



Mavoko Water & Sewerage Company
 P.O.Box 582 - 00204
 Athi River

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 Fax: 045-6622771
 Wireless: 0202-106291
 Email: info@mav-water.org
 www.mavokowater.org

MAV/Prequalification/2015/11

11TH May,2015

M/s

P. O. Box

.....

Telephone:

Dear Sir/Madam

RE:MAV/Prequalification/2015/11- PREQUALIFCATION FOR SUPPLY AND DELIVERY OF PRINTING AND STATIONERY

Enclosed please find a list of goods and services for which you have been invited to tender.

Kindly fill in the details below:

Full Names of the Company:

Address: Tel:

Fax: Email:

Physical Location of the company:

Branches (if any):

VAT Registration No.

Pin No.:(Attach a copy).....

We accept purchases by L.P.O Yes No (Tick appropriately)

Signature Date

Rubber Stamp:

Each completed tender must be returned in sealed envelope clearly marked Tender Number and with no indication of identity of Tenderer and addressed to the undersigned i.e.:

**The Managing Director
 Mavoko Water and Sewerage Company Limited
 P. O. Box 582-00204
 ATHI RIVER**

So as to reach him not later than **2nd June 2015 at 12 noon**

Tenders will be **opened on the same day, 2nd May 2015 at 12.30 pm** at the company board room and tenderers or their representatives who wish to witness the opening are welcome to do so.

Yours faithfully,

MANAGING DIRECTOR

MAV/Prequalification/2015/11- PRINTING AND STATIONERY

1. NAME AND ADDRESS OF FIRM

.....
.....
.....
TELEPHONE NO.:
MOBILE PHONE NO.:

2. PHYSICAL LOCATION OF THE FIRM AND BRANCHES

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

3. REGISTRATION NUMBER OF FIRM (please attach copy of cert)

.....

4. PIN NUMBER OF FIRM (attach copy)

.....

4. NAMES OF MAIN PARTNERS AND PROFESSIONAL QUALIFICATIONS

<u>NAME</u>	<u>QUALIFICATIONS</u>	<u>NATIONALITY</u>
.....
.....
.....
.....

5. EXPERIENCE

.....
.....

6. CURRENT CLIENTS *(please attach letters of reference from clients)*

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7. ATTACH CERTIFICATE OF GOOD WORK PERFORMANCE OR ANY DOCUMENT TO SUPPORT YOUR TENDER.

