



**JOMO KENYATTA UNIVERSITY  
OF  
AGRICULTURE AND TECHNOLOGY.**

**REF/NO.JKUAT/78/2018-2019 TENDER FOR  
SALE OF DISPOSAL OF MOTOR VEHICLE,  
ASSORTED ITEMS AND TONERS.**

**Address to: Vice Chancellor,  
P. o. Box 62000-00100,  
Nairobi.**

**Email Address: [tenders@jkuat.ac.ke](mailto:tenders@jkuat.ac.ke)**

**Telephone No. (067) 5870000**

**Closing Date: Wednesday 6<sup>th</sup> March 2019 at 11:30 a.m.**

***FEBRUARY 2019***

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## **INTRODUCTION**

- 1.1 This Standard tender document for Sale of disposable Stores and Equipment has been prepared for use by public entities in Kenya in the disposal stores and equipment as provided by part X of the Public and Disposal Act, 2005.
- 1.2 The following general directions should be observed when using the document.
  - (a) Specific details should be furnished in the tender notice. The final document to be provided to the tenderers should not have blank spaces or give options
  - (b) The instructions to the tenderers should remain unchanged. Any necessary amendments to these parts should be made through the Appendix to instructions to tenderers.
- 1.3 Information contained in the invitation to tender shall conform to the data and information in the tender documents to enable tenderers to decide whether or not to participate in the tender and shall indicate any important tender requirements.

## **SECTION I- INVITATION TO TENDER**

Date \_\_\_\_\_

### **TENDER REF. JKUAT/ 78/ 2018-2019 TENDER FOR DISPOSAL OF MOTOR VEHICLE, ASSORTED ITEMS AND TONERS**

- 1.1 JKUAT invites sealed tenders from eligible candidates to purchase of Motor Vehicles , Assorted items and toners.
- 1.2 Interested eligible candidates may obtain further information from and inspect the tender documents at Procurement Department JKUAT Main Campus during normal working hours.
- 1.3 A complete set of tender documents may be obtained by interested candidates upon payment of non-refundable fees of Kshs 1000/= for Motor vehicles and assorted items in cash or banker's cheque payable to Finance Office.
- 1.4 Tenderers will be required to pay in advance a refundable deposit as indicated in the Appendix to Instructions to tenderers.
- 1.5 Completed tender documents are to be enclosed in plain sealed envelopes marked with the tender reference number and the tender name and deposited in the Tender Box at Procurement Department JKUAT Main Campus or addressed to:-  
  
**Vice Chancellor,  
P. o. Box 62000-00200  
Nairobi.**
- 1.6 Prices quoted should be net, must be in Kenya Shillings and shall remain valid for 90 days from the closing date of the tender.
- 1.7 Tenders will be opened immediately thereafter in the presence of the tenderers or their representatives who choose to attend at JKUAT main campus Juja at Procurement Department.

## **SECTION II - INSTRUCTIONS TO TENDERERS**

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## **SECTION II - INSTRUCTION TO TENDERERS**

### **2.1 Eligible Tenderers**

- 2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Appendix to instructions to tenderers.
- 2.1.2 Tenderers shall not be under a declaration of ineligibility for corrupt or fraudulent practices
- 2.1.3 The procuring entity's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender unless where specifically allowed under section 131 of the Act.

### **2.2 Cost of Tendering**

- 2.2.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.2.2 The price to be charged for the tender document shall not exceed Kshs.5,000/=
- 2.2.3 The procuring entity shall allow the tender to review the tender document free of charge before purchase.

### **2.3 The Tender Document**

- 2.3.1 The tender document comprises the documents listed below and any addenda issued in accordance with clause 2.5 of these instructions to tenderers.
  - (i) Invitation to tender
  - (ii) Instructions to tenderers
  - (iii) Schedule of items and price
  - (iv) Conditions of Tender
  - (v) Form of tender
  - (vi) Confidential Business questionnaire Form

(vii) Tender Commitment Declaration Form

2.3.2 The tenderer is expected to examine all instructions, forms, terms and specifications in the tender documents. Failure to meet all the requirements of the tender will be at the tenderer's risk and may result in the rejection of its tender.

