



PRE-QUALIFICATION OF SUPPLIERS OF VARIOUS GOODS FOR THE PERIOD 2010 - 2012

KRA/HQS/PQG: 001-021/2009 - 2010

**TIMES TOWER BUILDING
P.O. BOX 48240 – 00100
TEL: +254 02 310900
FAX: +254 02 215809
NAIROBI, KENYA.
Website: www.kra.go.ke**

JANUARY 2010

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**KENYA REVENUE
AUTHORITY**

The Kenya Revenue Authority invites sealed applications from eligible candidates for purposes of pre-qualifying suppliers for the supply of various goods for the period 2010 to 2012:

CODE	CATEGORY REFERENCE	CATEGORY DESCRIPTION
		SUPPLY & DELIVERY OF GOODS
A-1	KRA/PQG/001	Supply of General & Printed Office Stationery, Computer Stationery & Computer related Consumables.
A-2	KRA/PQG/002	Supply of Computers Office & Telecommunications Equipment, Accessories and airtime.
A-3	KRA/PQG/003	Supply of Air Conditioners, Refrigeration Equipment and Fans.
A-4	KRA/PQG/004	Supply of Office Furniture, Furnishings and Fittings.
A-5	KRA/PQG/005	Supply of Clinical Drugs and Dressings.
A-6	KRA/PQG/006	Supply of Hardware, Paints and Electrical Materials.
A-7	KRA/PQG/007	Supply of Laboratory Equipment & Glassware, Chemicals, Reagents and other consumables.
A-8	KRA/PQG/008	Supply of Motor Vehicle Tyres, Tubes and Batteries & Accessories.
A-9	KRA/PQG/009	Supply of Newspapers, Periodicals and Magazines, Books and other Library Materials.
A-10	KRA/PQG/010	Supply, Installation & Maintenance of Electrical Generators.
A-11	KRA/PQG/011	Supply, Installation & Maintenance of Water and Boreholes Pumps.
A-12	KRA/PQG/012	Supply of Cleaning Materials, Detergents and Sundry Items.
A-13	KRA/PQG/013	Supply of Water filters, Bottled Drinking Water, Hire of Water Dispensers and Water for General purposes
A-14	KRA/PQG/014	Supply of Promotional & Advertising Materials, Banners and Signage etc
A- 15	KRA/PQG/015	Smoke Detectors and Fire Alarm Systems.
		GENERAL SUPPLIES FOR THE TRAINING INSTITUTE IN MOMBASA
A-16	KRA/PQG/016	Cutlery, Glassware and Crockery.
A-17	KRA/PQG/017	Linen & Soft furnishes.
A-18	KRA/PQG/018	Protective Gear / Clothing.
A-19	KRA/PQG/019	Cleaning Materials and Sanitizers
A-20	KRA/PQG/020	Laundry Detergents.
A-21	KRA/PQG/021	Kitchen & Laundry Equipment, Furniture and Fittings.

Interested eligible firms may obtain further information and inspect pre-qualification documents at the office of the:

Deputy Commissioner-Procurement & Supplies Services
Times Tower Building, 25th Floor,
P.O Box 48240– 00100 GPO,
Tel. +254 020 310900
Fax No. +254 020 215809
Nairobi, Kenya.
website: www.kra.go.ke

A complete set of the pre-qualification documents may be obtained by interested candidates upon payment of a non-refundable fee of Kshs.2,000.00 **per category** paid in cash or Bankers Cheque at any of the KRA regional offices or download the document from the KRA website and pay a reduced fee of Kshs.1,000.00 **per category** at any of the KRA offices and submit proof of payment together with the Pre-qualification Document.

Bidders who participated in Pre-Qualification Tender No KRA/HQS/007/2008-2009 may collect one bid document free of charge for one category but will be required to purchase documents for any other category.

Pre-Qualification documents must be submitted in plain sealed envelopes clearly marked “**Prequalification of Suppliers KRA/PQG:CATEGORY NO./2009-2010**” with the category reference number accompanied by the original payment receipt and deposited in the Tender Box located on the Ground Floor, Times Tower Building, Haile Selassie Avenue, Nairobi or be addressed to the Commissioner General, Kenya Revenue Authority , Times Tower Building , P.O Box 48240 -00100 Nairobi so as to be received on or before **Monday 15th February,2010 at 10.00 am.**

Applications for Pre-Qualification will be opened immediately thereafter in the Convention Centre on the **5th floor, Times Tower Building** in the presence of candidates’ representatives, who choose to attend.

Completed Pre-Qualification documents for each category should be submitted in plain sealed envelopes and clearly marked “**Pre-qualification of Suppliers- KRA/PQG:CATEGORY NO./2009-2010** ” and addressed to:

**The Commissioner General,
Kenya Revenue Authority,
Times Tower,
P.O Box 48240 – 00100 GPO,
Nairobi.**

A pre-bid Briefing will be held on **Wednesday 3rd February, 2010** at 10:00 a.m. in the Convention Centre 5th Floor of Times Tower Building. Interested bidders are invited to attend.

Kenya Revenue Authority reserves the right to accept or reject the applications and is not obliged to assign reasons for its decision thereof.

