



**TENDER NAME: DISPOSAL OF MOTOR VEHICLES, MOTOR BIKES,  
UNSERVICEABLE EQUIPMENT'S AND OTHER SCRAP ITEMS.**

**AGRICULTURE AND FOOD AUTHORITY**

Tea House| Naivasha Road, Off Ngong Road,  
P.O. Box 37962– 00100 NAIROBI  
Tel: 254 700 638672/+254 737 454618  
Email: [info@afa.go.ke](mailto:info@afa.go.ke)/ [tenders@afa.go.ke](mailto:tenders@afa.go.ke)  
Website: [www.afa.go.ke](http://www.afa.go.ke)

 AFA Kenya  @kenya\_afa

**TENDER NO: AFA/DISPOSAL/01/2024-2025**

**CLOSING DATE: TUESDAY, 25<sup>TH</sup> MARCH 2025**

**TIME: 11.00 AM**

**PUBLISHED FRIDAY 11<sup>TH</sup> MARCH 2025**

**INVITATION TO TENDER**

PROCURING ENTITY: Agriculture and Food Authority

**CONTRACT NAME AND DESCRIPTION: Disposal of Motor Vehicles, Assorted, Unserviceable Equipment's and other Scrap Items**

1. The **Agriculture and Food Authority** now invites sealed tenders from eligible candidates for **Disposal of Motor Vehicles, Motor bikes, Unserviceable Equipment's and other Scrap Items**.
2. Interested eligible candidates may obtain further information at the address provided below. Items will be sold as they are, without any encumbrances.
3. Interested tenderers may inspect the goods to be sold during office hours **0900 to 1500 hours at the address given below on each category per region**
4. A complete set of tender documents may be obtained by interested candidates upon payment of non-refundable fees of (*Kshs.N/A*) in cash or banker's cheque payable
5. Tenderers will be required to pay in advance a fundable deposit as indicated in the Appendix to Instructions to tenderers **Applicable to Motor vehicles and Motor cycles**
6. Completed tenders must be delivered to the address below on or before **25<sup>TH</sup> MARCH 2025 AT 11.00am**. Electronic Tenders **will not** be permitted.
7. Prices quoted should be net, must be in Kenya Shillings and shall remain valid for the period to be determined by the Procuring Entity from the closing date of the tender.
8. Tenders will be opened immediately after the deadline date and time specified above or any deadline date and time specified later. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address below.
9. Late tenders will be rejected.

**A. Address for obtaining further information,**

**AGRICULTURE AND FOOD AUTHORITY**

Tea House| Naivasha Road, Off Ngong Road,  
P.O. Box 37962– 00100 NAIROBI  
Tel: 254 700 638672/+254 737 454618  
Email: [info@afa.go.ke](mailto:info@afa.go.ke)/ [tenders@afa.go.ke](mailto:tenders@afa.go.ke)  
Website: [www.afa.go.ke](http://www.afa.go.ke)

 AFA Kenya  @kenya\_afa

**Contact Ag. Deputy Director, Supply Chain** for more information.

**B. Address for Submission of Tenders.**

AGRICULTURE AND FOOD AUTHORITY  
Tea House| Naivasha Road, Off Ngong Road,  
P.O. Box 37962– 00100 NAIROBI  
AGRICULTURE AND FOOD AUTHORITY  
Tea House| Naivasha Road, Off Ngong Road,

## SECTION I - INSTRUCTIONS TO TENDERERS

### 1 Eligible Tenderers

- 1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Appendix to instructions to tenderers.
- 1.2 Tenderers shall be under a declaration of in eligibility for corrupt or fraudulent practices
- 1.3 The Procuring Entity's employees, committee members, board members and their Spouses, Child, Parent, Brothers or Sister. Child, Parent, Brother or Sister of a Spouse are not eligible to participate in the tender unless where specifically allowed under section 131 of the Act.
- 1.4 A Kenyan tenderer shall provide evidence of having fulfilled his/her tax obligations by producing a valid tax compliance certificate or tax exemption certificate issued by the Kenya Revenue Authority.

### 2. Cost of Tendering

- 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 The Procuring Entity shall allow the tenderer to review the tender document and the goods to be sold free of charge before tendering.

### 3. The Tender Document

- 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.

- 2.1 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.

### 4 Clarification of Documents

- 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.
- 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.
- 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.

## **5 Amendment of Documents**

- 5.1 At any time prior to the deadline for submission of tenders, the Procuring Entity, may for any reasons, whether at its own initiative or in response to a clarification requested by a prospective tenderer, modify the tender documents by amendment
- 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.
- 5.3 In order to allow prospective tenderers reasonable time in which to take the amendment in to account in preparing their tenders, the Procuring Entity, at its discretion, may extend the deadline for the submission of tenders.

## **6 Tender Prices and Currencies**

- 6.1 The tenderer shall indicate on the appropriate Price Schedule the unit prices and total tender price of the item it proposes to purchase under the contract.
- 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.
- 6.3 The Price quoted shall be in Kenya Shillings.

## **7 Tender deposit**

- 7.1 The tenderer shall put a deposit for every item tendered for in the amount indicated in the schedule of items and prices, to the Bank account indicated in Section III - Schedule of Items and Prices
- 7.2 Failure to put the required deposit for any item tendered for will lead to disqualification of the tender for the item.
- 7.3 Unsuccessful Tenderer's tender deposit will be discharged or returned as promptly as possible but not later than Seven (7) days after the expiration of the period of tender validity prescribed by the Procuring Entity.
- 7.4 The successful Tenderer's tender deposit will be credited to his tender price so that it forms part of the amount of the tender and the tenderer will be required to pay the tender price less the deposit security.
- 7.5 The tender deposit shall 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 tender price.

## **8 Validity of Tenders**

- 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.
- 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 there to 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.

## **9. Viewing of Tender Items**

9.1 Prospective tenders are advised to view the items to be sold before tendering. This will enable them to arrive at the most reasonable and competitive tenders. Tenders are based on "AS WHERE IT IS AND THE CONDITION IT IS IN" and the conditions of the items are not guaranteed or warranted by the seller.

## **10. Sealing and Marking of Tenders**

10.1 The Tenderer shall deliver the Tender in a single, sealed envelope bearing the name and Reference number of the Tender, addressed to the Procuring Entity and a warning not to open before the time and date for Tender opening date. Within the single outer envelope the Tenderer shall place another sealed envelope containing the list of and prices of the items tendered for and addressed as follows.