**2.4. Clarification of Documents**

2.4.1 A prospective tenderer requiring any clarification of the tender document may notify the Procuring entity in writing or by post at the entity's address indicated in the Invitation for tenders. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives not later than thirty (30) days prior to the deadline for the submission of tenders, prescribed by the procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers that have received the tender document.

2.4.2 Clarification of tenders shall be requested by the tenderer to be received by the procuring entity not later than 7 days prior to the deadline for submission of tenders.

2.4.3 The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

**2.5 Amendment of Documents**

2.5.1 At any time prior to the deadline for submission of tenders, the Procuring entity, for any reasons, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by amendment

2.5.2 All prospective candidates that have received the tender documents will be notified of the amendment in writing or by post and will be binding on them.

2.5.3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the

Procuring entity, at its discretion, may extend the deadline for the submission of tenders.

## **2.6 Tender Prices and Currencies**

2.6.1 The tenderer shall indicate on the appropriate Price Schedule the unit prices and total tender price of the items it proposes to purchase under the contract

2.6.2 Prices quoted by the tenderer shall be fixed during the tender validity period and not subject to variation on any account. A tender submitted with an adjustable price quotation will be treated as non responsive and will be rejected

2.6.3 The Price quoted shall be in Kenya Shillings.

## **2.7 Tender deposit**

2.7.1 The tenderer shall put a deposit for every item tendered for in the amount indicated in the schedule of items and prices.

2.7.2 Failure to put the required deposit for any item tendered for will lead to disqualification of the bid for the item.

2.7.3 Unsuccessful Tenderer's tender deposit will be discharged or returned as promptly as possible as but not later than Seven (7) days after the expiration of the period of tender validity prescribed by the procuring entity.

2.7.4 The successful Tenderer's tender deposit will be credited to his bid price so that it forms part of the amount of the bid and the tender will be required to pay the bid price less the deposit security.

2.7.5 The tender deposit may be forfeited:

- (a) If a tenderer withdraws its tender during the period of tender validity specified by the procuring entity.
- (b) In the case of a successful tenderer, if the tenderer fails to pay the balance of the bid price.



## **2.8 Validity of Tenders**

2.8.1 Tenders shall remain valid for 60 days or as specified in the appendix to instruction to tenderers after date of tender opening prescribed by the Procuring entity, pursuant to paragraph 2.10 Tender valid for a shorter period shall be rejected by the Procuring entity as non responsive.

2.8.2 In exceptional circumstances, the Procuring entity may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender deposit provided under paragraph 2.7 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender deposit. A tenderer granting the request will not be required nor permitted to modify its tender.

## **2.9. Viewing of Tender Items**

2.9.1 Prospective bidders are advised to view the items, stores/equipment in liaison with the procuring entity before they bid for each lot. This will enable them to arrive at the most reasonable and competitive bids. Bids are based on AS WHERE IS CONDITION and the conditions of the items are not warranted by the seller.

## **2.10 Sealing and Marking of Tenders**

**2.10.1** The tenderer shall seal the tender and mark it with the number and name of the tender and **"DO NOT OPEN BEFORE Wednesday 6<sup>th</sup> March 2019 at 11:30 a.m.**

## **2.11 Deadline for Submission of Tenders**

2.11.1. Tenders must be received by the Procuring entity at the address specified not later than **Wednesday 6<sup>th</sup> March 2019 at 11:30 a.m.**

2.11.2 The procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.5. in which case all rights and obligations of the procuring entity and tenderers previously subject to the deadline will thereafter be subject to the deadline as extended.

## **2.12 Modifications And Withdrawals Of Tenders**

### **2.12.1 Modification of tenders**

2.12.1.1 The tenderer may modify or withdraw its tender after the tender's submission, provided that written notice of the modification, including substitution or withdrawal of the tenders, is received by the Procuring entity prior to the deadline prescribed for submission of tenders.

