

**MACHAKOS GIRLS' HIGH SCHOOL**

P.O. BOX 13, MACHAKOS  
Email: [machakosgirls09@gmail.com](mailto:machakosgirls09@gmail.com)  
[www.machakosgirls.sc.ke](http://www.machakosgirls.sc.ke)



MOBILE: 020-8071919

**REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES AND WORKS FOR  
FINANCIAL YEARS 2026-2027**

**CLOSING DATE: TUESDAY 23<sup>rd</sup> JUNE, 2026 AT 10:00 AM**

Machakos girls invites applications for annual tenders from interested suppliers (INCLUDING CURRENT SUPPLIERS) for the supply of goods, provision of services and works to the organization for the period 1<sup>ST</sup> JULY 2026 TO 30<sup>TH</sup> JUNE 2027

**THE CHIEF PRINCIPAL**  
P.O.Box13-90100,  
Tel: 0208071919  
MACHAKOS, Kenya.  
WEBSITE: [www.machakosgirls.sc.ke](http://www.machakosgirls.sc.ke)

EMAIL: [machakosgirls09@gmail.com](mailto:machakosgirls09@gmail.com)

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## INTRODUCTION

### **ANNUAL TENDERS FOR GOODS, SERVICES AND WORKS FOR FINANCIAL YEAR 2026-2027**

Machakos Girls in compliance with sections 57 and 71 of the Public Procurement and Asset Disposal Act, 2015 invites applications for Registration of suppliers from **Current/Existing** Suppliers and **Interested Candidates** for Supply of Goods and Services.

The process is primarily for purpose of Request for Quotations/tenders .Preference and Reservation groups are encouraged to highly participate in the registration.

Prospective Suppliers are required to choose the category they are qualified and submit the pre-requisite registration documents.

## **REGISTRATION INSTRUCTIONS**

### **a) Registration Objectives**

The main objective of this part is to short-list firms for supply and delivery of assorted items and provide services under relevant tenders/Quotations as and when required in compliance with sections 57 and 71 of the Public Procurement and Asset Disposal Act, 2015.

### **b) Registration Document**

This document includes questionnaire forms and documents required from prospective suppliers. In order to be considered for registration, prospective supplier/provider **MUST** submit all the information herein requested.

### **c) Distribution of Registration Documents**

Registration document shall be downloaded from our website [www.machakosgirls.sc.ke](http://www.machakosgirls.sc.ke)

### **d) Questions Arising From Documents**

Questions that may arise from the Registrations documents should be directed to The Chief Principal during official working hours or email [www.machakosgirls.sc.ke](mailto:www.machakosgirls.sc.ke) not less than 72 hours before the closing date.

### **e) Additional Information**

Machakos Girls High school reserves the right to request submission of additional information from prospective bidders.

### **f) Invitation to Tenders/Quotations**

Bidding documents (Tenders/Quotations) will be made available only to those bidders whose qualifications are accepted by Machakos Girls after evaluation of the documents presented and after the completion of the registration process.

Bidders are allowed to participate up to a **maximum of five (5) per category** in procurement of the listed goods and services

## **BRIEF CONTRACT REGULATIONS/GUIDELINES**

### **Payments**

All local purchase shall be on credit of a minimum of thirty (30) days or as it may be stipulated in the Contract Agreement.

## MACHAKOS GIRLS' HIGH SCHOOL

P.O. BOX 13, MACHAKOS  
Email: Machakosgiris09@gmail.com  
Website: www.machakosgiris.ac.ke



TEL: 020-8071919/0113222884

Our ref. MGHS/T/06/2026

Tenders are invited for supply of listed items from 1st July, 2026 – 30th June 2027

