

**KENYATTA MATIBABU NWDT SACCO SOCIETY LIMITED**

**REQUEST FOR QUOTATIONS FOR SUPPLY OF FLASKS, FLASK BRANDING  
SERVICES AND BRANDED SUBLIMATION MAGIC MUGS.  
QUOTATION NO. KMAT/EDUCATION/1/2025**

**29<sup>TH</sup> JULY, 2025**

## INTRODUCTION

Quotations are invited for the supply of 2,500 (two thousand five hundred) flasks, flask branding services and 86 branded sublimation Magic cups.

The supplier is required, together with other submissions, to fill the supplier's summary table, Confidential business questionnaire, self-declaration form and anticorruption declaration commitment.

The supplier of the flask is required to attach a sample of one flask.

The supplier of branding services is required to attach one branded flask.

The supplier of branded sublimation magic mug is required to attach on branded sample mug

Note:

1) all public procurement procedures are applicable to this quotation

## SUBMISSION OF QUOTATIONS

Quotations should be submitted in sealed envelopes marked **'Quotation for the flasks, branding services and Sublimation magic mugs, Quotation No. KMAT/EDUCATION/1/2025'**

All pages of submitted documents must be serialized.

The completed quotation documents should be deposited in the Tender Box located at the reception in the SACCO offices at flamingo towers MM2 or sent to the address below to be received on or before the tender closing date.

The C E O  
P.O. Box 2117 00202  
Nairobi

Any quotation document not deposited in the tender box before the closing date shall be disqualified and returned to the tenderer.

Opening of quotations will be publicly conducted after the quotation closing time at a venue to be advised by the quotation opening committee. Suppliers or their representatives are invited to attend.

Prices shall be inclusive of all taxes and any applicable duties, and other incidental expenses. Any conditions by the supplier must be highlighted in writing. **No variations will be allowed.**

The closing date is **Friday 1<sup>st</sup> August, 2025 at 12.00 noon**

## **MANDATORY REQUIREMENTS**

1. Submit copy of valid Business Permits
2. Submit Certificate of incorporation/registration incase of a registered business
3. Submit copy of TAX compliance Certificate in the suppliers' name
4. Submit valid copies of PIN registration in the suppliers' name from KRA

Incase of an individual

1. Copy of national identity card
2. Copy of KRA PIN certificate
3. Copy of tax compliance certificate

## **SCOPE OF WORKS**

The supplier is expected to deliver two thousand five hundred (2,500) flasks in the location to be informed, which shall be in Nairobi.

Branding shall be done using the SACCO logo and a writing '25<sup>th</sup> anniversary' or any other instructions form the SACCO.

**The supplier is expected to submit the samples of :**

- 1)The flask, and/ or
- 2)The banded flask
- 3) The branded sublimation magic mug

## **SPECIFICATIONS**

### **Flasks:**

- Should be 500ml
- Hot and cold flask, insulated stainless steel designed to maintain the temperature of the liquids for extended periods
- Double walled vacuum insulation to keep the liquids hot or cold for atleast 12 to 24 hours.
- Leak proof lids
- Easy to clean design
- Ability to be customized with text or logos.

**Branding services**

- Should be branded to depict 25<sup>th</sup>-year anniversary of Kenyatta Matibabu Sacco with the Sacco logo on the flask
- A sample must be submitted for evaluation.

**Branded Sublimation magic mug**

- Capacity: 300 ml
- Dimensions: 9.5 cm H by 8cm width
- Should be branded to depict 25<sup>th</sup>-year anniversary of Kenyatta Matibabu Sacco with the Sacco logo

**TIME FRAME**

The supplies should specify the time frame from award of the contract to delivery of the supplies

For. Kenyatta Matibabu NWDT SACCO

Stanley N. Mwaura

**CHIEF EXECUTIVE OFFICER**

**SUPPLIERS'S RESPONSE TO THE REQUEST FOR QUOTATION****Supplier's Name .....****Supplier's Address .....****Telephone No .....****Date .....****TO;****KENYATTA MATIBABU REGULATED NON WDT SAVINGS & CREDIT CO-OPERATIVE  
SOCIETY LIMITED****P. O. BOX 2117 - 00202****KNH, Nairobi.****SUMMARY OF QUOTED PRICES**

ITEM No.	ITEM	UNIT S	QUANTITY REQUIRE D	UNIT PRICE	TOTAL PRICE	DAYS TO DELIVERY	REMARKS
1	Flasks 500 ml	No.	2,500				
2	Flask branding services	No	2,500				
3	Branded sublimation magic mugs	No.	86				

Note: Attach any other details you wish to be considered.

Supplier's Name.....Signature and stamp .....

**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b), or 2(c) Whichever applies to your type of business

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

**Part 1: General:**

Business Name .....

Location of business premises .....

Plot No. ....

Street/Road .....

Postal Address .....

Tel. No. .... Fax ..... Email .....

Nature of business .....

Registration Certificate No. ....

Maximum value of business which you can handle at any one time Kshs.  
.....

Name of your bankers ..... Branch .....

**Part 2(a) – Sole Proprietor:**

Your name in full ..... Age ...

Nationality ..... Country of origin .....

Citizenship details.....

**Party 2(b) – Partnership**

Give details of partners as follows

	Name	Nationality	Citizenship Details	Shares
1.	.....	.....	.....	.....
2.	.....	.....	.....	.....
3.	.....	.....	.....	.....

KENYATTA MATIBABU SACCO SOCIETY LIMITED

4. ....

5. ....

**Part 2(c) – Registered Company:**

Private or public

Name.....

State the nominal and issued capital of the company –

Nominal Kshs.. ..

Issued Kshs.....

Give details of all directors as follows

	Name	Nationality	Citizenship Details	Shares
1.	.....	.....	.....	.....
2.	.....	.....	.....	.....
3.	.....	.....	.....	.....
4.	.....	.....	.....	.....
5.	.....	.....	.....	.....

Date..... Signature of Tenderer

..... If a citizen, indicate under “Citizenship Details” whether  
by Birth, Naturalization or Registration

**SELF-DECLARATION FORM**

Date

To:

**The Chief Executive Officer  
Matibabu SACCO Society Limited  
P. O. Box 2117 0020  
Nairobi**

The tenderer i.e. (name and address) \_\_\_\_\_

\_\_\_\_\_

declare the following:

- a) Has not been debarred from participating in public procurement.
- b) Has not been involved in and will not be involved in corrupt and fraudulent practices regarding public procurement.

Name.....

Title.....

Signature.....

.....

Date.....

..... Official Stamp.....

(To be signed by authorized representative and officially stamped)



**ANTI-CORRUPTION DECLARATION COMMITMENT/ PLEDGE**

*(Sections 62 of the PPDA, 2015)*

I/We/Messrs.....  
of Street, Building, P O Box.....  
.....

Contact/Phone/E mail.....

declare that Public Procurement is based on a free and fair competitive Tendering process which should not be open to abuse.

I/We .....

declare that I/We will not offer or facilitate, directly or indirectly, any inducement or reward to any public officer, their relations or business associates, in connection with

Tender/Tender No .....

for or in the subsequent performance of the contract if I/We am/are successful.

Authorized Signature.....

Name of Signatory.....

Title of Signatory .....

Official Stamp.....