

TEACHERS SERVICE COMMISSION



OPEN TENDER

DISPOSAL OF ASSETS, STORE ITEMS AND BOARDED MOTOR VEHICLES

TENDER NO. TSC/DSP/01/2021-2022

Teachers Service Commission

Upper Hill, Kilimanjaro Road, Private Bag, 00100

Email: ddprocurement@tsc.go.ke

Website: <http://www.tsc.go.ke/www.tenders.go.ke>

PRE-BID VISITS AS INDICATED BELOW

- a) **MOTOR VEHICLE-14th February 2022**
- b) **ASSORTED ICT ITEMS-15th February 2022.**
- c) **OTHER ASSORTED ITEMS-16th February 2022.**

CLOSING DATE: WEDNESDAY 23RD FEBRUARY, 2022 AT 9.00 A.M.

**ALL CANDIDATES ARE ADVISED TO READ CAREFULLY THIS TENDER
DOCUMENT IN ITS ENTIRETY BEFORE MAKING ANY BID**

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INVITATION TO TENDER

PROCURING ENTITY:

Teachers Service Commission, Upper Hill, Kilimanjaro Road, Private Bag, 00100; Nairobi.

CONTRACT NAME AND DESCRIPTION:

DISPOSAL OF STORE ITEMS, ASSETS AND BOARDED MOTOR VEHICLES

1. The Teachers Service Commission now invites sealed tenders from eligible candidates to purchase Store Items, Assets and Boarded Motor Vehicles.
2. Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours 0900 to 1600 hours at the Office of Deputy Director, Supply Chain Management Services (SCMS), Teachers Service Commission Building 2nd Floor, Podium Wing – Kilimanjaro, Road Upper Hill.
3. A complete set of tender documents may be purchased or obtained by interested tenders upon payment of a non-refundable fees of **Kshs. 1,000 (Kenya shillings One Thousand Only)** to the Teachers Service Commission at National Bank of Kenya Account No. 01001000905000, Harambee Avenue Branch or Bankers Cheque and present the bank slip to TSC Cash office for official receipt thereafter, attach a copy of the receipt to the Tender Document. Tenderers are encouraged to obtain or download tender document electronically *Free of Charge* from the TSC website www.tsc.go.ke or **tender dedicated portal** <https://tenders.go.ke>.
4. Tenderers may also obtain further information or clarification on the tender at the **Supply Chain Management Services Division**, Teachers Service Commission House, 2nd Floor, Podium Wing at the official working hours 0900 to 1600 HR. Tenderers who download the tender document must forward their particulars immediately to ddprocurement@tsc.go.ke. To facilitate any further clarification or addendum.
5. Tenders shall be quoted in Kenya Shillings and shall include all government taxes. Tenders shall remain valid for a period of 150 **days** from the date of submission/opening date on **WEDNESDAY 23RD FEBRUARY, 2022 AT 9.00 AM**
6. Pursuant to Section 74 (1) of the Public Procurement and Asset Disposal Act 2015, Tenderer shall;
 - a) chronologically serialize all pages of the tender documents submitted;
 - b) the tender is only open to those who shall meet the eligibility and any other requirements outlined in this tender documents.
7. Completed tender documents shall be enclosed in plain sealed envelopes, marked with the tender number and tender name be deposited in the Tender Box provided at the TSC House, Podium wing, Ground Floor, or be addressed and posted to The Secretary, Teachers Service Commission, P.O. Box Private Bag-00100, Nairobi to be received on or before **WEDNESDAY 23RD FEBRUARY, 2022 AT 9.00 AM**. Electronic Tenders **shall not** be permitted.
8. Tenders will be opened immediately after the deadline on **WEDNESDAY 23RD**

FEBRUARY, 2022 AT 9.00 A.M.

9. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the TSC Building, Podium wing, Ground Floor.
10. Late tenders shall be rejected and returned unopened. Tenderers who will come late (**after 9.00 am**) will not be allowed an entry in to the building and will be returned back with their bid documents.
11. The Teachers Service Commission reserves the right to accept or reject any tender at any time prior to Contract. The Commission may terminate the procurement proceeding in accordance to Section 63 of the Act, without incurring any liability to Tenderers.
12. **VIEWING** of the **Assets, Store items and Boarded Motor Vehicles** shall be done at TSC Headquarters between **14th – 17th February, 2022** in strict compliance with the Ministry of Health protocols on COVID- 19 as Indicated Below;

PRE-BID VISITS AS INDICATED BELOW

- a) **MOTOR VEHICLE-14th February 2022 at 10.00 am**
- b) **ASSORTED ICT ITEMS-15th February 2022 at 10.00 am**
- c) **OTHER ASSORTED ITEMS-16th February 2022 at 10.00 am**

13. *Interested bidders will pay refundable bank deposits as provided against each item.*

14. **The addresses referred to above are:**

Address for obtaining further information and for purchasing tender documents

**TEACHERS SERVICE COMMISSION
TSC HOUSE, KILIMANJARO
AVENUE, UPPERHILL, 2ND
FLOOR SUPPLY CHAIN
MANAGEMENT OFFICE
PRIVATE BAG-00100,
NAIROBI**

ddprocurement@tsc.go.ke

Address for Submission of Tenders.

**THE CHIEF EXECUTIVE
OFFICER/COMMISSION SECRETARY
TEACHERS SERVICE COMMISSION
TSC HOUSE, KILIMANJARO
AVENUE, UPPERHILL,
GROUND FLOOR – TSC
BUILDING, PODIUM WING
PRIVATE BAG-00100,
NAIROBI.**

Att. ddprocurement@tsc.go.ke

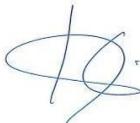
Address for Opening of Tenders

Teachers Service Commission
Upper Hill, Kilimanjaro Road,
TSC Building-Podium Wing, Ground Floor

DR. NANCY NJERI MACHARIA
SECRETARY/CHIEF EXECUTIVE

Name: **OIMO LAWRENCE OGANGA**

Designation: **DEPUTY DIRECTOR, SUPPLY CHAIN MANAGEMENT**

Signature: 

Date: **8th February, 2022**

SECTION I - INSTRUCTIONS TO TENDERERS

1 Eligible Tenderers

- 1.1 This Invitation for Tenders is open to all eligible tenderers who have met all requirements as prescribed in this tender document.
- 1.2 Tenderers shall be under a declaration of in eligibility for corrupt or fraudulent practices
- 1.3 The Teachers Service Commission 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 this tender.
- 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 Teachers Service Commission, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.2 The Teachers Service Commission 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 Forms.

- 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 Teacher Service Commission in writing or by post at the Commission address indicated in the Invitation for tenders. The Teacher Service Commission 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. Written copies of the Teacher Service Commission 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 Teacher Service Commission not later than 7 days prior to the deadline for submission of tenders.
- 4.3 The Teacher Service Commission 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 Teacher Service Commission, 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 Teacher Service Commission, 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 only.

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 a period 180 days after the date of tender opening. Tender valid for a shorter period shall be rejected by the Teacher Service Commission as non-responsive.
- 8.2 In exceptional circumstances, the Teacher Service Commission 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 Teacher Service Commission.
- 9.2 Viewing of the Assets, Store items and Boarded Motor Vehicles shall be done at TSC Headquarters between **14th to 17th February, 2022** in strict compliance with the Ministry of Health protocols on COVID- 19.

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 Commission Secretary, Teacher Service Commission and a warning not to open before **WEDNESDAY 23RD FEBRUARY, 2022 AT 9.00 AM**. 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 Teacher Service Commission; 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 Teacher Service Commission 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 Teacher Service Commission at the TSC Building – Kilimanjaro Road, Ground Floor not later than **WEDNESDAY 23RD FEBRUARY, 2022 AT 9.00 AM**.