### TENDER NOTICE – 2026/2027

TENDER NO.	TENDER NAME	ELIGIBILITY
MGHS/T/01/2026/2027	Supply of Rice	Open
MGHS/T/02/2026/2027	Supply of Sugar	Open
MGHS/T/03/2026/2027	Supply of Cooking fat, tea leaves, salt, Cocoa and Wheat Flour.	Open
MGHS/T/04/2026/2027	Supply of Baking flour, yeast, improver, calcium and eroma.	Open
MGHS/T/05/2026/2027	Supply of Dry cereals – Maize	Open
MGHS/T/06/2026/2027	Supply of Dry cereals-Beans, Ndengu and Peas	Open
MGHS/T/07/2026/2027	Supply of fresh fruits in season	Reserved
MGHS/T/08/2026/2027	Supply of fresh Vegetables	Reserved
MGHS/T/09/2026/2027	Supply of Fresh milk	Reserved
MGHS/T/10/2026/2027	Supply of meat and meat products	Open
MGHS/T/11/2026/2027	Supply of Eggs	Reserved
MGHS/T/12/2026/2027	Supply of Detergents and cleaning materials	Reserved
MGHS/T/13/2026/2027	Supply of Stationery (General)	Reserved
MGHS/T/14/2026/2027	Supply of Branded exercise books A4 200 pgs, graph books and Envelopes	Open
MGHS/T/15/2026/2027	Supply of medicines/medical supplies.	Open
MGHS/T/16/2026/2027	Supply of tonners, Cartridges and antivirus.	Reserved
MGHS/T/17/2026/2027	Provision of Security Services	Open
MGHS/T/18/2026/2027	Supply of sports and games equipment	Open
MGHS/T/19/2026/2027	Supply and maintenance of computers and printers	Reserved
MGHS/T/20/2026/2027	Supply of electrical materials and fittings	Open

MGHS/T/21/2026/2027	Provision of servicing of electrical fittings	Open
MGHS/T/22/2026/2027	Servicing of motor vehicles	Open
MGHS/T/23/2026/2027	Supply of Laboratory equipment and chemicals	Open
MGHS/T/24/2026/2027	Provision of Sanitary disposal services	Reserved
MGHS/T/25/2026/2027	Supply of Hardware and plumbing materials	Open
MGHS/T/26/2026/2027	Supply and installation of CCTV cameras	Open
MGHS/T/27/2026/2027	Maintance of CCTV cameras	Open
MGHS/T/28/2026/2027	Supply & servicing of Jikos, oven and slicer mixer	Open
MGHS/T/29/2026/2027	Supply and provision of servicing of Fire extinguishers	Open
MGHS/T/30/2026/2027	Provision of servicing of school generator, Borehole and water pump	Open
MGHS/T/31/2026/2027	Provision of Book binding	Reserved
MGHS/T/32/2026/2027	Provision of fumigation services	Reserved
MGHS/T/33/2026/2027	Supply of staff and students council uniform	Reserved
MGHS/T/34/2026/2027	Provision of insurance services- WIBA and vehicles	Open
MGHS/T/35/2026/2027	Provision of insurance services- Property	Open
MGHS/T/36/2026/2027	Supply of Petroleum Fuel and Lubricants	Open
MGHS/T/37/2026/2027	Supply of LPG Gas	Open
MGHS/T/38/2026/2027	Supply of LPG cylinder( 2000kgs)	Open
MGHS/T/39/2026/2027	Supply of Furniture (Double Decker/Locker/Desk	Open

**Reserved-** reserved for women, youth and PLWDs.

A complete set of tender document may be obtained by downloading the tender document from the school website [www.machakosgirls.sc.ke](http://www.machakosgirls.sc.ke).OR the public procurement information portal (PIIP)

Completed tender forms in **plain envelopes clearly marked with appropriate tender number** should be addressed to:

**THE SECRETARY BOM**  
**MACHAKOS GIRLS' HIGH SCHOOL,**  
**P.O. BOX 13-90100,**  
**MACHAKOS.**

And deposited in the tender box situated at Machakos Girls High school administration block on or before **MONDAY 22<sup>ND</sup> JUNE 2026 AT 10.00A.M.** Tender document will be opened immediately thereafter in the presence of the tenderers or their representatives who choose to attend .late bids will not be accepted.

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TEL: 020-8071919

## Evaluation Preliminary criteria

The applications for all **open categories** as indicated on the advertisement **MUST** include:

### 1. OPEN CATEGORY

- a. Copies of Certificates
  - i. Certificate of Registration for business names
  - ii. Certificate of incorporation for limited companies
- b. Directors
  - i. Current CR12 for directors showing the shareholders of the firm for the last six months
  - ii. All Directors' National identity cards, as in the CR12.
  - iii. Copy of national identity cards (IDs) for business names.
- c. A valid copy of business permit.
- d. A Valid copy of Tax Compliance Certificate from Kenya Revenue Authority.
- e. Dully filled, signed & stamped confidential business questionnaire in the format provided.
- f. Proven experience of supply of goods and services.

The applications for all **reservation groups'** categories as indicated on the advertisement **MUST** h  
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### 2. RESERVATION GROUPS

- a. Copies of Certificates
  - i. Certificate of Registration for business names
  - ii. Certificate of incorporation for limited companies
- b. Directors
  - i. Current CR12 for directors showing the shareholders of the firm for the last six months
  - ii. All Directors' National identity cards, as in the CR12.
  - iii. Copy of national identity cards (IDs) for business names.
- c. A valid copy of business permit.
- d. A Valid copy of Tax Compliance Certificate from Kenya Revenue Authority.
- e. Dully filled, signed & stamped confidential business questionnaire in the format provided.
- f. A valid copy of AGPO certificate issued by National Treasury (for PWDS attach a copy of disability card from NCPWD council)
- g. Proven experience of supply of goods and services.