Any canvassing or giving of false information will lead to automatic disqualification.

SECTION I. INFORMATION TO CANDIDATES

INTRODUCTION

- 1.1. Kenya Revenue Authority (KRA) will pre-qualify and enlist prospective bidders for the supply of various goods from among those who will have submitted their pre-qualification documents, in accordance with the pre-qualification requirements to undertake the assignments described herein for 2 years.
- 1.2. Bidders are invited to submit a pre-qualification tender for the Supply of various goods as listed in appendix A.
- 1.3. The Pre-qualification Tender document and the Tenderers response thereof shall be the basis for pre-qualification. Tenderers must familiarize themselves with the requirements described in this document including all attachments and take them into account while preparing the response.
- 1.4. KRA does not bind itself to assign supply of any items but shall endeavor to ensure tenders for specific goods will be treated equitably.
- 1.5. Applicants will be informed in writing of the results of the application, without assigning any reason for KRA's decision thereof.
- 1.6. Tenderers will meet all costs associated with preparation and submission of their applications.
- 1.7. It is KRA's policy to require that Tenderers observe the highest standard of ethics during selection and execution of such contracts. In pursuance of this policy, KRA:
 - a) defines, for the purpose of this provision, the terms set forth below as follows:
 - (i) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer of the Purchaser/Employer in the pre-qualification process; and
 - (ii) "Fraudulent practice" means a misrepresentation of facts in order to influence the pre-qualification process to the detriment of the Purchaser/Employer, and includes collusive practices among Tenderers (prior to or after submission of Tenders) designed to establish prices at artificial, non-competitive levels and to deprive the Purchaser of the benefits of free and open competition.
 - (b) Will reject a Tender for pre-qualification if it determines that a Tenderer has engaged in corrupt or fraudulent activities in competing for the contract in question;

- (c) Will declare a Tender ineligible, for pre-qualification if at any time it determines that Tenderer has engaged in corrupt or fraudulent practices in competing for, or in executing, a similar contract; and
- (d) Will have the right to examine financial records relating to the performance of such services to determine capability.
- (e) Will have the right to inspect the business premises of the tenderer.

- 1.8 Tenderers shall furnish information as described in the pre-qualification tender document.
- 1.9 Tenderers shall be aware of the provisions on fraud and corruption stated in the standard contract under the clauses indicated in the Data Sheet.

2. DOCUMENTS COMPRISING THE REQUEST FOR PRE-QUALIFICATION

- 2.1 Tenderers may request a clarification on the Tender Pre-qualification document up to seven (7) days before the Tender submission date. Any request for clarification must be sent in writing by mail, facsimile or electronic mail to the Purchaser's/Employer's address. The Purchaser/Employer will respond in writing by normal postal mail, facsimile or electronic mail to such requests and will send copies of the response to all Tenderers who intend to submit tenders.

3 PREPARATION OF TENDER DOCUMENTS

- 3.1 Tenderers are requested to submit a Tender written in English language.
- 3.2 Tenderers are expected to examine the documents comprising this Request for pre-qualification in detail. Material deficiencies in providing the information requested may result in rejection of a Tender.
- 3.3 Tenderers are required to meet the Pre-Qualification criteria stipulated in Section 2. Those who do not meet the requirements need not submit tenders. Only tenders, which fulfill these requirements, will be considered for detailed evaluation.
- 3.4 The pre-qualification documents shall not include any financial proposal information other than audited accounts for the last 2 years.

3.5 Period of Validity

The request for pre-qualification must remain valid for not less than 120 days from the date of submission.

KRA will make best effort to complete the evaluation and communicate within this period.

4 SUBMISSION, RECEIPT, AND OPENING OF PRE-QUALIFICATIONS

- 4.1 The original Pre-qualification Document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the applicant. Any such corrections must be initialed by the person or persons who sign(s) the Pre-qualification Document.
- 4.2 An authorized representative of the Applicants should initial all pages of the tender document.
- 4.3 The Pre-qualification document should be prepared and submitted in **2 (two) copies** in a plain sealed envelope marked:

“PRE-QUALIFICATION OF SUPPLIERS FOR SUPPLY OF VARIOUS GOODS”

And delivered to :

**The Commissioner General
Kenya Revenue Authority
Times Tower Building
Haile Selassie Avenue
P.O Box 48240-00100
NAIROBI, KENYA**

4.4 Deadline for Submission

The closing time for the submission of the Pre-Qualification Document shall be **15th Febuary, 2010 at 10.00 am** and shall be sent to the above address. Pre-Qualification Document shall be marked on top "**DO NOT OPEN BEFORE 15TH FEBRUARY 2010 at 10.00 am.**

4.5 Late Submission

Any Pre-Qualification Document received after the deadline pursuant to clause 4.4 shall be rejected as a late tender and shall not be considered.

4.6 Tender Opening And Evaluation

- 4.6.1 A committee of officials shall open the Applications immediately after the closing time for submission of the Pre-Qualification Document.
- 4.6.2 Kenya Revenue Authority will prepare a record of the Pre-Qualification Document opening.

