



RE-TENDER FOR DISPOSAL OF OLD OFFICE FURNITURE, FIRE EXTINGUISHERS CYLINDER, FIRE EXIT DOORS, METAL ANGEL LINE BAS 3.5 M LONG, TYRES, 0.5 HP BROKEN WATER PUMP (2HP-1.9 KW) AND SMALL GENERATOR.

TENDER NO: CA/PROC/OT/DIS/04/2018-2019

SUBMISSION DEADLINE: 12th June 2019 AT 10:30 AM

**Head of Procurement
Communications Authority of Kenya
Waiyaki Way
P.O. Box 14448
Westlands,
Nairobi, 00800
Kenya
Tel: 0703042000**

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SECTION I

INVITATION FOR TENDERS

TENDER NO: CA/PROC/OT/DIS/04/2017-2018

TENDER NAME: RE-TENDER FOR DISPOSAL OF OLD OFFICE FURNITURE, FIRE EXTINGUISHERS CYLINDER, FIRE EXIT DOORS, METAL ANGEL LINE BAS 3.5 M LONG, TYRES,0.5 HP BROKEN WATER PUMP (2HP-1.9 KW) AND SMALL GENERATOR

Invitation to Tender

The Communications Authority of Kenya (CA) is the regulatory authority for the ICT industry in Kenya with responsibilities in Telecommunications-E-commerce, broadcasting and postal/courier services. CA is also responsible for managing the country's numbering and frequency spectrum resources.

CA wishes to invite interested and eligible firms for disposal of office furniture, fire extinguishers cylinder, fire exit doors, gym equipment's, tyres and water pump. Eligible bidders may obtain detailed tender documents from the Procurement Division 2nd floor Wing A at the CA Centre along Waiyaki Way, Nairobi, on weekdays during the normal working hours. (8A.M-1.00PM, 2.00 PM-5.00PM)

Interested eligible candidates may obtain further information from and inspect the tender documents at CA Headquarters' building along Waiyaki way at the procurement office on 2nd floor wing A during normal working hours for free or download the tender document from CA website www.ca.go.ke or IFMIS supplier portal. The firms that download the tender document from the mentioned websites should send emails to tenders@ca.go.ke to register the bidding details

Prices quoted should be net inclusive of all taxes and delivery must be in Kenya Shillings and shall remain valid for period of (150) days from the closing date of the tender.

Bidders are required to undertake serialization of all bid documents as per requirements of the Public Procurement and Asset Disposal Act (PPADA), 2015 clause 74(1)(i) to enable safeguard loss of documentation during and after evaluation.

Interested Tenderers may inspect the **items, during working days from 8.30 A.M to 4.30 P.M each day during the tendering period.**

All Tenders must be accompanied by refundable Tender Deposit amounting to **10% of quoted total cost per lot** in Kenya Shillings, which is mandatory as commitment fee. The cash will be payable at the Authority's Cash office located at the Finance and Accounts department at ground floor of the CA center.

Completed tender documents in plain, sealed envelope clearly marked **“CA/PROC/OT/40/2018-2019 –“RE-TENDER FOR DISPOSAL OF *OLD* OFFICE FURNITURE, FIRE EXTINGUISHERS CYLINDER, FIRE EXIT DOORS, METAL ANGEL LINE BAS 3.5 M LONG, TYRES, 0.5 HP BROKEN WATER PUMP (2HP-1.9 KW) AND SMALL GENERATOR”** Should be deposited in our tender box located on the ground floor of the CA Centre, so as to reach us on or before **12th June, 2019 at 10.30 a.m.**

Bids shall be opened soon thereafter in the presence of the bidder’s representative(s) who choose to attend at the Authority’s meeting room.2

SECTION II - INSTRUCTIONS TO TENDERERS

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SECTION II - INSTRUCTION TO TENDERERS

2.1 Eligible Tenderers

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

2.2 Cost of Tendering

- 2.2.1 The tenderer shall bear all costs associated with the preparation and submission of its tender, and the Authority, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.2.2 The Authority shall allow the tender to review the tender document free of charge bidding.

