



**KENYA BUREAU OF STANDARDS**

**TENDER DOCUMENT**

**FOR**

**DISPOSAL OF OBSOLETE AND UNSERVICEABLE STORES ITEMS AND  
BOARDED MOTOR VEHICLES**

**KEBS/T022/2019/2020**

**KENYA BUREAU OF STANDARDS  
P.O.BOX 54974 00200  
NAIROBI**

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# KENYA BUREAU OF STANDARDS

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## SECTION A **INVITATION TO TENDER**

KEBS invites Interested eligible candidates for the purchase of obsolete and unserviceable stores items and boarded motor vehicles.

Interested eligible candidates may obtain the tender documents from the **Procurement Office at KEBS Centre, Popo Road, Off Mombasa Road, Behind Bellevue Cinema Nairobi** on normal working days between **8.30 a.m and 4.00 p.m** upon payment of a non refundable fee of **Kenya Shillings One Thousand (Kshs.1,000)** payable in cash or bankers' cheque to **Kenya Bureau of Standards** or **Download from the KEBS website**, free of charge.

Completed tender documents in plain sealed envelopes clearly marked **TENDER NUMBER KEBS/T022/2019/2020 - DISPOSAL OF OBSOLETE AND UNSERVICEABLE STORES ITEMS AND BOARDED MOTOR VEHICLES** should be addressed and delivered to:

**THE MANAGING DIRECTOR,  
KENYA BUREAU OF STANDARDS,  
P.O. BOX 54974 - 00200  
NAIROBI.**

Or be deposited in the Tender Box at **KEBS Centre Main Reception** marked "**TENDER BOX**" so as to be received on or before **10.00 am (East Africa Time) on Wednesday, 24<sup>th</sup> June, 2020.**

Tender opening will be carried out immediately thereafter at the **KEBS Centre Conference Room, Adm. Block, Ground Floor.**

Tenderers or their representatives are free to attend the tender opening.

**OBSOLETE ITEMS AND BOARDED MOTOR VEHICLES CAN BE VIEWED BETWEEN 10AM-12.00 NOON ON THE FOLLOWING DATES 16<sup>TH</sup> & 17<sup>TH</sup> JUNE 2020 AT HQS AND RESPECTIVE REGIONS**

**MANAGING DIRECTOR**

## **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 166 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. 1,000/=
- 2.2.3 The procuring entity shall allow the tenderer 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 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 seven (7) 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 (10%)** 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.

## **2.13 Validity of Tenders**

2.13.1 Tenders shall remain valid for **120 days** or as specified in the invitation to tender after date of tender opening prescribed by the Procuring entity. A tender valid for a shorter period shall be rejected by the Procuring entity as non-responsive.

## **2.14 Format and Signing of Tender**

2.14.1 The tenderer shall prepare two copies of the tender, clearly marking each "**ORIGINAL TENDER**" and "**COPY OF TENDER,**" as appropriate. In the event of any discrepancy between them, the original shall govern.

2.14.2 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. All pages of the tender, except for unamended printed literature, shall be initialed by the person or persons signing the tender.

2.14.3 The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person or persons signing the tender.

## **2.15 Sealing and Marking of Tenders**

2.15.1 The tenderer shall seal the original and each copy of the tender in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." The envelopes shall then be sealed in an outer envelope. The inner and outer envelopes shall:

(a) Be addressed to the Procuring entity at the address given in the invitation to tender

(b) Bear, tender number and name in the invitation to tender and the words: **"DO NOT OPEN BEFORE 10.00 am on Wednesday 24<sup>th</sup> June, 2020."**

2.15.3 The inner envelopes shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared "late".

2.15.4 If the outer envelope is not sealed and marked as required, the Procuring entity will assume no responsibility for the tender's misplacement or premature opening.

## **2.16 Deadline for Submission of Tenders**

2.16.1 Tenders must be received by the Procuring entity at the address specified not later **10.00 am on Wednesday 24<sup>th</sup> June, 2020.**

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

2.16.3 Bulky tenders which will not fit in the tender box shall be received by the procuring entity as provided for in the appendix.

