

EMBU COUNTY GOVERNMENT



DEPARTMENT OF FINANCE & PLANNING

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When replying please quote; EMBU.

PREQUALIFICATION OF SUPPLIERS FOR SUPPLY OF GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEARS 2018/2019-2019/2020

(RESERVED FOR AGPO)

COUNTY GOVERNMENT OF EMBU

P.O BOX 36-60100

EMBU

To be completed by the Tenderer. Indicate the following information.

1. Category No. : CGE /PQ/01/2018-2020
2. Item Description : SUPPLY AND DELIVERY OF OFFICE STATIONERY
3. Closing Date : 13th August, 2018 at 12 NOON

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INVITATION TO PRE-QUALIFICATION NOTICE

The County Government of Embu invites applications from interested eligible bidders for pre-qualification for the financial years 2018/2019 – 2019/2020.

Pre-qualification NO.	Tender Name	Ministry/ Department	Target group
CATEGORY A - GOODS			
CGE /PQ/01/2018-2020	Supply and delivery of office stationery	General	Reserved For AGPO
CGE /PQ/02/2018-2020	Supply and delivery of office machines, equipment and fittings	General	Open
CGE /PQ/03/2018-2020	Supply and delivery of computers, laptops, UPS, printers, photocopiers and scanners & their accessories	General	Reserved For AGPO
CGE /PQ/04/2018-2020	Supply and delivery of water pipes, fittings, water meters and plastic water tanks	Water Dpt.	Open
CGE /PQ/05/2018-2020	Supply and delivery of newspapers, magazines and periodicals	General	Reserved For AGPO
CGE /PQ/06/2018-2020	Supply and delivery of electrical equipment and fittings	General	Open
CGE /PQ/07/2018-2020	Supply and delivery of hardware, building and construction, plumbing, road maintenance, welding and masonry equipment, tools, materials and items	General	Open
CGE /PQ/08/2018-2020	Supply and delivery of cleaning materials and detergents	Health	Reserved For AGPO
CGE /PQ/09/2018-2020	Supply and delivery of kitchen ware and cutlery for in- patient catering services	Health	Reserved For AGPO
CGE /PQ/10/2018-2020	Supply and delivery of medical (electronic and paper) books and periodicals	Health	Open
CGE /PQ/11/2018-2020	Supply and delivery of linen and beddings	Health and Gender	Reserved for AGPO
CGE /PQ/12/2018-2020	Supply and delivery of laboratory reagents	Health	Open
CGE /PQ/13/2018-2020	Supply and delivery of drugs and medical supplies(pharmaceuticals)	Health	Open
CGE /PQ/14/2018-2020	Supply and delivery of Non-pharmaceuticals	Health	Open
CGE /PQ/15/2018-2020	Supply and delivery of petrol fuel, diesel oil, lubricants and petroleum products including LPG	General	Open
CGE /PQ/16/2018-2020	Supply and delivery of food stuffs and related ingredients(Non-perishable and perishable)	Health and Gender	Reserved For AGPO
CGE /PQ/17/2018-2020	Supply and delivery of mortuary chemicals	Health	Open
CGE /PQ/18/2018-2020	Supply and delivery of medical devices and implants	Health	Open
CGE /PQ/19/2018-2020	Supply and delivery of medical imaging related Consumables	Health	Open
CGE /PQ/20/2018-2020	Supply and delivery of dental materials	Health	Open
CGE /PQ/21/2018-2020	Supply and delivery of timber, firewood and charcoal	Health	Reserved For AGPO
CGE /PQ/22/2018-2020	Supply and delivery of medical, chemical and industrial gases	Health	Open
CGE /PQ/23/2018-2020	Supply of air time and scratch cards	General	Reserved For AGPO
CGE /PQ/24/2018-2020	Supply and delivery of veterinary drugs	Agriculture	Open
CGE /PQ/25/2018-2020	Supply of fish nets, fish packaging, polythene rolls, pond liners, hormones and fingerlings	Agriculture	Open
CGE /PQ/26/2018-2020	Supply and delivery of motor vehicles and motor cycle spare parts, batteries, tires, tubes	General	Open
CGE /PQ/27/2018-2020	Supply and delivery of paints products and tools	Health	Open
CGE /PQ/28/2018-2020	Supply and delivery of staff uniforms and promotional materials	General	Reserved For AGPO
CGE /PQ/29/2018-2020	Supply and delivery of printed accountable documents	Finance	Open
CGE /PQ/30/2018-2020	Supply and delivery of field ware & protection gear		Open
CGE /PQ/31/2018-2020	Supply and delivery of households Sanitary items(including kitchen Appliances)	Health	Reserved For AGPO
CGE /PQ/32/2018-2020	Supply, delivery, repair and maintenance of firefighting and	Works	Open

