



## **TENDER DOCUMENT FOR DISPOSALS OF UNSERVICEABLE STORES**

**NGOs CO-ORDINATION BOARD**

**TENDER NO: NGOB/T002/2022-2023**

**DISPOSAL OF BOARD'S UNSERVICEABLE STORES**

**ISSUE DATE : 15<sup>TH</sup> MAY, 2023**

**CLOSING DATE : 29<sup>TH</sup> MAY 2023**

**TIME : 11.A.M**

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## **TENDER DOCUMENTS FOR DISPOSAL**

### **(1) NAME AND CONTACT ADDRESSES OF PROCURING ENTITY**

Name: NGOs Co-ordination Board

Address: 44617 – 00100 Nairobi

Email address [info@ngobureau.go.ke](mailto:info@ngobureau.go.ke)

### **(2) Invitation to Tender (ITT) No TENDER NO: NGOB/T002/2022-2023**

### **(3) Tenderer's Name.....**

.....

# INVITATION TO TENDER

**PROCURING ENTITY: [NGOs Co-ordination Board, P.O Box 44617 -00100 Nairobi] CONTRACT NAME AND DESCRIPTION: [DISPOSAL OF UNSERVICEABLE STORES {NGOB/T002/2022/2023}]**

1. The (*NGOs Co-ordination Board*) now invites sealed tenders from eligible candidates to purchase (*disposal of unserviceable stores*).
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 unserviceable stores to be sold and viewed during office hours *from 0900 to 1500 hours at the address given below*.
4. A complete set of tender documents may be obtained by interested candidates upon payment of non-refundable fees of (*Kshs. 1,000*) in cash or banker's cheque payable to  
**(Bank: Co-operative Bank House branch.**  
**Account Name: NGOs Co- ordination**  
**Board Reference No: NГОB/T002/2022-2023**  
**Account No: (01136030582102)**  
Or downloaded free of charge from [www.ngobureau.go.ke/www.tenders.go.ke](http://www.ngobureau.go.ke/www.tenders.go.ke)
5. Tenderers will be required to pay in advance a fundable deposit as indicated in the Appendix to Instructions to tenderers.
6. Completed tenders must be delivered to the address below on or before [*11.00 a.m. on Monday, 29<sup>th</sup> May, 2023*]. Electronic Tenders [*will not*] be permitted.
7. Prices quoted should be net, must be in Kenya Shillings and shall remain valid for the period of 90 days 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.
10. The addresses referred to above are:
  - A. **Address for obtaining further information, [www.ngobureau.go.ke/www.tenders.go.ke](http://www.ngobureau.go.ke/www.tenders.go.ke) and for inspecting the goods to be sold. [procurement@ngobureau.go.ke](mailto:procurement@ngobureau.go.ke)**
    - (1) NGOs Co-ordination Board
    - (2) 15<sup>th</sup> floor on Tender Box based on (Haile Selassie Avenue, Co-operative Bank House, main reception)

- (3) P.O. BOX 44617 – 00100 Nairobi
- (4) NGOs Board telephone number 020-2214044 and
- (5) e-mail address: [procurement@ngobureau.go.ke](mailto:procurement@ngobureau.go.ke) and contact the supply chain management office

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

- (1) Name of Procuring Entity: NGOs Co-ordination Board
- (2) Postal Address 44617 – 00100 Nairobi (attention to the Executive Director)
- (3) Physical address for hand Courier Delivery to an office or Tender Box (Nairobi, Haile Selassie, Co-operative Bank House, 15<sup>th</sup> floor)

**C. Address for Opening of Tenders.**

- (1) Name of Procuring Entity: NGOs Co-ordination Board
- (2) Physical address for the location: (Nairobi, Haile Selassie Avenue, Co-operative Bank House, 15<sup>th</sup> floor)

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*[Authorized Official (name, designation, Signature and date)]*

Name: Mr. Mutuma Nkanata (*Official of the Procuring Entity issuing the invitation*)

Designation: Executive Director

Signature \_\_\_\_\_

**Date :** **Monday, 15<sup>th</sup> May 2023**

# 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 prices,
  - 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 beat 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 into 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 tender 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 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.