2.12.1.2 The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.9.1. A withdrawal notice may also be sent by fax but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

2.12.1.3 No tender may be modified after the deadline for submission of tenders

### **2.12.2 Withdrawals and tenders**

2.12.2.1 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer. Withdrawal of a tender during this interval may result in the tenderer's forfeiture of its tender deposit, pursuant to paragraph 2.7.5

## **2.13 Opening of Tenders**

2.13.2 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend at **Jomo Kenyatta University Procurement Office next to central stores** and in the location specified in the invitation to tender.

The tenderers or representatives who are present shall sign a register evidencing their attendance.

2.13.3 The tenderers' names, tender modifications or withdrawals, tender prices, and the presence or absence of requisite tender deposit and such other details as the Procuring entity, at its discretion, may consider appropriate, will be announced at the opening.

2.13.4 The Procuring entity will prepare minutes of the tender opening.

## **2.14 Clarification of tenders**

2.14.2 To assist in the examination, evaluation and comparison of tenders the Procuring entity may, at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted.

2.14.3 Any effort by the tenderer to influence the Procuring entity in the Procuring entity's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

## **2.15 Evaluation and Comparison of Tenders**

2.15.1 The Procuring entity will examine the tenders to determine whether they are complete, whether any computation errors have been made, whether required deposits have been furnished, whether documents have been properly signed and whether the tenders are generally in order. After examination a tender that will be determined to be substantially non responsive, will be rejected by the procuring entity.

2.15.2 The Procuring entity will evaluate and compare the tenders, which have been determined to be substantially responsive.

2.15.3 The tender evaluation committee shall evaluate the tender within 30 days of the validity period from the date of opening the tender.

## **2.16 Award Criteria**

2.16.1 The Procuring entity will award the contract to the successful tenderer(s) whose tender has been determined to be substantially responsive and has been determined to be the highest evaluated tender, subject to the reserves price.

## **2.17 Notification of Award**

2.17.2 Prior to the expiration of the period of tender validity, the Procuring entity will notify the successful tenderer in writing that its tender has been accepted.

2.17.3 Simultaneously the other tenderers shall be notified that their tenders have been unsuccessful.

## **2.18 Contacting the Procuring entity**

2.18.1 No tenderer shall contact the Procuring entity on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

2.18.2 Any effort by a tenderer to influence the Procuring entity in its decisions on tender evaluation, tender comparison, or contract award may result in the rejection of the tenderer's tender.

## **Appendix to Instructions to tenderers.**

### **Notes on the appendix to the Instructions to Tenderers.**

1. The Appendix to Instructions to tenderers is intended to assist the procuring entity in providing specific information in relation to the corresponding clauses in the instructions to tenderers included in Section II and the appendix has to be prepared for each specific tender.
2. The procuring entity should specify in the appendix, information and requirements specific to the circumstances of the procuring entity, the procuring of the tender, the nature of items being sold and the evaluation criteria that will apply to the tender.
3. In preparing the appendix, the following aspects should be taken into consideration:
  - (a) the information that specifies and complements provisions of Section II to be incorporated
  - (b) Amendments and or supplements if any, to provisions of Section II as necessitated by the circumstances of specific items to be also incorporated.
4. Section II should remain unchanged and can only be amended through the appendix.

**Appendix to Instructions to tenderers.**

The following information for sale of boarded stores and equipment shall complement, supplement or amend, the provisions of the instructions to tenderers. Whenever there is a conflict between the provisions of the instructions to tenderers and the provisions of the Appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers.

Instructions to Tenderers Reference	<i>Particulars of appendix to Instructions to tenderers</i>
2.1.1	<i>Indicate eligible tenderers</i>
2.8.1	<i>Indicate tender validity</i>

*(Complete as necessary)*

SECTION 1-SCHEDULE OF ITEMS AND PRICES

**LOT A: MOTOR VEHICLES**

ITEM LOT No.	Item Description/ Vehicle Reg No.	Make	Year	Vehicle Status	Duty Status	Quoted Price (Kshs)
A. 1	KAR 094L	ISUZU NQR	2003	Unserviceable	Not Paid	
2	KAR 095L	ISUZU NQR	2003	Unserviceable	Not Paid	
3	KAU 129X	TOYOTA VAN	2002	Unserviceable	Not Paid	
4	KAK 452C	TOYOTA SURF	1990	Unserviceable	Not Paid	
5	TRACTOR	ISEKI TRACTOR	1985	Unserviceable	Not Paid	