	safety equipment	(Firefighting Dpt.)	
CGE /PQ/33/2018-2020	Supply and delivery of Audio and Videography equipment and other accessories	Executive	Reserved For AGPO
CGE /PQ/34/2018-2020	Supply & delivery of tree seedlings, dry manure, polytubes and polythene bags	Agriculture	Open
CGE /PQ/35/2018-2020	Supply and delivery of garment making, hair & beauty, weights & measures tools, equipment and items	Education and Trade	Open
CGE /PQ/36/2018-2020	Supply and delivery of livestock, birds and fish feeds	Agriculture	Open
CGE /PQ/37/2018-2020	Supply and delivery of agricultural farm inputs, fertilizers, seeds, pesticides & herbicides	Agriculture	Open
CGE /PQ/38/2018-2020	Supply and delivery of agricultural tools and equipment	Agriculture	Open
CGE /PQ/39/2018-2020	Supply and delivery of livestock, birds and fish	Agriculture	Open
CGE /PQ/40/2018-2020	Supply and delivery of office furniture & equipment	General	Reserved For AGPO
CGE /PQ/41/2018-2020	Supply of sports equipment and sports uniforms	Youth & sports	Reserved For AGPO
CGE /PQ/42/2018-2020	Supply of tools equipment for youth polytechnics	Education	Open
CGE /PQ/43/2018-2020	Supply, delivery, and installation of general medical, Laboratory and dental equipment	Health	Open
CGE /PQ/44/2018-2020	Supply, delivery and maintenance of vacuum cleaners	Executive	Open
CATEGORY B - SERVICES			
CGE /PQ/45/2018-2020	Provision of staff medical cover underwriters	Finance	Open
CGE /PQ/46/2018-2020	Provision of insurance services	Finance	Open
CGE /PQ/47/2018-2020	Provision of maintenance of sewerage and storm water system, emptying and cleaning of soak pits, septic tanks and pit latrines	Environment	Open
CGE /PQ/48/2018-2020	Provision of hotel conference facility, accommodation & outside catering services	General	Open
CGE /PQ/49/2018-2020	Provision of air ticketing services (IATA registered firms only)	General	Open
CGE /PQ/50/2018-2020	Provision of Internet and support services	Finance(ICT)	Reserved For AGPO
CGE /PQ/51/2018-2020	Provision of Security services(security guards)	Executive and health	Open
CGE /PQ/52/2018-2020	Provision of transport and towing services	Transport	Open
CGE /PQ/53/2018-2020	Provision of auctioneering services	Finance	Open
CGE /PQ/54/2018-2020	Provision of cleaning and laundry services(including curtains and carpets)	Executive	Reserved For AGPO
CGE /PQ/55/2018-2020	Provision of field event organizers and management	General	Open
CGE /PQ/56/2018-2020	Provision of fumigation, pesticides and pest control services	Agriculture	Open
CGE /PQ/57/2018-2020	Provision of landscaping and beautification services	Executive	Reserved For AGPO
CGE /PQ/58/2018-2020	Provision for hire of transport, heavy machinery & equipment	Transport & works	Open
CGE /PQ/59/2018-2020	Provision of Environment Impact Assessment and Audit Services	Environment	Open
CGE /PQ/60/2018-2020	Provision of electronics and electrical installation services	Health/Works	Open
CGE /PQ/61/2018-2020	Provision of printing and publishing services(including medical documents)	General	Reserved For AGPO
CGE /PQ/62/2018-2020	Provision of valuation services	Lands	Open
CGE /PQ/63/2018-2020	Provision of photography, Video and public address system services	Executive	Reserved For AGPO
CGE /PQ/64/2018-2020	Provision of debt collection services	Finance(revenue)	Open
CGE /PQ/65/2018-2020	Provision of land surveying and other related Services	Lands	Open
CGE /PQ/66/2018-2020	Provision of research and consultancy services(indicate area of specialty)	General	Open
CGE /PQ/67/2018-2020	Provision of networking(LAN & WAN)), software installation and development, and configuration services	Finance	Reserved For AGPO
CGE /PQ/68/2018-2020	Provision of garbage collection services	Environment	Open
CGE /PQ/69/2018-2020	Provision of digital broadcasting & communication services (Mobile, Internet, Radio & TV	ICT/Communication	Open
CGE /PQ/70/2018-2020	Provision of Installation, commissioning and testing of CCTV and other security equipment (Including service and	Executive	Open

	maintenance)		
CGE /PQ/71/2018-2020	Provision of servicing, Repair & maintenance of general medical, Laboratory and dental equipment	Health	Open
CGE /PQ/72/2018-2020	Provision of repair and maintenance of office furniture & equipment.	General	Open
CGE /PQ/73/2018-2020	Provision of sanitary services	Health	Reserved For AGPO
CGE /PQ/74/2018-2020	Provision of installation of street lighting and maintenance services	Works	Open
CGE /PQ/75/2018-2020	Provision of repair and Servicing of office machines and equipment	General	Reserved For AGPO
CGE /PQ/76/2018-2020	Provision of repair and servicing of motor vehicles, graders/tractors, plant and equipment	Transport	Open
CGE /PQ/77/2018-2020	Provision of servicing of server, computers, laptops, printers and office equipment	General	Reserved For AGPO
CGE /PQ/78/2018-2020	Provision of repair and maintenance of telephone PABX and telecommunication equipment	ICT/Communication	Open
CGE /PQ/79/2018-2020	Provision of legal services	Executive (Legal Dpt.)	Open
CATEGORY C - WORKS			
CGE /PQ/80/2018-2020	Contractors for drilling, equipping boreholes, shallow wells, irrigation, sewerage works and plumbing works	Water, Environment and Agriculture	Open
CGE /PQ/81/2018-2020	Contractors for building, Maintenance and Renovation of GOK houses (Must be registered with relevant bodies i.e. NCA/ public works)	General	Open
CGE /PQ/82/2018-2020	Contractors for routine works	General	Reserved For AGPO
CGE /PQ/83/2018-2020	Contractors for repair and rehabilitation of ponds, canals, dykes and bridges	Water	Open
CGE /PQ/84/2018-2020	Contractors for water works(Intakes, Pipelines, Water treatment, water dams, reservoirs and water tanks)	Water	Open
CGE /PQ/85/2018-2020	Contractors for minor construction works, including office portioning, repairs and renovations	General	Open
CGE /PQ/86/2018-2020	Contractors for road works, rehabilitation and routine maintenance services(must be registered with the relevant bodies)	Transport	Open
CGE/PQ/87/2018-2020	Mortgage and Car loan scheme	General	Open
CGE/PQ/87/2018-2020	Branding and Publicity Services	General	Open

Interested eligible candidates may download the Pre-qualification documents from County Government of Embu website www.embu.go.ke Instructions and mandatory requirements are contained in the prequalification document. Applicants shall be checking the website for any for any updates or addendum.