5 PRE-QUALIFICATION EVALUATION

(a) Mandatory Requirements For Pre-Qualification

- (i) Pre-qualification Submission Form.
- (ii) A copy of Certificate of Registration/Incorporation.
- (iii) Three letters of recommendation from your corporate clients.
- (iv) Tax compliance certificate.
- (v) Duly Completed Confidential Pre-qualification Business Questionnaire.
- (vi) Sworn Anti-Corruption Affidavit
- (vii) Evidence of physical address and premises. (Attach copies of utility bills e.g. electricity/water or lease agreement/Title).
- (viii) Two years audited accounts and or 6 months current bank statements.
- (ix) A signed statement that the bidder is not debarred from participating in public procurement.

NB: Attach all the above documents

(b) General Requirements

- 5.1 KRA will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.
- 5.2 Applicants shall not contact KRA on the matter relating to their Pre-Qualification Document from the time of opening to the time the evaluation is finalized and official communication is sent to them. Any effort by the Applicant to influence KRA in the Pre-Qualification Document evaluation shall result in the rejection of their application.
- 5.3 Pre-qualification will be based on meeting the following minimum criteria regarding the Applicant's legal status, general and particular experience, personnel and financial position as demonstrated by the responses in the attached forms.
- 5.4 The applicants should have registered offices and KRA reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said goods/services.
- 5.5 Applicants who qualify according to the selection criteria will be invited to submit their quotations for the supply of goods/services as and when required for 2 years.
- 5.6 KRA reserves the right to accept or reject any or all Pre-Qualification Documents without the obligation to assign any reason (s) for its decision thereof.

(c) Additional Requirements

- a. Agents shall provide copies of Letters of appointment by the manufacturers to be dealers.
- b. Attach catalogues and brochures for the items you wish to supply.
- c. Kenya Bureau of Standards certifications where applicable.

5.7 Litigation

Applicants must disclose any current litigation involving the firm.

5.8 Evaluation Criteria

The points given to evaluation criteria are as per the following evaluation criteria matrix.

EVALUATION MATRIX					
	Evaluation Attribute	Evaluation Parameters	Weighted %	Maximum Score %	Cut off Score %
1	Mandatory Requirements:	Full Submission	25	25	25
A	Pre-qualification Submission Form.	Mandatory			
B	A copy of Certificate of Registration/Incorporation.	Mandatory			
c	Three letters of recommendation from your current corporate clients.	Mandatory			
D	Tax compliance certificate.	Mandatory			
E	Duly Completed Confidential Pre-qualification Business Questionnaire.	Mandatory			
F	Sworn Anti-Corruption Affidavit.	Mandatory			
G	Evidence of physical address and premises (attach copies of utility bills e.g. electricity/water or lease agreement/Title).	Mandatory			

H	Two (2) years audited accounts and or six (6) months current bank statements.	Mandatory			
2	Period of Operation (attach certified copy of certificate of Business registration/Certificate of Incorporation).	- Over 5 Yrs - 3 to 5 Yrs - 6 months < 3 Yrs	- 20 - 15 - 10	20	10
3	Orders from leading customers in terms of value (attach copies of LPO/LSO from at least three customers).	- Over Kshs.2 M - Over 1million - Below Kshs.1M but above Kshs.30,000.00	- 25 - 15 - 10	25	10
4	Audited financial statements for the last two years or where the business has been in operation for less than 2 years Certified Management Accounts by a Certified Accountant		5	5	2.5
5	Certified copies of Six (6) months Current Bank Statements		5	5	2.5
6	Number of qualified staff – Diploma & above, professional certification where applicable (attach certified Curriculum Vitae of qualified staff who will deal with KRA).	- Over 4 staff - 3 staff - 2 staff	- 20 - 15 - 10	20	10
TOTAL SCORE				100%	60 %

MINIMUM QUALIFYING SCORE IS 60 %.

6 CONFIDENTIALITY

- 6.1 Information relating to evaluation of Pre-Qualification Documents and recommendations concerning pre-qualification shall not be disclosed to the Applicants until the pre-qualified firms have been advised accordingly.

SECTION 2

PRE-QUALIFICATION SUBMISSION FORM

Date _____

Pre-qualification No. _____

To: The Commissioner General

Kenya Revenue Authority

Times Tower Building

Haile Selassie Avenue

P.O Box 48240-00100

Nairobi, Kenya

Gentlemen and/or Ladies:

1. Having examined the Pre-qualification documents including Addenda Nos. ...the receipt of which is hereby duly acknowledged, We, the undersigned, offer to supply the required goods/services in accordance with your Request for Quotations and we hereby submit our Pre-qualification Document

2. Our Pre-qualification is binding to us and if found acceptable we shall be pleased to be included in the list of pre-qualified firms.

3. We understand that you are not bound to accept any tender you may receive.

Dated this _____ day of _____ 20 _____

[signature]

[in the capacity of]

Duly authorized to sign tender for an on behalf of _____

CONFIDENTIAL PRE-QUALIFICATION BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1; either Part 2(a), 2(b) or 2 (c) whichever applies to your type of business; and Part 3.

You are advised that it is a serious offence to give false information on this form.

