL OF TENDERS

Should conditions arise which in the opinion of the Institution may substantially affect the performance and qualification of the bidder or his ability to perform the contract in the event of award (such as, but not limited to bankruptcy, change in ownership or new commitments, among others) the institution reserves the right to reject the bid from such a bidder even if he was initially pre-qualified

3.6 TENDER AWARD CRITERIA

NO.	REQUIRED INFORMATION	FORM TYPE	POINTS SCORE
1.	Registration Documentation	MGHS/TR-1	10
2.	Tenderers Data	MGHS/TR-2	5
3.	Supervisory Personnel	MGHS/TR-3	5
4.	Financial Position	MGHS/TR-4	20
5.	Past Experience	MGHS/TR-5	15
6.	Sworn Statement	MGHS/TR-6	5
7.	Confidential Questionnaires	MGHS/TR-7	20
8.	Litigation History	MGHS/TR-8	10
9.	KRA Tax Compliance Certificate and PIN/VAT certificate (Attach a valid copy		10
TOTAL			100

Awarding Mark

The awarding mark is a minimum of 75 points

1. FORM MGHS/ TR-1 - REGISTRATION DOCUMENTATION

All firms must provide:

- a) Copies of Certificate of Registration/Incorporation
- b) Valid KRA Tax Compliance and PIN/VAT Certificates.
- c) List of ongoing contracts/projects (for goods/services)
- d) Bank references

2. FORM MGHS/ TR-2 - TENDERERS DATA

1. Category name and code

Legal name of firm

Post office address.....

Street and address

City

Country

Telephone number

Email address

Person to contact

Title

2. Organization & Business Information:

Management Personnel

Director

Secretary

General Manager

Treasurer

Others

Partnership (if applicable)

Names of Partners

3. Business founded or incorporated since.....

4. Under present management since

5. Net worth Equivalent Kshs.....

6. Bank reference and address

3. FORM MGHS/ TR-3 - SUPERVISORY PERSONNEL

1. Name

Age.....

Academic Qualification

Professional qualification

Length of service with contractor or supplier position

Held

2. Name

Age

Academic Qualification

Professional qualification

Length of service with contractor or supplier position held

.....

4. FORM MGHS/ TR - 4 - FINANCIAL POSITION

FINANCIAL RESOURCES

Specify proposed sources of financing, such as lines of credit and other financial means, available to meet the supplies as specified in section 4, Financial Position.

FINANCIAL RESOURCES

No	Source of Finance	Amount (Kenyan shillings equivalent)
1		
2		
3		

5. FORM MGHS/ TR – 5 - PAST EXPERIENCE

NAMES OF THE APPLICANT'S CLIENTS IN THE LAST THREE YEARS

1. Name of 1st client (Organization)

- (i) Name of client (organization)
- (ii) Address of Client (Organization)
- (iii) Telephone No. of Client
- (iv) Value of contract
- (v) Duration of contract (Date)
- (vi) Name of contact person.....
- (vii) Sign.....stamp.....

2. Name of 2nd client (Organization)

- (i) Name of client (organization)
- (ii) Address of Client (Organization)
- (iii) Telephone No. of Client
- (iv) Value of contract
- (v) Duration of contract (Date)
- (vi) Name of contact person.....
- (vii) Sign.....stamp.....

3. Name of 3rd client (Organization)

- (i) Name of client (organization)
- (ii) Address of Client Organization)
- (iii) Telephone No. of client
- (iv) Value of contract
- (v) Duration of contract Date)
- (vi) Name of contact Person.....
- (vii) Sign.....stamp.....

4. Others.....

6. FORM MGHS/ TR-6 - SWORN STATEMENT

SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE

I, of P.O. Box.....being a resident of..... in the Republic of do hereby make a statement as follows: -

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of..... *(insert name of the Company)* who is a Bidder in respect of **Tender No.** for..... *(Insert tender title/description)* for..... *(insert name of the Procuring entity)* and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its servants and/or agents will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of*(insert name of the Procuring entity)* which is the procuring entity.
3. THAT the aforesaid Bidder, its servants and/or agents have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of*(name of the procuring entity)*.
4. THAT the aforesaid Bidder will not engage/has not engaged in any corrosive practice with other bidders participating in the subject tender.
5. THAT what is deponed to herein above is true to the best of my knowledge information and belief.