2.3 The Tender Document

- 2.3.1 The tender document comprises the documents listed below and any addenda issued in accordance with clause 2.5 of these instructions to tenderers.
 - (i) Invitation to tender
 - (ii) Instructions to tenderers
 - (iii) Schedule of items and price
 - (iv) Conditions of Tender
 - (v) Form of tender
 - (vi) Confidential Business questionnaire Form
 - (vii) Tender Commitment Declaration Form
- 2.3.2 The tenderer is expected to examine all instructions, forms, terms and specifications in the tender documents. Failure to meet all the requirements of the tender will be at the tenderer's risk and may result in the rejection of its tender.

2.4. Clarification of Documents

- 2.4.1 A prospective tenderer requiring any clarification of the tender document may notify the Authority in writing or by post at the entity's address indicated in the Invitation for tenders. The Authority will respond in writing to any request for clarification of the tender documents, which it receives not later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the Authority. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers that have received the tender document.
- 2.4.2 Clarification of tenders shall be requested by the tenderer to be received by the Authority not later than 7 days prior to the deadline for submission of tenders.
- 2.4.3 The Authority shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

2.5 Amendment of Documents

- 2.5.1 At any time prior to the deadline for submission of tenders, the Authority, for any reasons, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by amendment
- 2.5.2 All prospective candidates that have received the tender documents will be notified of the amendment in writing or by post and will be binding on them.
- 2.5.3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the Authority, at its discretion, may extend the deadline for the submission of tenders.

2.6 Tender Prices and Currencies

- 2.6.1 The tenderer shall indicate on the appropriate Price Schedule the unit prices and total tender price of the items it proposes to purchase under the contract
- 2.6.2 Prices quoted by the tenderer shall be fixed during the tender validity period and not subject to variation on any account. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected
- 2.6.3 The Price quoted shall be in **Kenya Shillings**.

2.7 Tender deposit

- 2.7.1 The tenderer shall put a refundable 10% deposit for every lot tendered for .

- 2.7.2 Failure to put the required deposit per lot tendered for will lead to disqualification of the bid for the item.
- 2.7.3 Unsuccessful Tenderer's tender deposit will be discharged or returned as promptly as possible as but not later than Seven (7) days after the expiration of the period of tender validity prescribed by the Authority.
- 2.7.4 The successful Tenderer's tender deposit will be credited to his bid price so that it forms part of the amount of the bid and the tender will be required to pay the bid price less the deposit security.
- 2.7.5 The tender deposit may be forfeited:-
- (a) if a tenderer withdraws its tender during the period of tender validity specified by the Authority.
 - (b) In the case of a successful tenderer, if the tenderer fails to pay the balance of the bid price.

2.8 Validity of Tenders

- 2.8.1 Tenders shall remain valid for 150 days or as specified in the appendix to instruction to tenderers after date of tender opening prescribed by the Authority, pursuant to paragraph 2.10 Tender valid for a shorter period shall be rejected by the Authority as non-responsive.
- 2.8.2 In exceptional circumstances, the Authority may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender deposit provided under paragraph 2.7 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender deposit. A tenderer granting the request will not be required nor permitted to modify its tender.

2.9 Viewing of Tender Items

- 2.9.1 Prospective bidders are advised to view the items, in liaison with the Authority before they bid. This will enable them to arrive at the most reasonable and competitive bids. Bids are based on AS IS WHERE IS CONDITION and the condition of the items is not warranted by the seller.

2.10 Sealing and Marking of Tenders

- 2.10.1 The tenderer shall seal the tender and mark it with the number and name of the tender and **"DO NOT OPEN BEFORE 12th JUNE 2019 at 10:30 am**

2.11 Deadline for Submission of Tenders

2.11.1. Tenders must be received by the Authority at the address specified not later than **12th JUNE 2019 at 10:30 am**

2.11.2 The Authority 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 Authority and tenderers previously subject to the deadline will thereafter be subject to the deadline as extended.

2.12 Modifications And Withdrawals Of Tenders

2.12.1 Modification of tenders

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

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

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

2.12.2 Withdrawals and tenders

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

2.13 Opening of Tenders

The Authority will open all tenders in the presence of tenderers' representatives who choose to attend at **the CA meeting room on 12th JUNE 2019 at 10:30 am.**

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

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

2.13.3 The Authority will prepare minutes of the tender opening.

2.14 Clarification of tenders

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

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

2.15 Evaluation and Comparison of Tenders

2.15.1 The Authority will compare the rates proposed by each bidder and determine the highest tenderer and after examination a tenderer who proposes the highest price per lot will be considered for award.