## **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.

## **11. Deadline for Submission of Tenders**

Tenders must be received by the Procuring Entity at the address specified not later than (*Monday, 29<sup>th</sup> May 2023 at 11.00 a.m.*). 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.

## **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 a.m., Monday, of 29<sup>th</sup> May 2023*) 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.

## **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**

### **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.
3. The tenderer shall complete the tender by preparing and completing the Table below, indicating the items tendered for and the prices offered and striking out those not tendered for. The Procuring Entity will complete columns 1-4 and 7 and the Tenderer will complete columns 5 and 6, and sign as indicated below.

### **SCHEDULE OF ITEMS AND PRICES**

<b>LOT 1 – ICT EQUIPMENT AND ACCESSORIES</b>							
1	2	3	4	5	6	7	
Item No.	Description of Item	Unit of Issue	Total Quantity	Reserve Price in Kshs	Unit price (KSH)	Total Tender Price	Required Deposit KSH 10% of bid price
1	CPU Dell OPTIPLEX 3020- 1925732 Monitor DELL- CN-ONJVXM-72872-4BB-DVJB	Each	1	3,000.00			300.00
2	CPU Dell OPTIPLEX 3020- 54XY232 Monitor DELL- CN-0657PN-64180-512-A8F1	Each	1	3,000.00			300.00
3	CPU Dell OPTIPLEX 750- JZNVH4J Monitor DELL- CN-ONJVXN-72872-4BB-DPAB	Each	1	2,000.00			200.00
4	CPU Dell OPTIPLEX 3020- FJQX232 Monitor DELL- CN-ONJVXN-72872-4A5-C7EB	Each	1	3,000.00			300.00
5	CPU HP PRO TRF4150W8S Monitor HP 6CM4031F5Z	Each	1	2,500.00			250.00
6	CPU Dell OPTIPLEX 3020- 9NBWVQ1 Monitor Dell - CN-OR735N-64180-11M-1GDM	Each	1	3,000.00			300.00
7	CPU OPTIPLEX GX520 DELL 4TOXP2J	Each	1	3,000.00			300.00

	Monitor Dell CN-OR735N-64180-9CJ-1TCU					
8	CPU Dell PowerEdge 840 - HQ0ZT2J Monitor Dell - CN-0GU625-72872-6C7-36W1	Each	1	2,500.00		250.00
9	CPU OPTIPLEX GX520 DELL- 1WQXP2J Monitor Dell - CN-0GU625-72872-6C7-1P1I	Each	1	3,000.00		300.00
10	CPU DELL OPTIPLEX 760 - CJJVH4J Monitor Dell - CN-ONJVXN-72872-4AS-EOTB	Each	1	2,000.00		200.00
11	CPU DELL OPTIPLEX 760 - 22PVH4J Monitor Dell- CN-ONJVXM-72872-4BB-DRTB	Each	1	2,000.00		200.00
12	CPU DELL OPTIPLEX 760 - FJ8VH4J Monitor Dell - CN-0NVXNM-72872-4BB-DPPB	Each	1	2,000.00		200.00
13	CPU DELL OPTIPLEX 3020 - 8F6LB22 Monitor Dell - CN-ONJVXM-72872-4BB-DYPB	Each	1	3,000.00		300.00
14	CPU DELL OPTIPLEX 3020 - 996KB22 Monitor Dell – CN-ONJVXM-72872-4BB-DPVB	Each	1	3,000.00		300.00
15	CPU DELL OPTILEX 760 - 7GJVH4J Monitor Dell - CN-ORY980-46633-7941Y9L	Each	1	2,000.00		200.00
16	CPU HP PRO 3050 - TRF4150WMK Monitor Dell - 6CM311090DL	Each	1	2,000.00		200.00
17	CPU DELL OPTILEX 3020 - 4SFVH4J Monitor Dell - CN-ONJVXN-72872-4A5-EOYB	Each	1	3,000.00		300.00
18	CPU DELL OPTILEX GX280- 1JZCK1J Monitor Dell - CN-0R735N-64180-9CJ-OX8U	Each	1	2,000.00		200.00

