



**THE CO-OPERATIVE UNIVERSITY OF KENYA  
FRAMEWORK AGREEMENT TENDER DOCUMENT  
FOR  
SUPPLY AND DELIVERY OF GENERAL OFFICE  
STATIONERIES AND PRODUCTION MATERIALS**

**TENDER NO: CUK/04/FWA/2024 – 2025**

**ISSUED ON: 18<sup>th</sup> November, 2024**

**CLOSING DATE: 2<sup>nd</sup> December, 2024 AT 12:00 PM.**

**NB: RESERVED FOR REGISTERED SUPPLIERS FOR THE PERIOD 2024-2026**

**: TARGET GROUP-AGPO (Youth, Women and PWD's)**



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TO:  
M/S .....

.....

.....

**FROM:**  
**CO-OPERATIVE UNIVERSITY,**  
**P.O BOX 24814 – 00502,**  
**NAIROBI**

**STANDARD TENDER DOCUMENT FOR PROCUREMENT OF GOODS**

**INVITATION TO TENDER**, Tenders will be awarded on the basis of Framework Agreement.

**INSTRUCTIONS TO TENDERERS**

- (a) “Framework Agreement”.
- (b) “The evaluation and award of contracts will be based on ITEM”.
- (c) **Evaluation and Qualification Criteria**

**MANDATORY EVALUATION CRITERIA**

No.	REQUIREMENT	YES/NO
1.	A valid tax compliance certificate	
2.	Certificate of registration / Cr 12	
3.	Valid AGPO certificate.	
4.	Valid trading license	
5.	Ensure serialization of all pages of the bid submitted from the first page to the last page in numerical form	

**At this stage, the tenderer’s submission will either be responsive or non-responsive. The non-responsive submissions will be eliminated from the entire evaluation process and will not be considered further.**



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## PART II - TECHNICAL EVALUATION

### 1. Technical Requirements.

This section (Vendor's Responsiveness) will be marked out of 70 Marks

S/NO.	TECHNICAL EVALUATION CRITERIA	MARKS ALLOCATED
1.	Duly completed Form of Tender stamped and signed & Schedule of requirements duly filled indicating items offered and their prices. The bid submitted conforms to the required Specifications of the items and the Unit of issue as provided in the tender document(Provide the unit of issue and specifications of the item you are quoting for)	20
2.	Three Recommendation Letters bearing a name, contact person and Three Copies Of LPOs or contracts from different Corporate organizations where you have supplied a similar product or service for the last 3 years	25
3	Written confirmation on terms of payment of 90 days credit period on the firm's letterhead.	5
4	Duly completed Declaration form stamped and signed	5
5	Confidential Business questionnaire (CBQ) Duly filled, stamped and signed.	15
		70

Only bidders who score 70 marks and above will be subjected to financial evaluation. Those who score below 70 marks will be eliminated at this stage from the entire evaluation process and will not be considered further

### PART III - Financial Score (Evaluation)

Tenderers shall state their tender bid prices as detailed on a schedule outlined in bid **Price Schedule**.

Tenders shall be ranked according to their evaluated price and the successful tender shall be the tender with the lowest evaluated price per item from the bidders who qualify at the Technical stage (**70 marks and above**).



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It is worthy to note that the comparison shall be of the price including all costs as well as duties and taxes payable in the supply and delivery of the tendered items.

**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

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

You are advised that it is a serious offense to give false information on this Form

**Part 1 – 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 handle at any one time K£.....  
 Name of your Bankers ..... Branch .....  
 Are you an agent of the Kenya National Trading Corporation? YES/NO.

**Part 2(a) – Sole Proprietor**

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

**Part 2(b) - Partnership**

S/NO.	NAME	NATIONALITY	CITIZENSHIP	DETAILS	SHARES
1)	.....	.....	.....	.....	.....
	.	...	...	...	..



2)	..... .	..... ...	..... ...	..... ...	..... ..
3)	..... .	..... ...	..... ...	..... ...	..... ..
4)	..... .	..... ...	..... ...	..... ...	..... ..
5)	..... .	..... ...	..... ...	..... ...	..... ..