Part 1 – General	
1.1	Business Name
1.2	Location of Business Premises.
1.3	Plot No..... Street/Road Postal Address
	Tel No. Fax E mail
1.4	Nature of Business ,.....
1.5	Registration Certificate No.
1.6	Maximum Value of Business which you can handle at any one time – Kshs.....
1.7	Name of your BankersBranch
Part 2 (a) – Sole Proprietor	
2a.1	Your Name in Full Age
2a.2	Nationality Country of Origin <ul style="list-style-type: none"> • Citizenship Details

Part 2 (b) Partnership

2b.1 Given details of Partners as follows:

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

Part 2 (c) – Registered Company

2c.1 Private or Public

.....
.....

2c.2 State the Nominal and Issued Capital of Company-

Nominal Kshs.

Issued Kshs.

2c.3 Given details of all Directors as follows

	<u>Name</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
1
2
3
4
5

Part 3 – Eligibility Status

3.1 Are you related to an Employee, Committee Member or Board Member of Kenya Revenue Authority? Yes _____ No _____

3.2 If answer in '3.1' is **YES** give the relationship.

.....
.....
.....
.....

3.3 Does an Employee, Committee Member, Board Member of Kenya Revenue Authority sit in the Board of Directors or Management of your Organization, Subsidiaries or Joint Ventures? Yes _____ No _____

3.4 If answer in '3.3' above is **YES** give details.

.....
.....
.....
.....
.....

3.5 Has your Organization, Subsidiary Joint Venture or Sub-contractor been involved in the past directly or indirectly with a firm or any of it's affiliates that have been engaged by Kenya Revenue Authority to provide consulting services for preparation of design, specifications and other documents to be used for procurement of the goods under this invitation? Yes _____ No _____

3.6 If answer in '3.5' above is **YES** give details.

.....
.....
.....
.....
.....

3.7 Are you under a declaration of ineligibility for corrupt and fraudulent practices? YES _____ No _____

3.8 If answer in '3.7' above is **YES** give details:

.....
.....
.....
.....
.....

3.9 Have you offered or given anything of value to influence the procurement process? Yes _____ No _____

3.10 If answer in '3.8' above is **YES** give details

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.....

I / We DECLARE that the information given on this form is correct to the best of my/our knowledge and belief and that I/We give KRA authority to seek any other references concerning my/our company from whatever sources deemed relevant e.g. Company Registrar's office, Bankers etc

DateSignature of Candidate

.....

- If a Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or registration.

ANTI CORRUPTION AFFIDAVIT FORM

REPUBLIC OF KENYA

IN THE MATTER OF OATHS AND STATUTORY DECLARATION ACT

CHAPTER 15 OF THE LAWS OF KENYA

AND

IN THE MATTER OF THE PUBLIC PROCUREMENT AND DISPOSAL

ACT, NO. 3 OF 2005.

I, of P. O. Box being
a resident of in the Republic of Kenya do hereby
make oath and state as follows: -

- 1. THAT** I am the.....; (Chief Executive/Managing Director/Principal Officer /Director) of(Name of the Business) which is a Candidate in respect of Tender Number to supply goods, render services and/or carry out works for Kenya Revenue Authority and duly authorized and competent to make this Affidavit.

2. **THAT** the aforesaid Candidate has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of Kenya Revenue Authority, which is the procuring entity.

3. **THAT** the aforesaid Candidate, its servant(s) and/or agent(s) have not been offered and will not offer any inducement to any member of the Board, Management, Staff and/or employee(s) and/or agent(s) of Kenya Revenue Authority.

4. **THAT** the aforesaid Candidate, its servant(s) and/or agent(s) have not been debarred from any procurement process.

5. **THAT** what is deponed to hereinabove is true to the best of my knowledge information and belief.

SWORN at by the said}

.....}

}

}

on this day of 20... }

}

}

DEPONENT

Before me }

Commissioner for Oaths }

NATURE OF BUSINESS

DEFINATION OF BUSINESS

Indicate whether sole proprietor, Company or partnership

Specify and give descriptive details of the goods/services you wish to render (Select from list in Appendix A)

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.....

Indicate whether Manufacturers, Distributor, Retailer, Dealer or Agent, Contractor etc. If not a manufacturer, attach a letter of authorization for the dealership, agency etc.

DISCLOSURE

ASSOCIATE COMPANIES

A)..... (E).....

B)..... (F)

C) (G)

D) (H)

NUMBER OF STAFF EMPLOYED (1) TECHNICAL

(2) SEMI -SKILLED

(Attach Organization Chart and CVs)

PERIOD IN BUSINESS

OTHER ORGANIZATIONS/COMPANIES WHERE YOU SUPPLY

A)

A)

B)

C)

D)

Give their full address and the range of items you supply
(This may be done on a separate sheet)

Name(s) of Banker(s)

.....

Account Number (s).....

TERMS OF PAYMENT

Our Payment Terms are 30 days from the date of invoice/delivery on receipt/acceptance of goods/services.

RANGE OF PRODUCTS/SERVICES YOU SPECIALISE IN

.....
.....
.....
.....