2.16 Award Criteria

2.16.1 The Authority will formally award the contract to the highest bidder per lot.

2.17 Notification of Award

2.17.2 The highest bidder will be notified in writing of award subject to payment of the sale price and any other met conditions of sale specified in the invitation to tender

2.18 Contacting the Authority

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

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

2.19 Award of Contract

(a) Post-qualification

- 2.19.1 In the absence of pre-qualification, the procuring entity will determine to its satisfaction whether the tenderer that is selected as having submitted the highest evaluated responsive tender is qualified to perform the contract satisfactorily.
- 2.19.2 The determination will take into account the tenderer financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 2.12.3 as well as such other information as the procuring entity deems necessary and appropriate.
- 2.19.3 An affirmative determination will be a prerequisite for award of the contract to the tenderer. A negative determination will result in rejection of the Tenderer's tender, in which event the procuring entity will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

(b) **Award Criteria**

- 2.19.4 The procuring entity will award the contract to the successful tenderer(s) whose tender has been determined to be substantially responsive and has been determined to be the highest evaluated tender further that the tenderer is determined to be qualified to perform the contract satisfactorily.

(c) **Procuring entity Right to Vary quantities**

- 2.19.5 The Authority reserves the right at the time of contract award to increase or decrease the quantity of goods originally specified in the Schedule of requirements without any change in unit price or other terms and conditions

2.20 Notification of Award

- 2.20.1 Prior to the expiration of the period of tender validity, the procuring entity will notify the successful tenderer in writing that its tender has been accepted.
- 2.20.2 The notification of award will constitute the formation of the Contract but will have to wait until the contract is finally signed by both parties

2.21 Signing of Contract

- 2.21.1 At the same time as the procuring entity notifies the successful tenderer that its tender has been accepted, the procuring entity will send the tenderer the Contract Form provided in the tender documents, incorporating all agreements between the parties.

2.21.2 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.

2.21.3 Within thirty (30) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the procuring entity.

2.22 Performance Security (Not required)

2.22.1 Within Thirty (30) days of the receipt of notification of award from the Procuring entity, the successful tenderer shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the tender documents, or in another form acceptable to the Procuring entity.

2.22.2 Failure of the successful tenderer to comply with the requirements of paragraph 2.27 or paragraph 2.28 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event the Procuring entity may make the award to the next lowest evaluated Candidate or call for new tenders.

2.23 Corrupt or Fraudulent Practices

2.23.1 The procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts when used in the present regulations, the following terms are defined as follows;

(i) “corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and

(ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Authority, and includes collusive practice among tenderer (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive the Authority of the benefits of free and open competition;

2.23.2 The procurement entity will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

2.23.3 Further a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

Appendix to Instructions to Tenderers

The following information regarding the particulars of the tender shall complement supplement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provision of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers.

INSTRUCTIONS TO TENDERERS REFERENCE	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
2.1.1	Indicate eligible tenderers- Open to all
2.7.1	The tenderer shall put a refundable tender deposit of 10% per lot tendered for
2.13.	Tender closing date on 12th June 2019 at 10.30 am
2.8.1	Tenders shall remain valid for 150 days after the date of tender opening
2.22	Performance security not required in this tender
2.15	<p><i>Tender Evaluation Criteria</i></p> <p>The tenders submitted will be evaluated in Financial evaluation stages; l as follows: -</p> <p style="padding-left: 40px;">a) Financial – Highest Total Cost Bidder per lot</p> <p>2.15.1 EVALUATION OF BIDS</p> <p>a) Financial Evaluation stage</p> <p>The firm achieving the highest evaluated total cost per lot shall be recommended for award.</p> <p>The format for submitting the financial proposal will be as follows:-</p>

No.	Item Description	Unit Cost Kshs.	Total Cost Kshs.
1.			
2.			
Grand Total Cost Kshs. PER LOT			

