



KENYA WATER INSTITUTE
P.O. BOX 60013 – 00200, NAIROBI.
TEL: 0722 207757 (020)-6003893/6003905/6007448
FAX: (020)-6006718
Email: info@kewi.or.ke
Web: www.kewi.or.ke

**TENDER NAME: DISPOSAL OF OBSOLETE AND UNSERVICEABLE STORES
AND BOARDED MOTOR VEHICLES**

NOTICE DATE: 19th JUNE, 2018

CLOSING DAY, TIME&DATE: TUESDAY 11:00 AM,
3rd JULY, 2018

Sale Of Disposable Stores And Equipment 2017-2018

TABLE OF CONTENTS

	PAGE
INTRODUCTION	3
SECTION I INVITATION TO TENDER.....	4
SECTION II : INSTRUCTIONS TO TENDERERS.....	5
Appendix to Instructions to tenderers.....	12
SECTION III: SCHEDULE OF ITEMS AND PRICE.....	14
SECTION IV: CONDITIONS OF TENDER.....	16
Appendix to Conditions of Tender.....	17
SECTION V : STANDARD FORMS.....	19
5.1 FORM OF TENDER.....	20
5.2 CONFIDENTIAL BUSINESS	
QUESTIONNAIRE FORM.....	21
5.3 TENDER COMMITMENT	
DECLARATION FORM.....	22

SECT 1-INVITATION TO TENDER

Date 19th JUNE, 2018

TENDER REF NO: KEWI/TEN/004/2017-201

Tender Name: DISPOSAL OF OBSOLETE AND UNSERVICEABLE STORES AND BOARDED MOTOR VEHICLES

- 1.1 The *Kenya Water Institute* now invites sealed tenders from eligible candidates to purchase obsolete stores and equipments
- 1.2 Interested eligible candidates may obtain further information from and inspect the tender documents at **procurement office, Kenya Water Institute, PO BOX 60013-00200 NAIROBI** along ole Shapara Avenue during normal working hours).
- 1.3 Tender documents can be downloaded from the **KEWI website www.kewi.or.ke** free of charge or hard copies obtained at the Institutes' Procurement office during normal working hours upon payment of a non-refundable fee of **Kshs. 1,000 via KCB BANK A/C 110 776 585 Moi Avenue Branch** or bankers Cheque payable to the Director, Kenya Water Institute. Bidders who choose to download the document **MUST** register with procurement office or notify us using the email procurement@kewi.or.ke giving the following details: Name of tender, Name of the firm, Address, Telephone Number(s) and email before the closing date.
- 1.4 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 library block Kenya water institute or addressed to **THE DIRECTOR, KENYA WATER INSTITUTE PO BOX 60013-00200** so as to be received on or before **3rd, July, 2018 at 11:00am.**
- 1.5 Prices quoted should be net, must be in Kenya Shillings and shall remain valid for 90 days from the closing date of the tender.
- 1.6 Tenders will be opened immediately thereafter in the presence of the tenderers or their representatives who choose to attend **at Kenya Water Institute, PO BOX 60013-00200 in the Conference room**

Dr. L. Asande Sumba
DIRECTOR
KENYA WATER INSTITUTE

SECTION II- INSTRUCTIONS TO TENDERERS

Table of Clauses

		Page
2.1	Eligible tenderers.....	6
2.2	Cost of tendering.....	6
2.3	Tender documents.....	6
2.4	Clarification of documents.....	6
2.5	Amendments of documents.....	7
2.6	Tender prices and currencies.....	7
2.7	Tender deposit.....	8
2.8	Validity of tenders.....	8
2.9	Viewing of the tender items.....	9
2.10	Sealing and marking of tenders.....	9
2.11	Deadline for submission of tenders.....	9
2.12	Modification and withdrawal of tenders.....	9
2.13	Opening of tenders.....	10
2.14	Clarification of tenders.....	10
2.15	Evaluation and comparison of tenders.....	11
2.16	Award of tender criteria.....	11
2.17	Notification of award.....	11
2.18	Contacting the procuring entity.....	12

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 Kshs1,000/= for hard copies obtained from KEWI Procurement Office.
- 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 of 10% of the reserve price for every item tendered as indicated in the schedule of items for disposal.

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 fourteen (14) 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 90 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. 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 **KEWI/TEN/004/2017-2018**.

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 **TUESDAY 3RD, JULY, 2018 AT 11:00AM**.

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 **KEWI on 3rd, July, 2018 at 11:00am** 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 processing 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.

NB Incase there is tie in the bid price, the bid opened (coded) first will be awarded.

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.

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>Interested eligible candidates as allowed by the public procurement and Asset disposal Act 2015</i>
2.8.1	<i>90 days</i>

SUMMARY OF ITEMS TO BE DISPOSED WITH RECOMMENDED RESERVED PRICES.