- a) Bear the name and address (including telephone number and email) of the Tenderer;
- b) Bear the name and Reference number of the Tender;
- c) Bear the name and address of the Procuring Entity; and
- d) Attach a payment slip or certified banking details from a bank, warranting the deposit payment made for the items tender for.

10.2 If all envelopes are not sealed and marked as required, the *Procuring Entity* will assume no responsibility for the misplacement or premature opening of the Tender, or failure to contact the tenderer in case of advice on the status of the tender or refund of deposit. Tenders that are misplaced or opened prematurely will not be accepted.

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

Tenders must be received by the Procuring Entity at the address specified not later than **Tuesday 25<sup>th</sup> March 2025** 11.00am

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 extended.

## **12. Modification of tenders**

12.1 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.

12.2 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 or email but followed by a signed confirmation copy, post marked not later than the deadline for submission of tenders. 12.2 No tender may be modified after the deadline for submission of tenders

### **13 Withdrawals and tenders**

- 13.1 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

### **14 Opening of Tenders**

- 14.1 The Procuring Entity will open all tenders in the presence of tenderers' representatives who choose to attend at

**11.00 am Tuesday 25<sup>th</sup> March 2025** and in the location specified in the invitation to tender. The tenderers or representatives who are present shall sign a register evidencing their attendance.

- 14.2 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.
- 14.3 The Procuring Entity will prepare minutes of the tender opening.

### **15 Clarification of tenders**

- 15.1 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 of the tender shall be sought, offered, or permitted.

- 15.3 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.

### **16 Evaluation and Comparison of Tenders**

- 16.1 The Procuring Entity will examine the tenders to determine whether they are complete, whether the tenderer has fulfilled the eligibility criteria, 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.
- 16.2 Provided that the Tender is substantially responsive, the Procuring Entity shall handle errors on the following basis:
- a) Any error detected if considered a major deviation that affects the substance of the tender, shall lead to disqualification of the tender as non-responsive.
  - b) Any errors in the submitted tender arising from a miscalculation of unit price, quantity, subtotal and total bid price shall be considered as a major deviation that affects the substance of the tender and shall lead to disqualification of the tender as non-responsive .and
  - c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.
- 16.3 The Procuring Entity will evaluate and compare the tenders, which have been determined to be substantially responsive.

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

<b>Evaluation and Comparison of Tenders</b>		
No.	Mandatory Requirements	
MR1	Must fill the price in the Format provided	
MR2	Must fill the Schedule of items, and bid prices in the format provided.	
MR3	Must submit a duly filled Confidential Business Questionnaire Form in the format provided	
MR4	Must submit a Deposit slip of having paid 20% of the reserve price for the lot(s) quoted <b>ONLY APPLICABLE FOR MOTOR VEHICLES AND MOTOR BIKES.</b>	
MR5	Must fill the Tender Deposit Commitment Declaration Form in the format provided. <b>ONLY APPLICABLE FOR MOTOR VEHICLES AND MOTOR BIKES.</b>	
MR6	Must fill the Self Declaration that the Person/Tenderer is not debarred in the Matter of the Public Procurement and Asset Disposal ACT 2015 in the format provided	
MR7	Self-Declaration that The Person/Tenderer will not engage in any Corrupt or fraudulent practice in the format provided	
MR8	Must fill and sign the form of Declaration and Commitment to The Code of Ethics in the format provided in the format provided	

## **17 Award Criteria**

- 17.1 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 tendered price.** subject to the reserve price.

## **18 Notification of Intention to enter into a Contract/Notification of Award**

- 18.3 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.

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

## **18 Canvassing/Contacting the Procuring Entity**

- 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.

- 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.

## SECTION II - SCHEDULE OF ITEMS AND PRICES

The Deposit(s) Shall be been made to the Account as detailed below

Name of Account Holder - Agriculture and Food Authority

Name of the Bank- National Bank of Kenya Limited

Branch Name - Harambee

City- Nairobi

Account Number- 01003000906900

### SCHEDULE OF ITEMS AND PRICES

No.	Item description	Qty	Unit of Issue	Total Reserved Price	Total Quoted Price
<b>FIBRE DIRECTORATE BUSIA OFFICE</b>					
1	Desk top computer	1	No	150.00	
2	Avaya Telephone haedset	1	No	50.00	
3	TP link Rooter	1	no	100.00	
4	Computer Key boards	2	no	100.00	
	<b>TOTAL</b>			<b>400.00</b>	
<b>FIBRE DIRECTORATE KABARNET OFFICE</b>					
5	Tyres	9	No	9,000.00	
6	Assorted shocks	4	kgs	2,180.00	
7	HP Printer CODA/02/001	1	no	1,500.00	
8	15 Litr Hardi Knapsack sprayer	1	no	500.00	
9	Office Chairs	9	no	2,900.00	
10	Ramtons Dispenser	2	no	400.00	
11	Office table	1	no	500.00	
12	Wooden bench	1	no	200.00	
13	Plastic PVC Chairs	2	no	400.00	
14	1100 VA APC UPS	2	no	100.00	
15	Worn out battery	1	no	200.00	
16	Scrap metal (Vehicle )bullbar	5	kgs	300.00	
	<b>TOTAL</b>			<b>18,180.00</b>	
<b>FIBRE DIRECTORATE MALINDI OFFICE</b>					
17	Printer CNCJB63048	1	No	1,000.00	
18	Computer stand	1	No	100.00	
19	Tyres R16	16	No	16,000.00	
	<b>TOTAL</b>			<b>17,100.00</b>	
<b>FIBRE MOMBASA OFFICE</b>					
20	Visitor chairs scrap	16	NO	2,000.00	
21	Assorted steel metal	150	KG	3,000.00	
22	Pedrollo water pump booster	1	No	100.00	
23	9 kg Fire Extinguisher Cylinders	3	No	600.00	
24	Panasonic Telephone Heads	4	NO	800.00	
25	Xerox electric typewriter	1	NO	100.00	
26	3in1 HP lesserjet printer M1397MFP/FA/FCD/COM/04/01	1	NO	750.00	
27	Panasonic manual typewriter	1	NO	100.00	
28	HP computer Keyboards	6	NO	300.00	
29	Computer Dlink port	1	NO	50.00	
30	LG microwave	1	NO	300.00	
31	AMCo Rotary Fan	1	NO	150.00	