Completed Prequalification documents should be dropped in the county tender box located at the Embu county headquarters outside the Governors Boardroom and should be in plain sealed envelope, clearly marked with Category name, Reference number and addressed to:

**COUNTY SECRETARY,
COUNTY GOVERNMENT OF EMBU,
P.O BOX 36-60100
EMBU**

So as to be received on or before **13TH August, 2018 AT 12 NOON**. Opening of the applications/bids will take place immediately thereafter at the county Boardroom at Embu Headquarter offices in presence of bidders or their representatives who choose to attend.

Women, Youth and persons with disabilities shall attach their AGPO certificates.

Director Supply Chain Management services
For: County Secretary
EMBU COUNTY

PREQUALIFICATION INSTRUCTIONS

1.1 Introduction The County Government of Embu would like to invite interested candidates who must qualify by meeting the set criteria as provided, to supply and deliver or provision of goods, works and services to the county.

1.2 Prequalification Objective The main objective is to supply and deliver assorted items and also provide works services under relevant tenders/quotations to the County Secretary, County Government of Embu as and when required during the period ending 30th June, 2019.

1.3 Invitation of Prequalification Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit **their prequalification documents to the County Secretary, County Government of Embu** so that they may be registered for submission of tenders. Tender Documents are available **FREE OF CHARGE** from the website link www.embu.go.ke listed in the newspaper. A single application is required per category. Those willing to be considered for pre-qualification in more than one category should submit separate applications per category.

1.4 Experience Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the prequalification criteria. Special groups comprising youth, women and persons with disability (AGPO) who are dully registered with the Directorate of Public Procurement at the National Treasury are encouraged to apply and will be given preference.

1.5 Prequalification Document this document includes questionnaire forms and documents required of prospective suppliers.

1.6 In order to be considered for prequalification, prospective suppliers must submit all the information herein requested.

1.7 Submission and Receipt of Pre-qualification Documents One copy of the completed prequalification data and other requested information shall be submitted to reach. Applicants shall submit the completed pre-qualification documents in plain sealed envelopes clearly marked with the relevant **category number** and **description** only and addressed to:

**COUNTY SECRETARY
COUNTY GOVERNMENT OF EMBU
P. O. Box 36-60100
EMBU.**

Not later than **13th August, 2018 at 12.00 Noon.** (local time)

1.8 Questions Arising from Documents Questions that may arise from the prequalification documents should be directed to the Director of Supply Chain Management, County Government of Embu

1.9 Invitation to Tenders/Quotations Bidding documents (Tender/Quotations) will be made available only to those bidders whose qualifications are accepted by the County Government of Embu after scoring **70 points** and above soon after the completion of the prequalification process.

BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials the Supplier will have to pay all taxes payable as applicable for all materials to be supplied.

2.2 Customs Clearance The contractors shall be responsible for custom clearance of their imported goods and materials.

2.3 Contract Price The contract shall be of unit price type or cumulative of computed unit price and quantities required. Prices quoted should be inclusive of all delivery charges.

2.4 Payments All local purchase orders shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

2.5 Overseas Purchase All overseas purchase shall be by Irrevocable Letter of Credit (ILC) or as it may be stipulated in the Contract Agreement.

PREQUALIFICATION DATA INSTRUCTIONS

3.1 Prequalification data forms

3.1.1 The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, are to be completed by prospective suppliers/contractors who wish to be registered for submission of tender for the **specified category**.

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

3.2 Qualification

3.2.1 It is understood and agreed that the prequalification data on prospective bidders is to be used by Government in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

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

3.3 Essential Criteria For Prequalification

3.3.1 Experience: Prospective bidders shall have experience in the supply of goods, works services and allied items. The potential supplier/contractor should show competence, willingness and capacity to service the contract at short notice.

3.3.2 Personnel The names and pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form PQ-3.

3.3.3 Financial Condition The Supplier's financial condition will be determined by latest financial statement submitted with the prequalification documents as well as letters of reference from their bankers regarding suppliers/contractors credit position. Potential suppliers/contractors will be registered on the satisfactory information given.

3.3.4 Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress data on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.

3.3.5 Past Performance Past performance will be given due consideration in registering bidders. Letter of reference and or copies of order/contracts from past customers should be included in Form PQ-6

3.4 Statement Application must include a sworn statement Form PQ-7 by the Tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of Prequalification Should a condition arise between the time the firm is registered to bid and the bid opening date which in the opinion of the client/county could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the Government reserves the right to reject the tender from such a bidder even though he was initially registered.

3.6 The firm must have a fixed Business Premise and must be registered in Kenya, with Certificate of Prequalification of Prequalification/Incorporation/Memorandum and Article of Association, copies of which must be attached.

3.7 The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate which is mandatory

3.8 Pre-qualification Criteria

Required information	Score Form Type	Points
1. Prequalification Documentation (MANDATORY)	PQ-1	18
2. Pre-qualification Data	PQ-2	6
3. Supervisory Personnel	PQ-3	6
4. Financial Position	PQ-4	20
5. Past experience	PQ-5	15
6. Sworn Statement	PQ-6	10
7. Confidential Questionnaire	PQ-7	20
8. Litigation History	PQ-8	5
TOTAL		100

NB: The Qualification Mark **SHALL** be 70 points and over.

FORM PQ-1 PREQUALIFICATION DOCUMENTS

2.11 Prequalification Criteria

1. Mandatory Requirement

Mandatory Requirement		Y/N
a	A copy of certificate of Registration incorporation certificate	
b	A copy of valid tax compliance certificate	
c	A copy of PIN certificate/ VAT certificate	
d	A copy of current year business Permit	
e	Proof of registration with relevant body/institution where applicable	
f	Proof registration certificate under procurement preference & reservation group where applicable	
g	A copy of CR 12 Certificate	

Y - RESPONSIVE

N- NON -RESPONSIVE

FORM PQ-2 –DATA PREQUALIFICATION OF SUPPLIERS APPLICATION FORM

I/we hereby apply for prequalification
as Supplier

(Name of Company/Firm)

Of.....

