



24th February 2020

**INVITATION FOR TENDERS FOR SUPPLY AND DELIVERY OF TONERS
AND STATIONERY**

1. The African Trade Insurance Agency (ATI) invites tenders for supply and delivery of toners and stationery as follows:

Toners

Lot No.	Tonner specifications	Quantity
1	415 A Black	2
	415A Cyan	2
	415A Magenta	2
	415A Yellow	2
2	CE400	1
	CE402	1
3	CF381A Cyan	5
	CF382A Yellow	5
	CF383A Magenta	5
4	CE505A - Black	8
5	CF230A	1
6	CF280A - Black	2
7	CF281A - Black	8
8	CF310A - Black	2
	CF312A - Yellow	2
	CF313A - Magenta	3
	CF311A - Cyan	3
9	CF325X - Black	1
10	CF411 Cyan	2
	CF412 Yellow	1
11	CF450 Black	10

	CF451 Cyan	10
	CF452 Yellow	12
	CF453 Magenta	12
12	953XL High Yield Black Ink	5
	953XL High Yield Cyan Ink	5
	953XL High Yield Magenta Ink	5
	953XL High Yield Yellow Ink	5
13	Cartridge HP 970XL High Yield Black	5
	Cartridge HP 971XL High Yield Cyan	5
	Cartridge HP 971XL High Yield Yellow	5
14	Drum kit CF359 Cyan	4
	Drum kit CF364 Yellow	4
	Drum kit CF365 Magenta	4

Stationery

Lot No.	Description	Unit of measure	Quantity
1	Bantex folders 1300 or better quality (black in colour)	Each	48
	Office Point 2020D or better quality (white in colour)	Each	160
	Office Point 1020D or better quality (white in colour)	Each	160
	Box Files with side pocket(black in colour)	Each	300
2	Bic pens (blue) or better quality	Each	50
	Uniball black UB-157 pens	Each	50
	Uniball blue UB-157 pens	Each	50
	Uniball Red UB-157 pens	Each	30
	Parker Refills 0.7mm ball pen refill (F) - black	Each	10
	Parker Refills 0.8mm ball pen refill (F) - black	Each	10
	Parker Refills 0.8mm ball pen refill (F) - blue	Each	10
	Parker Refills 0.7mm roller ball (M) - blue	Each	10
	Parker Refills 0.7mm roller ball (M) - black	Each	10
	Parker Refills 1.0mm ball pen refill (M) - black	Each	10
Parker Refills 1.0mm ball pen refill (M) - blue	Each	10	
3	Binder Clips 19mm	Each	24
	Binding Covers (Clear) PVC Cover - (packet of 100)	Packet	3
	Binding rings 10mm	Each	100
	Binding rings 12mm	Each	100
	Embossed paper (Back cover for binding) (packet of 100)	Each	3
4	Calculators- Casio DJ-120D	Each	5
5	Cardholders 600 capacity	Each	5
6	Conqueror Paper (Laid 100gsm) - reams	Ream	5
	Conqueror Paper -printing size for treaties (Blue 100gsm) - reams	Ream	2

7	Delivery books	Each	3
	Drivers Log Book	Each	5
8	Desk Organizers	Each	5
9	Dividers Numerical -(1 - 12) sets (PVC)	Each	200
	Dividers Numerical -(1 - 31) sets (PVC)	Each	200
	Dividers Monthly(PVC)	Each	20
10	Envelopes A3 White (Gazelle) Peel n seal	Each	300
11	Folder(Leitz) 4100	Each	100
	Folder(Leitz) 4191	Each	200
12	Labels (Avery) 7163 (sheets) - Clear	Packet	3
13	Loose leaf pads 70sheets 60gsm- A4 size	Each	48
14	Highlighters (Assorted)-Pelikan	Each	30
	Marker pens (chisel tip) - Assorted	Each	10
	White board markers	Each	5
	Pencils HB Staedler -110	Each	12
15	Masking tape - Brown	Each	15
16	Paper punch (Kangaroo)	Each	5
17	Paper clips 28mm	Packet	10
18	Post it Flags- Pagemarkers	Each	24
	Post it pads (Assorted) 3x3	Each	30
	Stickers (Urgent)	Packet	1
	Stickers (Confidential)	Packet	1
19	Photocopying paper HP or better	Ream	300
20	Scissors	Each	5
21	Sheet Protectors 80 Microns	Each	300
22	Signature book	Each	4
23	Staple removers	Each	10
24	Stapler (Kangaroo DS-435 or better quality)	Each	10
	Staple Pins No. 24/6	Packet	10
25	White out	Each	12
26	Tier plastic trays 2	Each	6

2. KYC documents: Bidders are required to submit the following documents:

- (a) VAT registration certificate
- (b) Tax compliance certificate
- (c) Copy of certificate of registration/incorporation
- (d) HP dealership certificate for toners

3. Bid Price:

- a) Bidders are free to quote for any Lot or combination of lots. However, bidders are required to quote for all items in a lot.