HAVE YOU PREVIOUSLY BEEN SUPPLYING GOODS TO KENYA REVENUE AUTHORITY

IF YES, WHICH MATERIALS

.....
.....
.....
.....
.....
.....
.....
.....

INDICATE THREE OF OUR LATEST ORDERS:

.....
.....
.....

DO YOU HAVE ANY PENDING ORDERS WITH US? IF SO GIVE DETAILS

.....
.....
.....

HAVE YOU EVER FAILED TO HONOUR OUR LPO? IF SO GIVE DETAILS

.....

HAVE YOU EVER BEEN BLACKLISTED BY KENYA REVENUE AUTHORITY?

YES..... NO

CONFLICT OF INTEREST DISCLOSURE

We/I the undersigned state that I have no conflict of interest in relation to this procurement

Signed

For and on behalf of M/s

In the capacity of

Dated this day of2009

Suppliers/Company's rubber Stamp

CRIMINAL OFFENCE DISCLOSURE

I/WE NAME OF DIRECTOR/DIRECTORS: -

A)..... (B)

have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three years preceding the commencement of procurement proceedings.

Signed

For and on behalf of M/s

In the capacity of

Dated this day of2009

Suppliers/Company's rubber Stamp

PART B (TO BE COMPLETED BY TENDERER'S PRINCIPAL OFFICER)

Format of Curriculum Vitae (CV) for Principal Officer and Five (5) Key Staff

Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm: _____ Nationality: _____

Membership in Professional Societies (if any): _____

Detailed Tasks Assigned: _____

Key Qualifications:

{Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. }

{Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degrees/diplomas obtained }

Employment Record:

{Starting with present position, list in reverse order every employment held. List all positions held by staff members since graduation, giving dates, names of employing organization, title of position held and location of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate.}

Languages:

{Indicate proficiency in speaking, reading and writing of each language: excellent, good, fair, or poor.}

CERTIFICATION:

I, the undersigned, certify that to the best of my knowledge and belief, these bio data correctly describe me, my qualifications and my experience.

Signature of Staff Member or authorized official from the firm

Date: _____

In the table below, please indicate as appropriate the Region(s) where you wish to be considered for supply of the various goods.

REGION	LOCATION OF REGIONAL OFFICE	CLOSEST LOCATION OF SERVICE/SUPPLY CENTRE	TICK AREA OF INTEREST AS APPROPRIATE
KRA Headquarters	Times Tower Building, 25 th Floor	Nairobi	
Southern Region	Customs House, 3 rd Floor	Mombasa	
Western Region	Swan Centre Building , 2 nd Floor	Kisumu	
Rift Valley Region	Kiptagich House, 2 nd Floor	Eldoret	
Northern Region	Wanjiru Centre Building 3 rd Floor	Embu	
Central Region	Premier Plaza 2 nd Floor	Nyeri	

APPENDIX A

SAMPLE LIST OF SOME OF THE ITEMS/PRODUCTS

This list is not exhaustive; it only illustrates some of the items that successful pre-qualified suppliers may be invited to quote for from time to time.			Tick On Your Area of Competence
ITEM NO.	ITEM DESCRIPTION	UNIT OF MEASURE	
	GENERAL STATIONERY		
	Writing Material		
1	Loose leaf Ruled Pads A4	NO.	
2	Shorthand Notebook	NO.	
3	Hard cover registers 2Q	NO.	
4	Hard cover registers 3Q	NO.	
5	Field Note Books	NO.	
6	Fulscaps A4	NO.	
	Conqueror Paper		
7	Conqueror Paper A4 - White	NO.	
8	Conqueror Paper A4 - Cream	NO.	
	Files & Accessories		
9	Files - Spring Files	NO.	
10	File-Record Dividers	NO.	
11	Tapes - Binding (Black Sealing Tape)	NO.	
12	Tapes - Cotton Tapes	NO.	
13	Files - Box Files	NO.	
14	Filing laces - Treasury Tags	NO.	
15	Sisal Twines	Rolls	
16	Rubber Bands 100G	NO.	
17	File Fasteners - Elastic (Black)	NO.	
	Photocopy Paper		
18	Photocopying Paper A3	Reams	
19	Photocopying paper A4 - Blue	Reams	
	Pins & Clips		
20	Pins - Staple Pins Offrex 50/60	NO.	
21	Pins - Staples No 66/14	NO.	
22	Paper Clips 50MM	Pkts	
23	Pins - Staple pins Rexel 24/6	NO.	
24	Pins - Paper Pins	Pkts	
25	Paper Clips 33MM	Pkts	
	General Office Stationery		
26	Label - Gummed	NO.	
27	Cellotape 2"	NO.	
28	Masking Tape	NO.	

