



**STANDARD TENDER DOCUMENT
FOR
SUPPLY AND DELIVERY OF STATIONERY
RFQ NO. KENGENSRRBS/STATIONERY/2026**

**KENGEN PLAZA II
P.O. BOX 47936-00100, NAIROBI
TEL: +254711036962
EMAIL: tenders@kengensrbs.co.ke**

**CLOSING DATE: 29TH SEPTEMBER, 2026
AT 10:00 AM**

BID VALIDITY: 80 DAYS



Tender Notice

1. KenGen Staff Retirement Benefits Scheme invites a sealed bid from the eligible candidate for the following RFQ:

NO.	DESCRIPTION	ELIGIBILITY	CLOSING DATE AND TIME
1.	KENGENSRRBS/STATIONERY/2026: SUPPLY OF STATIONERY	GENERAL	29 th SEPTEMBER, 2026, 10.00 AM

2. Interested eligible candidates may obtain further information and inspect the tender documents with detailed requirements at the office of the:

Trust Secretary
KenGen Staff Retirement Benefits
Scheme, P.O BOX 47936 – 000100,
KenGen Pension Plaza II, 11th Floor,
Kolobot Road, Parklands. Nairobi.

3. Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours 8:00am-5:00pm. Completed Bids are to be saved as PDF documents marked **KENGENSRRBS/STATIONERY/2026: SUPPLY OF STATIONERY** and submitted to the appropriate KenGen SRBS Tender Box found at KenGen Pension Plaza II, 11th Floor so as to be received on or before **29th SEPTEMBER, 2026 at 10.00 a.m.**
4. The tenderer shall chronologically serialize all pages of the tender documents submitted.
5. Submission should strictly be done via **the tender box**
6. Bids will be opened promptly after closing time and Bidders or their representatives are welcome to witness the opening at KenGen SRBS Boardroom.
7. Tenders shall be quoted in Kenya Shillings and shall include all taxes. Tenders shall remain valid **for 80 days** from the date of opening of tenders.
8. Tenders will be opened immediately after the deadline date and time specified above or any deadline date and time specified later. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address above.
9. Late tenders will be rejected.
10. Any canvassing or giving of false information will lead to automatic disqualification.

LIST OF STATIONERY

ITEM	QTY	UNIT COST VAT INCLUSIVE	TOTAL COST VAT INCLUSIVE
Battery AA	10		
Battery AAA	20		
Highlighter	10		
Paper punch	3		
Stapler	5		
Box file	10		
Spring files	20		
Stamp ink blue and black	3		
Rubber bands	5		
Ruler	5		
Rubber	5		
White out	5		
Glue stick 40g	10		
Staple remover	5		
Permanent makers	2		
Bantex folders	50		
HB Pencils	3		
Sticky notes	10		
Paper clips small 50mm	3		
Paper clips Big 88mm	3		
Red pen	30		
Black pen	50		
Blue pen	50		
Masking tape	3		
Cello tape small size	3		
Cello tape big size	3		
Staples 24/6	5		
Printing papers A4	30		
Ledger book 200pg	2		
File Dividers	10		
A4 Printing papers - Reams (Aone)	5		
Bic pointed - Blue pens (Office use) - 50pcs packet	1		
Bic pointed - Blue pens (Office use) - 50pcs packet	10		
White Envelopes C7/6 Banker - Pkt (Economic) 25pcs Packs	5		
White Envelopes C7/6 Banker - Pkt (Economic) 25pcs Packs	1		

BRAND LIST

Item	Description of Goods/works/services <i>(Procuring Entity to select one)</i>	Packaging Quantity	Brand	Unit Cost VAT Inclusive
1	Notebooks A5 (50PGS)	Pc	Kasuku	
2	File Dividers	pc	Office Point	
3	Paper Pockets	Pc	Office Point	
4	Counter Book-4Q A4 (200PGS)	Pc	Kasuku	
5	Ledger Book 200pgs	Pc	Kasuku	
6	A3 Printing Papers	Ream	Aone	
7	A4 Printing Papers	Ream	Aone	
8	Delivery Books	Pc	Kasuku	
9	Staples (Small 24/6)	Pkt	Kangaroo	
10	Staples (Big 23/17)	Pkt	Kangaroo	
11	Staples (Big 66/14)	Pkt	Kangaroo	
12	Cello Tapes (24mm)	Pc	Afri	
13	Cello Tapes (48mm)	Pc	Afri	
14	Masking Tapes	Pc	Afri	
15	Cotton tape	Pc	N/A	
16	Blue pen	Box	Bic fine pens	
17	Black pen	Box	Bic fine pens	
18	Red pen	Box	Bic fine pens	
19	Paper Clips (Big-78mm)	Pkt	Haco	
20	Paper Clips (Small -50mm)	Pkt	Haco	
21	Sticky Notes 3x3	Pc	Hua cheng	
22	HB Pencils	Pkt	H.B=2	
23	File Holders	Pc	Bantex	
24	White Board Markers	Pkt	Pelikan	
25	Permanent Makers	Pkt	Pelikan	
26	Kangaro Staple Removers	Pc	Kangaroo	
27	Pelikan Glue Stick 20gms	Pc	Pelikan	
28	Pelikan Glue Stick 40 gms	Pc	Pelikan	
29	White Out 30ml	Pc	Pelikan	
30	Rubber (Large)	Pc	Steadler	
31	Ruler 30cm	Pc	Haco	
32	Board Dusters	Pc	Haco	
33	Pelikan Stamp Ink-Red 30ml	30ml	Pelikan	
34	Pelikan Stamp Ink-Blue 30ml	30ml	Pelikan	
35	White Envelopes A3	Pkt	Economic	
36	White Envelopes A4	Pkt	Economic	
37	White Envelopes A5	Pkt	Economic	
38	White Envelopes (Cheque Size)	Pkt	Economic	
39	Spring Files (Plastic)	Pc	Rapid	
40	Flash Disk 12GB	Pc	Transend	
41	Clear Pocket Files 10pgs (Bantex)	Pc	Office Point	
42	Box File	Pc	Office Point	

43	Stapler	Pc	Kangaroo	
44	Paper Punch	Pc	Kangaroo	
45	Calculators	Pc	Deli	
46	Highlighters	Pc	Pelikan	
47	Battery AAA	Pair	Energizer	
48	Battery AA 10X (Silver)	Pair	Energizer	
49	Rubber Bands 100gms	Pkt	Falcon	
50	Minute Book 200pgs (Standard A4)	Pc	Office Point	
51	Minute Book 400pgs (Standard A4)	Pc	Office Point	
52	Filing Book	Pc	Office Point	
53	Flip Charts	Pc	Office Point	
54	Page Divider	Pc	Office Point	
55	Binding Items Clear Cover	Reams	Office Point	
56	Binding Items Colored Cover	Reams	Office Point	
57	Spirals Small	Pkt	Office Point	
58	Spirals Medium	Pkt	Office Point	
59	Spirals Medium	Pkt	Office Point	
60	Label Stickers	Pc	Office Point	
61	Binder Clips	Assorted sizes	Office Point	
62	Paper scissors	Pc	Office Point	
63	Sharpener	Pc	Nataraj	
64	Executive pens	Pc	Parker	
65	White envelopes - C7/6 Banker	Pkt	Economic	
66	Information folder (10 clear pockets)- A4 size	Pkt	Clear book	
67	Sign Here Flags 5 Label	Pkt	Fantastick	