

REPUBLIC OF KENYA



EMBU COUNTY GOVERNMENT

TENDER NOTICE

13<sup>th</sup> December, 2018

The Embu County Government invites sealed tender for the supply and delivery of processed and packed milk to all public **ECDE centres** for the department of Education science and technology for the financial year 2018-2019

Interested eligible candidates may obtain further information and inspect tender documents at the county *website: [www.embu.go.ke](http://www.embu.go.ke)*.

Tender Reference No	Tender Name	Closing	SOURCE OF FUNDS
CGE/CNT/T/08 /2018-2019	SUPPLY AND DELIVERY OF PROCESSED AND PACKED MILK TO PUBLIC ECDE CENTRES IN EMBU COUNTY	4 <sup>th</sup> January, 2019 at 11.00 A.m.	EMBU COUNTY GOVERNMENT

**PRELIMINARY REQUIREMENTS**

1. All entries must be typed or written in ink. Mistakes must not be erased but should be crossed out and corrections made and initialed by the persons signing the tender.
2. The form of bid shall be duly filled, signed and stamped by an individual entrusted with the powers of attorney.
3. Provide Tender Security of 2% of the Tender sum as per tender document in either of the following forms: A Banker's cheque; Bank Guarantee; Guarantee from a PPRA approved Insurance Company; Letter of credit
4. Each bid should be submitted in a plain sealed envelope with the Tender Number and Name endorsed on the outside.
5. The bidder shall attach a duly filled, signed and stamped confidential business questionnaire by an individual entrusted with the powers of attorney.
6. The form of power of attorney shall be duly filled, signed and stamped (Schedule 3).
7. The tender document shall be submitted complete, intact with no page alterations.
8. Tenderers shall ensure that the submitted bid (documents) is (are) serialized, i.e. (each page in the submitted bid shall have serial identification).
9. All submitted forms and documents shall be duly filled, signed (where applicable) and stamped.  
Bidders shall attach copies of the under listed documents endorsed (signed and stamped) by commissioner of oaths/advocate registered in Kenya.
10. Copy of a valid current year business permit.
11. Copy of a valid current year tax compliance certificate.
12. Copy of a Certificate of incorporation.
13. Copy of a PIN/VAT certificate from KRA.
14. Copy of License by Kenya Dairy Board
15. Authorization as a food processing Entity
16. Authorization as a food processing Entity
17. Financial audited accounts for the previous three (3) years endorsed, signed and stamped by a registered external auditor.

## 2. Technical Conditions-Refer to the Bid Document

### 3. Tender Documents

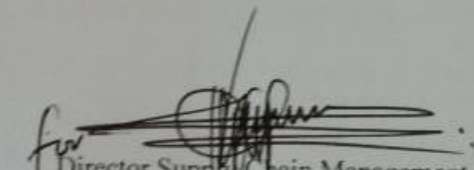
- a) Prices quoted should be net inclusive of all taxes, must be in Kenya Shilling and shall remain valid for **120 days** from the closing date of tender opening.
- b) Tender document containing detailed information of the works can be downloaded free of charge by interested candidates from the County Website: [www.embu.go.ke](http://www.embu.go.ke) Or the public Procurement information Portal: [www.tenders.go.ke](http://www.tenders.go.ke)
- c) Submit two copies of the tender document (**Original and Copy**).
- d) Completed Tender document has to be enclosed in plain sealed envelopes marked with Tender name and reference number and deposited in the Tender Box at the Reception of Embu Town Hall or to be addressed to;

County Secretary  
Embu County Government  
P.o Box 36-60100  
Embu

So as to be received on or before **4<sup>th</sup> January, 2019 at 11.a.m.**

Tenders will be opened immediately thereafter in the presence of the candidates or their representatives who choose to attend at **Embu County Hall Boardroom.**

*Late bid will be returned unopened.*

  
for  
Director Supply Chain Management  
For: Accounting Officer.