## **2.17 Modification and withdrawal of tenders**

2.17.1 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 tender's is received by the procuring entity prior to the deadline prescribed for the submission of tenders.

2.17.2 The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of this tender document. A withdrawal notice may also be sent by cable, but followed by a

signed confirmation copy, postmarked not later than the deadline for submission of tenders.

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

2.17.5 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

2.17.6 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

## **2.18 Opening of Tenders**

2.18.1 The Procuring entity will open all tenders in the presence of tenderer' Representatives who choose to attend, at **10.00 am on Wednesday 24<sup>th</sup> June, 2020.** and in the location specified in the invitation to tender. The tenderers representatives who are present shall sign a register evidencing their attendance.

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

2.18.4 The procuring entity will prepare minutes of the tender opening which will be submitted to the tenderers that signed the tender opening register and will have made the request.

## **2.19 Clarification of tenders**

2.19.1 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 shall be sought, offered, or permitted.

2.19.2 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.

## **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 reserve 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.
- 2 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.
- 3 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>Tender will be valid for 120 days</i>

*(Complete as necessary)*

### **SECTION III - SCHEDULE OF ITEMS AND PRICES**

#### **Notes on schedule of Items and Prices**

1. The procuring entity will prepare the schedule of items being sold, marking each item with a unique number. Where items are to be sold as a lot, the lots must be clearly indicated in the schedule.
2. The schedule of items and prices will include a column for the deposit to be paid by the tenderer for the item and lot. The deposit amount should be indicated by the procuring entity.

### SECTION III SCHEDULE OF TERMS AND PRICES

ITEM NO.	ITEM DESCRIPTION	MAKE/MODEL/YEAR OF MANUFACTURE	UNIT PRICE KSHS.	TOTAL TENDER PRICE KSHS.	REQUIRED DEPOSIT KSHS. 10% OF THE TOTAL TENDER PRICE	RESERVE PRICE	LOCATION
1	KAW 192Z	Nissan Van <b>2006</b>				150,000	HQ
2	KAR 427L	Peugeot 406 <b>2004</b>				80,000	HQ
3	KAV 284E	Peugeot 406 <b>2004</b>				70,000	HQ
4	KAT 239X	Toyota NZE <b>2005</b>				120,000	HQ
5	KAY 812V	Nissan Tiida <b>2007</b>				110,000	HQ
6	KAV 497E	Nissan Double Cab <b>2005</b>				200,000(bidders will additionally pay taxes)	HQ
7	KAV 498E	Nissan Double Cab <b>2005</b>				200,000(bidders will additionally pay taxes)	HQ
8	KAV 499E	Nissan Double Cab <b>2012</b>				300,000(bidders will additionally pay taxes)	HQ
9	KAV 501E	Nissan Double Cab J84 <b>2005</b>				200,000(bidders will additionally pay taxes)	HQ
10	KBJ 235U	Daihatsu Terios <b>2008</b>				300,000	HQ
11	KAT 243X	Toyota NZE <b>2005</b>				130,000	HQ
12	KBB 499S	Nissan van <b>2008</b>				100,000	HQ
13	KBR 892U	Daihatsu Terios <b>2012</b>				300,000	HQ
14	KAY 808V	Daihatsu Terios <b>2008</b>				220,000	KEBS Port Office, Mombasa
15	KAT 244X	Toyota Corolla <b>2005</b>				130,000	KEBS Port Office, Mombasa
16	KBN 701E	Daihatsu Terios <b>2011</b>				626,000	KEBS Port Office, Mombasa