**Part 2(c) - Registered Company**

Private or Public

State the nominal and issued capital of the company

Nominal

K£

.....

Issued

K£

.....

**Details of all directors**

NO.	NAME	NATIONALITY	CITIZENSHIP	DETAILS	SHARES
1					
2					
3					
4					
5					
6					

Date ..... Signature and Stamp of Tenderer .....

If Kenyan Citizen, indicate under Citizenship Details whether by Birth, Naturalization or registration.



### Multiple Contracts

Tenders are invited for individual lots, the contract will be awarded to the tenderer offering a substantially responsive Tender(s) and the lowest evaluated cost for individual lots, subject to the selected tenderer(s) meeting the required qualification criteria (this Section III, Sub-Section ITT 36 Qualification Requirements) for each lot. In determining tenderer that offer the lowest evaluated cost to the Procuring Entity for each lot, the Procuring Entity shall apply the following steps in sequence:

- (a) Evaluate individual lots to determine the substantially responsive Tenders and corresponding evaluated costs;
- (b) For each lot, rank the substantially responsive Tenders starting from the lowest evaluated cost for the lot;
- (c) Apply to the evaluated costs listed in (b) above, any applicable discounts/price reductions offered by a tenderer (s) for the award of each Lot based on the discounts and the methodology for their application offered by the respective Tenderer; and
- (d) Determine contract award based on the lots that the tender offers each of which has the lowest evaluated cost to the Procuring Entity.

### Section V: Schedules of Requirement,

Table of Price Schedule, Lot No.?"

THE CO-OPERATIVE UNIVERSITY OF KENYA						
OFFICE STATIONERY						
Lot No.	ITEM DESCRIPTION	UNIT	QTY	UNIT COST	TOTAL COST	REMARKS
1)	BRANDED BIRO PEN(ASSORTED -SHARP POINTED BIC	PCS	1			
2)	WHITE BOARD MARKERS(STEADLER)	PCS	1			
3)	WHITE BOARD INK (DOLLAH)	PCS	1			
4)	WHITE BOARD MARKERS DUSTER	PCS	1			
5)	FILE FASTENERS NO.8 METALLIC	PKTS	1			
6)	ENVELOPES BROWN A4 FULL COLOR PRINTED (100GSM)	PCS	1			
7)	ENVELOPES WHITE 9X4 FULL COLOR PRINTED	PCS	1			



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8)	ENVELOPES WHITE C5 FULL COLOR PRINTED	PCS	1			
9)	ENVELOPES 12X18 A3 FULL COLOR PRINTED (100GSM)	PCS	1			
10)	ENVELOPES C3 (150 GMS) FULL COLOR PRINTED	PCS	1			
11)	ENVELOPES C4 (150 GMS) FULL COLOUR PRINTED	PCS	1			
12)	RULED PAPER (KARATASI)	REAMS	1			
13)	HARDCOVER NOTEBOOK 2 QUIRE (KARATASI)	PCS	1			
14)	HARD COVER NOTE BOOK 3 QUIRE(KARATASI)	PCS	1			
15)	HARD COVER NOTE BOOK 4 QUIRE(KARATASI)	PCS	1			
16)	FILE FOLDERS PRINTED (300GMS)	PCS	1			
17)	BOX FILES (280X340MMX1.8 GLOBE)	PCS	1			
18)	FELT PEN ASSORTED(STEADLER)	PCS	1			
19)	STAPLE PIN 24/6 (KANGARO)	PKTS	1			
20)	PENCILS HP110	PCS	1			
21)	ERASER RUBBER	PCS	1			
22)	OFFICE GLUE (160ML)	PCS	1			
23)	MASKING TAPES 2"	ROLLS	1			
24)	PAPER CLIP (28MM)	PKTS	1			
25)	PAPER CLIP (50MM)	PKTS	1			
26)	PAPER PIN (26MM)	PKTS	1			
27)	RULER PLASTIC 30S	PCS	1			
28)	STAPLE MACHINE (KANGAROO)	PCS	1			
29)	PAPER PUNCH (KANGARO DP700)	PCS	1			
30)	STAPLE REMOVER (H806)	PCS	1			
31)	PRITT GLUE 40G	PCS	1			
32)	HIGHLIGHTERS (PELIKAN)	PCS	1			
33)	CELLO TAPES 1" X6PCS	PKTS	1			
34)	SHORTHAND NOTEBOOKS(KASUKU)	PCS	1			
35)	CARBON PAPER A4	REAMS	1			
36)	POCKET FILES(DOCUMENT	PCS	1			