LOT NO.	ITEM DESCRIPTION	UNIT OF MEASURE	LOCATION	RESERVE PRICE (KSHS)	REQUIRED DEPOSIT(KSH) 10% of the Reserve price	BID PRICE (KSH)
LOT. 1	News Papers, Sacks & Ammonia Paper	lot	KEWI Library	6,000.00		
LOT. 2	Motor Vehicle Parts and Accessories	lot	KEWI stores	65,000.00		
LOT. 3	Assorted Motor vehicle Tyres	lot	KEWI containers	60,000.00		
LOT. 4	Assorted Kitchen Equipment	lot	KEWI stores	10,000.00		
LOT. 5	Assorted Electronic Waste	lot	KEWI stores	20,000.00		
LOT. 6	Assorted Furniture	lot	KEWI containers	40,000.00		
LOT. 7	Assorted Scrap Metal	lot	KEWI containers	10,000.00		
LOT. 8	Clay & Concrete roofing tiles	lot	KEWI workshops and KEWI	4,000.00		

			premises at Industrial Area			
LOT. 9	Concrete Mixer	lot	KEWI workshop	10,000.00		
LOT 10	KAY 026V (Toyota Hilux)	1 No.	KEWI parking	130,000.00		
LOT 11	KAY 029V(Toyota Hiace)	1 No.	Kitui Campus	400,000.00		
LOT 12	KAY 030V (Comet Lorry)	1 No.	KEWI parking	470,000.00		

Authorized official _____

Name

Signature

Date

DETAILED LIST OF DISPOSAL ITEMS

IDENTIFICATION OF ITEMS FOR DISPOSAL							
NAME OF CAMPUS(Where applicable)		ALL KEWI CAMPUSES					
DEPARTMENT (Where applicable)		NAIROBI, CHIAKARIGA KITUI AND KISUMU					
ITEMS IDENTIFIED FOR DISPOSAL							
ITEM NO.	ITEM DESCRIPTION	UNIT OF ISSUE	QTY	DATE OF PURCHASE	ORIGINAL VALUE	STATE US OF ITEM(unservicable/obsolete/Surplus	METHOD OF DISPOSAL
1.	Old newspapers	No	Lot	unknown	unknown	Obsolete	Open Tender
2.	Car Batteries	No	14	unknown	unknown	Obsolete	Open Tender
3.	Visitors seats	No	15	unknown	unknown	Unserviceable	Open Tender
4.	Swivel chair	No	2	unknown	unknown	Unserviceable	Open Tender
5.	Tea urns	No	4	unknown	unknown	Unserviceable	Open Tender
6.	Assorted vehicle spares	Lot	1	unknown	unknown	Obsolete	Open Tender
7.	Hp laser jet printer series 1000	No	1	unknown	unknown	Unserviceable	Open Tender
8.	Sony TV	No	1	unknown	unknown	Unserviceable	Open Tender
9.	Sony multi system	No	1	unknown	unknown	Unserviceable	Open Tender
10.	Assorted Used Cartridge	Lot	1	unknown	unknown	Unserviceable	Open Tender
11.	Beans	Kg	50	unknown	unknown	Obsolete	Open Tender
12.	Tonner 13A	No	1	unknown	unknown	Obsolete	Open Tender
13.	96A	No	3	unknown	unknown	Obsolete	Open Tender
14.	03A	No	3	unknown	unknown	Obsolete	Open Tender
15.	Kewi Branded Invoice Papers	Ctn	7	unknown	unknown	Obsolete	Open Tender
16.	Ammonia Paper	Roll	6	unknown	unknown	Obsolete	Open Tender
17.	Assorted furniture	Lot	1	unknown	unknown	Obsolete	Open Tender
18.	Assorted metallic bed	No	15	unknown	unknown	Obsolete	Open Tender
19.	Steel cabinet	No	2	unknown	unknown	Obsolete	Open Tender
20.	Empty sacks	No	150	unknown	unknown	Surplus	Open Tender
21.	Electric fan	No	1	unknown	unknown	Obsolete	Open Tender

