SUPPLY OF GENERAL OFFICE STATIONERY (GDCS/PQ/01/2026)

GDC Sacco Ltd

PRE-QUALIFICATION OF SUPPLIERS FOR THE 24 MONTHS ENDING 31ST DECEMBER 2028

Tender Return Date:
11th November,2026

Tender Return To:
The Chairperson Tender Committee
GDC Sacco Ltd,
P. O. Box 896 – 00216, Githunguri
Tel: 0723 400 611; 020 5032054
E-mail: info@gdcsacco.co.ke;
procurement@gdcsacco.co.ke

All Queries To:
The Chairperson Tender Committee
GDC Sacco Sacco Ltd
P. O. Box 896 – 00216, Githunguri
Tel: 0723 400 611; 020 5032054
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procurement@gdcsacco.co.ke

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INTRODUCTION

GDC SACCO Society Limited (hereinafter referred to as 'the SACCO") is a licensed deposit taking Sacco located in Githunguri town in Kiambu County.

The main objective of the tender is for the supply and/or provision of services for the period as stated on the cover page of the tender documents.

Qualified firms are invited to submit their tenders to the Tender Committee of the SACCO so that they may be considered for the provision of the products.

FORM OF TENDER

To GDC Sacco

Tender No…….

Tender Name…….

Date …….

Gentlemen and Ladies:-

1. Having examined the Tender documents as per the Tender No. And Tender Name above, which is hereby duly acknowledged, we the undersigned, offer to supply and or provide services thereof under this tender in conformity with the said Tender document for the total sum of Kshs…… [in words Kenya shillings ….....] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.)

2. We undertake, if our Tender is accepted, to provide the above quoted supplies and/or provide services in accordance with the conditions of the tender.

3. We agree to abide by this Tender for a period of 90 (Ninety) days from the date fixed for Tender opening of the Instructions to Tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration 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 the signing of the contract by both parties.

5. We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this _____day of _____ Year _____

_____ _____ _____

Name Signature] Position

Duly authorized to sign tender for and on behalf of _____

GENERAL INSTRUCTIONS TO TENDERERS

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SECTION II INSTRUCTIONS TO TENDERERS

2.1. Eligible Tenderers

2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Appendix of Instructions to Tenderers. Successful tenderers shall provide the services for the stipulated duration from the date of commencement (hereinafter referred to as the term) specified in the tender documents.

2.1.2 The SACCO's employees, board members and their relatives (spouse and children) are not eligible to participate in the tender.

2.1.3 Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

2.2 Cost of Tendering

2.2.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the Sacco, will in no case be responsible or liable for those costs regardless of the conduct or outcome of the tendering process

2.2.2 Eligible tenderers shall download the tender document free of charge from our website http://gdcsacco.co.ke/tenders.php

2.3 Contents of Tender Document

2.3.1 The tender documents comprise the documents listed below and addenda issued in accordance with clause 2.5 of theses instructions to tenderers.

(i) Introduction

(ii) Form of Tender

(iii) Instructions to Tenderers

(iv) General Conditions of Contract

(v) Special Conditions of Contract

(vi) Schedule of Requirements

(vii) Prequalification Data

(viii) Confidential Business Questionnaire Form

(ix) Price Schedules

(x) Declaration Form

2.3.2 The Tenderer is expected to examine all instructions, forms, terms and specification in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderers risk and may result in the rejection of its tender.

2.4 Clarification of Tender Documents

2.4.1 A Candidate making inquiries of the tender documents may notify the Sacco by post, or by email at the **Sacco's** address indicated in the Invitation for tenders. The Sacco entity will respond in writing to any request for clarification of the tender documents, which it receives not later than seven (7) days prior to the deadline for the submission of the tenders, prescribed by the Sacco.

2.4.2 The Sacco shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

2.5 Amendment of Tender Documents

2.5.1 At any time prior to the deadline for submission of tenders, the Sacco, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by issuing an addendum.

2.5.2 All prospective tenderers who have obtained the tender documents will be notified of the amendment by post, fax or email and such amendment will be binding on them.