**ITEMS FOR DISPOSAL LOT B.**

B	ITEM	CONDITION	SPECS	UNIT	QTY	UNIT PRICE	TOTAL PRICE
1	Waste papers in BPS	Obsolete		KGS	3000		
2	Transformers	Obsolete		Pcs	7		
3	Telephone headsets	Obsolete		pcs	135		
4	Keyboards	Obsolete		pcs	147		
5	Monitor	Unserviceable		pcs	28		
6	Extension cables	Obsolete		Pcs	460		
7	Small printers	Obsolete		Pcs	6		
8	Medium printers	Obsolete		Pcs	15		

9	Photocopiers	Obsolete		Pcs	5		
10	CPU	Unserviceable		Pcs	33		
11	UPS	Obsolete		Pcs	104		
12	Water Dispensers	Obsolete		Pcs	2		
13	pipette washer cases	Obsolete		Pcs	3		
14	Electric cooker-coil	Obsolete		Pcs	2		
15	Incubator	Obsolete		piece	1		
16	Pipette cleaner	Obsolete		piece	1		
17	Mitsubishi electric AD-800	Obsolete		piece	1		
18	Gas cylinders 6 japan type	Obsolete		Pcs	3		
19	Sample mill	Obsolete		Piece	1		
20	PH Meters	Obsolete		Pcs	5		
21	THERMAL PRINTER	Obsolete		piece	1		
22	CONDUCTIVITY METER SIBATA	Obsolete		piece	1		
23	ELECTRIC BALANCE LIBROR EB-32000 SHIMADZU	Obsolete		piece	1		
24	ELECTRONIC BALANCE	Obsolete		piece	1		
25	AUTOSTILL WS 23	Obsolete		piece	1		
26	STEAM STERILIER NO 79250	Obsolete		piece	1		
27	BALANCE METTLER PS 3000	Obsolete		piece	1		
28	BALANCE OHMS	Obsolete		piece	1		
29	PLANT RESPIRATION MACHINE	Obsolete		piece	1		
30	INCUBATOR RKI-1467	Obsolete		piece	1		



31	COMPRESSOR	Obsolete		piece	1		
32	TYPE WRITTER	Obsolete		Pcs	2		
33	HP NETWORKING SWITCH 80 PORT	Obsolete		piece	1		
34	HP NETWORKING SWITCH 24PORT	Obsolete		pcs	6		
35	HP NETWORKING SWITCH 16 PORT	Obsolete		piece	1		
36	WIRELESS ROUTER	Obsolete		piece	1		
37	CD-ROM	Obsolete		Per piece	1		
38	LCD PROJECTOR	Obsolete		piece	1		
39	SHREDDER	Obsolete		pcs	2		
40	CARD FILE STORAGE CABINET(Small size)	Obsolete		piece	1		
41	CARD FILE STORAGE CABINET(large size)	Obsolete		pcs	2		
42	MATTRESSES	TORN		pcs	30		
43	MOUSE	Obsolete		Per lot	1		
44	MICROWAVE	Obsolete		piece	1		
45	REFRIGERATOR,MODEL;SRG-616	Obsolete		piece	1		
46	265/70R16 old tyres size	USED		pcs	15		
47	155 R 13 old tyres size	USED		pcs	5		
48	9.5 R 17.5 old tyres size	USED		pcs	11		
49	195 R 15 C old tyres size	USED		pcs	20		
50	265/ 70R 19.5	USED		pcs	15		