(Item Description)

(Category No.)

Post Office Address

Town.....

Street

Name of building

Room/Office No.

Floor No.....

Telephone Nos.

Full Name of applicant

Other branches location

Organization & Business Information

Management Personnel

Chief Executive

Secretary

General Manager

Treasurer

Other

Partnership (if applicable)

Names of Partners

- 2. Business founded or incorporated
- 3. Under present management since
- 4. Net worth equivalent Ksh.....
- 5. Bank reference and address
-
- 6. Bonding company reference and address
- 7. Enclose copy of organization chart of the firm indicating the main fields of activities
.....
- 8. State any technological innovations or specific attributes which distinguish you from your
Competitors
-
-
-
- 9. Indicate terms of trade/sale.

PQ-3 SUPERVISORY PERSONNEL

Name

Age.....

Academic Qualification

.....

Professional Qualification

.....

Length of service with Contractor or Supplier position held

.....

(Attach copies of certificates of key personnel in the organization)

PQ-4 - FINANCIAL POSITION AND TERMS OF TRADE

- (1) Attach a copy of firm's two certified financial statements giving summary of assets and current liabilities/or any other financial support.
- (2) Attach letters of reference from the bankers regarding supplier's credit position.

FORM PQ-5: CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part I 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 I- General:

Business Name
Location of business premises.....
Plot No.
Street/Road.....
Postal Address.....
Tel. No.....
Nature of business.....
Current Trade License No.....
Expiring date.....
Maximum value of business which you can handle at any one time: Ksh.....
Name of your bankers.....
Branch

Part 2 (a) – Sole Proprietor

Your name in full.....
Age.....
Nationality.....
Country of origin.....
*Citizenship details.....

Part 2 (b) Partnership

Given details of partners as follows:

Name	Nationality	Citizenship details	Shares
1.			
2.			
3.			
4.			

Part 2 (c) – Registered Company:

Private or Public.....

State the nominal and issued capital of company-

Nominal K£.....

Issued K£.....

Given details of all directors as follows:-

<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
1.			
2.			
3.			
4.			

Name Signature Date

*if Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Prequalification.

FORM PQ-6: PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

1. Name of 1st Client (organization)

- i) Name of Client (organization).....
- ii) Address of Client (organization)
- iii) Name of Contact Person at the client (organization)
- iv) Telephone No. of Client.....
- v) Value of Contract.....
- vi) Duration of Contract (date)

(Attach documental evidence of existence of contract)

2. Name of 2nd Client (organization)

- i) Name of Client (organization)
- ii) Address of Client (organization)
- iii) Name of Contact Person at the client (organization)
- iv) Telephone No. of Client.....
- v) Value of Contract.....
- vi) Duration of Contract (date)

(Attach documental evidence of existence of contract)

3. Name of 3rd Client (organization)

- i) Name of Client (organization)
- ii) Address of Client (organization)
- iii) Name of Contact Person at the client (organization)
- iv) Telephone No. of Client.....
- v) Value of Contract.....
- vi) Duration of Contract (date)

(Attach documental evidence of existence of contract)

4. Others

Form PQ-7 :Litigation history

Name of Contractor/Supplier.....

Contractors/Supplier should provide information on any history litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

Year Award for or against Name of client cause of Litigation and matter in Dispute

Disputed Amount (current value Ksh Equivalent). The County Government of Embu invites interested and eligible suppliers, service providers, consultants and contractors for the supply and delivery of goods, works and services to the County Government of Embu for the period ending **FY 2018/2020**

FORM PQ-8 :SWORN STATEMENT

Having studied the registered information for the above project we/I hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.

- b. That in case of being registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation when invited/requested to do so by the county.

- c. When the call for Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we shall notify the county and acknowledge your right to review the prequalification made.

- d. We enclose all the required documents and information required for the prequalification evaluation.

- e. We confirm that we have not been debarred from participation in Public Procurement and have no litigation procedure in process.

Date

Applicant's Name

Represented by

Signature

(Full name and designation of the person signing and stamp or seal)

PRICE SCHEDULE FOR GOODS
TENDER NO. CGE /PQ/01/2018-2020
SUPPLY AND DELIVERY OF ASSORTED STATIONERY

No.	ITEM DESCRIPTION	UNIT OF ISSUE	UNIT PRICE(KSHS)	REMARKS
1.	Ball Points Pens (crystal 5130) to be engraved	Packets 50 pcs/pkt		
2.	Binding tape –assorted colours	Rolls 12pcs/roll		
3.	Box files	No.		
4.	Cellotapes-1”x72 yards	Rolls 12pcs/roll		
5.	Spring Files	Each		
6.	Photocopying papers white –A4 size	Ream		
7.	Pen Holders	No.		
8.	Counter book A4-2 Quire	No.		
9.	Duplicate books-small (2x100 sheet)	Books		
10.	BicBiropen or equivalent – Blue, Black, Red (1 x 50pcs)	Packets		
11.	Duplicating ink -217 400ml.	Tubes		
12.	Duplicating ink pelican or equivalent	Tubes		
13.	Felt pens(assorted colours)good quality	Dozen		
14.	Folder files(assorted colours)	Each		
15.	Folder files fasteners no. 8 in 50s	Packets		
16.	Giant staples 9 ½ rapid in 550s size 9 ½	Packets		
17.	Ledger sheets-2 columns for 7 digits	Reams 500pcs/ream		
18.	Letter delivery books-3 Quire	Books		
19.	Letter punches no. DP 520	Each		
20.	Letter trays(wire)	Each		
21.	Manila hard cover size A4- 180 grms	Each		
22.	Masking tape-medium	Each		
23.	Numbering machine ink	Tubes		
24.	Office flatted pins-100 grms (mixed)	Packets		

