ST. JAMES ACADEMY

PO BOX 0017

NAIROBI

6th march,2025

Subject: Invitation to Tender for the Supply of Textbooks

Dear Sir/Madam,

We are pleased to invite your company to submit a tender for the supply of textbooks to St James academy. The objective is to ensure that our institution is equipped with the required textbooks for the upcoming academic year, thereby supporting our learners’ educational needs.

We kindly request that your tender submission include the following details:

1. A comprehensive list of the textbooks you can supply, specifying titles, authors, and editions.

2. A detailed quotation, including unit prices, taxes, and total costs.

3. Delivery timelines and terms.

4. Information regarding your company’s experience in supplying educational materials.

5. Any additional services offered (e.g., discounts, warranty, or customer support).

All proposals must be submitted by July, 2025 to [stjamesac@gmail.com](mailto:stjamesac@gmail.com) . Please ensure that your submission is complete and delivered in a sealed envelope clearly marked "Tender for Textbooks Supply."

The tender will be evaluated based on pricing, quality, and delivery efficiency. The successful bidder will be contacted by 10th July, 2025.

We value your interest in working with us and look forward to receiving your proposal. Should you have any questions or require further clarification, do not hesitate to contact us at 0795077967 or [stjamesac@gmail.com](mailto:stjamesac@gmail.com) .

Thank you for your attention, and we hope to establish a fruitful partnership with your organization.

Yours faithfully,

Mutuku james

Manager

ST. JAMES ACADEMY