	old tyres size						
51	255/70R 15C old tyres size	USED		pcs	16		
52	315/80 R22.5 old tyres size	USED		pcs	26		
53	NS70 Batteries	UNSERVICE ABLE		pcs	12		
54	N40 Batteries	UNSERVICE ABLE		pcs	3		
55	N70 Batteries	UNSERVICE ABLE		pcs	2		
56	N150 Batteries	UNSERVICE ABLE		piece	1		
62	SCRAP METAL	UNSERVICE ABLE		kgs	500		
63	AIR COMPRESSOR	UNSERVICE ABLE		piece	1		
64	VACUUM CLEANER	UNSERVICE ABLE		piece	1		
65	HIGH PRESSURE WASHING MACHINE	UNSERVICE ABLE		piece	1		
66	TYRE SEPARATOR	UNSERVICE ABLE		piece	1		
67	OLD VAN CARS SEATS	UNSERVICE ABLE		pcs	5		
68	HATCHERY EQUIPMENT	NOT FUNCTIONA L		piece	1		
69	DEEP FAT FRYER	OBSOLETE		piece	1		
70	ULTRAOUND UNIT		SHIMADZ U/SDU- 450XL, S/NO:026P 543117, VOLTAGE: 200- 240.HZ:50/ 60		1		
71	X-RAY SECTION				1		
	<b>ITEMS OF MOMBASA CBD</b>						

72	Kyocera COPIER machine		KM 3050	Piece	1		
73	Wireless router			Piece	1		
74	Cathode Ray Tubes			PCS	8		
75	Interpreted Power Supply		650 VA	PCS	53		
76	Lamps with gas cylinders			PCS	15		
77	Metal grill			Piece	1		
78	Wooden pallet/racks			PCS	15		
79	CPU			PCS	24		

### **TONERS LOT C**

<b>NO C</b>	<b>DISCRIPTION</b>	<b>CONDITION</b>	<b>UNIT</b>	<b>QTY</b>	<b>UNIT PRICE</b>	<b>TOTAL PRICE</b>
1	TONER C9721A	Obsolete	PCS	2		
2	TONER 125 16 PCR magenta/cyan/yellow/black	Obsolete	PCS	21		
3	TONER CANON EP 27	Obsolete	PCS	8		
4	TONER CARTRIDGE 98A	Obsolete	PCS	17		
5	TONER NASHUATEC DSM 745	Obsolete	PCS	12		
6	TOSHIBA T2500	Obsolete	PCS	16		
7	TONER 09A HP	Obsolete	PCS	9		
8	TONER CARTRIDGE 26A	Obsolete	PCS	36		
9	TONER DC 5590/6090	Obsolete	PCS	5		
10	TONER MITA DC 1555/1856	Obsolete	PCS	12		
11	TONER CANON 6317	Obsolete	PCS	34		
12	TONER RICOH 120.5	Obsolete	PCS	14		
13	TONER XEROX 5828	Obsolete	PCS	20		
14	HP TONER Q 5950 A (BLACK)	Obsolete	PCS	6		
15	TONER AR-310 FT	Obsolete	PCS	3		
16	HP LASER JET P4014/64A	Obsolete	PCS	10		
17	TONER NO Q 5950A BLACK	Obsolete	PCS	6		

18	MITA TONER TK 420 (KM 2550)	Obsolete	PCS	5		
19	TONER 10A	Obsolete	PCS	19		
20	TONER 13A	Obsolete	PCS	31		
21	LEXMAX TONER 12A 6860(T620)	Obsolete	PCS	16		
22	TONER MP 4500	Obsolete	PCS	11		
23	TONER 6005/7505/P7575	Obsolete	PCS	11		
24	TONER 15A	Obsolete	PCS	20		
25	INKJET NO.27	Obsolete	PCS	94		
26	TONER C 3906A	Obsolete	PCS	4		
27	TONER XEROX C45	Obsolete	PCS	21		
28	TONER TOSHIBA T 1640	Obsolete	PCS	4		
29	TONER HP CE-271	Obsolete	PCS	10		
30	TONER HP CE-272	Obsolete	PCS	9		
31	TONER HP CE-273	Obsolete	PCS	14		
32	HP TONER (Q 5952)	Obsolete	PCS	3		
33	HP TONER (Q 5953)	Obsolete	PCS	5		
34	HP TONER 35A	Obsolete	PCS	4		
35	HP TONER 36A	Obsolete	PCS	43		
36	TONER 6470 BLACK	Obsolete	PCS	5		
37	XEROX 7535 BLACK	Obsolete	PCS	6		
38	XEROX 7535 YELLOW	Obsolete	PCS	2		
39	TONER TK-130	Obsolete	PCS	4		
40	TONER TK 560C(BLUE)	Obsolete	PCS	1		
41	TONER TK 560K (BLACK)	Obsolete	PCS	1		
42	TK 5150 BLACK	Obsolete	PCS	3		
43	TK 5150 YELLOW	Obsolete	PCS	3		
44	TK 5150 CYAN	Obsolete	PCS	3		
45	TK 5150 MAGENTA	Obsolete	PCS	3		
46	IBM RIBBON	Obsolete	PCS	70		
47	MASTER ROLL	Obsolete	PCS	2		
48	OFFSET PRINTING INK COATES-CYAN	Obsolete	KGS	10		
49	OFFSET PRINTING INK COATES-BLACK	Obsolete	KGS	77.5		
50	OFFSET PRINTING INK COATES-MAGENTA	Obsolete	PCS	10		
51	OFFSET PRINTING INK COATES - YELLOW	Obsolete	PCS	10		
52	TONER KYOCERA TK-	Obsolete	PCS	21		