29	Thumb Tacks	NO.	
30	Eraser - BR 40	NO.	
31	White out	NO.	
32	Sponge Tamper	NO.	
33	Staple Removers	NO.	
34	Letter Opener	NO.	
35	Desk Organisers - Plastic	NO.	
36	Carbon paper blue	Reams	
	Stickers & Flip Charts		
37	Flip Chart Pads	NO.	
38	Stickers -Yellow Stickers	Pkts	
39	Stickers - Urgent Stickers	Pkts	
40	Stickers - Confidential	Pkts	
	Pens		
41	Pencils HB 110	NO.	
42	Pens - Pentel Black K160 / K230	NO.	
43	Pens - Pentel Pen Refill K160/K230	NO.	
44	Pens - Permanent Marker Pens	NO.	
45	Pens - White Board Markers	NO.	
46	Highlighters	NO.	
	Rulers		
47	Rulers 18"	NO.	
48	Rulers 12"	NO.	
	Drafting Pads		
49	Drafting Pads A4	Pads	
50	Drafting Pads A5	Pads	
	Ink Quink & Stamp Pads		
51	Ink - Quink - Black	Btls	
52	Ink - Quink - Blue	Btls	
53	Stamp Pad - Violet	NO.	
54	Stamp Pad Ink - Violet	Btls	
	Binding		
55	Embossed Covers	Pkts	
56	Transparencies	Pkts	
57	Slide Binders assorted	NO.	
	Office Glue		
58	Glue - Pritt Stick 40gm	NO.	
59	Office glue 100g		
	COMPUTER CONSUMABLES	NO.	
1	Cartridge Canon BC 1- 6Y(Yellow)	NO	
2	Cartridge Canon BC 1-6C(Cyan)	NO	
3	Cartridge Canon BC1-3EBK (Black)	NO	

4	Cartridge Canon BC1-6C (Magenta)	NO	
5	Cartridge Canon Bx- 3	NO	
6	Ink Cartridge HP C6578D(78)	NO	
7	Ink Cartridge HP C6656AE(56)	NO	
8	Ink Cartridge HP C9363AE(134) Black	NO	
9	Ink Cartridge HP C8767AE(130) Black	NO	
10	Ink Cartidge HP C4842 A	NO	
11	Ink Cartridge HP C 6657AE (57)	NO	
12	Ink Cartridge HP C4843A (10)	NO	
13	Ink Cartridge HP C4844A (10)	NO	
14	Ink Cartridge HP C51645A (45)	NO	
15	Ink Cartridge HP C51649A	NO	
16	Toner HP Q6470A	NO	
17	Toner HP 2610A	NO	
18	Toner HP 2612 A	NO	
19	Toner HP 4092A	NO	
20	Toner HP 5842A	NO	
21	Ink Catridge HP C4841AE(10)	NO	
22	Toner HP 7115A	NO	
23	Toner HP 7551A	NO	
24	Toner HP 92274A	NO	
25	Toner HP 92298A	NO	
26	Toner HP C 4149A	NO	
27	Toner HP C3903A	NO	
28	Toner HP C4096 A	NO	
29	Toner HP C8551A	NO	
30	Toner HP C8553A	NO	
31	Toner HP C9730A	NO	
32	Toner HP C9731A	NO	
33	Toner HP C9732A	NO	
34	Toner HP C9733A	NO	
35	Toner HP Q1338 A	NO	
36	Toner HP Q1339A	NO	
37	Toner HP Q2613A	NO	
38	Toner HP Q6471A	NO	
39	Toner HP Q6472A	NO	
40	Toner HP Q6473A	NO	
41	Toner HP Q6511A	NO	
42	Toner HP Q7553A	NO	
43	Toner HP C4127X	NO	
44	Toner HP C3906A	NO	
45	Toner HP C4127A	NO	
46	Toner HP c 8550A	NO	

47	Toner Epson EPL 5800L(So50010)	NO	
48	Toner Epson EPL N3000	NO	
49	Toner Epson S050146	NO	
50	Toner Epson S050149	NO	
51	Toner Epson S050147	NO	
52	Toner Kyocera FS2000D TK 310	NO	
53	Toner Kyocera FS2000D TK 320	NO	
54	Toner Kyocera KM 4035	NO	
55	Toner Kyocera KM 4050 (715)	NO	
56	Toner Kyocera KM 8030 (655)	NO	
57	Toner 3060/4060 Mita	NO	
58	Toner DC 1560/2560 Mita	NO	
59	Toner KM 1525/1525/2030/2070 Mita	NO	
60	Toner Vi 230/310 Mita	NO	
61	Toner 6R1046 Xerox	NO	
62	Toner Copy Centre 123 Xerox	NO	
63	Toner F 110 Xerox	NO	
64	Toner Pro 423/428 (113 R00619) Xerox	NO	
65	Toner Dell Printer 5310	NO	
66	Toner Lexmark E210	NO	
67	Toner Lexmark T520	NO	
68	Toner Sharp AR 202 Ft	NO	
69	Toner Nashuteec 7500	NO	
70	Toner TA DC 2015/2020	NO	
71	TONER RICOR 1220D	NO	
72	TONER RICOR 2220D	NO	
73	TONER CE505A	NO	
74	TN 3145	NO	
75	Ribbon Epson LQ 2180/2190	NO	
76	Ribbon Epson DFX 2090	NO	
77	Ribbon Epson DFX 5000/8000	NO	
78	Ribbon Epson DFX 9000	NO	
79	Ribbon Epson LQ680k	NO	
80	Computer Paper 80gms 1 pt 4 payslip 14½x11	NO	
81	Computer Paper 80gms 2 pt plain 14½x11 NCR	NO	
82	Computer Paper 80GM 1pt Plain 14½ x11	NO	
83	Computer Paper 9½ x 11 1 Part	NO	
84	Computer Paper 91/2 X 11 Additional Assesment (Individual)	NO	
85	Computer Paper 91/2 X 11 Additional Assesment (company)	NO	
86	Toner HP C8562A Image Drum	NO	
87	Toner HP C8563A Image Drum	NO	
88	Toner HP C8560A Image Drum	NO	
89	Toner HP C8561A Image Drum	NO	

