



# 2NK SACCO SOCIETY LTD.

HEAD OFFICE: KANG'ARU CORNER HOUSE

NEXT TO POST BANK

P. O. BOX 12196 - 10109, NYERI

TEL: (+254 61) 2030340, 0721 374 310

FAX: (+254 61) 2031650

EMAIL: info@2nksacco.co.ke WEBSITE: www.2nksacco.co.ke

Stage Offices: Nairobi, Karatina, Thika, Nakuru, Eldoret

Nyahururu, Nanyuki, Othaya, Kerugoya & Kitale

OUR REF: **2NK/TEN/10/2021**

DATE: **18.10.2021**

## **TENDER NOTICE**

RE: **PRE-QUALIFICATION FOR SUPPLY OF GENERAL OFFICE STATIONERY FOR THE YEAR 2021**

We are in the process of pre qualifying suppliers of stationery as listed below. Interested reputable suppliers are hereby invited to apply for registration for consideration.

### **GENERAL OFFICE STATIONERY**

ITEM	DESCRIPTION	QUANTITY	UNIT COST	AMOUNT
Photocopy papers	A4 White	150 reams		
Stapples	Rapid 9/14	5 packets		
	24/6	50 cartons (500 pkts) 5000pcs		
Foolscaps	Kasuku	50 reams		
Carbon papers	Pelican handifilm 205	30 packets(1000)		
Envelopes	A4	10 carton(500)		
	A5	20 carton(500)		
	Medium(pocket) C9	30 carton(500)		
	Small C6	20 carton(500)		
Toner (GENUINE)	HP Laser jet 80A	10 pieces		
	HP Laser jet 83A	10 pieces		
	HP Laser jet 17A	10 pieces		
Files	Plastic rapid spring	20 cartons(72)		
	Box	100 pieces		
Biros	Bic	50 packets(50)		
	Fine bic	10 packets (25)		
Marker pens	Staedler permanent marker	50 dozens		
Prit glue	40gms	1dozen		

Counter books(2quire) 3 quire	A4 (Kasuku) A4 (kasuku)	5 dozens 3 dozens		
Hard cover books	A5 (Kasuku) A6(Kasuku)	5 dozens 1 dozen		
Chalk dustless	Assorted colours	10 dozens		
Rubber bands	Handy 100gms	500 packets		
Damper	Spongy	500 packets		
Stamp pads	Pelican	1 dozen		
Stick notes	Standard	5 dozens		
Stamp pad ink	Pelican	8 dozens		
Toner (GENUINE)	Konica Minolta Bizhub – C220	3 pieces		
Petty cash vouchers	A6	5 dozens		
Toner cartridges	Bizhub – C220 • Black • Cyan • Magenta • Yellow	5 pieces 5 pieces 5 pieces 5 pieces		
Paper punch	Kangaroo DP -700			
Stickers	See sample			
Stapler	Kangaroo HP -45			
Calculator	casio			
Parcel tapes	Branded (2NK)	1500 pieces		
ETR rolls	79X80mm plain 57x30mm 2.25x30m Ncr 75x60	2000 pieces 2000 pieces 2000 pieces 2000 pieces (Preferably Industry)		

Copies of the following must accompany the application for prequalification:

- Business registration certificate
- VAT registration
- PIN certificate
- Capacity statement
- Statement of willingness to provide goods on credit
- At least three referees
- Physical location
- Application fee of Kshs.2000 for each category

The successful supplier shall be notified by post/Email. Prequalification applications should be submitted on or before **15<sup>th</sup> November, 2021** and dropped in the **Sacco tender box, head office Nyeri**. Canvassing shall automatically result to disqualification. Applications should be marked **2NK/TEN/10 A/2021** and addressed to:

**THE CHAIRMAN,  
2NK SACCO SOCIETY LIMITED,  
P.O. BOX 12196 – 10100,  
NYERI.**

The Sacco reserves rights to accept or reject any application without being bound to give explanations of rejection or acceptance thereof.