



Tender Request Form

YEAR 2023 - 2024

REQUEST FOR QUOTATION (RFQ) OF GENERAL PRINTING & OFFICE STATIONERY

Date: 27th April 2023

Reference: RFQ 009 GENERAL PRINTING & STATIONERY

Dear Sir/Madam,

Pathologists Lancet Kenya Ltd, invites you to submit your bid for supply of **general printing & office stationery** as per the specifications provided in this tender document.

Take note of the requirements and conditions pertaining to the bid & supply of the listed products.

1. Please ensure that your submission is in pdf format, and free from any virus or corrupted files.
2. Any bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the bid by Pathologists Lancet Kenya.
3. Pathologists Lancet Kenya Ltd is under no obligation to award a contract to any Bidder due to this RFQ.
4. Annual quantity provided does not imply that Pathologists Lancet Kenya will buy the full quantity, but gives an indication for planning purposes.
5. Submission deadline: End of day 5th May 2023.
6. Delivery of bids: E-mail to tenders-kenya@cerbalancetafrica.com.

REQUIREMENTS

1.	Submission Deadline	Date: 5 th May 2023							
2.	Delivery Terms & Timelines	Immediately upon confirmation of Order (LPO)							
3.	After Sales Service Required	Give details of Technical Support to be provided							
4.	Duration of tender price	1 year May 2023 – June 2024 State your proposed conditions of price increase if any							
5.	Payment Terms (Tick as appropriate)	30 Days	<input type="checkbox"/>	60 Days	<input type="checkbox"/>	90 Days	<input type="checkbox"/>	120 Days	<input type="checkbox"/>
6.	Early Settlement Discount (ESD)	Kindly specify Percentage & Terms:							
7.	Required Documents to be submitted	• Company Registration / Certificate of Incorporation							
		• KRA PIN							
		• Recent CR12							
		• Valid Tax Compliance Cert							
		• Price Schedule							
		• 3 Reference Letters from existing clients							
		• Company Profile							
		• Any other Value additions							
		• A letter of commitment confirming duration of time to deliver goods							
• Provide a Letter of Reference from the bank or audited financial statements of accounts for the last two years									

SCHEDULE OF REQUIREMENTS

Printing:

Item:	Material Specification	Est. Monthly Usage	Unit Cost (Ksh. Inc VAT)
Printing & Photocopy Paper	PLAIN PAPERS - PREMIUM WHITE - 80 GSM pcs	90 reams	
Lab Report Paper	Branded As per specifications 100 GSM Packaging: Ream/500 pcs	80 reams	
Company Letter Head Paper	Branded As per specifications 100 GSM Packaging: Ream/500 pcs	12 reams	
Branded C5 Brown Envelope	Branded As per specifications Packaging: Box/ 1000 Pcs	7,000 pcs	
Branded C4 White Envelope	Branded As per specifications 100 GSM Packaging: Box/ 500 Pcs	250 pcs	
Newsletter Folded to A5	Size - A4 (210 x 297 mm) folded to A5 (148 x 210 mm) Paper – 150 GSM Paper Quality: Gloss paper Packaging: Each	400 pcs (Ordered on Request)	
Newsletter Folded to A4	Size: A3 (297 x 420 mm) folded to A4 (210 x 297 mm) Paper: 150 GSM Paper Quality: Gloss paper Packaging: Each	400 pcs (Ordered on Request)	
Newsletter Folded to A5	Size: A3 (297 x 420 mm) folded to A4 (210 x 297 mm) Paper Weight: 150 GSM Paper Quality: Gloss paper Packaging: Each	200 pcs (Ordered on Request)	
Business Cards	Paper Quality: art matte Paper weight: 150gsm No lamination Packaging: Box of 100 Each	1-5 packs (Ordered on Request)	
Lab Test Request Forms	Size: A4 (210 x 297 mm) Paper: 80gsm Packaging: Pad of 50 Each	100 – 120 Pads	
Cashiering Record Books:	MANUAL RECEIPT BOOK Size: A4 (210 x 297 mm) *Packaging: 50 Page Booklet *Each page in Quadruplicate (4) copies *Serialized		
	COURIER TRANSFER NOTEBOOKS *Size: A5 (210 x 148 mm) *Packaging: 50 pages *Each page in triplicate (3) copies *Serialized	30 copies	
	DAILY FLOAT HAND OVER BOOK *Size: A5 (210 x 148 mm) *Packaging: 50 Page Booklet *In triplicate (3) copies *Serialized	30 copies	