No.	Item description	Qty	Unit of Issue	Total Reserved Price	Total Quoted Price
32	Semi-solid wooden flash door	5	NO	1,450.00	
33	Mettalic file cabinet	4	No	6,000.00	
34	Accton Internet metallic cabinet	1	No	200.00	
35	Advert display banner boards	12	No	240.00	
36	Assorted box profile Aluminum iron sheets	800	kg	16,000.00	
37	3-seater aluminum Visitors chair	1	No	400.00	
38	HP lesserjet M1319FMF9	1	NO	750.00	
	<b>TOTAL</b>			<b>33,290.00</b>	
	<b>FIBRE DIRECTORATE HOMABAY OFFICE</b>				
39	Scrap office chairs	4	No	400.00	
40	650 VA UPS	1	No	100.00	
	<b>TOTAL</b>			<b>500.00</b>	
	<b>NUTS AND OIL DIRECTORATE-MOMBASA</b>				
41	Caterina tea urn	3	No	600.00	
42	Sony Projector 73082119495	1	No	750.00	
43	Single Metallic water sink	1	No	200.00	
44	Talkasfa photocopier LQLG2623528	1	No	300.00	
45	Binding Machine	1	No	100.00	
46	Manual type writer	3	No	100.00	
47	Shredder 2909359	1	No	100.00	
48	Shredder 2909362	1	No	100.00	
49	Paper punch	3	No	150.00	
50	HP CPU TRF33301VN	1	No	400.00	
51	HP CPU TIF33301WG	1	No	400.00	
52	HP CPU SGH126QKSK	1	No	400.00	
53	HP CPU TRF8350153	1	No	400.00	
54	HP CPU 3CB004203Y	1	No	400.00	
55	HP CPU SGM126QWL	1	No	400.00	
56	HP CPU SCH126QKS2	1	No	400.00	
57	HP CPU 00906799	1	No	400.00	
58	HP CPU TRC23301SD	1	No	400.00	
59	H PCPU TRF 23301RC	1	No	400.00	
60	HP CPU C2C8321X6H	1	No	400.00	
61	HP CPU CNX7490105	1	No	400.00	
62	HP CPU C2C8231X5M	1	No	400.00	
63	HP CPU 07080798509	1	No	400.00	
64	HP CPU 0710005943114	1	No	400.00	
65	HP CPU TRF2330RF	1	No	400.00	

No.	Item description	Qty	Unit of Issue	Total Reserved Price	Total Quoted Price
66	HP CPU TRF23604KQ	1	No	400.00	
67	HP CPU TRF23604LG	1	No	400.00	
68	HP CPU C2C832LX41	1	No	400.00	
69	HP CPU TRF44803K3	1	No	400.00	
70	HP CPU C2C0270IPW	1	No	400.00	
71	HP CPU CNXID11621	1	No	400.00	
72	HP CPU CNKID11630	1	No	400.00	
73	HP CPU CNBF7DEFH9D	1	No	400.00	
74	HP CPU 1KBFAOO6763	1	No	400.00	
75	HP CPU CNKICB1786	1	No	400.00	
76	HP CPU CNRICB1740	1	No	400.00	
77	HP CPU CF44B4A	1	No	400.00	
78	HP CPU 2909362	1	No	400.00	
79	H PCPU 2909359	1	No	400.00	
80	HP CPU TRF233DXR	1	No	400.00	
81	HP CPU TRF23301QN	1	No	400.00	
82	HP CPU C2C04681NB	1	No	400.00	
83	HP CPU 3CD00420LT	1	No	400.00	
84	HP CPU CNX74901MD	1	No	400.00	
85	HP CPU TRF2380015N	1	No	400.00	
86	HP CPU CZC019628C	1	No	400.00	
87	HP CPU CZC0196256	1	No	400.00	
88	HP CPU CH167EAHABU	1	No	400.00	
89	HP CPU 63ODVSIVO51RO	1	No	400.00	
90	TFT monitor CNC735Q5SV3	1	No	200.00	
91	TFT Monitor CPUETLCGD8034225	1	No	200.00	
92	TFT Monitor 2257A5294201	1	No	200.00	
93	TFT MONITOR CN41160FP9	1	No	200.00	
94	HP CPU +B125B125:B153	1	No	200.00	
95	TFT monitor S/No. 3CQ051C919	1	No	200.00	
96	TFT monitor S/No. CNC94849DC	1	No	200.00	
97	TFT monitor S/No. AERQG080343257A55	1	No	200.00	

No.	Item description	Qty	Unit of Issue	Total Reserved Price	Total Quoted Price
98	TFT monitor S/No. 3CQ8310RHB	1	No	200.00	
99	TFT monitor S/No. CNN7354487	1	No	200.00	
100	TFT monitor S/No. CN41160D90	1	No	200.00	
101	TFT monitor S/No. CNC0948PC7	1	No	200.00	
102	TFT monitor S/No. CNN7354348	1	No	200.00	
103	TFT monitor S/No. CN411406344	1	No	200.00	
103	TFT monitor S/No. CNN7384425	1	No	200.00	
104	TFT monitor S/No. CNC807PL2R	1	No	200.00	
105	TFT monitor S/No. 3CQ29BYLR	1	No	200.00	
106	TFT monitor S/No. CNC438P438	1	No	200.00	
107	TFT monitor S/No. 3CQ8320NRS	3	No	200.00	
108	TFT monitor S/No. 3cqp100JBT	1	No	200.00	
109	Air conditioning unit (outdoor/indoor)	1	No	1,500.00	
110	Fridge condenser (scrap	1	No	200.00	
111	Kyocera KM4050 photocopier S/No. KCDA/PCOPIER/001/ADMIN	1	No	10,000.00	
112	Kyocera KM4050 photocopier S/No. KCDA/PCOPIER/002/ADMIN	1	No	10,000.00	
113	HP printer S/No. CNB9692C46	1	No	10,000.00	
114	Kyocera Taskalfa 300i M/No. QZK2320590	1	No	7,500.00	
115	15 litre Famatic knapsack sprayer	1	No	500.00	
116	Plastic table	1	No	300.00	
117	10ft Loft fabricated tent cover	1	No	250.00	
118	PVC display advert rollers	1	No	200.00	
119	Metallic file cabinet	3	NO	6,000.00	
120	2 door wooden cabinet	1	NO	300.00	
121	Side wooden cabinet	1	NO	500.00	
122	Ramtoms dispenser S/No. 04285/10140	1	NO	300.00	
123	Sanyo Dispenser S/No. 0904001013	1	NO	300.00	
124	Ash Meyers dispenser S/No. 70399855	1	NO	300.00	
125	Ramtoms dispenser S/No. 02893/10504	1	NO	300.00	
126	Electa dispenser M/No. EWD/623RC	1	NO	300.00	
127	Nobel dispenser 002921 (HCD)	1	NO	300.00	
128	Ramtoms dispenser	1	NO	300.00	

