

MOI FORCES ACADEMY
P.O. BOX 77155-00611, NAIROBI.

TENDER APPLICATION FORM

TENDER NO :

COMPANY'S NAME :

P.O BOX :

EMAIL ADDRESS :

CONTACT :

N.B

1. **THIS IS NOT AN ORDER.** Read the conditions and instructions herein before filling this form.
2. The form should be submitted to reach the school by 10.00 am on or before 11th June 2026.
3. Prices quoted must be inclusive of VAT and other charges and the costs delivery of the goods.
4. Return original copy and retain the other for your record.
5. Stamp and sign below.

CONDITIONS OF TENDER/QUOTATION

1. As far as possible the Tender/Quotation period shall be one year. No extension shall be granted without valid returns.
2. The tenderer shall be deemed to have a bid with all provisions specified in the Tender/Quotation before signing.
3. The institution will take into account the Tenderer Financial, Technical and production capabilities.
4. Any changes of prices will be effected/not effected after consideration and communication from the Tender Committee.
5. The institution reserves the right to accept any Tender/Quotation either wholly or in part and does not bid itself to accept the lowest or any Tender/Quotation or to give reasons for rejection.
6. The supplier shall furnish as his/her own cost any samples of materials/items that may be called for by the Tender Committee for its approval and may reject materials/items not in its opinion up to the approved samples.
7. The payments will be processed within thirty (30) days after goods have been delivered or services rendered.

I/we agree to abide by this Tender/Quotation until the end of the Tender/Quotation and it shall remain in binding upon Us/I and may be accepted at any time and I/We understand that you are not bound to accept the lowest or any tender you may receive.

Date : _____ day of :

Signature : _____ in the capacity of : _____

Official Company Rubber Stamp _____

TENDER QUESTIONNAIRE

P. Please fill in block letters

1. Full names of tenderer:

.....
.....

2. Full address of tenderer to which tender correspondence is to be sent:
(unless an agent has been appointed below)

.....
.....

3. Telephone number(s) of tenderer:

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.....

4. E-mail address of tenderer:

.....

5. Name of tenderer's representative to be contacted on matters of the tender during the

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6. Details of tenderer's nominated agent (if any) to receive tender notices. This is essential if the tenderer does not have his registered address in Kenya:
(name, address, telephone, E-mail)

.....
.....
.....
.....

Signature of Tenderer

Make copy and deliver to _____
(Name of Employer)

CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2 (b) or 2 (c) whichever applied 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:E-mail:

.....

Nature of Business:

Registration Certificate No:

.....

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

Kshs.....

Name of your bank:Branch:

Part 2 (a) – Sole Proprietor

Your name in full:Age :

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

Citizenship details:

Part 2 (b) – Partnership

Give details of partners as follows:

Name	Nationality	Citizenship Details	Shares
1
2

3

4

5

Part 2 (c) – Registered Company

Private or Public



State the nominal and issued capital of company:

Nominal Kshs.

Issued Kshs.

Given details of all directors as follows:

Name	Nationality	Citizenship Details	Shares
1		
2		
3		
4		
5		

Date

Signature of candidate

If a Kenyan Citizen, indicate under “Citizenship details” whether by Birth, Naturalisation, or Registration.