90	Copy Centre 123 Xerox Drum Cartridge	NO	
91	Drum - Mita 2015/2020	NO	
92	Duplo Ink ND 24 (1*6)	NO	
93	Duplo Master Roll DR 43 (1*2)	NO	
94	Ribbon Colour Y,M,C,K(XID 5xxi,XID 4xx)	NO	
95	Magicards Ribbon Black	NO	
96	Magicards Ribbon Colored	NO	
97	Magicards PVC Magnetic Stripe	NO	
98	Super DLT tapes 320 GB	NO	
99	Data tapes 125 P	NO	
100	Oki Ribbon	NO	
101	IBM Lift Off	NO	
102	FAX FILM KX FA 57AE	NO	
103	FAX FILM KX A134	NO	
	PRINTED STATIONERY		
1	Envelopes 9x4	NO.	
2	Envelopes 9x4 Windowed	NO.	
3	Envelopes Conqueror 9x4 White	Rms.	
4	Envelopes A5	Rms.	
5	Envelopes A4	NO.	
6	Envelopes A3	NO.	
7	Envelopes 9x4 RTD	Rms	
8	Envelopes A5-RTD	Bklets	
9	KRA File Folder	Rms.	
10	Confidential File Folders	Rms	
11	Folders Plain Beige	NO.	
12	Folders Plain Blue	Rms.	
13	Folders Plain Green	NO.	
14	Folders Plain Pink	NO.	
15	Custom Folder	NO.	
16	Custom Folder Red/Grey	Rms.	
17	IT 40 C Folders	NO.	
18	IT 40 GT Folders	NO.	
19	IT 40 HO Folders	NO.	
20	IT 40 IB Folders (A)	Rms.	
21	IT 40 IB Folders (B)	Rms.	
22	IT 40 IB Folders (C)	Bklets	
23	IT 40 PN Folders	rms	
24	IT 540 Folders	rms	
25	P40 Folders	rms	
26	IT 40 IB	rms	
27	File Covers RTD (Brown)	rms	
28	EAC C 6	Bklets	

29	EAC C 3 - Parcel List Vessel	Rms.	
30	EAC C 7 - Declaration & Advice of Consumables	Bklets	
31	EAC c 8 - Passenger's List Manifest	NO.	
32	EAC C18 Certificate of Clearance	NO.	
33	EAC C 2	NO.	
34	Crew Declaration Form	Rms.	
35	FORM C11 - CARGO MANIFEST	Rms.	
36	FORM C44	Rms	
37	FORM C44A	Bklets	
38	Form F. 18	Bklets	
39	Form F. 68 - Appendix A	Rms.	
40	Form F. 70 - Appendix G	NO.	
41	Form F.18	NO.	
42	TMU MANIFEST FORMS	NO.	
43	Business Questionnaire	Bklets	
44	Suppliers' Selection Form	Bklets	
45	AFFIDAVIT FORMS	Rms	
46	Quotation Forms	Rms	
47	PCA Form	Rms	
48	P 10 B - Fringe Benefit Tax Return	NO.	
49	P 10A Forms	Rms	
50	P 10B Forms	Rms.	
51	P 9A	Bklets	
52	P 9B	NO.	
53	P. 16	Rms.	
54	P10 C - PAYE	Bklets	
55	PAY-IN-SLIPS	Rms.	
56	TQ 1 Individual Pin Application Forms	Rms	
57	TQ2C Pin Application Form	Rms	
58	VAT 1 Forms	Bklets	
59	VAT 3A Forms	Rms	
60	VAT 3B	Rms	
61	VAT 4 Forms	Bklets	
62	VAT 5 Forms	Bklets	
63	VAT 7	Bklets	
64	Dealer's General Licence Form	Bklets	
65	Foreign Vehicle Information Enquiry Form	Bklets	
66	Foreign Vehicle Information Enquiry Form	Rms	
67	Form A- Application for Reg.&Licence	Rms	
68	Form Application for Reflective No Plates	Rms	
69	Form C-Transfer of Ownership	Rms	
70	FORM KG-DGL	Bklets	
71	FORM SH	Rms	

