

NYERI HIGH SCHOOL  
P.O. BOX 337  
**NYERI**

**REF: NHS/17/2025/2026**

NAME \_\_\_\_\_  
P.O. BOX \_\_\_\_\_  
TEL. \_\_\_\_\_  
DATE \_\_\_\_\_

**RE: 2025/2026 SCHOOL SUPPLIES- COPIER INK, TONERS, MASTERS, CARTRIDGES  
AND STATIONERY.**

Kindly send to the school your quotations per unit of the following Goods. (CF attached)

**NB: - 1. NOTE THAT THIS IS NOT LOCAL PURCHASE ORDER (L.P.O)**  
**2. TAKE NOTE THAT GOODS ARE NOT PAID ON DELIVERY**

(a) Please indicate the maximum length of time you can wait for payments as you continue supplying  
.I.e. 1 month / 2 months / 3 months / 4 months/ 5 months/ 6 months.

I can wait \_\_\_\_\_ months

(b) Price changes will not be allowed for goods supplied within the first 90 days (3 months) are over.  
Completed forms in sealed envelopes clearly marked "**Tender No. ———**" as above should be addressed  
to THE CHAIRMAN TENDER COMMITTEE NYERI HIGH SCHOOL, BOX 337 NYERI, and  
returned on or before **30<sup>TH</sup> JUNE 2025** by **10.00am**. Opening of the tenders will be done immediately  
thereafter

Requirements:

- Registration certificate
- P.I.N certificate
- Valid Tax compliance certificate
- Company profile
- Contact.

***The committee reserves the right to reject any tender either in part or in full without giving reasons.***

**THE SECRETARY**  
**TENDER COMMITTEE**

**NYERI HIGH SCHOOL**  
**QUOTATION FOR COMPUTER & COPIER STATIONERY, TONER & CARTRIDGES FOR YEAR 2024/2025**  
**NHS/17/2025/2026**

	<b>ITEM</b>	<b>UNIT</b>	<b>PRICE PER UNIT</b>
1	Copy printer ink Riso ink Z-Type S-7612E Black- Original	Tube	
2	Riso masters S-2632 Z type A4 – LG	Pcs	
3	Toner 12A HP – Original	pcs	
4	Toner 05A- Original	pcs	
5	Toner laser MFP 135W - Original	PCS	
6	Toner Kyocera FS 1025 MFP- Original	PCS	
7	Toner TN 216H	Pcs	
8	Toner 49A black laser jet – Original	pc	
9	Toner mp 2501 black (230gms) – Original	pc	

**QUOTATION FOR GENERAL STATIONERY FOR YEAR 2025/2026**

**NHS/17/2025/2026**

	<b>ITEM</b>	<b>UNIT</b>	<b>PRICE PER UNIT</b>
1	Biro Pens - Bic (50PCS)	1Pkt	
	- Matrix 0.7 FINE POINT(25 PCS)	1Pkt	
2	Box files (Globe)	1Pc	
3	Carbon Papers (Pelican)	1Pkt	
4	Cellotape 1’’ afri	1Pc	
5	Counter Books 2 Quire (Swara)4	1Pc	
6	Counter Books 3 Quire (Economic)	1Pc	
7	Counter Books 4 Quire (Economic)	1pc	
8	Mark pen	1 Dozen	
	Mark pen ink	1 Dozen	
9	Examination Papers (Fools caps/ 500 sheets) Kasuku	1Realm	
10	Felt pens – Assorted (/snowman)	1Dozen	
11	Graph books (48 pages/green lines)	1Carton –	
12	Graph papers (Green lines)	1Realm	
13	Lesson Books	1Pc	
14	Manila Papers	1Sheet	

15	Mark Books – 4 quire (summit)	1Pc	
16	Office Pins (Tianda)	1Pkt	
17	Paper Clips (Tianda)	1Pkt	
18	Pencils – HB 110 original	1Dozen	
19	Spring Files – Globe or Rapid (Plastic)	1Pc	
20	Staple Pins (Offrex / Kangaroo 24/6)	1Pkt	
21	Wite-out (Bic) 20g pen-like	1pc	
22	Rubber bands (handy)	1pkt	
23	Class Dusters as per sample	1Pc	
24	Office Glue (Pritt) 22g	1Tube	
25	Erasers (Rubbers) B40	1Pc	
26	Masking Tape 1” afri	1Pc	
27	Staplers (Kangaroo) MEDIUM rapid classic 2	1Pc	
28	Binding tape 2”	1pc	
29	Binding tape 1”	1pc	
30	Copier papers 80gms (500 pcs)	1Realm	
31	Bank papers (500 pcs)	1Realm	