19	CPU DELL OPTILEX 760 - GOFVH4J Monitor Dell - CN-OGU625-72872-6CC-39EI	Each	1	2,000.00			200.00
20	CPU DELL OPTILEX 3020 - DJ6KB22 Monitor Dell - CN-OGV625-72872-6C7-1MAI	Each	1	3,000.00			300.00
21	CPU DELL OPTILEX 3020 - DPXY232 Monitor Dell - CN-OGU625-72872-6C7-1PDI	Each	1	3,000.00			300.00
22	CPU DELL OPTILEX 760 - 8PFVH4J Monitor Dell - CN-OR735N-64180-11M-1FPM	Each	1	2,000.00			200.00
23	CPU DELL OPTILEX 760 - 2F8VH4J MONITOR DELL - CN-OGU625-72872-6CC-3531		1	2,000.00			200.00
24	CPU HP PRO 3500 - TRF3190RP7	Each	1	1,500.00			150.00
25	CPU HP PRO 3500 - TRF4150WFJ	Each	1	1,500.00			150.00
26	CPU HP PRO 3500 - TRF4150W5X	Each	1	1,500.00			150.00
27	CPU DELL OPTILEX 760 - JT94D4J	Each	1	1,500.00			150.00
28	CPU DELL OPTILEX 760 - 2F8VH4J	Each	1	1,500.00			150.00
29	PRINTER HP LASERJET P2055dn CNCJN25537	Each	1	500.00			50.00
30	PRINTER HP LASERJET P2055dn CNCJP25379	Each	1	500.00			50.00
31	PRINTER HP LASERJET P2055dn CNCKC93580	Each	1	500.00			50.00
32	TYPE WRITER 1BM678 IBM 14306190094791	Each	1	500.00			50.00
33	TYPE WRITER IBM6784 IBM	Each	1	500.00			50.00
34	LAMINATOR FELLOWES CRC57011	Each	1	500.00			50.00
35	LAPTOP DELL 1PVX232	Each	1	3,000.00			300.00
36	LAPTOP DELL GM4P332	Each	1	3,000.00			300.00

37	TELEPHONE HEAD PANASONIC	Pieces	48	4,800.00			480.00
38	TELEPHONE HEAD TELKOM	Pieces	2	200.00			20.00
39	TELEPHONE HEAD HUAWEI	Each	1	100.00			10.00
40	SCANER FUJITSU FI-5530CZ - 007312	Each	1	500.00			50.00
41	SCANER FUJITSU FI-5530CZ - 002824	Each		500.00			50.00
42	PRINTER OKI MICROLINE 1190 – 73GX4001892K	Each	1	300.00			30.00
43	BINDER KATKO 2188	Each	1	100.00			10.00
44	STAPLER KANGARO HD1224	Each	1	50.00			5.00
45	STAPLER KANGAROO HD12517	Each	1	50.00			5.00
46	UPS APC BR650C1 – 3B1021X43673	Each	1	200.00			20.00
47	UPS APC BR650C1 – 3BO940X25153	Each	1	200.00			20.00
48	UPS APC BR650C1 – 3B1021X29857	Each	1	200.00			20.00
49	UPS MERCURY 650 PRO – 151008E0650N01454	Each	1	200.00			20.00
50	UPS MERCURY 650 PRO – 15108E0650N01909	Each	1	200.00			20.00
51	CPU COMPAQ DESKPRO – 242920-001	Each	1	1,500.00			150.00
52	PRINTER DESKJET 880C HP – ES91R14350	Each	1	300.00			30.00
53	HP SCANJET 5590 – BROKEN PART	Each	1	100.00			10.00
54	HP LASERJET – 907307802 – BROKEN PART	Each	1	100.00			10.00
55	CPU BENQ – 52000402401	Each	1	1,500.00			150.00
56	CPU BENQ QUANTUM	Each	1	1,500.00			150.00
57	CPU BENQ 56X	Each	1	500.00			50.00
58	TV SONY – 1001945	Each	1	3,000.00			300.00
59	MONITOR DELL – CN-OGU625-72872-6CC-39EI	Each	1	1,000.00			100.00