No.	Item description	Qty	Unit of Issue	Total Reserved Price	Total Quoted Price
129	Hotpoint deep freezer	1	NO	4,000.00	
130	Reception desk	1	NO	750.00	
131	Executive table	1	NO	1,000.00	
132	Office seats	9	NO	2,700.00	
133	Semi solid Office door	5	NO	2,000.00	
134	Assorted cables, computer keyboard accessories and telephone heads		Item	500.00	
135	Epson deskjet printer S/No. JNCY053116	1	No	1,000.00	
136	HP laserjet printer S/No. CNKID11621	1	No	1,000.00	
137	HP laserjet printer S/No. B21CNK11621	1	No	1,000.00	
138	Panasonic multi-function printer M/No. MB772CX	1	No	750.00	
139	HP laserjet printer S/No. 28020CNCJW28028	1	No	1,000.00	
140	HP laserjet printer S/No. CNKID11630	1	No	1,000.00	
141	HP laserjet color printer M551 S/No. CNCTF3FICD	1	No	1,000.00	
142	I25 Scanner 48776805 (SD)	1	No	200.00	
143	HP color laserjet printer S/No. CP3525DN	1	No	750.00	
144	HP scanner deskjet 12482 S/No. CN98LIN50P	1	No	750.00	
145	R16 motor vehicle tyres	10	No	750.00	
146	Samsung subwoofer	1	No	300.00	
	<b>TOTAL</b>			<b>92,200.00</b>	
	<b>AFA HQ</b>				
147	Assorted 650/1100/1000VA UPS'S	36	No	1,800.00	
148	Motor vehicle battery scrap	1	No	100.00	
149	24 port internet switch	1	No	50.00	
150	Sanitary bin	2	No	100.00	
151	Assorted used HP toners CE741A/ CE740A/ CE742A/ CE743A/13A/305A	39	No	1,900.00	
152	Fax machine Model No. KX-FP562CX	36	No	50.00	
153	Paper shredder 0023844	1	No	100.00	
154	Water pressure tanks	1	No	200.00	
155	Water pump control panel	2	No	100.00	
156	3HP pedrollo booster pump	38	No	100.00	
157	Assorted display banners	9	No	270.00	
158	0.5 DAB booster pump	1	No	150.00	

No.	Item description	Qty	Unit of Issue	Total Reserved Price	Total Quoted Price
159	Von office heater S/No. HOH2091C1411	1	No	200.00	
160	Cisco internet switch	1	No	100.00	
161	UPS batteries	1	No	2,500.00	
162	RNET internet server switch	1	No	100.00	
163	Projector board	9	No	250.00	
164	Assorted roller display banners	1	No	500.00	
165	Server backup unit	1	No	300.00	
166	Assorted steel metal scrap	2	No	400.00	
167	100AH valve regulated batteries (Wenda)	25	No	6,000.00	
168	Assorted electrical cables	1	No	300.00	
169	Signage board	1	No	100.00	
170	Used door locks	Item	No	250.00	
171	Door closer	1	No	100.00	
172	Fridge compressor unit	20	KG	50.00	
173	HP laserjet printer MFPVNP9X1KJ	1	No	400.00	
174	HP laserjet printer MFPCNGTDBXOV8	1	No	500.00	
175	HP laserjet printer MFPCNCTF3LOFX	1	No	400.00	
176	HP 3 in 1 computer scrap S/No. CZCS150J5X	1	No	200.00	
177	HP printer S/No. CNCIF92165	1	No	1,000.00	
178	HP printer laserjet2600N	1	No	1,000.00	
179	Ricoh printer ICT 3503MP	1	No	5,000.00	
180	Ricoh printer MPC3004	1	No	5,000.00	
181	HP printer laserjet 500 color MFP S/No. CNCTF3G1C2	1	No	5,000.00	
182	HP laserjet 1320 S/No. CNCIF92165	1	No	300.00	
183	Epson printer DS60,000 S/No. CW8Z002704	1	No	200.00	
184	HP laserjet printer S/No. CNB8G5RH1Y	1	No	400.00	
185	Coffee making machine S/No. MFE160300062	1	NO	7,500.00	
186	3 seater car seats	2	NO	1,500.00	
187	2 seater visitors chair	1	NO	500.00	
188	Display wooden metallic tables	2	NO	1,000.00	
189	Metallic cabinet	1	NO	2,500.00	
190	Visitors chair	2	NO	400.00	