	DAILY CASH UP SUMMARY BOOK *Size: A5 (210 x 148 mm) *Packaging: 50 Page Booklet *In triplicate (3) copies *Serialized	30 copies	
--	--	------------------	--

Stickers:

Item:	Material Specification	Monthly Estimate	Unit Cost (Ksh. Inc VAT)
Sample Logging Stickers:	Dimensions: As per Artwork specifications Packaging: Each	KH STICKERS – 1000 pcs	
		KC STICKERS – 500 pcs	
		KN STICKERS – 150 pcs	
		KM STICKERS – 50 pcs	
Biological Hazardous Waste - Sticker	Dimensions: Branded As per specifications Paper Weight: 60 GSM Packaging: Each	100 pcs	
Formalin Stickers	Dimensions: Branded As per specifications Paper Weight: 60 GSM Packaging: Each	250 pcs	

Stationary:

Category	Description	Packaging	Estimate Qty	Usage period	Price
Stationary	AFRILABEL STICKER REF#:K003	PACK/25 EACH	2	Monthly	
Stationary	AFRILABEL STICKER REF#:K009	PACK/25 EACH	2	Monthly	
Stationary	BIC CRISTAL BALL PEN	EACH	60	Monthly	
Stationary	BOX FILE - SMALL	EACH	15	Monthly	
Stationary	BOX FILE - LARGE	EACH	15	Monthly	
Stationary	BUSINESS CARD ALBUM - (Capacity - 1000 CARDS)	EACH	1	Ordered On Request	
Stationary	PERMANENT MARKER PEN	EACH	2	Monthly	
Stationary	CELLOTAPE LARGE - (48mm x 50M)	EACH	15	Monthly	
Stationary	CELLOTAPE SMALL - (24mm x 50M)	EACH	22	Monthly	
Stationary	CLIP BOARD	EACH	1	Monthly	
Stationary	CLIP PAPER NORMAL BOX/100	EACH	1	Monthly	
Stationary	DESK CALCULATOR	EACH	1	Ordered On Request	
Stationary	FILE DIVIDER (ALPHABETICAL/NUMBERED)	EACH	30	Monthly	

Stationary	PRITT GLUE STICK - 22G	EACH	2	Monthly	
Stationary	HIGHLIGHTERS (Assorted colours)	EACH	3	Monthly	
Stationary	PENCIL HB (staedler)	BOX/ 12 EACH	1	Monthly	
Stationary	PERMANENT MARKER PEN	EACH	3	Monthly	
Stationary	PROTECTION SHEETS	EACH	100	Monthly	
Stationary	PUNCH PAPER LARGE KANGARO	EACH	1	Ordered On Request	
Stationary	RUBBER BAND SIZE 12	BOX/ 100 EACH	5	Monthly	
Stationary	RUBBER STAMP	EACH	1	Ordered On Request	
Stationary	RULER PLASTIC WHITE 30CM	EACH	1	Ordered On Request	
Stationary	SPRING FILE	EACH	1	Ordered On Request	
Stationary	STAMP INK (RED/ BLUE)	EACH	4	Monthly	
Stationary	STAPLE PINS - 24/6	BOX/ 5000 EACH	4	Monthly	
Stationary	KANGARO STAPLE REMOVER (SR-45)	EACH	1	Monthly	
Stationary	KANGARO STAPLER - DS-45 (24/6 - 26/6)	EACH	1	Ordered On Request	
Stationary	WHITEBOARD TEMPORARY MARKER	BOX/12 EACH	1	Monthly	

Name and Signature of the Supplier's Authorized Person

Name.....Date.....

Designation.....

Signature & Stamp