



## TENDER NOTICE

Nairobi Waldorf School Trust invites eligible and interested bidders to apply for tenders for the supply of goods, services, and works for the 2024-2025 financial years. Bidders are informed that goods will be procured 'AS AND WHEN REQUIRED' for the two years beginning 1<sup>st</sup> January 2024 to 31<sup>st</sup> December 2025.

	<b>TENDER NO.</b>	<b>FEE</b>	<b>ITEM/SERVICE DESCRIPTION</b>
1	NWS/01/2024/25	2,500	Supply and delivery of first aid materials
2	NWS/02/2024/25	2,500	Supply and delivery of general stationery and office supplies
3	NWS/03/2024/25	2,500	Supply and delivery of A3 Manila painting papers
4	NWS/04/2024/25	3,500	Water bowser
5	NWS/05/2024/25	2,500	Supply and delivery of dairy products
6	NWS/06/2024/25	3,500	Supply and delivery of fish, chicken, and beef
7	NWS/07/2023/25	3,500	Supply and delivery of fruits, vegetables, and green groceries
9	NWS/09/2024/25	2,000	Supply and delivery of staff uniforms
10	NWS/10/2024/25	2,500	Supply and delivery of toiletries, sanitizers, and cleaning materials
11	NWS/11/2024/25	3,500	Supply and delivery of building materials, hardware tools, paints, and fittings
12	NWS/12/2024/25	2,500	Provision of insurance services
13	NWS/14/2024/25	2,000	Handwork materials
14	NWS/15/2024/25	2,000	Supply and delivery of musical instruments
15	NWS/16/2024/25	2,000	Motor vehicle spare parts
16	NWS/17/2024/25	2,500	Motor vehicle repairs and servicing
17	NWS/18/2024/25	2,000	Provision of plumbing works services
18	NWS/19/2024/25	2,000	Welding works
19	NWS/20/2024/25	2,000	Electrician-electrical fittings and lighting materials
20	NWS/21/2024/25	2,500	Printer toners, ink, and general service
21	NWS/22/2024/25	3,500	Fuel -petrol, diesel lubricants, and cooking gas refill
22	NWS/23/2024/25	2,000	Building repairs and maintenance
23	NWS/24/2024/25	3,500	Supply and delivery of artwork materials
24	NWS/26/2024/25	2,500	Sports equipment
25	NWS/27/2024/25	2,000	Garbage collection and disposal
26	NWS/28/2024/25	2,000	Supply and delivery of kitchen utensils and cutlery
27	NWS/29/2024/25	3,500	Supply and delivery of dry foodstuff
28	NWS/30/2024/25	3,500	Supply and delivery of purified, bottled drinking water
29	NWS/34/2024/25	2,000	Supply and delivery of student chairs and lockers
30	NWS/35/2024/25	2,000	Supply and delivery of fresh juice
31	NWS/36/2024/25	2,000	Supply and delivery of eggs
32	NWS/39/2024/25	2000	Supply, delivery, installation, and service of network equipment and structured cabling (routers and network monitoring)
33	NWS/40/2024/25	2,000	Provision of signage and outdoor advertising services
34	NWS/46/2024/25	2,500	Supply and delivery of textbooks and periodicals



	<b>TENDER NO.</b>	<b>FEE</b>	<b>ITEM/SERVICE DESCRIPTION</b>
36	NWS/48/2024/25	2,500	Provision of fumigation, pest control, and sanitary services
37	NWS/49/2024/25	2,000	Supply and delivery of game skirts (shorts and NWST branded t-shirts)
38	NWS/50/2024/25	2,000	Supply of NWST branded hoody.

The tender document should be accompanied by the following: -

- Copy of certificate of incorporation/registration
- Contacts of at least two major clients who may be contacted for further information on these contracts
- Copy of valid tax compliance certificate

Tender documents with detailed specifications may be obtained from the school finance office, **Karen Campus, along Nandi Road, gate 35**, from 8.00 a.m. to 5.00 p.m. on weekdays upon payment of a non-refundable fee for each category.

The payment should be deposited directly into the school account. Confirmation of payment will be required on the collection of tender documents. The account details are as follows;

**Account Name: Nairobi Waldorf School Trust** OR **MPesa Paybill Business Number 488700**  
**Bank: NCBA Bank, Karen Branch** Account Number – **WST** space then type narration, e.g.,  
**Account Number: 2837300067** **WST Tender ABC Ltd. N/B The word WST is a must**

Completed tender documents enclosed in a plain sealed envelope clearly marked with the appropriate tender number should be addressed to;

**The Tender Committee,  
 Nairobi Waldorf School Trust,  
 P.O. Box 13732-00800, Nairobi.  
 Telephone No 0722 823 463, 0718 861 560**

And should reach the Karen Campus finance office on or before **24<sup>th</sup> November 2023 at noon**. The tenders will be opened on **Wednesday, 29<sup>th</sup> November 2023, at 2.00 p.m.** Prices quoted should include all taxes and remain valid for 90 days from the closing date.

The school reserves the right to reject any tender, whether in part or whole, without giving any reason for such action.

Qualified and interested applicants may obtain further information and inspect the prequalification document during office hours, 8:00 a.m. to 5:00 p.m., Monday to Friday.

**Late applications will be rejected.**

**TERMS AND CONDITIONS APPLY**

[WWW.NAIROBIWALDORFSCHOOL.AC.KE](http://WWW.NAIROBIWALDORFSCHOOL.AC.KE)

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