Sale Of Disposable Stores And Equipment 2017-2018

22.	Computer -Compaq Evo	No	1	unknown	unknown	Obsolete	Open Tender
23.	Computer –Compaq TM	No	1	unknown	unknown	Obsolete	Open Tender
24.	Computer –HP PRO 3400	No	1	unknown	unknown	Unserviceable	Open Tender
25.	Computer – HP PRO 3401	No	1	unknown	unknown	Unserviceable	Open Tender
26.	Computer –HP PRO	No	1	unknown	unknown	Unserviceable	Open Tender
27.	Computer –HP COMPAQ dc 5100 MT	No	1	unknown	unknown	Obsolete	Open Tender
28.	Computer - Dell Optilex 330	No	1	unknown	unknown	Obsolete	Open Tender
29.	Computer- Dell Optilex 330	No	1	unknown	unknown	Obsolete	Open Tender
30.	Computer - Dell Optilex JX 270	No	1	unknown	unknown	Obsolete	Open Tender
31.	Computer - Dell Optilex 390	No	1	unknown	unknown	Unserviceable	Open Tender
32.	Computer -Dell Optilex 390	No	1	unknown	unknown	Unserviceable	Open Tender
33.	Computer -Dell Optilex 390	No	1	unknown	unknown	Unserviceable	Open Tender
34.	Computer –Dell Vostro	No	1	unknown	unknown	Unserviceable	Open Tender
35.	Computer - Dell Optilex 3020	No	1	unknown	unknown	Unserviceable	Open Tender
36.	Computer –ACER	No	1	unknown	unknown	Unserviceable	Open Tender
37.	HP Pavillion	No	1	unknown	unknown	Unserviceable	Open Tender
38.	Monitor HP Compaq CRT 15" 7500	No	1	unknown	unknown	Obsolete	Open Tender
39.	Monitor HP Compaq CRT 15" 7540	No	1	unknown	unknown	Obsolete	Open Tender
40.	Monitor HP Compaq CRT 15" 5500	No	1	unknown	unknown	Obsolete	Open Tender
41.	Monitor Samsung SYNC 550s	No	1	unknown	unknown	Obsolete	Open Tender
42.	Monitor –HP7500	No	1	unknown	unknown	Unserviceable	Open Tender
43.	UPS (APC) 650 VA	No	1	unknown	unknown	Unserviceable	Open Tender
44.	UPS (APC) 650 VA	No	1	unknown	unknown	Unserviceable	Open Tender
45.	UPS (APC) 650 VA	No	1	unknown	unknown	Unserviceable	Open Tender
46.	UPS (APC) 650 VA	No	1	unknown	unknown	Unserviceable	Open Tender
47.	UPS (APC) 650 VA	No	1	unknown	unknown	Unserviceable	Open Tender
48.	UPS (APC) 650 VA	No	1	unknown	unknown	Unserviceable	Open Tender

49.	UPS (APC) 650 VA	No	1	unknown	unknown	Unserviceable	Open Tender
50.	UPS (APC) 650 VA	No	1	unknown	unknown	Unserviceable	Open Tender
51.	UPS (APC) 650 VA	No	1	unknown	unknown	Unserviceable	Open Tender
52.	UPS (APC) 650 VA	No	1	unknown	unknown	Unserviceable	Open Tender
53.	UPS (APC) 500 VA	No	1	unknown	unknown	Unserviceable	Open Tender
54.	UPS (APC) 500 VA	No	1	unknown	unknown	Unserviceable	Open Tender
55.	UPS (APC) 1 KVA	No	1	unknown	unknown	Unserviceable	Open Tender
56.	UPS (APC) 1500	No	1	unknown	unknown	Unserviceable	Open Tender
57.	UPS (NUMERIC) 1KVA	No	1	unknown	unknown	Unserviceable	Open Tender
58.	VISION	No	1	unknown	unknown	Unserviceable	Open Tender
59.	VISION	No	1	unknown	unknown	Unserviceable	Open Tender
60.	VISION	No	1	unknown	unknown	Unserviceable	Open Tender
61.	Printer Deskjet 690c	No	1	unknown	unknown	Unserviceable	Open Tender
62.	Printer Deskjet 5652c	No	1	unknown	unknown	Unserviceable	Open Tender
63.	Printer Deskjet 6122c	No	1	unknown	unknown	Unserviceable	Open Tender
64.	Printer –HP Laserjet 6L	No	1	unknown	unknown	Unserviceable	Open Tender
65.	Printer- HP officejet 4355 All – in- one			unknown	unknown	Unserviceable	Open Tender
66.	Printer –HP Laserjet 1100	No	2	unknown	unknown	Unserviceable	Open Tender
67.	Printer –HP Laserjet 6P	No	1	unknown	unknown	Unserviceable	Open Tender
68.	Printer –HP Laserjet P2015DN	No	1	unknown	unknown	Unserviceable	Open Tender
69.	Printer Deskjet 840C	No	1	unknown	unknown	Unserviceable	Open Tender
70.	Printer –HP Deskjet 710C	No	1	unknown	unknown	Unserviceable	Open Tender
71.	Printer –HP Laserjet 2500L	No	1	unknown	unknown	Unserviceable	Open Tender
72.	Power Supply Units -240v	No	7	unknown	unknown	Unserviceable	Open Tender
73.	Batteries (UPS) 17ah	No	70	unknown	unknown	Unserviceable	Open Tender
74.	Laptop -Toshiba L300 15.6"	No	1	unknown	unknown	Obsolete	Open Tender
75.	Laptop -Toshiba L300 15.6"	No	1	unknown	unknown	Obsolete	Open Tender
76.	Dell Latitude E6430	No	1	unknown	unknown	Obsolete	Open Tender
77.	Laptop -Toshiba L20 15.6"	No	1	unknown	unknown	Obsolete	Open Tender
78.	Laptop -Toshiba SA50-110	No	1	unknown	unknown	Obsolete	Open Tender