No.	Item description	Qty	Unit of Issue	Total Reserved Price	Total Quoted Price
191	Boardroom chair	4	NO	4,000.00	
192	Assorted timber	1	NO	200.00	
193	Wooden doors	2	NO	400.00	
194	Workstation wood pieces	2	NO	400.00	
195	Plastic paper trays	9	NO	180.00	
196	Wooden table top	2	NO	600.00	
51	Tender box	1	NO	50.00	
198	Broken executive chair	1	NO	500.00	
199	Ricoh MPC 3504 photocopier S/No. C728R210318	1	NO	15,000.00	
200	Assorted motor vehicle tyres R15/16	108	NO	108,000.00	
201	64GB apple Ipad S/No. DLXH7SBBDVGJ	1	NO	4,000.00	
202	64GB apple Ipad S/No.DMPKN9SCF18Y	1	NO	4,000.00	
203	64GB apple Ipad S/No. DMPLH03LF18Y	1	NO	4,000.00	
204	HP pro book laptop S/No. 5CD913LFN	1	NO	4,500.00	
205	HP Spectre laptop S/No. 5CD042GT73	1	NO	4,500.00	
206	All in one HP pavilion S/No.CZC5150JSX	1	NO	3,500.00	
207	All in one HP pavilion S/No.CZC5091Q42	1	NO	3,500.00	
208	All in one HP pavilion S/No. 8CC7371LIB	1	NO	3,500.00	
209	All in one HP pavilion S/No. CZC5150J49	1	NO	3,500.00	
210	All in one HP pavilion S/No. CZC5150J5D	1	NO	3,500.00	
211	All in one HP pavilion S/No. 5CM5060GJN	1	NO	3,500.00	
212	All in one HP pavilion S/No. CZC5150J5B	1	NO	3,500.00	
213	All in one HP pavilion S/No. CZC5150J4F	1	NO	3,500.00	
214	All in one HP Lenovo S/No. PB9L7NB	1	NO	3,500.00	
215	All in one Lenovo Thinkpad (no serial No.)	1	NO	3,500.00	
216	HP laptop protect smart S/No. 5CD4131L7Q	1	NO	3,500.00	
217	Toshiba laptop Tecra A9 S/No. 68053215H	1	NO	3,500.00	
218	HP Pro book Laptop S/No. 5CO9135L65	1	NO	3,000.00	
219	HP laptop core i5 S/No. CND5114XFN	1	NO	3,600.00	
220	HP laptop core i5 S/No.CND51152PH	1	NO	3,500.00	
221	Apple laptop S/No. C002GF4MLD14V14	1	NO	3,500.00	

No.	Item description	Qty	Unit of Issue	Total Reserved Price	Total Quoted Price
222	Laptop chargers	3	NO	100.00	
223	HP computer monitor S/No.CN346X1831	1	NO	150.00	
224	HP CPU Compaq S/No. HUP74307217	1	NO	300.00	
225	HP CPU Compaq S/No. CZC0342505	1	NO	300.00	
226	HP CPU Compaq S/No. CZC407133T	1	NO	300.00	
227	HP CPU S/No. CZC5331W9N	1	NO	300.00	
228	HP CPU (serial number not visible)	1	NO	300.00	
229	Assorted computer keyboards	49	NO	2,450.00	
230	Water dispenser S/No. T05-ED623RC-120500188	1	NO	200.00	
231	Ramtons Vacuum cleaner woofer Model No. RM/75	1	NO	200.00	
232	48" Samsung TV S/No.VA40J5500AKXKE	1	NO	10,000.00	
233	55" Sony TV S/No. 4304726	1	NO	12,000.00	
234	Sony projector S/No. 5057731	1	NO	750.00	
235	Ricoh MPC3004 photocopier S/No. G69CM933076	1	NO	15,000.00	
236	Ricoh MPC3503 photocopier S/No.E165JA00098	1	NO	15,000.00	
237	Ricoh MPC3503 photocopier S/No.E165J700012	1	NO	15,000.00	
238	Ricoh MPC3504 photocopier S/No.CF28R210290	1	NO	15,000.00	
	<b>TOTAL</b>			<b>343,900.00</b>	
<b>NAIROBI SHOWGROUND</b>					
239	Assorted Display panel boards	125	No	1,250.00	
240	Wooden doors	2	No	500.00	
241	Plastic PVC roofing sheets	25	No	5,000.00	
242	Aluminium roofing sheets	2	No	400.00	
243	5kg fire extinguisher	2	No	500.00	
	<b>TOTAL</b>			<b>7,650.00</b>	
<b>HCD NAIROBI</b>					
244	2X1M wooden desks	30	No	30,000.00	
245	Wooden desk extension	30	No	15,000.00	
246	Assorted chairs-high back/low back/orthopedic/secretarial	40	No	20,000.00	
247	Assorted steel/wooden chairs	30	No	6,000.00	

No.	Item description	Qty	Unit of Issue	Total Reserved Price	Total Quoted Price
248	3 seater sofa set	1	No	1,000.00	
249	2 door wooden cabinet	6	No	9,000.00	
250	Assorted CP pallet trolleys	47	No	9,000.00	
251	Assorted scrap metal	300	No	6,000.00	
252	Assorted broken wooden tables/cabinets	Item	No	2,000.00	
253	Boardroom table	1	No	10,000.00	
254	Assorted ovacado plastic crates (broken)	800	No	16,000	
255	New yellow Plastic flower crates	840	No	84,000	
256	Assorted motor vehicle tyres	120	No	120,000	
257	HP fax machine	1	No	50.00	
258	Assorted telephone heads	7	No	140.00	
259	Panasonic shredder S/NO. 001788	1	No	200.00	
260	35" sony Trinitron TV S/No. 2023790	1	No	5,000.00	
261	Sony projector	1	No	2,500.00	
262	15" CRT computer monitor	1	No	100.00	
263	HP TFT monitor	1	No	100.00	
264	HP CPU S/NO. CZC9282H95	1	No	300.00	
265	HP CPU S/NO. MXD34103XM	1	No	300.00	
266	Dell CPU S/NO. DPH88B5	1	No	300.00	
267	HP CPU S/NO. DC66AA	1	No	300.00	
268	Compaq CPU S/NO. 8129FR4Z15NH	1	No	300.00	
269	HP CPU S/NO. HUB718077Q	1	No	300.00	
270	HP CPU S/NO. SGH4410FDC	1	No	300.00	
271	HP CPU S/NO. HUB718072V	1	No	300.00	
272	HP CPU S/NO. L6BC90254QMF78	1	No	300.00	
273	HP CPU S/NO. 3C3817276M	1	No	300.00	
274	HP CPU S/NO. CMX75021XC	1	No	300.00	
275	Dell CPU S/NO. JSH88BS	1	No	300.00	
276	HP CPU S/NO. CH167AMBU	1	No	300.00	
277	HP CPU S/NO. SGH4110K38	1	No	300.00	
278	HP CPU S/NO. HUB718076H	1	No	300.00	
279	HP CPU S/NO. HUB718074F	1	No	300.00	
280	Dell CPU S/NO. 2LPMT4J	1	No	300.00	
281	HP CPU S/NO. CNX3070CC2	1	No	300.00	