**LOT 2 – OFFICE FURNITURE**

1	2	3	4	5	6	7	
Item No.	Description of Item	Unit of Issue	Total Quantity	Reserve Price	Unit price (KSH)	Total Tender Price	Required Deposit
1	Bulky visitors chair Black	No.s	3	900.00			90.00

2	Bulky visitor's chair Brown	No.s	2	600.00			60.00
3	Black visitors chair without arms	No.s	6	600.00			60.00
4	Blue visitors chair without arms	No.s	7	2,100.00			210.00
5	Green visitors chair without arms	No.s	4	1,200.00			120.00
6	Black Low back chairs(fabric)	No.s	4	1,200.00			120.00
7.	Black High back Chairs (fabric)	No.s	5	1,500.00			150.00
8.	High Back Chairs(leather)	No.s	2	400.00			40.00
9.	Visitors chair with arms(leather)	Each	1	200.00			20.00
10	Executive pure mahogany desk(dismantled)	Each	1	5,000.00			500.00
11	Clerical desk(broken)	No.s	2	1,000.00			100.00
12	L-shape desk 1.8 (dismantled)	Each	1	500.00			50.00
13	Partition hanging desk screens (black)	Pieces	9	1,800.00			180.00
14	Broke board pieces	Pieces	21	2,100.00			210.00
15	Coffee Table	Each	1	300.00			30.00
16	Clerical desk	Each	1	400.00			40.00
17.	Secretarial chair	Each	1	100.00			10.00

#### **LOT 3 – OFFICE EQUIPMENT**

1	2	3	4	5	6	7	
Item No.	Description of Item	Unit of Issue	Total Quantity	Reserve Price	Unit price (KSH)	Total Tender Price	Required Deposit
1	Water Dispensers	No.s	5	1000.00			100.00
2	Microwave	No.s	2	1000.00			100.00
3	Fridge	No.s	2	7000.00			700.00
4	Shredders	No.s	2	200.00			20.00
5	Tires	No.s	4	800.00			80.00
6.	Metallic four drawer cabinets	Pieces	6	6,000.00			600.00
7.	Service charter rollers	Pieces	18	1,800.00			180.00
8.	Aluminum glass doors	Pieces	2	4,000.00			400.00
9.	Red carpet	Pieces	2	2,000.00			200.00
10.	Franking machine	Each	1	1,500.00			150.00

The Deposit(s) have been made to the Account as detailed below (details to be completed by the Procuring Entity).

Name of Account Holder\_\_\_\_\_

Name of the Bank\_\_\_\_\_

\_\_\_\_\_ Branch Name\_\_\_\_\_

and City\_\_\_\_\_

Account Number\_\_\_\_\_

Code SWIFT\_\_\_\_\_

Sort code\_\_\_\_\_

Banking correspondent (If any)\_\_\_\_\_

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/he 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 - Form A

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

LOT 1 – ICT EQUIPMENT AND ACCESSORIES							
1	2	3	4	5	6	7	
Item No.	Description of Item	Unit of Issue	Total Quantity	Reserve Price in Kshs	Unit price (KSH)	Total Tender Price	Required Deposit KSH 10% of bid price
1	CPU Dell OPTIPLEX 3020- 1925732 Monitor DELL- CN-ONJVXM-72872-4BB-DVJB	Each	1	3,000.00			300.00
2	CPU Dell OPTIPLEX 3020- 54XY232 Monitor DELL- CN-0657PN-64180-512-A8F1	Each	1	3,000.00			300.00
3	CPU Dell OPTIPLEX 750- JZNVH4J Monitor DELL- CN-ONJVXN-72872-4BB-DPAB	Each	1	2,000.00			200.00
4	CPU Dell OPTIPLEX 3020- FJQX232	Each	1	3,000.00			300.00