## **REGISTRATION DATA INSTRUCTIONS**

### **Registration data forms**

The attached questionnaire forms are to be completed by prospective supplier who wishes to be registered to supply in Tender for Supply of Goods and Services to the school.

The Registration application forms which are not filled out completely and submitted in the prescribed manner shall be considered non responsive. All the documents that form part of the proposal must be written in English Language and in ink

### **Qualification**

It is understood and agreed that the Registration Data on prospective bidders is to be used by Machakos Girls High School in determining, according to its sole judgment and discretion, the qualifications of prospective bidder to performing respect to the Category as described by the client.

Prospective bidders may not be considered qualified unless in the judgment of Machakos Girls High School that they possess capability, experience, qualified personnel available and suitability of equipment sufficient to satisfactorily execute the contract for goods/services.

### **Essential Criteria for Registration**

**Experience:** Prospective bidder shall be required to have experience in the supply of goods and services for registration as this will be a mandatory requirement. Bidders can only participate up-to a maximum of five (5) categories and where bidders surpass the limitation that will lead to disqualification and will not be evaluated further.

### **Withdrawal of Registration**

Should a condition arise between the time firm is pre-qualified to bid and the bid opening date which in the opinion of the Client/ Machakos Girls High School could substantially change the Performance and Qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, Machakos Girls High School reserves the right to reject the tender from such a bidder even though he was initially registered.

**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in Part 1; either Part2 (a), 2(b) or 2(c) which ever applied to your type of business; and Part3.

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

<b>Part1- General</b>																										
1.1	Business Name.....																									
1.2	Location of Business Premises.....																									
1.3	Plot No..... Street/Road..... Postal Address:.....Tel no.....  Email.....																									
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 Bankers..... Branch.....																									
<b>Part 2(a)-Sole Proprietor</b>																										
2a.1	Your Name in Full.....Age.....																									
2a.2	Nationality.....Country of..... Origin.....Citizenship..... Details.....																									
<b>Part2(b)Partnership</b>																										
2b.1	Given details of Partners as follows:																									
2b.2	<table border="0"><thead><tr><th><u>Name</u></th><th><u>Nationality</u></th><th><u>Citizenship</u></th><th><u>Details</u></th><th><u>Shares</u></th></tr></thead><tbody><tr><td>1.....</td><td></td><td></td><td></td><td></td></tr><tr><td>2.....</td><td></td><td></td><td></td><td></td></tr><tr><td>3.....</td><td></td><td></td><td></td><td></td></tr><tr><td>4.....</td><td></td><td></td><td></td><td></td></tr></tbody></table>	<u>Name</u>	<u>Nationality</u>	<u>Citizenship</u>	<u>Details</u>	<u>Shares</u>	1.....					2.....					3.....					4.....				
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1.....																										
2.....																										
3.....																										
4.....																										
<b>Part2(c)- Registered Company</b>																										
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>CitizenshipDetailsShares</u>
1.....		
2.....		
3.....		
4.....		
5.....		

**Part3-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 its 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. I DECLARE that the information given on this form is correct to the best of my knowledge and belief.

Date.....

Signature of Candidate.....

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

### LITIGATION HISTORY

Name of Contractor/Supplier.....

Contractor/Supplier should provide information on any history litigation or Arbitration resulting from contracts executed in the last five years or currently under execution.

Year	Award for Against	Name of Client cause of Litigation and matter in dispute	Disputer amount (Current Value Kshs. Equivalent)

### DECLARATION

Having studied the registration information for the above project I/we hereby state:

- a) That the information furnished in our application is accurate to the best of our knowledge.
- b) That in case of being registered I/we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c) When the call for Tenders/Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we come ourselves to inform you and acknowledge your right to review the registration made.
- d) I/We enclose all the required documents and information required for the Registration.
- e) I/We also accept liability/penalty arising from misleading or incorrect information/documentation

submitted and on the basis of which the Authority relies on it to registration of our Firm/Company.  
I/We are aware that the Authority is at liberty to Institute legal proceedings as Stipulated in the Public  
Procurement and Asset Disposal Act 2015, Regulations,2006 and subsequent regulations.

Date.....

Applicant's Name.....

Represented by.....

Signature.....

(Full name and designation of the person signing and stamp or seal)