	WALLET)					
37)	GRAPH PAPER A4	REAMS	1			
38)	YELLOW STICKERS(100 SHEETS PAD)	PADS	1			
39)	THUMB TACKS	PKTS	1			
40)	SPRING FILES	PCS	1			
41)	PHOTOCOPYING PAPERS A4 80GSM	REAMS	1			
42)	SELF INKING STAMPING INK	BOTTLES	1			
43)	PAPER PUNCH DP 540	PCS	1			
44)	WHITE OUT	BOTTLES	1			
45)	THERMO ROLLS 57MMX60MMX13	ROLLS	1			
46)	GIANT STAPLER	PCS	1			
47)	TRANSPARENT POCKET FOLDERS	PCS	1			
48)	MANILLA FOLDERS	PCS	1			
49)	STAPLE PINS FOR GIANT STAPLER	PCS	1			
50)	FLIP CHART A1	PKTS	1			
51)	PERMANENT MARKERS	PCS	1			
52)	BRAILLE PAPER	REAMS	1			
53)	OFFSET PAPER 80GMS A3 SIZE	RMS	1			
54)	BANK PAPER A1	RMS	1			
55)	EMBOSSSED BOARD PAPER(CREAM) A1 SIZE	RMS	1			
56)	ANTELOPE A1 (EMBOSSSED) WHITE	RMS	1			
57)	MG PAPER A3 SIZE	RMS	1			
58)	MANILLA A1 224GSM	RMS	1			
59)	NEWSPRINT PAPER 60GMS A1SIZE	RMS	1			
60)	GREASE	KGS	1			
61)	CUTTING BLADES	PKTS	1			
62)	TRANSPARENCY FILMS A4	PKTS	1			
63)	GUMMED TAPES 2 INCH	ROLLS	1			
64)	LAMINATING POUCH A4	PKTS	1			
65)	COLOURED PAPER 80GMS (BOND) A4 SIZE	RMS	1			
66)	BINDING CLOTH BLUE AS	MTS	1			





	PER SAMPLE					
67)	STRAW BOARD A1	PKTS	1			
68)	BINDING GLUE	LTRS	1			
69)	STAPLE PINS SIZE 9/26	PKTS	1			
70)	LUBRICATING OIL	LTRS	1			
71)	ART PAPER 135 GMS A1	RMS	1			
72)	BINDING SPIRALS 6MM	PKTS	1			
73)	BINDING SPIRALS 8MM	PKTS	1			
74)	BINDING SPIRALS 10MM	PKTS	1			
75)	BINDING SPIRALS 12MM	PKTS	1			
76)	BINDING SPIRALS 14MM	PKTS	1			
77)	BINDING SPIRALS 16MM	PKTS	1			
78)	BINDING SPIRALS 19MM	PKTS	1			
79)	BINDING SPIRALS 32MM	PKTS	1			
80)	CONQUEROR PAPER 100GSM A4	REAMS	1			
81)	NUMBERING INK (TUBES )	TUBES	1			
82)	NCR PAPERS (TOP, MIDDLE, BOTTOM)	REAMS	1			

**NB: Prices quoted should be inclusive of all taxes**

**FORM OF TENDER**

(a) The total price of our Tender, excluding any discounts offered in item (v) above as per listed Lots (list each lot with its price and then the total of all tendered for lots) *[insert the prices of the Tender in words and figures, indicating the various amounts for lots and the respective currencies]*