	Monitor DELL- CN-ONJVXN-72872-4A5-C7EB					
5	CPU HP PRO TRF4150W8S Monitor HP 6CM4031F5Z	Each	1	2,500.00		250.00
6	CPU Dell OPTIPLEX 3020-9NBWVQ1 Monitor Dell - CN-OR735N-64180-11M-1GDM	Each	1	3,000.00		300.00
7	CPU OPTIPLEX GX520 DELL 4TOXP2J Monitor Dell CN-OR735N-64180-9CJ-1TCU	Each	1	3,000.00		300.00
8	CPU Dell PowerEdge 840 - HQ0ZT2J Monitor Dell - CN-0GU625-72872-6C7-36W1	Each	1	2,500.00		250.00
9	CPU OPTIPLEX GX520 DELL- 1WQXP2J Monitor Dell - CN-0GU625-72872-6C7-1P1I	Each	1	3,000.00		300.00
10	CPU DELL OPTIPLEX 760 - CJJVH4J Monitor Dell - CN-ONJVXN-72872-4AS-EOTB	Each	1	2,000.00		200.00
11	CPU DELL OPTIPLEX 760 - 22PVH4J Monitor Dell- CN-ONJVXM-72872-4BB-DRTB	Each	1	2,000.00		200.00
12	CPU DELL OPTIPLEX 760 - FJ8VH4J Monitor Dell - CN-0NVJXM-72872-4BB-DPPB	Each	1	2,000.00		200.00
13	CPU DELL OPTPLEX 3020 - 8F6LB22 Monitor Dell - CN-ONJVXM-72872-4BB-DYPB	Each	1	3,000.00		300.00
14	CPU DELL OPTPLEX 3020 - 996KB22 Monitor Dell – CN-ONJVXM-72872-4BB- DPVB	Each	1	3,000.00		300.00
15	CPU DELL OPTILEX 760 -	Each	1	2,000.00		200.00

	7GJYH4J Monitor Dell - CN- ORY980-46633- 7941Y9L					
16	CPU HP PRO 3050 - TRF4150WMK Monitor Dell - 6CM311090DL	Each	1	2,000.00		200.00
17	CPU DELL OPTILEX 3020 - 4SFVH4J Monitor Dell - CN- ONJVXN-72872-4A5- EOYB	Each	1	3,000.00		300.00
18	CPU DELL OPTILEX GX280- 1JZCK1J Monitor Dell - CN- 0R735N-64180-9CJ- OX8U	Each	1	2,000.00		200.00
19	CPU DELL OPTILEX 760 - GOFVH4J Monitor Dell - CN- OGU625-72872-6CC- 39EI	Each	1	2,000.00		200.00
20	CPU DELL OPTILEX 3020 - DJ6KB22 Monitor Dell - CN- OGV625-72872-6C7- 1MAI	Each	1	3,000.00		300.00
21	CPU DELL OPTILEX 3020 - DPXY232 Monitor Dell - CN- OGU625-72872-6C7- 1PDI	Each	1	3,000.00		300.00
22	CPU DELL OPTILEX 760 - 8PFVH4J Monitor Dell - CN- OR735N-64180-11M- 1FPM	Each	1	2,000.00		200.00
23	CPU DELL OPTILEX 760 - 2F8VH4J MONITOR DELL - CN- OGU625-72872-6CC- 3531		1	2,000.00		200.00
24	CPU HP PRO 3500 - TRF3190RP7	Each	1	1,500.00		150.00
25	CPU HP PRO 3500 - TRF4150WFJ	Each	1	1,500.00		150.00
26	CPU HP PRO 3500 - TRF4150W5X	Each	1	1,500.00		150.00
27	CPU DELL OPTILEX 760 - JT94D4J	Each	1	1,500.00		150.00
28	CPU DELL OPTILEX 760 - 2F8VH4J	Each	1	1,500.00		150.00
29	PRINTER HP	Each	1	500.00		50.00