2.5.3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the Sacco, at its discretion, may extend the deadline for the submission of tenders.

2.6 Language of Tenders

2.6.1 The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and the Sacco, shall be written in English language. Any printed literature furnished by the tenderer may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

2.7. Documents Comprising the Tender

2.7.1 The tender prepared by the tenderer shall comprise the following components:

(a) A Tender Form and a Price Schedule completed in accordance with paragraph 2.8, 2.9 and 2.10 below
(b) Documentary evidence established in accordance with paragraph 2.1.2 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
(c) Declaration Form.

2.8. Form of Tender

2.8.1 The tenderer shall complete the Tender Form and the Price Schedule furnished in the tender documents, indicating the services to be provided.

2.9. Tender Prices

2.9.1 The tenderer shall indicate on the form of tender and the appropriate Price Schedule the unit prices and total tender price of the services it proposes to provide under the contract.

2.9.2 Prices indicated on the Price Schedule shall be the cost of the services quoted including all customs duties and VAT and other taxes payable.

2.9.3 Prices quoted by the tenderer shall remain fixed during the Term of the contract unless otherwise agreed by the parties. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.20.5

2.10. Tender Currencies

2.10.1 Prices shall be quoted in Kenya Shillings

2.11. Tenderers Eligibility and Qualifications

2.11.1 Pursuant to paragraph 2.1 the tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if it's tender is accepted.

2.11.2 The documentary evidence of the tenderer's qualifications to perform the contract if its tender is accepted shall establish to the Sacco's satisfaction that the tenderer has the financial and technical capability necessary to perform the contract.

2.12. Validity of Tenders

2.12.1 Tenders shall remain valid for 90 days after date of tender opening pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the Sacco as non-responsive.

2.12.2 In exceptional circumstances, the Sacco may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A tenderer granting the request will not be required nor permitted to modify its tender.

2.13. Format and Signing of Tenders

2.13.1 The tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. All pages of the tender, except for un-amended printed literature, shall be initialed by the person or persons signing the tender

2.13.2 The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person or persons signing the tender.

2.14. Sealing of Tenders

2.14.1 The tenderer shall seal the tender in an envelope,

(a) addressed to the Sacco at the address given in the Invitation to Tender.

(b) bearing tender number and name in the invitation to tender and the words,

"DO NOT OPEN BEFORE *WEDNESDAY 11TH NOVEMBER* 2026 AT 10.00 AM"

2.14.2 The envelope shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared "late".

2.14.3 If the envelope is not sealed and marked as required by paragraph 2.14, the Sacco will assume no responsibility for the tender's misplacement or premature opening.

2.15. Deadline for Submission of Tenders

(a) 2.15.1 Tenders must be received by the Sacco at the address specified in the Invitation to Tender ,not later than

***WEDNESDAY 11TH NOVEMBER* 2026 AT 10.00 AM**

2.15.2 The Sacco may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.5.3 in which case all rights and obligations of the Sacco and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

2.16. Modification and Withdrawal of Tenders

2.16.1 The tenderer may modify or withdraw its tender after the tender's submission, provided that written notice of the modification, including substitution or withdrawal of the tenders, is received by the Sacco prior to the deadline prescribed for submission of tenders.

2.16.2 The tenderer's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of paragraph 2.14. A withdrawal notice may also be sent by fax or email but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

2.16.3 No tender may be modified after the deadline for submission of tenders.

2.16.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity.

2.17. Opening of Tenders

2.17.1 The Sacco will open all tenders in the presence of tenderers' representatives who choose to attend, on ***WEDNESDAY 11TH NOVEMBER* 2026 AT 10.00 AM** and in the location specified in the invitation for tenders. The tenderers' representatives who are present shall sign a register evidencing their attendance

2.17.2 The tenderers' names, tender modifications or withdrawals, tender prices, discounts, and such other details as the Sacco, at its discretion, may consider appropriate, will be announced at the opening.

2.18 Clarification of Tenders

2.18.1 To assist in the examination, evaluation and comparison of tenders, the Sacco may, at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted.

