



BANSI SUPPLIERS

2026 Tender Preparation Pack

Templates for organizing tender requirements, mandatory documents, supplier registration and bid submission timelines.

Prepared for:	Procurement teams, tender committees, contractors, SMEs and supplier registration teams.
Use this document to:	Plan procurement needs, compare suppliers, support internal approvals, and request accurate quotations.
Prepared by:	Bansi Suppliers - Corporate PPE, Office Furniture and Workplace Supply Solutions in Kenya.

For quotations, bulk supply support, VAT invoices and delivery arrangements across Kenya, contact Bansi Suppliers.

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Tender Preparation Guide

Use this pack to organize tender documents, supplier registration requirements and bid submission timelines.

- Read the tender document carefully before preparing pricing.
- List all mandatory documents and confirm validity dates.
- Prepare clarifications early instead of waiting for the deadline.
- Keep a final submission checklist signed by the responsible person.

Tender Response Checklist

Tender title and number confirmed	☐ Yes ☐ No	
Closing date and time confirmed	☐ Yes ☐ No	
Eligibility requirements reviewed	☐ Yes ☐ No	
Technical specifications reviewed	☐ Yes ☐ No	
Pricing schedule completed	☐ Yes ☐ No	
Delivery timelines confirmed	☐ Yes ☐ No	
Compliance statement prepared	☐ Yes ☐ No	
Final bid signed and stamped where required	☐ Yes ☐ No	

Mandatory Documents Checklist

Certificate of incorporation / registration	☐ Yes ☐ No	
KRA PIN certificate	☐ Yes ☐ No	
Tax compliance certificate	☐ Yes ☐ No	
CR12 or ownership information where required	☐ Yes ☐ No	
Business permit where required	☐ Yes ☐ No	
Company profile	☐ Yes ☐ No	
Past supply references	☐ Yes ☐ No	
Bank details or letter where required	☐ Yes ☐ No	
Manufacturer authorization where required	☐ Yes ☐ No	
Signed forms and declarations	☐ Yes ☐ No	

Supplier Registration Tracker



Bid Submission Timeline

Review tender document			
Prepare compliance documents			
Request supplier prices			
Prepare pricing schedule			
Management approval			
Final submission			

Final Submission Control Sheet

Tender name	
Tender number	
Submitted by	
Date submitted	
Submission method	
Documents included	
Final approval name	
Signature	



Need a quotation or bulk supply support?

Send your product list, quantities and delivery location to Bansi Suppliers. Our team can assist with quotations, product availability, bulk pricing, VAT invoices and delivery across Kenya.

Products supplied	PPE, safety equipment, office furniture, cleaning supplies, fire safety equipment and general workplace supplies.
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