



# 2NK SACCO SOCIETY LTD.

HEAD OFFICE: KANG'ARU CORNER HOUSE

NEXT TO POST BANK

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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 PRINTED 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.

### **PRINTED STATIONERY**

ITEM	SIZE	DESCRIPTION	QUANTITY	PRICE PER UNIT	TOTAL COST
Cash delivery (100x3)	A5	Original-white(printed) 2nd-pink(printed) 3rd-yellow (printed)	2000		
Cash delivery (100x4)	A5	Original-white(printed) 2nd-pink(printed) 3rd- blue(printed) 4th -yellowPrinted)	3,600		
Rescue delivery (100x3)	A5	Original-white(printed) 2nd-blue(printed) 3rd-green (printed)	500		
Parcel delivery receipt (100x3)	A5	Original-white(printed) 2 <sup>nd</sup> & 3 <sup>rd</sup> copies-pink(printed) 4 <sup>th</sup> -book copy (unprinted)	3,600		
Receipt books (100x2)	A4	Original-white(printed) Book copy-(unprinted)	5,000		
Parcel delivery note (100x2)	A5	Original-white(printed) 2 <sup>nd</sup> -pink(printed)	3,600		
Petty cash vouchers (50x1)	A5	Original -(yellow) printed	500		
Parcel deduction summary (75x2)	A4	Original -green (printed) Duplicate -pink printed	500		
Sacco deduction summary (75x2)	A4	Original -white (printed) 2 <sup>nd</sup> -green (printed)	500		
2NK Sacco parcel register (50x1)	A3	Original-white printed	200		
Cargo deduction summary (75x2)	A4	Original -green (printed) Duplicate -pink printed	500		
Requisition order 100x2	A5	Original -white (printed) 2 <sup>nd</sup> -(blue printed)	50		
Order book 50x3	A5	Original -white (printed) 2 <sup>nd</sup> - pink (printed) 3 <sup>rd</sup> -yellow (printed)	100		
Order book	A6	Original white	100		
Dispatch note 50x3	A5	Original -white (printed) 2 <sup>nd</sup> - green (printed) 3 <sup>rd</sup> -yellow (printed)	100		
Expenditure claim form 100x2	A5	Original -white (printed) 2 <sup>nd</sup> -(pink printed)	100		
Job cards (service bay) 100x2	A5	Original - white (printed) 2 <sup>nd</sup> -blue (printed)	300		
Official receipt book 50 x 3	A4	Original -white (printed) 2 <sup>nd</sup> - yellow (printed)	100		

Cheque payment voucher 100x2	A5	3 <sup>rd</sup> -pink (printed) Original -white (printed) 2 <sup>nd</sup> -(pink printed)	50		
Petrol station invoices 100x3	A4	Original -white (printed) 2 <sup>nd</sup> - blue (printed) 3 <sup>rd</sup> -yellow (printed)	50		
Petrol station receipts 50x3	A4	Original -white (printed) 2 <sup>nd</sup> - pink (printed) 3 <sup>rd</sup> -blue (unprinted)	1,200		
Mileage cards	See sample		3,000		
FOSA balance enquiry	See sample		2,000		
By-law Delivery books 50X3	A6	Original-yellow(printed) 2nd-white(printed) 3rd-blue (printed)			
Marketing Official receipt books 50x3	A6	Original-white(printed) 2nd-pink(printed) 3rd-blue (printed)			
Passenger manifest 50x3	A4	Original-white(printed) 2nd-pink(printed) 3rd-blue (printed)	3000		

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 B/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.