

**NGIRIAMBUR ASSISTANT CHIEF OFFICE**  
**P.O.BOX 2**  
**KIANYAGA**  
**TELEPHONE:0725686180**

**TENDER INVITATION NOTICE**

**DATE: 14-11-2025**

**NGIRIAMBUR ASSISTANT CHIEF OFFICE**, invites bids from Interested and Eligible bidders/Firms for **installation of (6) solar powered light at the chiefs entrance and compound.**

Interested Tenderers may inspect and obtain a complete set of tender documents upon payment of a non-refundable fee of Kenya Shillings **One Thousand (1,000/-) only**, either in bankers' cheque or cash payable to School's Office during normal working hours. The details of the tender are as follows:

| S/<br>No | Tender No                                                       | Description                                                                             | Target group |
|----------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------------|--------------|
| 1.       | <b>NGIRIAMBUR<br/>ASSISTANT /C/2630209-<br/>263-2024-2025-4</b> | <b>Installation of (6) solar powered light<br/>at the chiefs entrance and compound.</b> | <b>OPEN</b>  |

Those interested must meet the following mandatory requirements which should be supported by certified copies of requisite documents during submission for consideration for further evaluation: -

1. Copy Certificate of Incorporation /registration
2. Copy Valid National Construction Authority (NCA) Certificate under categories NCA 8 and above.
3. Copy PIN/VAT Registration Certificate.
4. Copy Valid Tax Compliance Certificate.
5. Properly and dully filled Form of Tender; stamped and/or sealed, signed by authorized personnel.
6. Properly and dully filled Tender Questionnaire; stamped and/or sealed, signed by authorized personnel.
7. Properly and dully filled Confidential Business Questionnaire; stamped and/or sealed, signed by authorized personnel
8. Valid CR12 from the Registrar of Companies.
9. Copy of identification Cards of the company directors
10. certificate of independent tender determination dully signed
11. The self-declaration of the tenderer dully signed
12. Ant corruption Self-Declaration form dully signed
13. Declaration and commitment to the Code of Ethics

**In addition to the above, the tenderer must show proof of the following: -**

- a) Adequate equipment holding for the specified type of work.

- b) Key technical staff to be engaged.
- c) Audited accounts for the last three years. (2022,2023 and 2024)
- d) Bank Account in the name of the company (Attach six months' bank statements).
- e) Works of similar magnitude and complexity undertaken in the last three years 2022,2023 and 2024)
- f) Litigation history of the company (if any) -Both court and arbitration cases).
- g) Evidence of sound financial standing and access to bank credit line.
- h) Copy of receipt

**ALL BIDDERS MUST NOTE THE FOLLOWING:**

- Bind the document before dropping in the tender box
- Attach copies of supportive documents for all requirements above.
- A copy of receipt must be attached on the tender document upon submission.
- Applications received after the closing date and time shall be rejected.
- The bid document should be Serialized in the format1,2, 3,4.....
- The school reserves the right to reject any tender without giving reasons for rejection and not bind itself to accept the lowest or any tender. Canvassing in any form will lead to automatic disqualification
- **NB:**Tender documents may be obtained electronically from the Website(s) [gichugu.ngcdf.go.ke](http://gichugu.ngcdf.go.ke). Tender documents obtained electronically will be free of charge.
- Tender documents may be obtained in person or on written request from **Ngiriambu assistant chief OFFICE** during normal working hours on payment of a non-refundable fee of Ksh. **1,000 (One Thousand only)** per set of documents either in bankers' cheque or cash payable to School's Office.
- Price quoted must be net i.e. inclusive of all Government taxes expressed in Kenya Shillings and valid for **120 days** after closing date.

Completed set of tender documents, in plain sealed envelopes, clearly marked with the respective Tender Number, description and bearing the name and addressed to: -

**THE ASSISTANT CHIEF  
NGIRIAMBU ASSISTANT CHIEF OFFICE  
P.O.BOX 2  
KIANYAGA**

Should be deposited in the Tender Box at the entrance of NG-CDF GICHUGU office on or before **monday 24<sup>th</sup> November 2025 at 10:00 Am**

Tenders will be opened immediately thereafter in the presence of tenderers / their representatives who choose to attend.

**THE ASSISTANT CHIEF  
NGIRIAMBU ASSISTANT CHIEF OFFICE**