Item No.	Item Description	Unit Of Issue	Total Quantity	Unit Price Kshs.	Total Tender Price Kshs.	Required Deposit Kshs.	Reserve Price	Location
1	Assorted furniture (chairs & tables) and assorted iron sheets	Assorted					20,000	HQ
2	Assorted building stones	Assorted					2,000	HQ
3	Assorted empty chemical bottles	Assorted					@ Ksh. 1 per bottle	HQ
4	Assorted tyres (128 pieces)						@Ksh. 100 per piece	HQ
5	Assorted motor vehicles tyre reams	Pc					@ Ksh. 200 per ream	HQ
6	<b>Assorted Obsolete Laboratory Equipment (scrap):</b> LAC brand Muffle Furnace Serial No. 765107, Inventory No. Q/16/Q28/35 FIELD ELECTRIC Brand Hot Plate Serial No. 1404, Inventory No. Q/16/Q29A/42 APC Brand UP'S Serial no's. (QQ131270415, QQ1124151400, 7S1233F10444, 7S123F10442 and 7S1233F104441) PERKIN ELMER Brand AAS INVENTORY No. Q29/3/25 MS Brand Hot Plate Stirrer Model No. HMS-102-4 BIBBY SCIENTIFIC Brand Water Distiller Serial No. m18844 HANNA INSTRUMENTS Brand Thermal Couples Lab No's. (81/187, 67/068, Q/06/Q33/89, 34517, 103/251 HELAEUS Brand Air Oven Inventory No.	Assorted					@Ksh.6 per kg	HQ

	Q/16/Q28/37 Titration managers Titralab TIM 980 Q/04/Q31/139 PMD 110 distiller Q/04/Q31/21 ABA 4 petrotest Q/04/Q31/21 Muffle furnace model Labtech Q/04/Q30/132 pH meter Hanna Q/04/Q30/152 Analytical balance Precisa Q/04/Q23/131 Tensile tester p/02/12/014 Rubbing colour fastness tester P/02/12/034 Cloth thickness tester P/02/12/045 Vacuum oven Q/06/Q34/39 Soxtec foss Q/06/Q34/39 Fibertec foss Q/06/Q33/132 Water bath memmert Q/06/Q33/24 Rotar pump Sieve shaker P/3/15/79 BS Test Sieves P/3/15/88 Steam Tank P/3/15/77 Water bath P/3/13/125 Coarse Grinder P/3/08/04 Fine Polisher P/3/08/07							
7	Assorted furniture (chairs & tables) and assorted iron sheets							
8	Used printer toners						@Ksh. 6 per pc	HQ
9	Old Newspapers						@Ksh. 10 per Kg	HQ
10	Expired Laboratory Chemicals & Reagents (Assorted) for destruction through incineration						incineration	HQ

ITEM No.	Item Description	Unit of Issue	Total Quantity	Unit Price Kshs.	Total Tender Price Kshs.	Required Deposit Kshs.	RESERVE PRICE	LOCATION
1.	RECEPTION DESK	PC					3000	NYERI
2.	VISITOR CHAIR	PC					200	NYERI
3.	VISITOR CHAIR	PC					200	NYERI
4.	ORTHOPAEDIC CHAIR	PC					200	NYERI
5.	ORTHOPAEDIC CHAIR	PC					200	NYERI
6.	ORTHOPAEDIC CHAIR	PC					200	NYERI
7.	ORTHOPAEDIC CHAIR	PC					200	NYERI
8.	ORTHOPAEDIC CHAIR	PC					200	NYERI
9.	ORTHOPAEDIC CHAIR	PC					200	NYERI
10.	ORTHOPAEDIC CHAIR	PC					200	NYERI
11.	VISITORS CHAIN LINK - 2 SEATER	PC					500	NYERI
12.	KYOCERA KM1620 PHOTOCOPIER	PC					3000	NYERI
13.	BROTHER MULTITASKING PRINTER	PC					3000	NYERI
14.	2 BURNER RAMTONS TABLE GAS COOKER	PC					300	NYERI
15.	DELL COMPUTER CPU	PC					2000	NYERI
16.	BENQ SCANNER 5000	PC					500	NYERI
17.	PANASONIC ELECTRONIC MODULAR SWITCHING SYSTEM (616 EASAPHONE)	PC					1000	NYERI

