

**REF: NHS/16/2024/2025**

NAME \_\_\_\_\_

P.O. BOX \_\_\_\_\_

TEL. \_\_\_\_\_

DATE \_\_\_\_\_

**RE: 2024/2025 SCHOOL SUPPLIES – PRINTED MATERIAL- EXERCISE BOOKS, FOLDERS & ENVELOPES**

ITEM	UNIT	PRICE PER UNIT
Exercise Books (Headed)	-200pg ruled	Gross
	-200pg squared	Gross
	- 120pg ruled	Gross
	- 120pg squared	Gross
<b>NB: ALL SHOULD BE A4 Kasuku brand – as per sample</b>		
Printed Envelopes – DL (PRINTED WITH SCHOOL LOGO)	PC	
Printed Envelopes – A4(PRINTED WITH SCHOOL LOGO)	PC	
Printed Envelopes – C5 (PRINTED WITH SCHOOL LOGO)	PC	
Folders (PRINTED WITH SCHOOL LOGO) AND WITH A FASTENER	PC	

**NB: - 1. NOTE THAT THIS IS NOT LOCAL PURCHASE ORDER (L.P.O)  
2. TAKE NOTE THAT GOODS ARE NOT PAID ON DELIVERY**

(a) Please indicate the maximum length of time you can wait for payments as you continue supplying  
I.e. 1 month / 2 months / 3 months / 4 months/ 5 months/ 6 months.

I can wait \_\_\_\_\_ months

(b) Price changes will not be allowed for goods supplied within the first 90 days (3 months) are over. Completed forms in sealed envelopes clearly marked "**Tender No. \_\_\_\_\_**" as above should be addressed to THE CHAIRMAN TENDER COMMITTEE NYERI HIGH SCHOOL, BOX 337 NYERI, and returned on or before 28<sup>th</sup> **JUNE 2024** by **10.00am**. Opening of the tenders will be done immediately thereafter

Requirements:

- Registration certificate
- P.I.N certificate
- Valid Tax compliance certificate
- Company profile
- Contact.

***The committee reserves the right to reject any tender either in part or in full without giving reasons.***

**THE SECRETARY  
TENDER COMMITTEE**