

02

INFORMATION ON SUPPLIER

1. LEGAL

PERSON:

ADDRESS:

TELEPHONE NUMBER :

EMAIL ADDRESS:

CONTACT PERSON:

DATE:

SIGNATURE:

2. BUSINESS INFORMATION

YOU ARE ADVISED THT IT IS A SERIOUS OFFENCE TO GIVE FLASE INFORMATION ON THIS FORM

PART ONE (I)

BUSINESS NAME:

LOCATION OF BUSINESS PREMISES

NATURE OF BUSINESS:

CUREENT TRADE LICENCE NO.:

EXPIRY DATE:

MAXIMUM VALUE OF BUSINESS WHICH YOU CAN HANDLE AT ANY ONE TIME KSHS.....

NAME OF YOUR BANKERS: BRANCH:

3. SOLE PROPRIETOR

NAME IN FULL: AGE:

ID NUMBER:

4. PARTNERSHIP

GIVE DETAILS OF PARTNERS AS FOLLOWS:

- I. NAME:.....IDNO:
- II. ID NO.
- III. ID NO.

5. REGISTERED COMPANY

GIVE DETAILS AS FOLLOWS (FOR DIRECTORS)

NAME	DESIGNATION
I.
II.
III.

STATE NOMIAL AND ISSUED CAPITAL OF THE COMPANY

NOMINAL KSHS, ISSUED

6. PRIVATE OR PUBLIC COMPANY

NAME	DESIGNATION
I.
II.
III.

STATE NOMINAL AND ISSUED CAPITAL OF THE COMPANY

NOMINAL KSHS, ISSUED

7. FINANCIAL INFORMATION

ATTACH A COPY OF THE FIRM'S ANNUAL FINANCIAL STATEMENT FOR THE PAST TWO (2) YEARS

A. ASSETS

- (1) CASH IN HAND KSHS
- (2) CAHS AT BANK KSHS
- (3) CASH ELSE WHERE KSHS

OTHER QUICK ASSETS KSHS.....

B. LIABILITEIS :

NOTE PAYABLE

ACCOUNTS

PAYABLE:

SUNDRY CREDITORS:

C. NET QUICK ASSETS KSHS.

CERTIFIED TO BE TRUE BY:

(NAME AND SIGNATURE OF AUTHORIZED OFFICER)

CONDITIONS OF TENDERING

1. Each tender submit enclosed and sealed in the envelope marked: "TENDER NO..... BBGHS ..."
2. Tenderers and all the documents in connection with it must be delivered to office (TENDER BLOCK IN THE ADMINISTRATION BLOCK)
3. Any tenders delivered above stipulated deadline date and time, from whatever cause arising will not be considered.
4. In no case will any expenses incurred by a tender in his preparation of his tender be reimburse.

- 5. Tenders shall remain valid for 90 days from the date of submission.
- 6. Correction of errors: Errors will be corrected by the employer as follows:-
 - (a) Discrepancy between amount in figures and in words.
 - (b) Discrepancy between the unit rate and the total amount derived from the multiplication of the unit price and the quantity.
 - (c) If the tenderer does not accept the corrected amount of tender, his tender will be rejected.

FORMS OF TENDERS

TENDERS FOR THE SUPPLY OF

Sir/Madam,

I/we (supplier's name) in accordance with the conditions of tendering annexed hereby tender and offer to supply the above mentioned goods /services /works named, shown, described in the list attached.

The total amount of this tender is the lump sum of Kshs (In words)

Whereas it is understood that you are reserved to yourself the right to accept or to refuse this tender whether it be lower or higher than any other tender, or of the same amount, the undersigned agrees that this tender shall remain valid and shall not be withdrawn within 90 days from the final date for the submission of tenders.

We acknowledge that the school reserves the right to fully accept any tender received or to effect a reduction or to accept any part of any or all of the tenders received at the rate quoted. And further, the undersigned agrees , in the event of your acceptance of this tender or nay part thereof to execute the formal contract agreement within (5) days of notification of acceptance.

Signature of Tenderer

Address

Witness to signature Tenderer:

Address

Date