25.	Office glue paste-160g	tube		
26.	Pairs of scissors-6”	Each		
27.	Paper clips no.1 in 100s	Packets		
28.	Paper clips no.2 in 100s	Packets		
29.	Paper clips no.3 in 100s	Packets		
30.	Plain Envelopes A4 (25pcs)	box		
31.	Plain Envelopes A5(25pcs)	box		
32.	Plain Envelopes A3(25pcs)	box		
33.	DL Envelopes	Box		
34.	Thermal Rolls	Pcs		
35.	Batteries size C	Pairs		
36.	AAA Batteries	Pairs		
37.	D Batteries	Pairs		
38.	AA Batteries	Pairs		
39.	Maternity files	Pcs		
40.	Pocket small note books 48 pages	“		
41.	Postage books-2 Quire	“		
42.	Plain Manila Envelopes A4 per1000	Box of 50		
43.	Plain Manila Envelopes A5 per1000	Box of 50		
44.	Rubber Bands-100 grams	Packets		
45.	Toner 78A	Pcs		
46.	Toner 49A	Pcs		
47.	Toner 131A	Pcs		
48.	Toner 130A	Pcs		
49.	Toner 80A	Pcs		
50.	Toner 83A	Pcs		
51.	Toner 85A	Pcs		
52.	Toner 05A	Pcs		
53.	Toner 011A	Pcs		

54.	Ruler (plastic)-24”	Each		
55.	Shorthand note books-160 pages (kasuku or equivalent)	Dozens		
56.	Spring files (assorted colours)good quality – to be printed “	Each		
57.	Stamp pad ink-violet	Bottles		
58.	Stamp pads pelican or equivalent	Each		
59.	Daily Report Book (A3size) to be printed “PROPERTY OF EMBU COUNTY GOVERNMENT(1 x 250pgs)	Each		
60.	Stapler (machine)24/6 Rapid or equivalent	No.		
61.	Staples type-24/6 in 500s	Packets		
62.	Sticky notes-125x75 mm	No.		
63.	Inpatient files	Pcs		
64.	Medicine packing bags no 2	Pcs		
65.	Medicine packing bags no 1			
66.	Medicine packing bags no 4			
67.	Medicine packing bags no 5			
68.	Cotton twines	Pkts		
69.	Epison printer	Nos		
70.	Continuous printing papers	Pcs		
71.	Counter books	Pcs		
72.	Catridge 21A	Pcs		
73.	Master roll	Pcs		
74.	Mark pen	Pcs		
75.	Computer catridge 650	Pcs		
76.	String (twin-medium ball)	Balls		
77.	Suspension files with indices	No.		
78.	Typewriter ribbon for Olivetti BR cotton – Diplomat/Excel etc	No.		
79.	Typing carbon papers A4 size 100 sheets	Packets		
80.	Typing carbon papers A4 size-diplomat-100 sheets	Packets		
81.	Visitors book-3 Quire	book		

82.	Waste Paper Baskets –(Small size) or Plastic	Each		
83.	White duplicating papers size A4-70 gsm (a ream of 480-500 sheets)	Reams		
84.	White gummed papers A4 size	Reams		
85.	White-out correcting fluid-Opaque 18ml	Bottles		
86.	Printed Manila Envelopes A4 to be printed with full address	Box of 50		
87.	Printed Manila Envelopes A5 to be printed	Box of 50		
88.	Printed Manila Envelopes A3	Box of 50		
89.	Plain Manila Envelopes A3	Box of 50		
90.	Shredding Machine	No.		
91.	Paper Duplicating Fullscap Size	Ream		
92.	Paper Duplicating White A4	Ream		
93.	Paper Duplicating Colored A4	Ream		
94.	Paper Typing A4	Ream		
95.	Paper Ruled Single A3	Ream		
96.	Stamp pad ink	Nos		
97.	Suspension files	Pcs		
98.	Sisal twines	Pcs		
99.	Paper Ruled A4	Ream		
100.	Paper Stencil Duplicating	Quire		
101.	Paper Carbon Blue/ Black A4 - Ordinary	Packet		
102.	Paper carbon Blue/ Black A4 – Imported	Packet		
103.	Paper carbon Blue/Black A3	Packet		
104.	Ink Duplicating	Tube		
105.	Field Note Books	No		
106.	Hard Cover Books 1 Quire	No		
107.	Copy printer CP 11	Pcs		
108.	Riso digital duplicators	Pcs		
109.	Hard Cover Books 2 Quire	No		
110.	Hard Cover Books 3 Quire	No		

111.	Hard cover Books 4 Quire	No		
112.	Delivery Book Standard	No		
113.	Paper Photocopying A4	Ream		
114.	Graph Paper 1 mm x 10 Mtrs	Roll		
115.	Drafting Film 75 Mic – 20 Mtrs	Roll		
116.	White Out	Bottle		
117.	Correcting Fluid	Bottle		
118.	Glue Paste x 90g	Bottle		
119.	Glue Paste 160 g	Bottle		
120.	Ink Pad violet	Bottle		
121.	Box File	No		
122.	File Folder	No		
123.	File Folder-printed county government of EMBU	No		
124.	Spring File	No		
125.	Acco Fasteners	Packet		
126.	Office pins	Packet		
127.	Paper clips – small	Packet		
128.	Paper clips – large	Packet		
129.	Staple pins No. 24/6, 50/60	Packet		
130.	Ruler plastic	No		
131.	Manila sheets	Pieces		
132.	Stapling machine - Small	No		
133.	Stapling machine - Large	No		
134.	Stapling machine - Heavy duty	No		
135.	Treasury tags – High quality	packet		
136.	Quick ink	Bottle		
137.	Tracing paper 10 m	Roll		
138.	Ammonia paper 10 m	Roll		