.....
(Title)

.....
(Signature)

.....
(Date)

Bidder's Official Stamp

7. FORM MGHS/ TR-7- CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) whichever applied to your type of business.

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

<p style="text-align: center;">Part 1-General</p> <p>Business Name</p> <p>Location of business premises.</p> <p>Plot No..... Street/Road</p> <p>Postal Address Tel No. Fax E mail</p> <p>Nature of Business</p> <p>Registration Certificate No.</p> <p>Maximum value of business which you can handle at any one time – Kshs.</p> <p>Name of your bankers Branch</p>																
<p style="text-align: center;">Part 2 (a) –Sole proprietor</p> <p>Your name in fullAge</p> <p>NationalityCountry of origin</p> <p>• Citizenship details</p>																
<p style="text-align: center;">Part 2 (b) Partnership</p> <p>Given details of partners as follows;</p> <table><thead><tr><th>Name</th><th>Nationality</th><th>Citizenship details</th><th>Shares</th></tr></thead><tbody><tr><td>1)</td><td></td><td></td><td></td></tr><tr><td>2)</td><td></td><td></td><td></td></tr><tr><td>3)</td><td></td><td></td><td></td></tr></tbody></table>	Name	Nationality	Citizenship details	Shares	1)				2)				3)			
Name	Nationality	Citizenship details	Shares													
1)																
2)																
3)																
<p style="text-align: center;">Part 2 (c)</p> <p>Private or public</p> <p>State the nominal and issued capital of company :-</p> <p>Nominal Ksh.</p> <p>Issued Ksh.</p> <p>Given details of all directors as follows:</p> <p>Name:</p> <p>Nationality:</p> <p>Citizenship Details</p>																

8. FORM MGHS/ TR-8- LITIGATION HISTORY

Name of Applicant or entity.....

Year	Award FOR Or AGAINST Applicant	Name of client, cause of litigation, and matter in dispute	Disputed amount (current values in kshs)

9. KRA Tax Compliance Certificate and PIN/VAT certificate (Attach a valid copy)

Tenders are invited for supply and delivery of the following goods and services for the 2025/2026 financial year.

	CATEGORY A-GOODS	
TENDER NO	ITEM DESCRIPTION	ELIGIBILITY
MGHS/01/2025/26	Supply of Fresh milk.	Open
MGHS/02/2025/26	Supply of fresh Beef/goats meat.	Open
MGHS/03/2025/26	Supply of Fresh Fruits in season.	Reserved
MGHS/04/2025/26	Supply of Dry split Firewood.	Open
MGHS/05/2025/26	Industrial Foodstuffs (Rice, Sugar, Cooking Fat, salt, Baking Flour).	Open
MGHS/06/2025/26	Fresh vegetables (Cabbages and Kales).	Open
MGHS/07/2025/26	Groceries (Tomatoes, onions, Dhania, hoho, managu carrots.)	Open
MGHS/08/2025/26	Dry clean Roscoco Beans	Open
MGHS/09/2025/26	Dry clean Maize	Open
MGHS/10/2025/26	Supply of chicken eggs	Reserved
MGHS/11/2025/26	Supply of Daily Newspapers	Open
MGHS/12/2025/26	Staff/student leaders' uniform	Open
MGHS/13/2025/26	Laboratory chemicals and equipment	Open
MGHS/14/2025/26	General Stationery	Open
MGHS/15/2025/26	Printed A4 Exercise books and graph books.	Open
MGHS/16/2025/26	Copy printer Ink, Master rolls, Tonners etc.	Open
MGHS/17/2025/26	Students Electronic ID cards	Open
MGHS/18/2025/26	Furniture (Beds, desks lockers and Chairs)	Open
MGHS/19/2025/26	Motor vehicle and generator fuel and lubricants.	Open
MGHS/20/2025/26	Hardware materials.	Open
MGHS/21/2025/26	Building materials (Sand, Ballast, Hardcore, E.T.C)	Open
	CATEGORY B-SERVICES	
MGHS/22/2025/26	Electrical accessories/fittings/services	Open
MGHS/23/2025/26	Servicing and maintenance of office machines	Open
MGHS/24/2025/26	Provision of plumbing services	Open
MGHS/25/2025/26	Servicing of motor vehicle and Generator	Open
MGHS/26/2025/26	Motor vehicles insurance	Open
MGHS/27/2025/26	Construction works.	Open
MGHS/28/2025/26	Artisan services i.e. (Repairs, welding, Labelling etc.)	Open

MGHS/29/2025/26	Servicing of firefighting equipment.	Open
MGHS/30/2025/26	Games/sports equipment and uniform	Open
MGHS/31/2025/26	Honey sucker/Exhausting services	Open