2.18.2 Any effort by the tenderer to influence the Sacco in the Sacco's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

2.19 Preliminary Examination and Responsiveness

2.19.1 The Sacco will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the tenders are generally in order.

2.19.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its tender will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail

2.19.3 The Sacco may waive any minor informality or non-conformity or irregularity in a tender which does not constitute a material deviation provided such waiver does not prejudice or affect the relative ranking of any tenderer.

2.19.4 Prior to the detailed evaluation, pursuant to paragraph 2.20, the Sacco will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one which conforms to all the terms and conditions of the tender documents without material deviations the Sacco's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

2.19.5 If a tender is not substantially responsive, it will be rejected by the Sacco and may not subsequently be made responsive by the tenderer by correction of the nonconformity.

2.20. Essential Criteria for Pre-qualification

2.20.1 Pre -qualification will be based on meeting the following minimum pass/fail criteria regarding the applicant's experience, personnel, financial position and past performance as demonstrated by the applicant's responses in the forms contained in the document.
The Sacco reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to carry out the contract.
The allocation of the scores for the purpose of pre-qualification will be as follows

- Experience of the supplier/contractor 50%
- Financial position 20%
- Personnel 20%
- Past Performance 10%

The minimum score to pre-qualify for the tendering stage will be 75%

2.20.2 Experience

(a) Prospective providers shall have at least 3 years' experience in the supply of the items tendered for.
(b) Prospective providers shall demonstrate their special experience and capability to organize for the supply and delivery of the items.

2.20.3 Financial position

The supplier's financial condition will be determined by latest two audited financial statements submitted with the pre-qualification documents.

2.20.4 Personnel

The names, pertinent information and the C.V of the principal (technical) personnel to execute the contract(s) must be indicated. in Form PQ-2

2.20.5 Past Performance

The performance will be given due consideration in pre-qualifying bidders. Letters of reference from past and current customers should be included as per Form PQ3

2.21. Contacting the Sacco

2.21.1 Subject to paragraph 2.19 ,no tenderer shall contact the Sacco on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

2.22 Sworn Statement

2.22.1 Applicants must include a sworn statement per Form PQ-5 by the company ensuring the accuracy of the information given.

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2.23 Award Criteria

2.23. Subject to paragraph 2.29 ,the Sacco will award the contract to the successful tenderer whose tender has been determined to be substantially responsive, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily

2.23.2 To qualify for contract awards, the tenderer shall have the following:-

(a) Necessary qualifications, capability experience, services, equipment and personnel to provide the services.
(b) Legal capacity to enter into a contract for procurement
(c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
(d) Shall not be debarred from participating in public procurement.

2.24. The Sacco's Right to accept or Reject any or all Tenders

2.24.1 The Sacco reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers.

2.24.3 A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

2.25 Notification of Award

2.25.1 Prior to the expiration of the period of tender validity, the Sacco will notify the successful tenderer in writing that its tender has been accepted.

2.25.2 The notification of award will signify the formation of the contract subject to the signing of the contract between the tenderer and the Sacco pursuant to clause 2.9. Simultaneously the other tenderers shall be notified that their tenders were not successful.

2.26 Signing of Contract

2.26.1 At the same time as the Sacco notifies the successful tenderer that its tender has been accepted, the Sacco will simultaneously inform the other tenderers that their tenders have not been successful.

2.26.2 Within fourteen (14) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the Sacco.

2.26.3 The contract will be definitive upon its signature by the two parties.

2.26.4 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.

2.27 Corrupt or Fraudulent Practices

2.27.1 The Sacco requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

2.27.2 The Sacco will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question

2.27.3 Further a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public Procurement in Kenya.

Appendix to Instructions to Tenderers

Instruction to tender reference	**Particulars of Appendix to instructions to tenderers**
2.1	✓ Must submit a copy of the audited accounts for the previous year ✓ Must submit copies of the following documents; 1. PIN Certificate 2. Tax Compliance Certificate 3. Certificate of Registration/Incorporation ✓ Must give a list of 5 (five) reputable clients.