	15.6"						
79.	Laptop -Dell inspiron 17"	No	1	unknown	unknown	Obsolete	Open Tender
80.	Laptop -Dell inspiron 17"	No	1	unknown	unknown	Obsolete	Open Tender
81.	Toner Cartridges	No	21	unknown	unknown	Obsolete	Open Tender
82.	Roofing tiles	Lot	1	unknown	unknown	obsolete	Open Tender
83.	Scrap metal	Lot	1	unknown	unknown	obsolete	Open Tender
84.	Steel cabinets	No	5	unknown	unknown	Unserviceable	Open Tender
85.	Clay roofing tiles	Lot	1	unknown	unknown	obsolete	Open Tender
86.	Fire extinguishers	Lot	1	unknown	unknown	obsolete	Open Tender
87.	Sanitary wares	Lot	1	unknown	unknown	obsolete	Open Tender
88.	Kitchen equipments	Lot	1	unknown	unknown	Unserviceable	Open Tender
89.	Concrete mixer	No	1	unknown	unknown	Unserviceable	Open Tender
90.	Slide projector	No	1	unknown	unknown	obsolete	Open Tender
91.	PE pipes	Lot	1	unknown	unknown	obsolete	Open Tender
92.	Toner cartridges used	No	6	unknown	unknown	obsolete	Open Tender
93.	Telephone head	No	1	unknown	unknown	Unserviceable	Open Tender
94.	16m3 steel water tank	No	1	unknown	unknown	Unserviceable	Open Tender
95.	4 m3 steel water tank complete with 8m steel water tower	No	1	unknown	unknown	unserviceable	deferred
96.	Assorted furniture	Lot	1	unknown	unknown	serviceable	Open Tender
97.	Assorted tyres	Lot	1	unknown	unknown	obsolete	Open Tender
98.	Assorted spare parts	Lot	1	unknown	unknown	obsolete	Open Tender
99.	Toyota Hiace KAY 029V	No	1	unknown	unknown	serviceable	Open Tender
100.	Toyota Hillux Double cabin KAY 026V	No	1	unknown	unknown	serviceable	Open Tender
101.	Comet lorry (truck) KAY 030V	No	1	unknown	unknown	serviceable	Open Tender
102.	Nissan X- trail KBB 100S	No	1	unknown	unknown	serviceable	deferred
103.	Nissan X- trail KBB 239S	No	1	unknown	unknown	serviceable	deferred
104.	Calculator	No	1	unknown	unknown	obsolete	Open Tender
105.	Toner cartridges used	No	5	unknown	unknown	obsolete	Open Tender

106.	Office clock	No	1	unknown	unknown	obsolete	Open Tender
107.	Fax machine model no KX F780BX	No		unknown	unknown	obsolete	Open Tender
108.	Photocopying machine nashuatec	No	1	unknown	unknown	serviceable	Open Tender

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

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>1 % of the bid price will be charged per week as storage charges after expiry of tender validity period</i>

(Complete as necessary)

SECTION V - STANDARD FORMS

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

Part 1 – General

Business Name

Location of business Premises

Plot No. Street/Road

Postal Address Tel No.

Nature of business

Current Trade Licence No.
 Expiring date

Maximum value of business which you can handle at any one time Kshs

Name of your bankers
 Branch

<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 style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 40%;">Name</th> <th style="width: 30%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> </tr> </thead> <tbody> <tr> <td>Shares</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares				1.	2
	Name	Nationality	Citizenship Details													
Shares																
1.													
2													

3
4
Part 2 (c) – Registered Company	
Private or Public	
State the nominal and issued capital of company –	
Nominal Kshs.	
Issued Kshs.	
Given details of all directors as follows	
Name	Nationality
Citizenship Details	
Shares	
1.
2.
3.
4.
5.
Date	
Seal/Signature of Candidate	
.....	
.....	

5.3 Tender deposit commitment Declaration Form

***TENDER NO: KEWI/TEN/004/2017-2018**

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

FORM RB 1

REPUBLIC OF KENYA
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

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

BETWEEN

.....APPLICANT

AND

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

Request for review of the decision of the..... (*Name of the Procuring Entity*) ofdated the...day of20.....in the matter of Tender No.....of20...

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 an 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 of20.....

SIGNED

Board Secretary