



GATAMATHI WATER AND SANITATION COMPANY

P.O. BOX 93 -10204, KIRIA-INI.

TEL: 020-2032602

EMAIL: gatamathisp@gmail.com

**TENDER NO GTM/004/2021/2022—SUPPLY AND DELIVERY OF OFFICE
STATIONERY AND PRINTING SERVICES**

MAY 2021

**GENERAL MANAGER,
GATAMATHI WATER AND SANITATION COMPANY
PO BOX 93-10204
KIRIA-INI**

CONFIDENTIAL BUSINESS QUESTIONARE FORM

You are requested to give the particulars indicated in part 1 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 criminal offence to give false information on this form.

Part 1. General Information

Business Name-----

Plot No-----

Street/Road-----

Postal Address-----Tel.No-----Fax-----

Email -----

Nature of Business-----

Registration Certificate No-----

VAT No-----PIN No-----

Maximum value of business which you can handle at any one time Ksh-----

Name of your bankers-----Branch-----

Part 2(a)-Partnership

Your name in full-----Age-----

Nationality -----Country of origin-----

Part 2(a) Proprietor

Give details of Partners as follows

Name, nationality and shares

Name	Nationality	shares
1. -----		
2. -----		
3. -----		
4. -----		

Part 2(c) Registered Company

Private or Public-----

State the Nominal and issued Capital of the company: -

Nominal Kshs-----

Issued Kshs-----

Give details of all Directors as follows: -

Name, Nationality and Shares

Name	Nationality	Shares
1. -----	-----	-----
2. -----	-----	-----
3. -----	-----	-----
4. -----	-----	-----

Signature of tenderer-----Date-----

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REF: GTM/004/2021/2022

TENDER FOR SUPPLY AND DELIVERY OF OFFICE STATIONERY AND PRINTING SERVICES

Gatamathi Water and Sanitation Company is the Water Service Provider (WSP) that provides water and sanitation services to Mathioya Sub-county, Rwathia and Kihoya locations, in Kangema Sub-county and parts of Gatari location.

The Company is mandated to run Mathioya and Gatango Water schemes and improve the services of water and sanitation

The company's main target is to provide quality water for every household.

In this regard the WSP will be in need of office stationery as well as printing services during the whole financial year.

The mode of purchase will be as and when needed.

The company is requesting able and willing suppliers to tender for office stationery and printing services that conform to the Kenya Bureau of Standard guidelines.

NOTE:

The supplier who will win the tender for printing will be required to sign a contract with the company so as to maintain the confidentiality of the Company's logo.

GTM/004/2021-2022- SUPPLY AND DELIVERY OF OFFICE STATIONERY AND PRINTING SERVICES

No	ITEM DESCRIPTION	UNIT	UNIT PRICE	REMARKS
1	Paper carbon A4	PACKET		
2	Paper single ruled with margin A4(Full SCUP)	REAM		
3	Photocopying paper (White)	REAM		
4	Rubber Bunds	BOX		
5	Paper pins (stainless)	PACKET		
6	Paper clips (medium)	PACKET		
7	Envelopes Khaki size,A3	PACKET		
8	Envelopes Khaki size,A4	PACKET		
9	Envelopes Khaki size,A5	PACKET		
10	Envelopes Khaki size,DL	PACKET		
11	Envelopes Khaki size,C6/7 9x3	PACKET		
12	Biro pens,fine points blue,black,red	PACKET		
13	Executive pens	PACKET		
14	Thermol roll 13*79*80	ROLL		
15	File folders(Manilla)	NO		
16	Fasteners	NO		
17	Loose Leaf pad A5	NO		
18	Loose Leaf pad A4	NO		
19	Short hand note book A5(HARD COVER)	NO		
20	Field Note A6 (HARDCOVER)	NO		
21	Hard cover books 1 QUIRE A4			
22	Hard cover books 2 QUIRE A4			
23	Hard cover books 3 QUIRE A4	NO		
24	Hard cover books 4 QUIRE A4	NO		
25	Hard cover books 6 QUIRE A4	NO		
26	Cash analysis books	NO		
27	Spring file (plastic)	NO		
28	Spring file (manilla)	NO		
29	Box file	NO		
30	Rulers	NO		
31	Pencil HB,steadler	DOZEN		
32	Steadler ruler	NO		
33	Clutch pencil	NO		
34	Leeds(HB)	NO		
35	Paper glue 160 grams	BOTTLE		
36	Office glue pritt 20g	BOTTLE		
37	Staple pins(24/6)	NO		
38	Heavy duty Staple pins(23/13)(H-13)	NO		

39	Heavy duty Staple pins(2100050)	NO		
40	Heavy Duty paper Punch	NO		
41	Paper punch medium	NO		
42	Heavy Duty paper Punch	NO		
43	Heavy Duty stapler rexel odyssey	NO		
44	Stapler(medium kangaro HD-45 S)	NO		
45	Pad ink pelican (blue)	NO		
46	Yellow stickers (medium)	NO		
47	Staple remover	NO		
48	Scientific calculator	NO		
49	Calculator casio DJ-120	NO		
50	HP Toner 530A	NO		
51	HP Toner 531A	NO		
52	HP Toner 532A	NO		
53	HP Toner 533A	NO		
54	HP Toner 85A	NO		
55	HP ink	NO		
56	CDS	NO		
57	Celtape	ROLL		
58	White out bic	NO		
59	Fountain pen	NO		
60	Flow pen (Sharp pointed)	NO		
61	Highlighters (Assorted)	PCS		
62	Felt pen (Dry erase marker)	NO		
63	Felt pen	NO		
64	Marsking tape	NO		
65	Binding tape	NO		
66	Paper cutter machine	NO		
67	In-tray and out -tray	NO		
68	Rubber Stamp Self inking	NO		
69	HP Tonner 410 A	NO		
70	HP Tonner 411 A	NO		
71	HP Tonner 412 A	NO		
72	HP Tonner 413 A	NO		
73	TN 216 K	NO		
74	TN 216 M	NO		
75	TN 216 C	NO		
76	TN 216 Y	NO		

PRINTING SERVICE REQUIRED

No	ITEM DESCRIPTION	UNIT	UNIT PRICE	REMARKS
	Accountable Documents			
1	Official Receipt books Triplicate Self carbonated			
2	Local Service Orders Triplicate Self carbonated			
3	Local Purchase Orders Triplicate Self carbonated			
4	Store receipt triplicate self carbonated			
5	GRNote duplicate self carbonated			
6	GRInspection note duplicate self carbonated			
7	Issue documents triplicate self carbonated			
8	Diaries A4			
9	Diaries A5			
10	Calendars Full Colour:			
	100 pcs			
	200PCS			
	500 pcs			
	800PCS			

Officer's Name.....

Supplier/Manufacturer.....

Signature.....

Date..... **Official Stamp**