	715					
53	TONER 74A	Obsolete	PCS	6		
54	TONER 73A	Obsolete	PCS	20		
55	MITA TONER DC 6500	Obsolete	PCS	5		
56	CANAON 6312	Obsolete	PCS	7		
57	DRUM OPRA 'N' PRINTER	Obsolete	PCS	5		
58	DRUM XEROX 5352	Obsolete	PCS	1		
59	FAX FILMS FX 136A	Obsolete	PCS	20		
60	NUMBERING INK PELICAN	Obsolete	PCS	12		
61	REPLACEMENT PADS	Obsolete	PCS	200		
62	ADDING MACHINE ROLLS	Obsolete	PCS	100		
63	CALENDER STANDS	Obsolete	PCS	15		
<b>TOTAL SUM AMOUNT</b>						

Authorized official \_\_\_\_\_

Name

\_\_\_\_\_

Signature

Date \_\_\_\_\_

## **SECTION IV - CONDITIONS OF TENDER**

- 4.1 A tenderer may tender for each item or each lot and may tender for as many items or lots as he/she wishes.
- 4.2 A tenderer will pay a deposit in advance before the closing date of the tender for each item or lot tendered for as indicated in the schedule of items and prices.
- 4.3 Tenderers who will be awarded contracts will be required to pay for the items after 14 days and not later than 21 days failure to which the contract award will be cancelled and the deposit forfeited. If there is an administrative review, the review procedures shall be followed.
- 4.4 Tenderers who will not be awarded contracts will be refunded the deposits fourteen (14) days after notification of the communication of the contract awards.
- 4.5 Tenderers will be required to collect the items they have paid for within fourteen (14) days after making the payment failure to which storage charges will be charged as indicated in the appendix to Conditions of tender.
- 4.6 The procuring entity will retain confidential reserve prices for all the items. Items tendered for below the reserve price will be retained by the procuring entity.

## **Appendix to Conditions of Tender**

### **Notes on appendix to Conditions of tender**

1. The clauses in the appendix to conditions of tender are intended to assist the procuring entity in procuring specific information in relation to corresponding clauses in the conditions of tender.
2. The Provisions of the appendix complement the conditions of tender included in Section IV. In preparing the appendix, the following aspects should be taken into consideration;
  - (a) information that complement provisions of Section IV to be incorporated
  - (b) Amendments and or supplements to provisions of Section IV, as necessitated by the circumstances of the specific items of sale must also be incorporated.
  - (c) Section IV should remain unchanged and can only is amended through the appendix.

## Appendix to conditions of tender

The following information for sale of boarded stores and equipment shall complement, supplement, or amend, the provisions of the conditions of the tender. Whenever there is a conflict between the provisions of the conditions of tender and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the conditions of tender.

Conditions of tender reference	<i>Particulars of the appendix to Conditions of tender</i>
4.5	<i>Indicate storage charge</i>

*(Complete as necessary)*



## **SECTION V - STANDARD FORMS**

### **Notes on Standard Forms**

- 5.1 The form of tender, the confidential business questionnaire form and the tender deposit commitment declaration form must be completed by the tenderers and returned with the tender. Failure to complete any of these forms will lead to the disqualification of the tenderer.