72	Form VII (provisional D. Licence)	Bklets	
73	Form XI-Applic. for duplicate logbook	Bklets	
74	Form XIV - Vehicle PSV	Pads	
75	FORM XVII PSV Conductor	No.	
76	Form XVI-PSV Driver Badges	Rms	
77	PSV Badge Forms	Bklets	
78	TLB 2-Applications forms	Rms	
79	Transfer of Motor Vehicle Query Form	Rms	
80	EAC C31 - Transire	NO.	
81	Replacement of Registration Book Application Form for Motor Vehicles	Bklets	
82	Copy of Records	Bklets	
83	Distillery Weighing Book Register NO.2	Bklets	
84	Motor Vehicle Register	Bklets	
85	RTD Dealers Register	Bklets	
86	VAT Tax Arrears Register	Rms	
87	Gross Payment Register	NO.	
88	Ramp Register	Rms	
89	Register No. 50 Seizure Register	Rms.	
90	Register No. 59 (s)	Bklets	
91	Register No. 73	NO.	
92	Register No.51	NO.	
93	Register No.59	NO.	
94	Register No.6	NO.	
95	Register No.70	NO.	
96	Tank Register	NO.	
97	Offences Register No. 12	NO.	
98	Manufactured Goods Register C.F 7 (r. 79C)	NO.	
99	Numerical List of Goods For Warehousing Register 118	Rms.	
100	Abandoned/Unclaimed Goods Register	NO.	
101	Advance Manifest Register 84	NO.	
102	Container Seals Register	Rms.	
103	CSD Register No. 7	Rms.	
104	Waste & Reject Register CF. 8 (r. 79D(1))	NO.	
105	CSD Register No. 89	Rms.	
106	Distillery Compare Register Register 106	NO.	
107	Cheque Despatch register	D	
108	Cheque Issued Register	Rms	
109	Rectifiers Spirit Register	Bklets	
110	Temporary Imprest Register	Bklets	
111	DTD - Letterhead - South of Nairobi	NO.	
112	DTD - Letterhead - East of Nairobi	RMS	
113	DTD - Letterhead - WEST of Nairobi	RM	

114	LETTER HEADS DTD	Rms.	
115	LETTER HEADS CUSTOMS	Rms.	
116	Letterheads KRA HQ	Rms	
117	Headed Papers "Chairman"	RMs	
118	Letterheads C.G	RMs	
119	Continuation Sheet	Rms	
120	LETTER HEAD RTD	rms	
121	KRA 1-Cheque/Cash Payment Voucher	Bklets	
122	KRA 2 -Purchase Ledger Payment	Bklets	
123	KRA 3 Expense Statement Claim	Bklets	
124	KRA 4	Bklets	
125	KRA 5	Bklets	
126	Central Expenditure Application KRA 6	Bklets	
127	Fixed Asset Withdrawal Form (KRA 7)	Bklets	
128	Minute sheet A4	Bklets	
129	MINUTE SHEET A5	NO.	
130	Memo Pads	Bklets	
131	VAT 2 Forms	NO.	
132	TOT 2 - Certificate of Registration	Rms	
133	TOT 1	RMS	
134	TOT 3	RMS	
135	TOT 4	RMS	
136	SD1 Stamp Duty Books	Bklets	
137	VAT 3 BOOKS	Bklets	
138	VAT 32 WITHHOLDING TAX	Bklets	
139	VAT 82	NO.	
140	VAT 84 SL Books	Bklets	
141	VAT Sugar development Levy SDL VAT 84	Bklets	
142	Requirement For Transfer of Diplomatic Vehicles	Rms	
143	Cargo Receipts Pink	NO.	
144	Ledger Cards for RTD	Rms	
145	Stores Ledger & Stock Control Cards	Rms	
146	File Movement Card-DTD	NO.	
147	Scanning & Verification Booklets	Rms.	
148	TMU Escort Goods Books	Rms	
149	Vote Book	NO.	
150	Vote Book	NO.	
151	Want of Entry Book	Rms.	
152	Wine in Cask	NO.	
153	Distillers Survey Book	Rms.	
154	Flight Control Log Book	Rms.	
155	Flight Data Book	NO.	
156	Brewing Book	Rms	

157	CSD Ship Record Book	NO.	
158	DAILY CASH ABSTRACT	Bklets	
159	Daily Cash Accopunt Book	Bklets	
160	Daily Cash Account	NO.	
161	Landing Accounts Books	NO.	
162	Manufacture Under Bond CF.5 (r. 79A (3))	Rms.	
163	OCCURRENCE BOOKS	Bklets	
164	Petrol, oil & lubricant Books(P.O.L)	Bklets	
165	Monthly Account Books	Bklets	
166	STD analysis Book	Bklets	
167	Temporary Message Book	Bklets	
168	Visitor's Pass Book - Customer Care	Bklets	
169	Cash Books	Rms	
170	Audit Handbook	Bklets	
171	Cash Book (F.O. 26)	Bklets	
172	Checklist of Transfer of Dilpomatic Motor Vehicle	Bklets	
173	Checklist of Transfer of Motor Vehicle	Bklets	
174	Collection Control Sheet	Bklets	
175	LOG Book KRA T2	Bklets	
176	Motor Vehicle Registration Book	Rms	
177	OWNER SHIP TRACKING REC	Rms	
178	Weekly revenue Summaries	Bklets	
179	Trans Daily Work Tickets	Bklets	
180	Land Rent Paying in Slip	Bklets	
181	P 11 Booklets	Reams	
182	P 7 Booklets	Bklets	
183	Standard levy booklets	Bklets	
184	Invoice books(AIR Navigation)	Bklets	