- b) All taxes payable shall be indicated separately. However, payments to the supplier shall be exclusive of taxes since ATI is exempt from paying taxes in Kenya.
 - c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
 - d) Prices should be quoted in Kenya Shillings
4. Validity of tenders: Tenders shall remain valid for a period not less than 60 days after the deadline date specified for submission.
 5. Quotations should be sent by completing and signing the price schedule at Annexure A enclosed and attaching any other documents required to be submitted under this invitation. You may also reply by sending a quotation on your own company's letterhead, but the terms and conditions specified in the RFQ will take precedence over any terms and conditions stated in your tender.
 6. Tenders shall give a comprehensive description of the proposed goods, clearly indicating description, brand name, make etc.
 7. If the proposed goods do not comply exactly with the brand names (where given), the nearest equivalent or closest goods should be offered as an alternative.
 7. Any deviation from the requested specifications shall be highlighted and explained.
 8. Evaluation of Tenders: ATI will evaluate and compare the tenders determined to be substantially responsive i.e. which (a) are properly signed; and (b) conform to the terms and conditions, and specifications.
 9. Award of contract: ATI will award the contract on a lot by lot basis or the most economical combination of lots.
 10. Notwithstanding the above, ATI reserves the right to accept or reject any tender and to cancel the bidding process and reject all tenders at any time prior to the award of contract.
 11. The bidder whose bid is accepted will be notified of the award of contract by ATI prior to expiration of the tender validity period. The terms of the accepted offer shall be incorporated in the purchase order.

12. Payment shall be made within 30 days of receipt and acceptance of the goods. Request for advance payment should be accompanied by a Bank Guarantee for the equivalent amount.
13. Normal commercial warranty/ guarantee shall be applicable to the supplied goods.
14. The e-copy of the tender should be submitted to procurement@ati-aca.org
The closing date for receipt of e-copies of your proposal is Friday, 6th March 2020 at 16:00 hours Kenyan time. Any tenders received late shall not be considered. The e-copy must be protected by a password which should be shared by email with ATI at 15:45 hours. Bidders are free to attend the tender opening meeting which will be held immediately after tender closing.
15. The hard copy of the tender (one original) shall be placed in an envelope clearly marked “Tender for supply and delivery of stationery” and bearing the name of your firm. The envelope should be sent to the African Trade Insurance Agency, 5th floor, Kenya Re Towers, Upperhill off Ragati Road, Nairobi, Kenya.
16. The hard copy must be received within 14 days from the closing date for receipt of soft copies of proposals. The hard copy must be deposited in the tender box situated on the 5th floor, Kenya Re Towers, Upperhill.
17. For any clarifications, contact procurement@ati-aca.org and copy Rodgers.siachitema@ati-aca.org

John Lentaigne
Ag. Chief Executive Officer

Annexure A – Price Schedule

Date:

Toners

Lot No.	Tonner specifications	Quantity	Unit price	Sub-Total price	Add: VAT	Total price	Delivery period
1	415 A Black	2					
	415A Cyan	2					
	415A Magenta	2					
	415A Yellow	2					
2	CE400	1					
	CE402	1					
3	CF381A Cyan	5					
	CF382A Yellow	5					
	CF383A Magenta	5					
4	CE505A - Black	8					
5	CF230A	1					
6	CF280A - Black	2					
7	CF281A - Black	8					
8	CF310A - Black	2					
	CF312A - Yellow	2					
	CF313A - Magenta	3					
	CF311A - Cyan	3					
9	CF325X - Black	1					
10	CF411 Cyan	2					
	CF412 Yellow	1					
11	CF450 Black	10					
	CF451 Cyan	10					
	CF452 Yellow	12					
	CF453 Magenta	12					
12	953XL High Yield Black Ink	5					
	953XL High Yield Cyan Ink	5					
	953XL High Yield Magenta Ink	5					
	953XL High Yield Yellow Ink	5					
13	Cartridge HP 970XL High Yield Black	5					
	Cartridge HP 971XL High Yield Cyan	5					