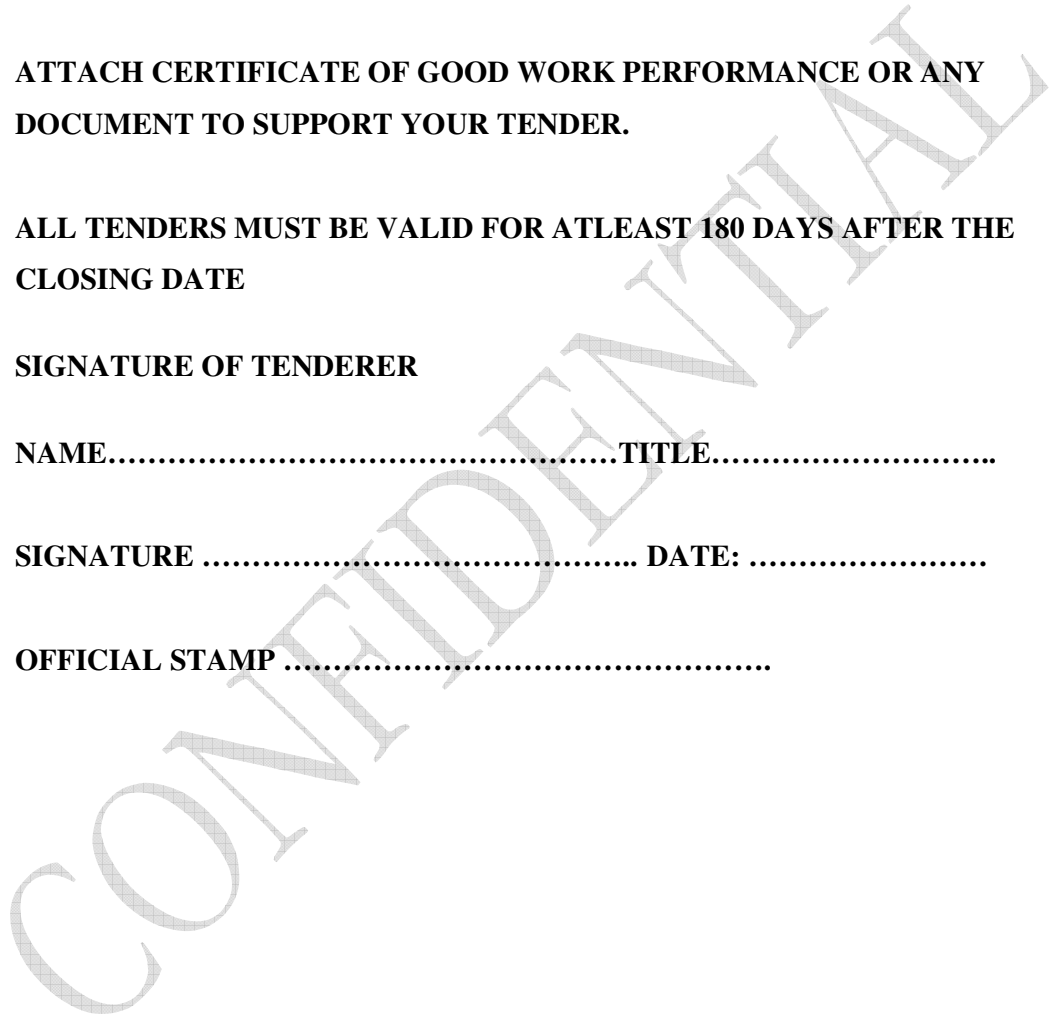
8. ALL TENDERS MUST BE VALID FOR ATLEAST 180 DAYS AFTER THE CLOSING DATE

9. SIGNATURE OF TENDERER

NAME.....**TITLE**.....

SIGNATURE **DATE:**

OFFICIAL STAMP



PRINTING & STATIONERIES

ITEM	DESCRIPTION	UNIT	QTY	UNIT COST (inclusive of VAT)	REMARKS (e.g. brand name, country of origin etc)
1	Receipt books A5. 3copies. 50 pages each (NCR)	book	50		
2	L.P.O. books A.4. 3copies each 50 pages (NCR)	book	20		
3	Goods Received Note Books A.5, 3copies 50pages.(Bank Paper)	book	150		
4	External store requisition order books A.5, 3 copies 50 pages(Bank papers)	book	100		
5	Internal stores requisition order books A.5, 3copies 50 pages(Bank papers)	book	200		
6	Good Return Note books A.5, 3copies 50pages(Bank papers)	book	10		
7	Delivery books A.5, 3copies 50pages (Bank papers)	book	100		
8	Gate pass A6, 2 copies 50 pages(Bank papers)	book	100		
9	Petty Cash books A.5 (NCR) 2copies 50pages	book	100		
10	Credit note books A.5, 3copies 50pages .(Bank papers)	book	20		
11	Invoice books A.5, 3copies (NCR)	book	20		
12	Manila File folder standard	No	200		
13	Manila File folder confidential standard size	No	200		
14	Manila Spring Files Standard	No	300		
15	Box Files	No	100		
16	Manila Suspension Files	No	200		
17	Manila Pocket Files	No	200		
18	Letter Heads papers A5 Rim of 500 pieces	Rim	3		
19	Envelop Standard in rims of 50 pieces DL	Rim	5		
20	Envelops A4 in Rims of 50 pieces	Rim	5		
21	Envelops A 5 in rims of 50 pieces	Rim	5		
22	Envelops A3 in rims of 50 pieces	Rim	2		
22	Short Hand books A. 5	Book	100		

23	Counter books A.4, 2 Quire	Book	50		
24	Counter books A.5, 2 Quire	Book	50		
25	Counter books 4 Quire. A 4	Book	50		
26	Counter books 3 Quire. A 4	Book	50		
27	Counter books 2 Quire. A 4	Book	50		
28	Ledger books 4. Quire A. 4	Book	50		
29	Ledger books 3. Quire A. 4	Book	50		
30	Ledger books 2. quire A.4	Book	20		
31	Photocopying Papers A4. In rims 500 pieces	Rim	100		
32	Ruled Papers. In rims of 500 pieces	Rim	10		
33	Ball pens Blue pkts of 50 pieces(BIC)	Packet	10		
34	Ball pens Black in packets of 50 pieces (BIC)	Packet	10		
35	Ball pens Red in packets of 50 pieces	Packet	3		
36	Staplers No.3(24/6)	No	10		
37	Staplers No. 3(26/6)	No	10		
38	Photocopying Papers A3. In rims 500 pieces	No	20		
39	Staples 24/6 pin in packet of 5000 pieces(100 x 50)	packet	6		
40	Stapler 26/6 pin in packets of 5000 pieces (100 x 50)	Packet	6		
41	Paper Clips, 25mm in 100 pieces per packet	Dozens	8		
42	Marker pens in different colours big	Dozen	3		
43	Text Marker	Dozen	3		
44	Wite out fluid(20ml bottles)	Dozen	6		
45	Catridge 26A	No	10		
46	Catridge 11A	No	8		
47	Catridge Q5942A	No	6		
48	Catridge 129 A black	No	8		
49	Catridge 135 A Tri-colour	No	10		
50	Catridge CB435A black	No	6		
51	Catridge 85A	No	6		
52	Catridge 12A	No	6		
53	Catridge 64A	No	12		
54	Catridge C4129X	No	8		
55	Catridge HP920 XL Cyan	No	6		
56	Catridge HP920 XL Black	No	6		
57	Catridge HP920 XL Yellow	No	6		
58	Catridge HP920 XL Magenta	No	6		
59	Payment voucher book A4	No	20		
	2copies 50pages				
Items to be bought as and when needed.					

CONFIDENTIAL