GENERAL CONDITIONS OF CONTRACT

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SECTION III GENERAL CONDITIONS OF CONTRACT

3.1. Definitions

3.1.1 In this Contract, the following terms shall be interpreted as indicated:

(a) "The Contract" means the agreement entered into between the Sacco and the tenderer, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

(b) "The Contract Price" means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations

(c) "The Services" means services to be provided by the tenderer including any documents, which the tenderer is required to provide to the Sacco under the Contract.

(d) "The Sacco" means GDC Sacco Ltd.

(e) "The Contractor" means the organization or firm providing the services under this Contract.

(f) "GCC" means the General Conditions of Contract contained in this section.

(g) "SCC" means the Special Conditions of Contract

(h) "Day" means calendar day

3.2. Application

3.2.1 These General Conditions shall apply to the extent that they are not superseded by provisions of any other part of the contract

3.3. Standards

3.3.1 The services provided under this Contract shall conform to the standards mentioned in the schedule of requirements.

3.4. Use of Contract Documents and Information

3.4.1 The Contractor shall not, without the Sacco's prior written consent, disclose the Contract, or any provision thereof, or any information furnished by or on behalf of the Sacco in connection therewith, to any person other than a person employed by the contractor in the performance of the Contract.

3.4.2 The Contractor shall not, without the Sacco's prior written consent, make use of any document or information enumerated in paragraph 3.4.1 above.

3.4.3 Any document, other than the Contract itself, enumerated in paragraph 3.4.1 shall remain the property of the Sacco and shall be returned (all copies) to the Sacco on completion of the contract's or performance under the Contract if so required by the Sacco.

3.5. Patent Rights

3.5.1 The Contractor shall indemnify the Sacco against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the services under the contract or any part thereof.

3.6. Delivery of services and Documents

3.6.1 Delivery of the services shall be made by the Contractor in accordance with the terms specified by the Sacco in the schedule of requirements and the special conditions of contract

3.7. Payment

3.7.1 The method and conditions of payment to be made to the contractor under this Contract shall be specified in SCC

3.7.2 Payment shall be made promptly by the Sacco, but in no case later than sixty (60) days after submission of an invoice or claim by the contractor

3.8. Prices

3.8.1 Prices charged by the contractor for Services performed under the Contract shall not, with the exception of any price adjustments authorized in SCC vary from the prices quoted by the tenderer in its tender or in the Sacco's request for tender validity extension as the case may be. No variation in or modification to the terms of the contract shall be made except by written amendments signed by the parties.

3.8.3 Where contract price variation is allowed the variation shall not exceed 10% of the original contract price

3.8.4 Price variation requests shall be processed by the Sacco within 30 days of receiving the request.

3.9. Assignment

3.9.1 The Contractor shall not assign, in whole or in part, its obligations to perform under this Contract, except with the Sacco's prior written consent.

3.10. Termination for Default

3.10.1 The Sacco may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Contractor terminate this Contract in whole or in part:

(a) if the Contractor fails to provide any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the Sacco

(b) If the Contractor fails to perform any other obligation(s) under the Contract

(c) If the Contract in the judgment of the Sacco has engaged in corrupt or fraudulent practices in competing for or in executing the contract

3.10.2 In the event the Sacco terminates the contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, services similar to those un-delivered, and the Contractor shall be liable to the Sacco for any excess costs for such similar services. However the contractor shall continue performance of the contract to the extent not terminated.

3.11. Termination for Insolvency

3.11.1 The Sacco may at any time terminate the contract by giving written notice to the Contractor if the contractor becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the contractor, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the Sacco.

3.12. Termination for Convenience

3.12.1 The Sacco by written notice sent to the contractor, may terminate the contract in whole or in part, at any time for its convenience. The notice of termination shall specify that the termination is for Sacco's convenience, the extent to which performance of the contractor of the contract is terminated and the date on which such termination becomes effective.

3.12.2 For the remaining part of the contract after termination the Sacco may elect to cancel the services and pay to the contractor an agreed amount for partially completed services.