139.	Pens ball point/black/ blue/ Red x 50 Pcs	Packet		
140.	Eraser type write	No		
141.	Paper punch small	No		
142.	Paper punch heavy duty	No		
143.	Ribbon type write black/ blue	Roll		
144.	Sealing wax	Packet		
145.	Loose leaf pads A4	No		
146.	Yellow sticky notes -3" x3"	Packet		
147.	Yellow sticky note – 3" x 5"	Packet		
148.	Envelops 6" x 3"	Packet		
149.	Envelops 9" x 4"	Packet		
150.	Envelops C5	Packet		
151.	Envelops B6	Packet		
152.	Envelops C4	Packet		
153.	Envelops B4	Packet		
154.	Envelops C3	Packet		
155.	Glue stick 10 g	No		
156.	Masking tape – 12mm x 25 Mtrs	Roll		
157.	Masking tape – 24mm x 25 Mtrs	Roll		
158.	Masking tape – 36mm x 25 Mtrs	Roll		
159.	Masking tape – 48mm x 25 Mtrs	Roll		
160.	Thumb tuck pins x 50 g	Packet		
161.	Scissors	Pairs		
162.	Candles	Packet		
163.	Match boxes	Packet		
164.	Calculators casio	No		
165.	Steel filling cabinets, 4 Drawers	No		
166.	Steel filling Cabinets, 2 Drawers	No		
167.	Embossed paper	Roll		

168.	Stamp pad (self inking)			
169.	Adding machine rolls -1/2 x60 DL	No		
170.	“ “ “ -1.75x80DL	No		
171.	“ “ “ -3X60NCR	No		
172.	Drafting Film	75m(100 x2m) 40mm		
173.	Ammonia Paper	40m(100x20m)		
174.	Ammonia Solution	5 L		
175.	Tracing Paper	40m(100x20m) (750x20m) or 30 m		
176.	Technical Pens	Rofring 25,35,4,5,6,7,8,1		
177.	Scale Ruler	To measure Inclusive 1:2500 & 1:100		
178.	Stencils to be used with technical	With metal edge 25,35,4,5,6,7,8,1		
179.	Masking Tape	Afri 1”x20m 24mm		
180.	Standard Symbol template	Template Architect Combination 1:100 Roting		
181.	Rot ring Drawing	Set Squares 45 degreed and 60 degrees		
182.	Crayons			
183.	Staedtler Limo color	0.8 - 1mm		
184.	NT. Cutter			
185.	Pen cleaning fluid for drawing pens	100 m		
186.	Drawing Ink	Black 100 ml		
187.	Pumice Chalk			
188.	Pencils lead	2H, Rotring -2.0 mm		
189.	Staedtler Evasons			
190.	Nacet Razor blades	Pkt		
191.	T- Squares	1 m		
192.	Metallic Straight edge			
193.	Drawing Board	1x1.5 m		

194.	Paper weights			
195.	Ammonia Sepia Paper	(1000x20m) or 40		
196.	Measuring tape	30m,60m,100m		
197.	Photocopy papers A4	Ream		
198.	Fax roll	Packet		
199.	Flip charts	Roll		
200.	Calculator DJ-120 casio	No		
201.	Scientific calculator fx-82ms	No		
202.	Consumables stores ledger S1	No		
203.	Paper punch Dp-540	No		
204.	Master rolls A3(PRINTER)	No		
205.	Steadler highlighters	No		
206.	Executive diaries	No		
207.	Cotton tape	No		
208.	Attendance registers	No		
209.	Conqueror papers A4	Ream		
210.	Printing papers A3	Ream		
211.	A4 embossed paper	Ream		
212.	HB110 pencils to be engraved EMBU County Government 12 pcs per pkt	Pkts		
213.	office pens executive	No		
214.	Brown auditors pen	No		
215.	Paper tags	No		
216.	Manilla papers G220	No		
217.	Thermol roll cash register	No		
218.	Office gel ink0.5 Blue	No		
219.	Staple remover	No		
220.	Cryons 12pcs per pkt	pkts		
221.	Chalk dustless 12pcs per pkt	pkts		
222.	Plastacine 24pcs per carton	Pkts		

223.	Blackboard dusters 12pcs in pkt	pkts		
224.	Branded exercises books 48 pages 1/2 inch ruled/square	No		
225.	Branded exercise books 120 pages single line normal size	No		
226.	Paediatrics files	pcs		
227.	Pelican carbon papers	Pkts		
228.	Tonner TK 410	PCS		
229.	Tonner TK 411	pcs		
230.	Tonner TK 435	pcs		
231.	Tonner TK 437	pcs		
232.	Tonner CE 85A	pcs		
233.	Tonner 285A	pcs		
234.	Tonner 5AQ7551A	pcs		
235.	Tonner 32A	pcs		
236.	Analysis books 10 columns	No.		
237.	Analysis sheets-13 col. For 7 digits	Reams (500 pcs/Ream)		
238.	Ball Points Pens (crystal 5130) to be engraved EMBU COUNTY GOVERNMENT(1 x 50)Bic or equivalent	Packets 50 pcs/pkt		
239.	Blotting papers -17"x22"-white or coloured	Sheets		
240.	Binding tape –assorted colours	Rolls 12pcs/roll		
241.	Box files	No.		
242.	Cellotapes-1"x72 yards	Rolls 12pcs/roll		
243.	Spring Files	Each		
244.	Computers papers white –A4 size	Ream		
245.	Memo/Desk pads to be engraved EMBU COUNTY GOVERNMENT	No.		
246.	Pen Holders	No.		
247.	Counter book 5" wide-3 Quire	No.		
248.	Counter book A4-2 Quire	No.		
249.	Counter books A4-4 Quire	No.		
250.	Desk pencil sharpeners-Good Quality	No.		