TEM No.	Item Description	Unit of Issue	Total Quantity	Unit Price Kshs.	Total Tender Price Kshs.	Required Deposit Kshs.	RESERVE PRICE	LOCATION
1.	SINGLE PEDESTAL DESK	I NO. 1-9 AS ONE LOT					5,000.00	NAKURU
2.	WORKSTATION, L -SHAPED							
3.	CHAIR, CONFERENCE							
4.	CHAIR, ORTHOPEDIC							
5.	CHAIR, MIDBACK							
6.	CHAIR, MIDBACK							
7.	CHAIR, CONFERENCE							
8.	CHAIR, SWIVEL							
9.	CHAIR, CONFERENCE							
10.	TWENTY TWO (22PCS) ASSORTED USED TYRES	each tyre @ ksh.100,					2,200.00	NAKURU
11.	3PCS (THREE) TEA URN (2 NOT BARCODED)	LOT					600.00	NAKURU
12.	RAMTONS STAND FAN	NO. 12 &					500.00	NAKURU



13.	FAN WEST POOL	NO. 13 AS ONE LOT						
14.	SERVER DELL	pc					1000	Nakuru
15.	DOUBLE CAB MV ENGINE STARTER	NO. 15 & NO. 18 AS ONE LOT					600	NAKURI
16.	1 C BATTERY							
17.	2 AIRS OF SHOCK ABSORBERS							
18.	1 SET OF DAIHATSU TERIOS PRESSURE PLATE							
19.	CPU DELL	pc					250.00	NAKURU
20.	TYPEWRITER	pc					250.00	NAKURU

TEM No.	Item Description	Unit of Issue	Total Quantity	Unit Price Kshs.	Total Tender Price Kshs.	Required Deposit Kshs.	RESERVE PRICE	LOCATION
21.	APC UPS	21-38 as one lot					3,600.00	NAKURU
22.	APC UPS							
23.	APC UPS							
24.	APC UPS							
25.	APC UPS							
24	APC UPS							
25	APC UPS							
26	APC UPS							
27	APC UPS							
28	APC UPS							
29	APC UPS							
30	APC UPS							
31	APC UPS							
32	MECER UPS							
33	MECER UPS							
34	MEGGER UPS							
35	MECER UPS							
36	UPS (MGE)							
37	UPS (MGE)							
38	UPS (ELIPSE) ESO							
39.	PRINTER/FAX (HP)	NO. 39 - 42 AS ONE LOT.					4,000.00	NAKURU
40	PRINTER H							
41	PRINTER H							
42	PHOTOCOPIER KYOCERA							

TEM No.	Item Description	Unit of Issue	Total Quantity	Unit Price Kshs.	Total Tender Price Kshs.	Required Deposit Kshs.	RESERVE PRICE	LOCATION
1.	Broken Microwave (out of use)	PC					1,000	KILINDINI OFFICE MOMBASA
2.	Double Door Fridge (out of use)	PC					2,000	
3.	Television Set –LG 21” (out of use)	PC					1,500	
4.	Broken High Back Chairs	PC					1,400	
5.	Normal Arm Chairs (out of use)	PC					400	

	use)							
6.	Kitchen Two Burner gas stove (out of use)	PC					200	
7.	Big kitchen Sufurias with tiny holes (out of use)	PC					200	
8.	Big kettle with broken handle and without lid (out of use)	PC					200	
9.	Office tables without drawers	PC					800	
10.	Broken Chairs	PC					4,400	
11.	Broken Small lab fridge (HERAUS)	PC					500	
12.	Broken Sinks	PC					200	
13.	Broken Table	PC					300	
14.	Broken Type writer-Epson (Faulty)	PC					200	
15.	Old Tires (Not in use)	PC					3,000	
16.	Broken Drawers	PC					800	
17.	Broken Metallic Cabinet	PC					500	
18.	Broken Computer Desks	PC					200	
19.	Broken 3 Seater visitors chair	PC					300	
20.	Lab Equipment----- Seedburo metallic plates (Faulty)	LOT 20-24					SCRAP AT kshs.6 per kg	
21.	Lab Equipment----Toaster (Faulty)							
22.	Lab Equipment-----Prioclave (Faulty)							
23.	Lab Equipment-----Einwage (Faulty)							
24.	Lab Equipment-----Mommert (Faulty)							