	LASERJET P2055dn CNCJN25537					
30	PRINTER HP LASERJET P2055dn CNCJP25379	Each	1	500.00		50.00
31	PRINTER HP LASERJET P2055dn CNCKC93580	Each	1	500.00		50.00
32	TYPE WRITER 1BM678 IBM 14306190094791	Each	1	500.00		50.00
33	TYPE WRITER IBM6784 IBM	Each	1	500.00		50.00
34	LAMINATOR FELLOWES CRC57011	Each	1	500.00		50.00
35	LAPTOP DELL 1PVX232	Each	1	3,000.00		300.00
36	LAPTOP DELL GM4P332	Each	1	3,000.00		300.00
37	TELEPHONE HEAD PANASONIC	Pieces	48	4,800.00		480.00
38	TELEPHONE HEAD TELKOM	Pieces	2	200.00		20.00
39	TELEPHONE HEAD HUAWEI	Each	1	100.00		10.00
40	SCANER FUJITSU FI- 5530CZ - 007312	Each	1	500.00		50.00
41	SCANER FUJITSU FI- 5530CZ - 002824	Each		500.00		50.00
42	PRINTER OKI MICROLINE 1190 – 73GX4001892K	Each	1	300.00		30.00
43	BINDER KATKO 2188	Each	1	100.00		10.00
44	STAPLER KANGARO HD1224	Each	1	50.00		5.00
45	STAPLER KANGAROO HD12517	Each	1	50.00		5.00
46	UPS APC BR650C1 – 3B1021X43673	Each	1	200.00		20.00
47	UPS APC BR650C1 – 3BO940X25153	Each	1	200.00		20.00
48	UPS APC BR650C1 – 3B1021X29857	Each	1	200.00		20.00
49	UPS MERCURY 650 PRO – 151008E0650N01454	Each	1	200.00		20.00
50	UPS MERCURY 650 PRO – 15108E0650N01909	Each	1	200.00		20.00
51	CPU COMPAQ DESKPRO – 242920- 001	Each	1	1,500.00		150.00
52	PRINTER DESKJET 880C HP – ES91R14350	Each	1	300.00		30.00
53	HP SCANJET 5590 – BROKEN PART	Each	1	100.00		10.00

54	HP LASERJET – 907307802 – BROKEN PART	Each	1	100.00			10.00
55	CPU BENQ – 52000402401	Each	1	1,500.00			150.00
56	CPU BENQ QUANTUM	Each	1	1,500.00			150.00
57	CPU BENQ 56X	Each	1	500.00			50.00
58	TV SONY – 1001945	Each	1	3,000.00			300.00
59	MONITOR DELL – CN-OGU625-72872-6CC-39EI	Each	1	1,000.00			100.00

**LOT 2 – OFFICE FURNITURE**

1	2	3	4	5	6	7	
Item No.	Description of Item	Unit of Issue	Total Quantity	Reserve Price	Unit price (KSH)	Total Tender Price	Required Deposit
1	Bulky visitors chair Black	No.s	3	900.00			90.00
2	Bulky visitor's chair Brown	No.s	2	600.00			60.00
3	Black visitors chair without arms	No.s	6	600.00			60.00
4	Blue visitors chair without arms	No.s	7	2,100.00			210.00
5	Green visitors chair without arms	No.s	4	1,200.00			120.00
6	Black Low back chairs(fabric)	No.s	4	1,200.00			120.00
7.	Black High back Chairs (fabric)	No.s	5	1,500.00			150.00
8.	High Back Chairs(leather)	No.s	2	400.00			40.00
9.	Visitors chair with arms(leather)	Each	1	200.00			20.00
10	Executive pure mahogany desk(dismantled)	Each	1	5,000.00			500.00
11	Clerical desk(broken)	No.s	2	1,000.00			100.00
12	L-shape desk 1.8 (dismantled)	Each	1	500.00			50.00
13	Partition hanging desk screens (black)	Pieces	9	1,800.00			180.00
14	Broke board pieces	Pieces	21	2,100.00			210.00
15	Coffee Table	Each	1	300.00			30.00
16	Clerical desk	Each	1	400.00			40.00
17.	Secretarial chair	Each	1	100.00			10.00