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**CONDITIONS OF CONTRACT**

**4.1.2 Framework Agreement**

4.1.2.1 The Parties shall enter into a Framework Agreement within 14 days after the Contractor receives the Letter of Acceptance, unless the Particular Conditions establish otherwise. The Framework Agreement shall be based upon FORM No. 3 – FRAMEWORK AGREEMENT annexed to the Particular Conditions. The costs of stamp duties and similar charges (if any) imposed by law in connection with entry into the Framework Agreement shall be borne by the Procuring Entity.



4.1.2.2 The Framework Agreement establishes the terms and conditions that will govern the contract awarded during the term of the Framework Agreement. The Framework Agreement establishes for the procurement works by package as and when required, over the specified period of time. The Framework Agreement does not commit a Procuring Entity to procure, nor a Firm to supply. The Framework Agreement allows the Procuring Entity to call the Contractor to commence the works on a particular package in a specified location within the duration of the agreement.

4.1.2.3 This Framework Agreement does not guarantee the contractor of being called for a contract to start and no commitment is made with regard to the possible number of packages to carry out.

4.1.2.4 This Framework Agreement does exclude the Procuring Entity from the right to procure the same Works from other firms.

4.1.2.5 This Framework Agreement does not stop the Procuring Entity from removing the contractor from the same Agreement.

4.1.2.6 FAs shall be established for a maximum period of three (3) years. The Procuring Entity may with the Consent of the Contractor extend this Agreement if the agreement period is less than three (3) years, if the initial engagement has been satisfactory.

4.1.2.7 Call-off Contracts; for work on a package to start, the Procuring Entity shall issue a notice of acceptance of a particular package requesting the contractor to furnish a Performance Security and to start the works thereafter, and providing the contractor with details of location where the works are to be carried out. The call-off statement shall specify the objectives, tasks, deliverables, timeframes and price or price mechanism. The price for individual call-off contracts shall be based on the prices detailed in the Framework Agreement.

4.1.2.8 Specify the objectives, tasks, deliverables, timeframes and price or price mechanism. The price for individual call-off contracts shall be based on the prices detailed in the Framework Agreement.

## **FORM OF TENDER-SECURING DECLARATION**

*[The Bidder shall complete this Form in accordance with the instructions indicated]*

Date:.....*[insert date (as day, month and year) of Tender Submission]*



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Tender No.:..... *[Insert number of tendering process]*

To:.....*[insert complete*

*name of Purchaser]* I/We, the undersigned,

declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Tender-Securing Declaration.
2. I/We accept that I/we will automatically be suspended from being eligible for tendering in any contract with the Purchaser for the period of time of .....*[insert number of months or years]* starting on .....*[insert date]*, if we are in breach of our obligation(s) under the bid conditions, because we – (a) have withdrawn our tender during the period of tender validity specified by us in the Tendering Data Sheet; or (b) having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the instructions to tenders.
3. I/We understand that this Tender Securing Declaration shall expire if we are not the successful Tenderer(s), upon the earlier of:
  - a) our receipt of a copy of your notification of the name of the successful Tenderer; or
  - b) thirty days after the expiration of our Tender.
4. I/We understand that if I am/we are/in a Joint Venture, the Tender Securing Declaration must be in the name of the Joint Venture that submits the bid, and the Joint Venture has not been legally constituted at the time of bidding, the Tender Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed:.....

Capacity / title (director or partner or sole proprietor, etc.) .....

Name: .....

Duly authorized to sign the bid for and on behalf of: .....*[insert complete name of Tenderer]*. Dated on ..... day of..... *[Insert date of signing]*.



Seal or stamp.

**NOTE**

1. ***THE FOLLOWING FRAMEWORK CONTRACT IS VALID FOR SPECIFICALLY FOR THOSE COMPANIES/ FIRMS THAT ARE REGISTERED FOR THE YEAR 2024/2026 ONLY.***



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