251.	Drawing pins/thumb tacks)in 50s	Packets		
252.	Urgent Slips (1 x 24 pcs)	Packets		
253.	Duplicate books-175x255mm or 8"x10 (2 x 100 sheets)	Dozen		
254.	Sharp Pointed BiropensBic or equivalent (1 x 20) to be engraved EMBU COUNTY GOVERNMENT	Packets		
255.	Duplicate books-medium 5"x8"	Books		
256.	Duplicate books-small (2x100 sheet)	Books		
257.	BicBiropen or equivalent – Blue, Black, Red (1 x 50pcs) to be engraved EMBU COUNTY GOVERNMENT	Packets		
258.	Duplicating ink -217 400ml.	Tubes		
259.	Duplicating ink pelican or equivalent	Tubes		
260.	Pocket Files (assorted colours)	Each		
261.	Erasers-pencil/ink BR 40 pelican or equivalent	Each		
262.	Examination Ruled Papers A4 size	Reams of 500 pcs/ream		
263.	Fax machine rolls KX- FA 136A	Roll		
264.	Index Books A4 (1 x 200pages)	Each		
265.	Felt pens(assorted colours)good quality	Dozen		
266.	Finger dampers(sponges)-medium size	Each		
267.	Finger rubbers (finger cones)-no.1	Each		
268.	Folder files(assorted colours)	Each		
269.	Folder files fasteners no. 8 in 50s	Packets		
270.	Giant staples 9 ½ rapid in 550s size 9 ½	Packets		
271.	HB110 Pencils (12 pcs/pkt)	dozens		
272.	Ledger sheets-2 columns for 7 digits	Reams 500pcs/ream		
273.	Letter delivery books-3 Quire	Books		
274.	Letter punches no. DP 520	Each		
275.	Letter trays(wire)	Each		
276.	Manila hard cover size A4- 180 grms	Each		
277.	Masking tape-medium	Each		
278.	Numbering machine ink	Tubes		

279.	Office flatted pins-100 grms (mixed)	Packets		
280.	Office glue paste-160g	tube		
281.	Pairs of scissors-6”	Each		
282.	Paper clips no.1 in 100s	Packets		
283.	Paper clips no.2 in 100s	Packets		
284.	Paper clips no.3 in 100s	Packets		
285.	Plain Envelopes A4 (25pcs)	box		
286.	Plain Envelopes A5(25pcs)	box		
287.	Plain Envelopes A3(25pcs)	box		
288.	DL Envelopes	Box		
289.	Incoming Mail Register to be printed property of Embu County GovernmentA3(1 x200pgs)	Each		
290.	Pocket small note books 48 pages	“		
291.	Postage books-2 Quire	“		
292.	Plain Manila Envelopes DL per 1000	Box of 50		
293.	Plain Manila Envelopes A4 per1000	Box of 50		
294.	Plain Manila Envelopes A5 per1000	Box of 50		
295.	Rubber Bands-100 grams	Packets		
296.	Ruler (plastic)-24”	Each		
297.	Shorthand note books-160 pages (kasuku or equivalent)	Dozens		
298.	Spring files (assorted colours)good quality – to be printed “PROPERTY OF EMBU COUNTY GOVERNMENT	Each		
299.	Stamp pad ink-violet	Bottles		
300.	Stamp pads pelican or equivalent	Each		
301.	Daily Report Book (A3size) to be printed “PROPERTY OF EMBU COUNTY GOVERNMENT(1 x 250pgs)	Each		
302.	Stapler (machine)24/6 Rapid or equivalent	No.		
303.	Staples type-24/6 in 500s	Packets		
304.	Sticky notes-125x75 mm	No.		
305.	String (twin-medium ball)	Balls		
306.	Suspension files with indices	No.		

307.	Typewriter ribbon for Olivetti BR cotton – Diplomat/Excel etc	No.		
308.	Typing carbon papers A4 size 100 sheets	Packets		
309.	Typing carbon papers A4 size-diplomat-100 sheets	Packets		
310.	Visitors book-3 Quire	book		
311.	Waste Paper Baskets –(Small size) or Plastic	Each		
312.	White duplicating papers size A4-70 gsm (a ream of 480-500 sheets)	Reams		
313.	White gummed papers A4 size	Reams		
314.	White-out correcting fluid-Opaque 18ml	Bottles		
315.	Printed Manila Envelopes A4 to be printed EMBU COUNTY GOVERNMENTwith full address	Box of 50		
316.	Printed Manila Envelopes A5 to be printed EMBU COUNTY GOVERNMENTwith full address	Box of 50		
317.	Printed Manila Envelopes DL to be printed EMBU COUNTY GOVERNMENTwith full address	Box of 50		
318.	Printed Manila Envelopes A3 to be printed EMBU COUNTY GOVERNMENTwith full address	Box of 50		
319.	Plain Manila Envelopes A3	Box of 50		
320.	Shredding Machine	No.		
321.	Paper Duplicating Fullscap Size	Ream		
322.	Paper Duplicating White A4	Ream		
323.	Paper Duplicating Colored A4	Ream		
324.	Paper Typing A4	Ream		
325.	Paper Ruled Single A3	Ream		
326.	Paper Ruled A4	Ream		
327.	Paper Stencil Duplicating	Quire		
328.	Paper Carbon Blue/ Black A4 - Ordinary	Packet		
329.	Paper carbon Blue/ Black A4 – Imported	Packet		
330.	Paper carbon Blue/Black A3	Packet		
331.	Ink Duplicating	Tube		
332.	Field Note Books	No		
333.	Hard Cover Books 1 Quire	No		