3.13 Resolution of Disputes

3.13.1 The Sacco and the contractor shall make every effort to resolve amicably by direct informal negotiations and disagreement or disputes arising between them under or in connection with the contract

3.13.2 If after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve the dispute amicably , either party may require that the dispute be referred for resolution to the formal mechanisms specified in the SCC.

3.14. Governing Language

3.14.1. The contract shall be written in the English language. All correspondence and other documents pertaining to the contract, which are exchanged by the parties shall be written in the same language.

3.15. Applicable Law

3.15.1 The contract shall be interpreted in accordance with the laws of Kenya .

3.16 Force Majeure

3.16.1 The Contractor shall not be liable for termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

3.17 Notices

3.17.1 Any notices given by one party to the other pursuant to this contract shall be sent to the other party by post or by Fax or Email and confirmed in writing to the other party's address specified in the SCC.

3.17.2 A notice shall be effective when delivered or on the notices effective date, whichever is later.

SPECIAL CONDITIONS OF CONTRACT

4.1. CONDITIONS TO BE MET BY THE SUPPLIER

4.1.1 Must have been in business for at least three years.
4.1.2 Be a registered company (attach copy of registration certificate)
4.1.3 Have a current trading licence.(Attach copy of current trading licence).
4.1.4 Must have in its clients portfolio at least 5 (five) reputable clients

4.2 Special Conditions of Contract as relates to the General Conditions of Contract

Reference of general conditions of contract	**Special Condition of Contract**
3.6 Delivery of Services/items	Delivery of items should be within a maximum of 3 days upon request by the Sacco.
3.7 Payment	30 Days credit and in no case not later than 60 days after receipt of invoice.
3.8 Price adjustment	The contract price shall be fixed to the specified period (two years) with exception in situation of inflation or currency fluctuation in which case price adjustment procedures will be applied.
3.15 Applicable law	Laws of Kenya
3.17 Notices	GDC Sacco P.O. Box 896 00216 Githunguri, E-mail: info@gdcsacco.co.ke

SCHEDULE OF REQUIREMENTS

AS PER PRICE SCHEDULE SHEET ON (page 29)

PRE-QUALIFICATION DATA

FORM PQ 1

1. Supplier Identification

Business Name ……..

Registration Ref No. …….

Location of business premises, i.e. building ……Floor No……..Room No…….

Plot No. …… Street/Road ……...

Postal Address …….. Tel. No. …….

E-mail address …….. Website ……

Nature of business …….

Current Trade Licence No. …….. Expiring date ……

VAT/TURN OVER TAX Registration No. ……. .....

PIN certificate No. …….....

Maximum value of business which you can handle at any one time: KES ……

Name of bankers.....Branch

NB: Attach copies of Registration Certificate, Trade Licence, VAT Registration Certificate, Turn over, PIN Certificate and Tax Compliance Certificate.

FORM PQ-2

PRINCIPAL TECHNICAL PERSONNEL

(Please attach copies of Curriculum Vitae)

a) 1. Name ……..

2. Age ……

3. Academic qualification …….

4. Professional qualification ……..

5. Work experience ……

7. Length of service with the firm .....

8. Position held ……

b) 1. Name ……..

2. Age ……

3. Academic qualification …….

4. Professional qualification ……..

5. Work experience ……

7. Length of service with the firm .....

8. Position held ……

c) 1. Name ……..

2. Age ……

3. Academic qualification …….

4. Professional qualification ……..

5. Work experience ……

7. Length of service with the firm .....

8. Position held ……

FORM PQ-3

NAME OF APPLICANTS KEY CLIENTS

1. First client (organization)

(i) Name of 1st client (Organization) ……..

(ii) Address of client (Organization) ……...

(iii) Telephone No. of client ……

(iv) E-mail address of client …….

(v) Name of contact person at the client (Organisation) …….

(vi) Value of Contracts/Orders …….

(vii) Duration of ongoing Contracts/Orders ……..

2. Second client (Organization)

(i) Name of client (Organization) ……...

(ii) Address of client (Organization) ……...

(iii) Telephone No. of client ……

(iv) E-mail address of client …….

(v) Name of contact person at the client (Organization) …….