TEM No.	Item Description	Unit of Issue	Total Quantity	Unit Price Kshs.	Total Tender Price Kshs.	Required Deposit Kshs.	RESERVE PRICE	LOCATION
1	SONY TV 42 INCH	PC	1				3,000	KEBS COMPLEX MOMBASA
2	BROTHER FAX 727	PC	1				500	
3	BROTHER MFC-8910DW Printer	PC	1				1,500	
4	KYOCERA 180	PC	1				3,000	
5	UPS	PCS	16				8,000	
6	INSPIRON 1525	PC	1				2,000	
7	INSPIRON 1525	PC	1				2,000	
8	DELL VDU	PC	1				500	
9	DELL VDU	PC	1				500	
10	DELL VDU	PC	1				500	
11	DELL VDU	PC	1				500	
12	DELL VDU	PC	1				500	
13	DELL VDU	PC	1				500	
14	DELL VDU	PC	1				500	
15	DELL VDU	PC	1				500	
16	DELL VDU	PC	1				500	
17	DELL VDU	PC	1				500	
18	HP LASERJET ENT-MFP M630	PC	1				15,000	
19	OPTIPLEX 380	PC	1				2,000	
20	OPTIPLEX 7010	PC	1				2,000	
21	OPTIPLEX 390	PC	1				2000	

<b>22</b>	DELL OPTIPLEX 380	<b>PC</b>	1				2,000	
<b>23</b>	Old Newspapers (not in use)		Lot				Ksh. 10 per kg	
<b>24</b>	Old Tyres (not in use)	<b>LOT</b>	Lot (37pcs)				10,000	
<b>25</b>	OLD Window panes	<b>LOT</b>	Lot				2,000	
<b>26</b>	Old Car Batteries	<b>PCS</b>	3pcs				900	
<b>27</b>	Old chairs	<b>LOT</b>	Lot				300	
<b>28</b>	Used bottles (not in use)	<b>LOT</b>	Lot				Ksh. 5 each	
<b>29</b>	Old TV Set LG	<b>PC</b>	1				3,000	
<b>30</b>	AC Units out door & indoor units (Faulty)	<b>LOT</b>	Lot				2,000	
<b>31</b>	Wall fans (not in use)	<b>PCS</b>	4pcs				2,000	
<b>32</b>	Old shredder	<b>PC</b>	1pc				500	
<b>33</b>	Broken Microwave	<b>LOT</b>	1				1,000	
<b>34</b>	Sample Storage Cupboard (Faulty)	<b>LOT</b>	1				400	

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 be 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

### 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

.....

### Part 2 (a) – Sole Proprietor

Your Name in full ..... Age .....

Nationality ..... Country of origin .....

\* Citizenship details .....

### Part 2 (b) Partnership

Given details of partners as follows:

Name

Nationality

Citizenship Details

Shares

1. ....

1. ....



2	.....																												
3	.....																												
<p style="text-align: center;"><b>Part 2 (c ) – Registered Company</b></p> <p>Private or Public .....</p> <p>State the nominal and issued capital of company –</p> <p style="padding-left: 40px;">Nominal Kshs.</p> <p style="padding-left: 40px;">Issued Kshs.</p> <p>Given details of all directors as follows</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 35%;">Name</th> <th style="width: 25%;">Nationality</th> <th style="width: 25%;">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> <tr> <td>3.</td> <td>.....</td> <td></td> <td></td> </tr> <tr> <td>4.</td> <td>.....</td> <td></td> <td></td> </tr> <tr> <td>5.</td> <td>.....</td> <td></td> <td></td> </tr> </tbody> </table>			Name	Nationality	Citizenship Details	Shares				1.	.....			2.	.....			3.	.....			4.	.....			5.	.....		
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1.	.....																												
2.	.....																												
3.	.....																												
4.	.....																												
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) \_\_\_\_\_  
\_\_\_\_\_