No.	Item description	Qty	Unit of Issue	Total Reserved Price	Total Quoted Price
282	HP CPU S/NO. CNX3070C9B	1	No	300.00	
283	Dell CPU S/NO. 3LPNTT4J	1	No	300.00	
284	HP CPU S/NO. CGH7070G14	1	No	300.00	
285	HP CPU S/NO. 6CRA10250	1	No	300.00	
286	HP CPU S/NO. NA526EAHABB	1	No	300.00	
287	Fujitsu CPU S/NO. YBRB060340	1	No	300.00	
288	Fujitsu CPU S/NO. YBRB060347	1	No	300.00	
289	Comaq CPU S/NO. NL24310211	1	No	300.00	
290	HP CPU S/NO. SGH63804R4	1	No	300.00	
291	Compaq CPU S/NO. 6S2BB5ZP1ML	1	No	300.00	
292	HP CPU S/NO. ZAB81602BW	1	No	300.00	
293	HP CPU S/NO. HUB718073L	1	No	300.00	
294	HP CPU S/NO. CNS7512KH6	1	No	300.00	
295	Dell CPU S/NO. 70QMHV31	1	No	300.00	
296	HP CPU S/NO. 3CB91922PH	1	No	300.00	
297	HP CPU S/NO. HUB718070L	1	No	300.00	
298	HP CPU S/NO. 3CB9192253	1	No	300.00	
299	HP CPU S/NO. LZC9282HDL	1	No	300.00	
300	HP CPU S/NO. CNX7512KHZ	1	No	300.00	
301	HP CPU S/NO. HUB718075Z	1	No	300.00	
302	3 in 1 HP pavilion computer S/NO. CZC54520V	1	No	3,500.00	
303	3 in 1 HP pavilion computer S/NO. CHCD0003174	1	No	3,500.00	
304	3 in 1 HP pavilion computer S/NO. 5CM5060D6G	1	No	3,500.00	
305	3 in 1 HP pavilion computer S/NO. 5CM5060GK2	1	No	3,500.00	
306	PDS UPS S/NO. 970372	1	No	300.00	
307	Compaq UPS S/NO. 8129FR4Z15NI	1	No	300.00	
308	Compaq UPS S/NO. 8129FR4Z15NL	1	No	300.00	
309	Compaq UPS S/NO. 8129FR4Z15NJ	1	No	300.00	
310	Panasonic printer S/NO. KXMB772CX	1	No	400.00	
311	HP laserjet printer S/NO. P1102-CE651A	1	No	750.00	
312	Kyocera printer S/NO. FS1116MFPXG58233488	1	No	1,000.00	
313	HP laserjet printer 320 S/NO. CNM1324979	1	No	750.00	

No.	Item description	Qty	Unit of Issue	Total Reserved Price	Total Quoted Price
314	HP Laserjet 1200 series (broken)	1	No	200.00	
315	HP laserjet pro 400 S/NO. 00662	1	No	750.00	
316	HP laserjet pro printer S/NO. CNJJ89300	1	No	1,000.00	
317	HP laserjet printer P2055d S/NO.CNCJW33647	1	No	1,000.00	
318	HP laserjet printer p2015 S/NO. CNC2773089	1	No	750.00	
319	HP laserjet pro printer MFP M277DW S/NO. BMP8JBD52Q	1	No	400.00	
320	HP laserjet pro 400 printer S/NO. PHKGG2477	1	No	400.00	
321	HP laserjet pro 200 color printer S/NO. VNC3G11160	1	No	500.00	
322	HP laserjet 2420d printer S/NO. CNBN49QG3D	1	No	400.00	
323	HP laserjet 2300 printer S/NO. CNCGK144224	1	No	400.00	
324	HP laserjet p2055d printer S/NO. CNCJ507705	1	No	1,000.00	
325	HP laserjet p2055d printer S/NO. CNCHP40936	1	No	1,000.00	
326	HP laserjet p2055d printer S/NO. CNCJH666356	1	No	1,000.00	
327	HP deskjet D1468 printer S/NO. DH84H32555	1	No	750.00	
328	lxvii. Epson printer S/NO. A6H83200589	1	No	200.00	
329	Epson printer LQ2180 S/NO. BE54056969	1	No	200.00	
330	Epson printer LQ2180 S/NO. JRBY016941	1	No	200.00	
331	HP laserjet 1200 scrap printer S/NO. NL7R106372	1	No	400.00	
332	Epson manual typewriter S/NO. JRCY16670	1	No	200.00	
333	Xerox scanner S/NO. 8518	1	No	200.00	
334	24 port internet switch	1	No	50.00	
335	Computer keyboard	1	No	50.00	
336	Computer mouse	1	No	50.00	
337	Computer keyboards	30	No	1,500.00	
338	Assorted security flood lights	Item	Item	400.00	
339	1000VA APC UPS	5	No	150.00	
340	650VA APC UPS	20	No	2,000.00	
341	Assorted telecommunication cables	Item	No	150.00	
342	Huawei CDMA	4	No	200.00	
343	Lamination machine	2	No	200.00	
344	Microwave HCD 0000282	1	No	300.00	
345	Internet switch	5	No	200.00	
346	Assorted broken metallic chairs	Item	Item	4,500.00	
347	Metallic file cabinet	9	No	18,000.00	
348	Ricoh MPC 3503 photocopier machine SNO. 91352	1	No	15,000.00	
349	Heavy steel metallic fireproof safe	2	No	16,000.00	
350	32" SONY TV S/NO. 1033462	1	No	4,000.00	
351	Ricoh aticio photocopier S/NO. J8353902645	1	No	7,000.00	
352	Color HP laserjet printer S/NO. JBM640DY	1	No	7,000.00	
353	Kyocera KM5050 photocopier S/NO. 8946720	1	No	15,000.00	
354	Assorted motor vehicle tyres	200	No	200,000.00	
	<b>TOTAL</b>			<b>668,290.00</b>	
<b>COFFEE DIRECTORATE</b>					
355	2 sided wooden desks	16	No	16,000.00	
356	One sided wooden desks	9	No	9,000.00	
357	Executive wooden desks	16	No	40,000.00	
358	Assorted wooden tables	6	No	15,000.00	