	Cartridge HP 971XL High Yield Yellow	5						
14	Drum kit CF359 Cyan	4						
	Drum kit CF364 Yellow	4						
	Drum kit CF365 Magenta	4						

Stationery

Lot No.	Description	Unit of measure	Qty	Unit price	Sub-Total price	Add: VAT	Total price	Brand name	Delivery period
1	Bantex folders 1300 or better quality (black in colour)	Each	48						
	Office Point 2020D or better quality (white in colour)	Each	160						
	Office Point 1020D or better quality (white in colour)	Each	160						
	Box Files with side pocket(black in colour)	Each	300						
2	Bic pens (blue) or better quality	Each	50						
	Uniball black UB-157 pens	Each	50						
	Uniball blue UB-157 pens	Each	50						
	Uniball Red UB-157 pens	Each	30						
	Parker Refills 0.7mm ball pen refill (F) - black	Each	10						
	Parker Refills 0.8mm ball pen refill (F) - black	Each	10						
	Parker Refills 0.8mm ball pen refill (F) - blue	Each	10						
	Parker Refills 0.7mm roller ball (M) - blue	Each	10						
	Parker Refills 0.7mm roller ball (M) - black	Each	10						
	Parker Refills 1.0mm ball pen refill (M) - black	Each	10						
	Parker Refills 1.0mm ball pen refill (M) - blue	Each	10						
3	Binder Clips 19mm	Each	24						
	Binding Covers (Clear) PVC Cover - (packet of 100)	Packet	3						
	Binding rings 10mm	Each	100						
	Binding rings 12mm	Each	100						
	Embossed paper (Back cover for	Each	3						

	binding) (packet of 100)								
4	Calculators- Casio DJ-120D	Each	5						
5	Cardholders 600 capacity	Each	5						
6	Conqueror Paper (Laid 100gsm) - reams	Ream	5						
	Conqueror Paper - printing size for treaties (Blue 100gsm) - reams	Ream	2						
7	Delivery books	Each	3						
	Drivers Log Book	Each	5						
8	Desk Organizers	Each	5						
9	Dividers Numerical -(1 - 12) sets (PVC)	Each	200						
	Dividers Numerical -(1 - 31) sets (PVC)	Each	200						
	Dividers Monthly(PVC)	Each	20						
10	Envelopes A3 White (Gazelle) Peel n seal	Each	300						
11	Folder(Leitz) 4100	Each	100						
	Folder(Leitz) 4191	Each	200						
12	Labels (Avery) 7163 (sheets) - Clear	Packet	3						
13	Loose leaf pads 70sheets 60gsm- A4 size	Each	48						
14	Highlighters (Assorted)-Pelikan	Each	30						
	Marker pens (chisel tip) - Assorted	Each	10						
	White board markers	Each	5						
	Pencils HB Staedler - 110	Each	12						
15	Masking tape - Brown	Each	15						
16	Paper punch (Kangaroo)	Each	5						
17	Paper clips 28mm	Packet	10						
18	Post it Flags- Pagemarkers	Each	24						
	Post it pads (Assorted) 3x3	Each	30						
	Stickers (Urgent)	Packet	1						
	Stickers (Confidential)	Packet	1						
19	Photocopying paper HP or better	Ream	300						
20	Scissors	Each	5						
21	Sheet Protectors 80 Microns	Each	300						
22	Signature book	Each	4						
23	Staple removers	Each	10						

24	Stapler (Kangaro DS-435 or better quality)	Each	10						
	Staple Pins No. 24/6	Packet	10						
25	White out	Each	12						
26	Tier plastic trays 2	Each	6						

Delivery required at

*African Trade Insurance Agency, 5th floor, Kenya
Re Towers, Upperhill, Nairobi, Kenya*

Delivery date

Warrant/ Guarantee offered

Quotation Valid till

Currency stated in

By signing and returning this Price Schedule, we agree to supply the above mentioned items at the rates quoted.

Bidder Comments (if any):
(Add additional pages if necessary)

Name & Signature of Person completing this Request

Seal of the company giving the name and address.