**5.1 Form of Tender**

Date: \_\_\_\_\_  
Tender No. \_\_\_\_\_

To: .....  
.....  
*[Name and address of procuring entity]*

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda. Nos. ....[insert numbers]. The receipt of which is hereby duly acknowledged, we the undersigned, offer to purchase and collect all the items offered to us in conformity with the said tender documents for the sum of .....[total tender amount in words and figures] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

2. We undertake, if our Tender is accepted, to pay for and collect the items in accordance with the requirements of the tender.

3. We agree to abide by the tender for a period of ....[number] days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

4. We understand that you are not bound to accept the highest or any tender that you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
*[Signature]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign tender for and on behalf of \_\_\_\_\_

## 5.2 Confidential Business Questionnaire Form

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this form

<p>Part 1 – General</p> <p>Business Name .....</p> <p>Location of business Premises .....</p> <p>Plot No. .... Street/Road .....</p> <p>Postal Address ..... Tel No. ....</p> <p>Nature of business .....</p> <p>Current Trade Licence No. .... Expiring date .....</p> <p>Maximum value of business which you can handle at any one time Kshs .....</p> <p>Name of your bankers ..... Branch .....</p>
---

	<p>Part 2 (a) – Sole Proprietor</p> <p>Your Name in full ..... Age .....</p> <p>Nationality ..... Country of origin .....</p> <p>* Citizenship details .....</p>																														
	<p>Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p> <table> <thead> <tr> <th></th> <th>Name</th> <th>Nationality</th> <th>Citizenship Details</th> <th>Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	.....	.....	.....	.....	2.	.....	.....	.....	.....	3.	.....	.....	.....	.....	4.	.....	.....	.....	.....					
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	<p>Part 2 (c) – Registered Company</p> <p>Private or Public .....</p> <p>State the nominal and issued capital of company –</p> <p>Nominal Kshs. ....</p> <p>Issued Kshs. ....</p> <p>Given details of all directors as follows</p> <table> <thead> <tr> <th></th> <th>Name</th> <th>Nationality</th> <th>Citizenship Details</th> <th>Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>5.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	.....	.....	.....	.....	2.	.....	.....	.....	.....	3.	.....	.....	.....	.....	4.	.....	.....	.....	.....	5.	.....	.....	.....	.....
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5.	.....	.....	.....	.....																											
<p>Date ..... Seal/Signature of Candidate .....</p> <p>.....</p>																															

### 5.3 Tender deposit commitment Declaration Form

\*Tender No. (As per tender documents)

\*As indicated in the schedule of items and prices, we do confirm that we have put deposits for the items tendered for as supported by the attached copies of receipts as follows:-

ITEM No. or Lot No.	Item Description	Deposit Kshs.	Receipt No. and Date

Authorizing Official \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## 5.4. LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

\_\_\_\_\_  
\_\_\_\_\_

To: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: Tender No. \_\_\_\_\_

Tender Name \_\_\_\_\_

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

\_\_\_\_\_  
\_\_\_\_\_

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

*(FULL PARTICULARS)* \_\_\_\_\_

\_\_\_\_\_

SIGNED FOR ACCOUNTING OFFICER

**5.5**

**REQUESTS FOR REVIEW FORM**

**FORM RB 1**

**REPUBLIC OF KENYA**

**PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

APPLICATION NO.....OF.....20.....

BETWEEN

.....APPLICANT

AN

.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring Entity*) of  
.....dated the...day of .....20.....in the matter of Tender No.....of  
.....20...

**REQUEST FOR REVIEW**

I/We.....,the above named Applicant(s), of address: Physical  
address.....Fax No.....Tel. No.....Email ....., hereby request the Public  
Procurement Administrative Review Board to review the whole/part of the above mentioned  
decision on the following grounds , namely:-

- 1.
- 2.
- Etc.

By this memorandum, the Applicant requests the Board for order/orders that: -

- 1.
- 2.
- etc

SIGNED .....(Applicant)

Dated on.....day of ...../...20...

**FOR OFFICIAL USE ONLY**

Lodged with the Secretary Public Procurement Administrative Review Board on ..... day of  
.....20.....

**SIGNED**  
**Board Secretary**