No.	Item description	Qty	Unit of Issue	Total Reserved Price	Total Quoted Price
359	Assorted wooden counters	4	No	2,400.00	
360	Wooden shelves	6	No	3,000.00	
361	4 drawer metallic cabinets	60	No	150,000.00	
362	Obsolete fabric chairs	32	No	9,600.00	
363	2 door metallic cabinets	11	No	27,500.00	
364	Old executive leather chairs	23	No	23,000.00	
365	Bar stools chairs	70	No	28,000.00	
366	Hotel tables	32	No	16,000.00	
367	Old visitors chairs	64	No	12,800.00	
368	Paper trays	48	No	2,400.00	
369	Newspaper racks	9	No	450.00	
370	Sleicher shredder S/No. 63411001390s100	1	No	150.00	
371	Scrap Ramtons water dispenser	1	No	150.00	
372	Assorted telephone heads	Item	Item	200.00	
373	Assorted keyboard	Item	Item	250.00	
374	Old Xerox printer (Serial number not visible)	1	No	1,000.00	
375	Kyocera Ecosys printer (Serial number not visible)	1	No	1,000.00	
376	Toshiba printer (Serial number not visible)	1	No	500.00	
377	Rico printer S/No. D696M932795	1	No	500.00	
378	Obsolete display LED advertisement screens	3	No	300.00	
379	Obsolete old typewriters	4	No	400.00	
380	Assorted TFT/CRT monitors	16	No	3,200.00	
381	Samsung microwave S/No. 087G7WEN300	1	No	450.00	
382	LG microwave S/No. 709TYV00074	1	No	450.00	
383	Two-door fridge (serial number not visible)	1	No	2,500.00	
384	Ramtons deep freezer	1	No	1,500.00	
385	Obsolete water pumps	4	No	400.00	
386	Obsolete security lights	5	No	500.00	
387	Worn-out chloride batteries	23	No	2,300.00	
388	Water-type fire extinguisher	8	No	2,400.00	
389	Grundfos water pump with motor	1	No	500.00	
390	Honda engine pump (worn out)	1	No	500.00	
391	CATCO fan complete with motor	1	No	300.00	
392	Assorted old tyres	32	No	3,200.00	
393	Van vehicle chair	1	No	1,500.00	
394	Vehicle headlight	1	No	100.00	
395	Assorted display banners	46	No	1,380.00	
396	Paper trays	48	No	2,400.00	
397	Newspaper racks	9	No	450.00	
398	High-pressure gas burners	2	No	9,000.00	
399	Assorted scrap	200	KG	4,000.00	
400	Assorted glassware	13	PCS	260.00	
401	37kg mid-gas cylinders	2	No	9,000.00	
402	Soda crates	14	No	2,100.00	
403	20l jerricans	9	No	450.00	
404	Sony 21-inch TV complete with Sharp VHS and stand	1	No	3,000.00	
405	Assorted iron sheets	45	No	4,500.00	
406	Assorted transparent fiber sheets	30	No	3,000.00	
	<b>TOTAL</b>			<b>418,940.00</b>	
	<b>MOTOR VEHICLES &amp; MOTORCYCLES</b>				
	<b>FIBRE DIRECTORATE- MALINDI</b>				
407	Toyota Hilux S/C KBR 799U	1	No	150,000.00	
	<b>FIBRE DIRECTORATE- MOMBASA</b>				
408	Toyota Hilux S/C KAA 113P	1	No	150,000.00	
	<b>HORTICULTURAL CROPS DIRECTORATE- NAIROBI</b>				
409	Mitsubishi L200 KAL 386U	1	No	283,000.00	
410	Mitsubishi Galant KAN 175U	1	NO	80,000.00	
411	Cherry Tiggo KCE 094D	1	NO	380,000.00	
412	Cherry Tiggo KCD 309G	1	No	319,000.00	
413	Isuzu Dmax KAY 687V	1	No	200,000.00	
	<b>TOTAL</b>			<b>1,262,000.00</b>	

No.	Item description	Qty	Unit of Issue	Total Reserved Price	Total Quoted Price
	<b>NUTS AND OIL DIRECTORATE-MOMBASA</b>				
414	Nissan X Trail KBJ 176U	1	NO	300,000.00	
415	Nissan X Trail KBJ 178U	1	NO	280,000.00	
416	Mitsubishi Pajero KBJ 177U	1	No	350,000.00	
	<b>TOTAL</b>			<b>930,000.00</b>	
	<b>MOTORCYCLES</b>				
	<b>NUTS AND OIL DIRECTORATE-MOMBASA</b>				
417	Suzuki Ts KBJ 390U	1	No	20,000.00	
418	Suzuki Ts KBJ 391U	1	No	30,000.00	
419	Suzuki Ts KBJ 392U	1	No	20,000.00	
	<b>TOTAL</b>			<b>70,000.00</b>	
	<b>HORTICULTURAL CROPS DIRECTORATE-NAIROBI</b>				
420	Honda XL KAL 511U	1	No	15,000.00	
421	Honda XL KAL 495U	1	No	15,000.00	
422	Honda XL KAL 496U	1	No	15,000.00	
423	Honda XL KAL 499U	1	No	20,000.00	
	<b>TOTAL</b>			<b>65,000.00</b>	

Name of Tenderer .....

Name of Authorized official.....

Signature.....

Date .....

### **SECTION III - CONDITIONS OF TENDER**

- 1.1 A tenderer may tender for each item or each lot and may tender for as many items or lots she/she wishes.
- 1.2 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.
- 1.3 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.
- 1.4 Tenderers who will not be awarded contracts will be refunded the deposits within fourteen (14) days after notification of the communication of the contract awards.
- 1.5 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.
- 1.6 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.

## **SECTION IV - STANDARD FORMS**

### **Note on Standard Forms**

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.



# 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 and having examined the items on sale, 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 Items and Prices attached here with 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 adhere by the tender price 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.

## SCHEDULE OF ITEMS AND PRICES FOR MOTOR VEHICLE AND MOTOR CYCLES

1	2	3	4	5	6	7
Item No.	Description of Item	Unit of Issue	Total Quantity	Unit price	Total Tender Price	Required Deposit
1	Toyota Hilux S/C KBR 799U	1	1			30,000.00
2	Toyota Hilux S/C KAA 113P	1	1			30,000.00
3	Mitsubishi L200 KAL 386U	1	1			56,600.00
4	Mitsubishi Galant KAN 175U	1	1			16,000.00
5	Cherry Tiggo KCE 094D	1	1			76,000.00
6	Cherry Tiggo KCD 309G	1	1			63,800.00
7	Isuzu Dmax KAY 687V	1	1			40,000.00
8	Nissan X Trail KBJ 176U	1	1			60,000.00
9	Nissan X Trail KBJ 178U	1	1			56,000.00
10	Mitsubishi Pajero 177U	1	1			70,000.00
<b>MOTORCYCLES</b>						
11	Suzuki Ts KBJ 390U	1	1			4,000.00
12	Suzuki Ts KBJ 391U	1	1			6,000.00
13	Suzuki Ts KBJ 392U	1	1			4,000.00
14	Honda XL KAL	1	1			3,000.00



	511U					
15	Honda XL KAL 495U	1	1			3,000.00
16	Honda XL KAL 496U	1	1			3,000.00
17	Honda XL KAL 499U	1	1			4,000.00

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

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

\_\_\_\_\_  
[In the capacity of]

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

# 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.

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 License  
No..... Expiring date.....  
Maximum value of business which you can handle at any one time Kenya  
shillings..... (In words).....  
Name of your Bankers ..... Branch .....