LOT 3 – OFFICE EQUIPMENT							
1	2	3	4	5	6	7	
Item No.	Description of Item	Unit of Issue	Total Quantity	Reserve Price	Unit price (KSH)	Total Tender Price	Required Deposit
1	Water Dispensers	No.s	5	1000.00			100.00
2	Microwave	No.s	2	1000.00			100.00
3	Fridge	No.s	2	7000.00			700.00
4	Shredders	No.s	2	200.00			20.00
5	Tires	No.s	4	800.00			80.00
6.	Metallic four drawer cabinets	No.s	6	6,000.00			600.00
7.	Service charter rollers	No.s	18	1,800.00			180.00
8.	Aluminum glass doors	No.s	2	4,000.00			400.00
9.	Red carpet	Pieces	2	2,000.00			200.00
10.	Franking machine	Each	1	1,500.00			150.00

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

[Signature]

[In the capacity of]

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

## **Confidential Business Questionnaire Form - Form B**

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			

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

Designation \_\_\_\_\_  
  
\_\_\_\_\_  
*(Signature)*

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

## **SELF-DECLARATION FORMS - Form C**

### **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

## FORM SD2 - Form D

### SELF-DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.

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

1. THAT I am the 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 servants and/or agents/subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of.....(*insert name of the Procuring entity*) which is the procuring entity.
3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of .....(*name of the procuring entity*).
4. THAT the aforesaid Bidder will not engage/has not engaged in any corrosive practice with other bidders participating in the subject tender
5. 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 - Form E

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

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>				<b>xxxxx</b>

Authorized Signature:.....

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)  
\_\_\_\_\_

***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.....

---

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

**SIGNED**

**Board Secretary**

Name of Supplier \_\_\_\_\_

**Appendix A – Tender Evaluation Criteria**

**PRELIMINARY EVALUATION/MANDATORY EVALUATION**

<b>A</b>	<b>PRELIMINARY EVALUATION/ MANDATORY REQUIREMENT</b>	<b>YES</b>	<b>NO</b>
1.	Submit a Copy of Certificate of Registration/Incorporation for a company and or National ID for Individual applicant		
2.	Copy of Current KRA Tax Compliance Certificate/PIN Certificate		
3.	Must fill and Sign the Form of Tender in the Format provided. ( <b>Form A</b> )		
4.	Must Submit a duly filled signed and stamped confidential business Questionnaire Form indicating the names of all the shareholders/Directors. ( <b>Form B</b> )		
4.	Must submit a filled Signed & Stamped <b>SELF-DECLARATION FORMS</b> form. ( <b>Form C</b> )		
5.	Must submit a filled Signed & Stamped <b>SELF-DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE. – Form D</b>		
6.	Must submit a filled Signed & Stamped <b>DECLARATION AND COMMITMENT TO THE CODE OF ETHICS – Form E</b>		
7.	Bidder Must provide a Bid Deposit equivalent to 10% of the Quoted Tender Sum in form of Bank Deposit paid to NGOs Board Accounts. Bidder Must attach a copy of the Deposit Slip to the Tender Document submitted.		
8.	Bidders should have their documents paginated consistently to ensure compliance with Section 74 (1) (i) Public Procurement and Assets Disposal Act, 2015 (in format 1,2,3,4.....to the last page).		
	<i>Pursuant to Section 80 of Public Procurement and Assets Disposal Act, 2015 any tender not meeting the mandatory and other eligibility criteria will not proceed to Financial Evaluation Stage.</i>		
<b>B</b>	<b>FINANCIAL EVALUATION</b> The Highest evaluated Tender will be recommended for award for unserviceable stores		

Evaluated By \_\_\_\_\_

Dated on \_\_\_\_\_ Signed By \_\_\_\_\_