SECTION III- SCHEDULE OF ITEMS AND PRICES

No/lot	Item Description	Qty	CA Tag Number	Manufacturer	Model No	Serial No	Refundable deposit of 10% of quoted cost per lot	Revised reserved cost	Unit Cost (Kshs)	Total Cost (Kshs)
Lot 1										
1	Office table	1	CA001223	NA	NA	NA		700		
2	Office table	1						700		
3	Fabric office chairs	1	CA003337	NA	NA	NA		500		
4	Fabric office chairs	1	CA003271	NA	NA	NA		500		
5	Fabric office chairs	1	CA002068	NA	NA	NA		500		
6	Fabric office chairs	1	CA001832	NA	NA	NA		500		
7	Fabric office chairs	1	CA003270	NA	NA	NA		500		
8	Fabric office chairs	1	CA003063	NA	NA	NA		500		
9	Fabric office chairs	1	CA00714	NA	NA	NA		500		
10	Fabric office chairs	1	CCK/1/B1/F50/46/6	NA	NA	NA		500		
11	Fabric office chairs	1	CCK/1/B1/S69/05/12	NA	NA	NA		500		
12	Fabric office chairs	1	NA	NA	NA	NA		500		
13	Fabric office chairs	1	NA	NA	NA	NA		500		
14	Fabric office chairs	1	NA	NA	NA	NA		500		
15	Fabric office chairs	1	NA	NA	NA	NA		500		
16	Fabric office chairs	1	NA	NA	NA	NA		500		
17	Fabric office chairs	1	NA	NA	NA	NA		500		
18	Fabric office chairs	1	NA	NA	NA	NA		500		
19	Fabric office	1	NA	NA	NA	NA		500		

No/lot	Item Description	Qty	CA Tag Number	Manufacturer	Model No	Serial No	Refundable deposit of 10% of quoted cost per lot	Revised reserved cost	Unit Cost (Kshs)	Total Cost (Kshs)
	chairs									
20	Fabric office chairs	1	NA	NA	NA	NA		500		
21	Fabric office chairs	1	NA	NA	NA	NA		500		
22	Fabric office chairs	1	NA	NA	NA	NA		500		
23	Fabric office chairs	1	NA	NA	NA	NA		500		
23	Fabric office chairs	1	NA	NA	NA	NA		500		
25	Fabric office chairs	1	NA	NA	NA	NA		500		
26	Fabric office chairs	1	NA	NA	NA	NA		500		
27	Fabric office chairs	1	NA	NA	NA	NA		500		
28	Fabric office chairs	1	NA	NA	NA	NA		500		
29	Fabric office chairs	1	NA	NA	NA	NA		500		
30	Fabric office chairs	1	NA	NA	NA	NA		500		
31	Fabric office chairs	1	NA	NA	NA	NA		500		
32	Fabric office chairs	1	NA	NA	NA	NA		500		
33	Fabric office chairs	1	NA	NA	NA	NA		500		
34	Fabric office chairs	1	NA	NA	NA	NA		500		
35	Fabric office chairs	1	NA	NA	NA	NA		500		
36	Small wooden office cabinet	1	NA	NA	NA	NA		300		
GRAND TOTAL COST FOR LOT 1										

No/lot	Item Description	Qty	CA Tag Number	Manufacturer	Model No	Serial No	Refundable deposit of 10% of quoted cost per lot	Revised reserve cost	Unit Cost (Kshs)	Total Cost (Kshs)
Lot 2										
1	Metal angel line bas 3.5 m long	1	NA	NA	NA	N A	Refundable deposit of 10% of quoted cost per lot	300		
2	Metal angel line bas 3.5 m long	1	NA	NA	NA	N A		300		
3	Metal angel line bas 3.5 m long	1	NA	NA	NA	N A		300		
GRAND TOTAL COST FOR LOT 2										
Lot 3										
1	Tyres	1	NA	NA	NA	NA	Refundable deposit of 10% of quoted cost per lot	500		
2	Tyres	1	NA	NA	NA	NA		500		
3	Tyres	1	NA	NA	NA	NA		500		
4	Tyres	1	NA	NA	NA	NA		500		
5	Tyres	1	NA	NA	NA	NA		500		
6	Tyres	1	NA	NA	NA	NA		500		
7	Tyres	1	NA	NA	NA	NA		500		
8	Tyres	1	NA	NA	NA	NA		500		
9	Tyres	1	NA	NA	NA	NA		500		
10	Tyres	1	NA	NA	NA	NA		500		
11	Tyres	1	NA	NA	NA	NA		500		
12	Tyres	1	NA	NA	NA	NA		500		
13	Tyres	1	NA	NA	NA	NA		500		
14	Tyres	1	NA	NA	NA	NA		300		
15	Tyres	1	NA	NA	NA	NA		300		
16	Tyres	1	NA	NA	NA	NA		300		
17	Tyres	1	NA	NA	NA	NA		600		
18	Tyres	1	NA	NA	NA	NA		600		
19	Tyres	1	NA	NA	NA	NA		600		
20	Tyres	1	NA	NA	NA	NA		600		
21	Tyres	1	NA	NA	NA	NA		600		
22	Tyres	1	NA	NA	NA	NA		400		
23	Tyres	1	NA	NA	NA	NA		400		
24	Tyres	1	NA	NA	NA	NA		400		
25	Tyres	1	NA	NA	NA	NA		400		
26	Tyres	1	NA	NA	NA	NA		400		

