



HIGHER EDUCATION LOANS BOARD

TENDER NOTICE

The Higher Education Loans Board is a state corporation whose mandate is to source for funds and provide loans, scholarships and bursaries to Kenyans studying in recognized institutions of higher learning.

HELB invites sealed tenders from interested, eligible and qualified firms to supply the following under listed item:-

Tender No.	Description	Fee	Tender closing date
HELB/T/04/2010 - 2011	Diaries for the year 2011	Kshs.3,000.00	24 th September 2010

The tender documents may be obtained from the **Procurement Office** on **18th floor of Anniversary Towers, University Way** upon payment of a **non refundable fee** of **Kshs.3,000.00** at the HELB's Operational account at KCB bank, University way Branch.

Interested bidders shall be required to submit one (1) original and one copy of their technical and financial proposals, which shall be clearly marked "ORIGINAL" and "COPY" as appropriate. The original and copy of the technical proposal shall be sealed in an envelope clearly marked "**Technical Proposal**" and the original and copy of financial proposal shall be sealed in an envelope clearly marked "**Financial Proposal**" with a warning, "**Do not open with technical proposal**". **The technical proposal must be accompanied with samples of the 2 diaries you propose to supply.**

The envelope containing the financial proposal should have the bidders name and address clearly marked on the outside. Both Envelopes shall be placed in an outer envelope and sealed. The outer envelope, bearing no indication of the bidder and **clearly marked HELB/T/04/2010 - 2011** should be deposited in the tender box at Anniversary Towers 19th floor, University Way or sent by post to:

The Board Secretary/C.E.O
Higher Education Loans Board
P.O. Box 69489 – 00400
NAIROBI

So as to be received not later than **24th September 2010 at 11.00 a.m.** Interested bidders are invited to witness the opening to be held at the main boardroom on 19th floor on the same day 11.15 a.m.

All tenders must be accompanied by a **tender security of 2%** of the total tender sum in the form of a **bank guarantee** or a bankers cheque from a reputable bank and valid for a period of 120 days from the day of opening the tender. **The tender security shall be placed in an envelope containing the technical proposal.** Please note that any tender that shall not be accompanied by a tender security shall be deemed to be non responsive and disqualified.

The Higher Education Loans Board may at any time terminate the procurement proceedings without entering into a contract and also reserves the right to accept or reject any or all applications and is not bound to give reasons for its decision. HELB is also not obligated to award the tender to the firm that offers the lowest price.