334.	Hard Cover Books 2 Quire	No		
335.	Hard Cover Books 3 Quire	No		
336.	Hard cover Books 4 Quire	No		
337.	Delivery Book Standard	No		
338.	Paper Photocopying A4	Ream		
339.	Graph Paper 1 mm x 10 Mtrs	Roll		
340.	Drafting Film 75 Mic – 20 Mtrs	Roll		
341.	White Out	Bottle		
342.	Correcting Fluid	Bottle		
343.	Glue Paste x 90g	Bottle		
344.	Glue Paste 160 g	Bottle		
345.	Ink Pad violet	Bottle		
346.	Box File	No		
347.	File Folder	No		
348.	File Folder-printed county government of Embu	No		
349.	Spring File	No		
350.	Acco Fasteners	Packet		
351.	Office pins	Packet		
352.	Paper clips – small	Packet		
353.	Paper clips – large	Packet		
354.	Staple pins No. 24/6, 50/60	Packet		
355.	Ruler plastic	No		
356.	Manila sheets	Pieces		
357.	Stapling machine - Small	No		
358.	Stapling machine - Large	No		
359.	Stapling machine - Heavy duty	No		
360.	Treasury tags – High quality	packet		
361.	Quick ink	Bottle		

362.	Tracing paper 10 m	Roll		
363.	Ammonia paper 10 m	Roll		
364.	Pens ball point/black/ blue/ Red x 50 Pcs	Packet		
365.	Eraser type write	No		
366.	Paper punch small	No		
367.	Paper punch heavy duty	No		
368.	Ribbon type write black/ blue	Roll		
369.	Sealing wax	Packet		
370.	Loose leaf pads A4	No		
371.	Yellow sticky notes -3" x3"	Packet		
372.	Yellow sticky note – 3" x 5"	Packet		
373.	Envelops 6" x 3"	Packet		
374.	Envelops 9" x 4"	Packet		
375.	Envelops C5	Packet		
376.	Envelops B6	Packet		
377.	Envelops C4	Packet		
378.	Envelops B4	Packet		
379.	Envelops C3	Packet		
380.	Glue stick 10 g	No		
381.	Masking tape – 12mm x 25 Mtrs	Roll		
382.	Masking tape – 24mm x 25 Mtrs	Roll		
383.	Masking tape – 36mm x 25 Mtrs	Roll		
384.	Masking tape – 48mm x 25 Mtrs	Roll		
385.	Thumb tuck pins x 50 g	Packet		
386.	Scissors	Pairs		
387.	Candles	Packet		
388.	Match boxes	Packet		
389.	Felt pens	No		
390.	Steel filling cabinets, 4 Drawers	No		

391.	Steel filling Cabinets, 2 Drawers	No		
392.	Embossed paper	Roll		
393.	Stamp pad (self inking)			
394.	Adding machine rolls -1/2 x60 DL	No		
395.	“ “ “ -1.75x80DL	No		
396.	“ “ “ -3X60NCR	No		
397.	Drafting Film	75m(100 x2m) 40mm		
398.	Ammonia Paper	40m(100x20m)		
399.	Ammonia Solution	5 L		
400.	Tracing Paper	40m(100x20m) (750x20m) or 30 m		
401.	Technical Pens	Rofring 25,35,4,5,6,7,8,1		
402.	Scale Ruler	To measure Inclusive 1:2500 & 1:100		
403.	Stencils to be used with technical	With metal edge 25,35,4,5,6,7,8,1		
404.	Masking Tape	Afri 1”x20m 24mm		
405.	Standard Symbol template	Template Architect Combination 1:100 Roting		
406.	Rot ring Drawing	Set Squares 45 degreed and 60 degrees		
407.	Crayons			
408.	Staedtler Limo color	0.9 - 1mm		
409.	NT. Cutter			
410.	Pen cleaning fluid for drawing pens	100 m		
411.	Drawing Ink	Black 100 ml		
412.	Pumice Chalk			
413.	Pencils lead	2H, Rotring -2.0 mm		
414.	Staedtler Evasons			
415.	Nacet Razor blades	Pkt		
416.	T- Squares	1 m		

417.	Metallic Straight edge			
418.	Drawing Board	1x1.5 m		
419.	Paper weights			
420.	Ammonia Sepia Paper	(1000x20m) or 40		
421.	Measuring tape	30m,60m,100m		
422.	Photocopy papers A4	Ream		
423.	Fax roll	Packet		
424.	Flip charts	Roll		
425.	Calculator DJ-120 casio	No		
426.	Scientific calculator fx-82ms	No		
427.	Consumables stores ledger S1	No		
428.	Paper punch Dp-540	No		
429.	Master rolls A3(PRINTER)	No		
430.	Steadler highlighters	No		
431.	Executive diaries	No		
432.	Cotton tape	No		
433.	Attendance registers	No		
434.	Conqueror papers A4	Ream		
435.	Printing papers A3	Ream		
436.	A4 embossed paper	Ream		
437.	HB110 pencils to be engraved Embu County Government 12 pcs per pkt	Pkts		
438.	office pens executive	No		
439.	Brown auditors pen	No		
440.	Paper tags	No		
441.	Manilla papers G220	No		
442.	Thermol roll cash register	No		
443.	Office gel ink0.5 Blue	No		
444.	Staple remover	No		
445.	Cryons 12pcs per pkt	pkts		

446.	Chalk dustless 12pcs per pkt	pkts		
447.	Plastacine 24pcs per carton	Pkts		
448.	Blackboard dusters 12pcs in pkt	pkts		
449.	Branded exercises books 48 pages 1/2 inch ruled/square	No		
450.	Branded exercise books 120 pages single line normal size	No		