No/lot	Item Description	Qty	CA Tag Number	Manufacturer	Model No	Serial No	Refundable deposit of 10% of quoted cost per lot	Revised reserve cost	Unit Cost (Kshs)	Total Cost (Kshs)
27	Tyres	1	NA	NA	NA	NA		400		
28	Tyres	1	NA	NA	NA	NA		400		
GRAND TOTAL COST FOR LOT 3										
Lot 4										
1	Fire extinguishers cylinders	1	CA003817	NA	NA	NA	Refundable deposit of 10% of quoted cost per lot	600		
2	Fire extinguishers cylinders	1	CA002787	NA	NA	NA		600		
3	Fire extinguishers cylinders	1	CA003585	NA	NA	NA		600		
4	Fire extinguishers cylinders	1	CA00482	NA	NA	NA		600		
5	Fire extinguishers cylinders	1	CA002472	NA	NA	NA		600		
6	Fire extinguishers cylinders	1	CA001003	NA	NA	NA		600		
7	Fire extinguishers cylinders	1	CA001158	NA	NA	NA		600		
9	Fire extinguishers cylinders	1	CA	NA	NA	NA		600		
GRAND TOTAL COST FOR LOT 4										
Lot 5										
1	Wooden Fire exit doors	1	NA	NA	NA	NA	Refundable deposit of 10% of quoted cost per lot	300		
2	Wooden Fire exit doors	1	NA	NA	NA	NA		300		
3	Wooden Fire exit doors	1	NA	NA	NA	NA		300		
4	Wooden Fire exit doors	1	NA	NA	NA	NA		300		
5	Wooden Fire exit doors	1	NA	NA	NA	NA		300		
6	Fire exit doors Fire exit doors	1	NA	NA	NA	NA		300		
7	Wooden Fire exit doors	1	NA	NA	NA	NA		300		
8	Wooden Fire exit doors	1	NA	NA	NA	NA		300		

No/lot	Item Description	Qty	CA Tag Number	Manufacturer	Model No	Serial No	Refundable deposit of 10% of quoted cost per lot	Revised reserved cost	Unit Cost (Kshs)	Total Cost (Kshs)
9	Fire exit doors Fire exit doors	1	NA	NA	NA	NA		300		
10	Wooden Fire exit doors	1	NA	NA	NA	NA		300		
11	Wooden Fire exit doors	1	NA	NA	NA	NA		300		
12	Wooden Fire exit doors	1	NA	NA	NA	NA		300		
13	Wooden Fire exit doors	1	NA	NA	NA	NA		300		
14	Wooden Fire exit doors	1	NA	NA	NA	NA		300		
15	Wooden Fire exit doors	1	NA	NA	NA	NA		300		
GRAND TOTAL COST FOR LOT 5										
Lot 6										
1	Gym Equipment (bicycle type)	1	CA000469	Polar	Life cycle 9500 H	NA	Refundable deposit of 10% of quoted cost per lot	2,500		
2	Gym Equipment (bicycle type)	1	Ca000499	polar	Life fitness 9500 H	NA		2,500		
3	Gym Equipment (bicycle type)	1	CA00050	Polar	Life fitness 8500	NA		2,500		
GRAND TOTAL COST FOR LOT 6										
Lot 7										
1	0.5 HP broken water pump (2HP-1.9 KW)	1	N/A	NA	NA	NA		NA	2,200	700
GRAND TOTAL COST FOR LOT 7										