(vi) Value of Contracts/Orders ……

[viii] Duration of ongoing Contracts/Orders ……..

3. Third client (Organization)

(i) Name of client (Organization) ……..

(ii) Address of client (Organization) ……...

(iii) Telephone No. of client ……

(iv) E-mail address of client ……

(v) Name of contact person at the client (Organization) ……

(vi) Value of Contracts/Orders ……

(vii) Duration of ongoing Contracts/Orders ……

(NB: Attach letters of reference)

Part 5 – Please list some of your other clients below

	CLIENT'S NAME	BUSINESS TYPE	VALUE OF CONTRACTS/ ORDERS
1			
2			
3			
4			
5			
6			
7			

CONFIDENTIAL BUSINESS QUESTIONAIRE TO BE FILLED BY ALL PROSPECTIVE SUPPLIERS

FORM PQ 4

OWNERSHIP (Fill the relevant section)

(a) Sole Proprietor

My name in full …… Age ……

Nationality …… ID/Passport No. …… Country of origin …...

* Citizenship details …….

(b) Partnership

Give details of partners as follows:

Name Nationality * Citizenship details Shares

1. ……

2.……

3.……

4 ……

5.……

Part 2 (c) Registered Company

State whether Private or public

……

State the nominal and issued capital of the company

Nominal KES …… Issued KES …….

Give details of all Directors as follows:

1. ……

2.……

3. ……

4.……

5.……

Part 3 – Volume of business transacted between GDC Sacco

and your organization during the last one year, if any, Kshs……

Part 4 – Give any other information relating to your company which you consider relevant to your bid to do business with the Sacco.

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PRICE SCHEDULE FORM

ITEM	PRICE
Photocopy papers: A4 (White) JK Copier	
Photocopy papers: A4 (Coloured)	
Foolscaps – Ruled per ream	
Counter books 2Q	
Counter books 3Q	
Stapler – DP 700	
Stapler – DP 480	
Paper punches	
Giant paper punch	
Giant stapler	
Staple pins No.24/6	
Paper clips	
Paper pins	
White outs	
Notebooks A5 spiral	

ITEM	PRICE
Plastic spring files	
Box files - Robin	
Box files - Globe	
Permanent markers	
File fasteners – Size 8 metallic	
File fasteners – Size 8 plastic	
Brown envelop A4 plain	

Brown envelop A5 plain	
Brown envelop A3 plain	
White envelop 9 by 4 DL plain	
Brown envelop A4 branded	
Brown envelop A5 branded	
Brown envelop A3 branded	
White envelop 9 by 4 DL branded	
Dumpers	
Stamp pad ink	
Stamp pad	
Office Calculator 14 digit	
Yellow stickers	
Plastic Document folder	
Hard carbon paper - pelican	
Laminating Pouch DL size	

ITEM	**PRICE**
Teller stamps	
Manila papers	
Plastic rulers	
Flip charts	

FORM PQ 5

DECLARATION FORM

We the undersigned having studied the prequalification invitation for the items listed on the cover page of this document swear that:

1. The information furnished in our application is accurate to the best of our knowledge.
2. In case of being pre-qualified, we acknowledge that this grants us the right to participate in due time in the submission of a tender/quotation on the basis of provision of the tender documents to follow.
3. When the Invitation For Tenders and Request for Quotations is issued, if the legal, technical, financial position, or the contractual capacity of the firm changes, we commit ourselves to inform you and acknowledge your sole right to review the prequalification made.
4. We enclose all the required documents and information required for the prequalification evaluation.

Applicant's Registered Name ……

Represented by (Name of official) ……

Designation ……

Signature ……

Date ……

(Full name and designation of the person signing to be given and stamp or seal to be affixed)

FOR OFFICIAL USE ONLY

Company is pre-qualified/not prequalified by the Sacco for the Supply of General and Printed Stationery **(Tick appropriately)**

Remarks

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Date …….

Note (ii) Company advised of the Sacco's decision on this application vide

Ref: GDCS /PQ./…./…../…… Dated ……

SIGNATURE ..... Date ……

CHAIR PERSON PROCUREMENT COMMITTEE