## **Part 2 (a) – Sole Proprietor or Individual**

Your Name in full ..... Age .....  
Nationality ..... Country of origin .....  
Citizenship details (ID and or Passport Number).....  
Name..... and signature.....

## **Part 2 (b) Partnership**

Given details of partners as follows:

Name	Nationality	Citizenship Details	Shares
1. ....			
2. ....			
3. ....			

[Name, Designation and Signature of Tenders Representative in the Company]

Name .....  
Designation.....  
Signature and Company stamp or Seal.....

## **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. ....			

ETC.

[Name, Designation and Signature of Tenders Representative in the Company]

Name .....

Designation .....

Signature and Company stamp or Seal.....

Date .....

**6. 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:-

<b>ITEM No. or Lot No.</b>	<b>Item Description</b>	<b>Deposit (Kshs.)</b>	<b>Receipt No. and Date</b>
1			
2			
3			
4			
5			

Authorizing Official (Name) .....

Designation .....

(Signature).....

(Date).....

# SELF-DECLARATION FORMS

## FORM SD1

### **SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.**

I,....., of Post Office Box ..... being a resident of ..... in the Republic of ..... do hereby make a statement as follows:-

1. THAT I am the Company Secretary/Chief Executive/Managing Director/Principal Officer/Director of ..... (Insert name of the Company) who is a Bidder in respect of **Tender No.** ..... for..... (Insert tender title/description) for..... (Insert name of the Procuring entity) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
3. THAT what is deponed to here in above is true to the best of my knowledge, information and belief.

.....  
(Title) (Signature) (Date)

Bidder's Official Stamp



# DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I ..... (person) on behalf of  
*(Name of the Business/*

*Company/Firm)*.....declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act, 2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal Activities in Kenya and my responsibilities under the Code.

I do here by commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of Authorized signatory.....

Sign.....

Position.....

Office address.....Telephone.....

E-mail.....

Name of the Firm/Company.....

Date..... **(Company Seal/ Rubber Stamp where applicable)**

Witness

Name.....

Sign.....

Date.....

## LETTER OF NOTIFICATION OF AWARD

*[Letter head  
paper of the  
Procuring Entity]  
[Date]*

To: *[name and address of the Contractor]* This is to notify you that your Tender dated *[date]* for the purchase of the items and at prices listed on the table below is here by accepted by..... *(Name of Procuring Entity)*.

Please acknowledge receipt of this letter of notification by signing the attached copy and returning it to us within 14 days of the issue of the notification to signify your acceptance of this award. Your signing the attached copy will constitute a contract between us and yourselves for sale of the said items.

On signature of the copy of the letter of notification, you are required to pay the balance of the tender price within 14 days and collect the items.

In connection with this award, you may contact the Officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

### **OFFERED ITEMS AND PRICES**

1	2	4	5	6
Item No.	Description of Item	Total Quantity	Unit price	Offered Price
1				
2				
3				
4				
TOTAL PRICE OF ALL ITEMS				XXXXXX

Authorized  
Signature:.....

Name and Title of  
Signatory:.....

Name of Procuring  
Entity.....

# COPY OF THE LETTER OF NOTIFICATION OF AWARD

*(To be signed by the Purchaser)*  
*[Letterhead paper of the Procuring Entity] [Date]*

To: *[name and address of the Purchaser]*

This is to notify you that your Tender dated *[date]* for the purchase of the items and at prices listed on the table below is hereby accepted by..... *(name of Procuring Entity)*.

Please acknowledge receipt of this letter of notification by signing the attached copy and returning it to us within 14 days of the issue of the notification to signify your acceptance of this award. Your signing the attached copy will constitute a contract between us and yourselves for sale of the said items.

On signature of the copy of the letter of notification, you are required to pay the balance of the tender price within 14 days and collect the items.

In connection with this award, you may contact the Officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

## OFFERED ITEMS AND PRICES

1	2	4	5	6
Item No.	Description of Item	Total Quantity	Unit price	Offered Price
1				
2				
3				
4				
<b>TOTAL PRICE OF ALL ITEMS</b>				

AuthorizedSignature:.....

Name and Title of

Signatory:.....

Name of Procuring Entity: .....

### *Officer(s) to be contacted*

Name of Officer \_\_\_\_\_

Postal Address\_\_\_\_\_Telephone Number\_\_\_\_\_

email Address\_\_\_\_\_

Physical Address (City, Street, Building, Floor number and room number)

.....  
 .....  
 .....



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***SIGNED BY THE PURCHASER***

I/we, the undersigned accept the award and will execute the sale of the items as per conditions of the award. We understand that the award will remain cancelled and no deposits will be refunded if we do not:

- a) Return this letter signed within 14 days; or
- b) Pay the balance of the tender amount within fourteen (14) days after notification of the award.

We further understand that if we do not collect the items we have paid for within fourteen (14) days after making the payment, you charge storage charges at rates to be determined by yourselves.

Name of Purchaser

Authorized Signature: \_\_\_\_\_ Date \_\_\_\_\_

*Name and Title of Signatory*

**REQUEST FOR REVIEW**

**FORM FOR REVIEW(r.203(1))**

**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 of .....dated the...day of .....20.....in the matter of Tender No.....of .....20..... for .....(Tender description).

**REQUEST FOR REVIEW**

I/We.....,the above named Applicant(s), of address: Physical address.....P. O. Box 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.

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

- 1.
- 2.

SIGNED .....(Applicant) Dated on.....day of ...../...20.....

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FOR OFFICIAL USE ONLY Lodged with the Secretary Public Procurement Administrative Review Board on.....day of .....20.....

**SIGNED**

**Board Secretary**