No/lot	Item Description	Qty	CA Tag Number	Manufacturer	Model No	Serial No	Refundable deposit of 10% of quoted cost per lot	Revised reserve cost	Unit Cost (Kshs)	Total Cost (Kshs)
Lot 9										
1	Small generator 85 KVA Year of Purchase – 1998	1		Type – Deutz	Model – 0627 11	SN. Of EQ – 605318 72	Refundable deposit of 10% of quoted cost per lot	80,000		
GRAND TOTAL COST FOR LOT 9										

Authorized official _____

Name

Signature

Date

SECTION IV - CONDITIONS OF TENDER

- 4.1 A tenderer will pay a refundable deposit of 10% per lot tendered for in advance before the closing date of the tender for *old* office furniture, fire extinguishers cylinder, fire exit doors, metal angel line bas 3.5 m long, tyres, 0.5 hp broken water pump (2hp-1.9 kw) and small generator as indicated in the schedule of items and prices.
- 4.2 Tenderers who will be awarded contracts will be required to pay for the items after 14 days and not later than 21 days failure to which the contract award will be cancelled and the deposit forfeited. If there is an administrative review, the review procedures shall be followed.
- 4.3 Tenderers who will not be awarded contracts will be refunded the deposits fourteen (14) days after notification of the communication of the contract awards.
- 4.4 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 0.5% of the sale price up to a maximum of 10%.
- 4.5 Items tendered for below the reserve price will be retained by the Authority.

SECTION V STANDARD FORMS

1. The form of tender
2. Confidential business questionnaire form
3. Tender deposit commitment declaration form
4. Letter of Notification of award
- 5 Request for review form

1 Form of Tender

Date: _____
Tender No. _____

To:
.....
.....

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda.
Nos. [insert numbers]. The receipt of which is hereby duly
acknowledged, we the undersigned, offer to purchase and collect all the items offered to us in
conformity with the said tender documents for the sum of (*total tender amount in words and
figures*) per lot

LOT NUMBER	GRAND TOTAL COST IN KSHS. PER LOT INCLUSIVE OF 16% VAT.
LOT 1	
LOT 2	
LOT 3	
LOT 4	
LOT 5	
LOT 6	
LOT 7	
LOT 9	

or such other sums as may be ascertained in accordance with the Schedule of Prices attached
herewith and made part of this Tender.

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

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

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

Dated this _____ day of _____ 20 _____

[Signature]

[in the capacity of]

Duly authorized to sign tender for and on behalf of _____

5.2 Confidential Business Questionnaire Form

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

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

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

--	--

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

	<p>.....</p> <p>Given details of all directors as follows</p> <table border="0"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Nationality</th> <th style="text-align: left;">Citizenship Details</th> <th style="text-align: left;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="4">.....</td> </tr> <tr> <td>2.</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="4">.....</td> </tr> <tr> <td>3.</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="4">.....</td> </tr> <tr> <td>4.</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="4">.....</td> </tr> <tr> <td>5.</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="4">.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares	1.							2.							3.							4.							5.						
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<p>Date Seal/Signature of Candidate</p>																																													

5.3 Tender deposit commitment Declaration Form

*Tender No. (as per tender documents)

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

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

Authorizing Official _____
(name)

(signature)

(Date)

5.4. LETTER OF NOTIFICATION OF AWARD

Address of Authority

To: _____

RE: Tender No. _____

Tender Name _____

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

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

(FULL PARTICULARS) _____

SIGNED FOR ACCOUNTING OFFICER

REQUEST FOR REVIEW FORM

FORM RB 1

REPUBLIC OF KENYA

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION NO. OF20.....

BETWEEN

..... APPLICANT

AND

..... RESPONDENT

(Authority)

Request for review of the decision of the *(Name of the Authority)* of
..... dated the...day of20..... in the matter of Tender
No.....of20.....

REQUEST FOR REVIEW

I/We.....,the above named Applicant(s), of address: Physical
address.....Fax No.....Tel. No.....Email,

hereby request the Public Procurement Administrative Review Board to review the whole/part of
the above mentioned decision on the following grounds , namely:-

1.

2.

etc.

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

1.

2.

etc

SIGNED(Applicant)

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



FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on day
of20.....

SIGNED
Board Secretary