The Teacher Service Commission 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 Teacher Service Commission 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 Teacher Service Commission prior to the deadline **WEDNESDAY 23RD FEBRUARY, 2022 AT 9.00 AM**
- 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 email but followed by a signed confirmation copy, post marked not later than **WEDNESDAY 23RD FEBRUARY, 2022 AT 9.00 AM**
- 12.3 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 Teachers Service Commission will open all tenders in the presence of tenderers' representatives who choose to attend at **Teachers Service Commission - Upper Hill-Kilimanjaro Road. TSC Building-Podium Wing, Ground Floor on WEDNESDAY 23RD FEBRUARY, 2022 AT 9.00 AM.** The tenderers or representatives who may wish to be 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 Teacher Service Commission, at its discretion, may consider appropriate, will be announced at the opening.
- 14.3 The Teacher Service Commission will prepare minutes of the tender opening.

15 Clarification of tenders

- 15.1 To assist in the examination, evaluation and comparison of tenders the Teacher Service Commission 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 Teacher Service Commission in the during the 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 Teacher Service Commission 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 Teacher Service Commission.

Mandatory Requirement

No.	Item Description	Responsiveness YES / NO)
1.	Submit a clearly Serialized and marked one original copy and copy of the bid document. <i>Tenderers who will fail to serialize bid documents shall be rejected.</i>	
2.	Provide evidence of payment deposit slip as required and attach receipt from TSC cash office or bank slip as proof of payment	
3.	Dully fill and sign the Confidential Business Questionnaire in the format provided.	
4.	Dully fill and sign the Form of Tender in the format provided.	

No.	Item Description	Responsiveness YES / NO)
5.	Dully fill and sign Self Declaration Form SD1 in the format provided.	
6.	Dully fill and sign the Self-Declaration Form SD2 in the format provided	
7.	Dully fill and sign the Declaration and commitment to the code of ethics Form in the format provided.	
8.	Dully filled and sign the schedule of items and Prices Form in the format provided.	
9.	Dully fill and sign the Tender Deposit Commitment Declaration Form in the format provided	

16.2 Provided that the Tender is substantially responsive, the Teacher Service Commission 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 Teacher Service Commission 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 Teacher Service Commission will award the contract to the successful tenderer(s) whose tenders have 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 Teacher Service Commission 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.

19 Canvassing/Contacting the Procuring Entity

19.1 No tenderer shall contact the Teacher Service Commission on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

19.2 Any effort by a tenderer to influence the Teacher Service Commission 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 Teacher Service Commission 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 Teacher Service Commission.
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 Teacher Service Commission will complete columns 1-6 and 9 and the Tenderer will complete columns 7 and 8, and sign as indicated below.

SCHEDULE OF ITEMS AND PRICES

MOTOR VEHICLES

Item No	Description of Item	Unit of issue	Total Quantity	Reserve Price	Duty status	Total Tender Price	Required Deposit
1.	Nissan Sunny GKA 802X	NO	1	220,000	Duty paid		20,000
2.	Toyota Avensis GKA 819X	NO	1	490,000	Duty paid		50,000
3.	Toyota Corolla GKA 803X	NO	1	220,000	Duty paid		20,000
4.	Land Rover Defender GKB 498D	NO	1	585,000	Duty paid		50,000

MOTOR VEHICLE/CYCLE TYRES AND BATTERIES

S/NO	Description of Item	Unit of issue	Total Quantity	Reserve Price	Unit price	Total Tender Price	Required Deposit
1.	Assorted Motor Vehicle Tyres	NO	200	150 each			50
2.	Motor Cycle Tyres	NO	40	50 each			
3.	Assorted Motor Vehicle Batteries	NO	26	400 each			100

METAL CABINETS

S/NO	Description of Item	Unit of issue	Total Quantity	Reserve Price	Unit price	Total Tender Price	Required Deposit
1.	4-Drawer Metal Cabinets	NO	5	1,000 Each			200

NOTES:**DEPOSIT REQUIRED IN THE FOLLOWING CATEGORY IS PER ITEM****ICT EQUIPMENT**

S/NO	Description of Item	Make	Total Quantity	Reserve Price	Unit price	Total Tender Price	Deposit KSHS. PER ITEM
1.	Computer CPU	HP	41	500 Each			200
2.	Computer CPU	IBM	5	500 Each			200
3.	Computer CPU	LENOVO	4	500 Each			200
4.	Computer CPU	DELL	1	500 Each			100
1.	TFT Screen	HP	20	800 Each			200
2.	TFT Screen	LENOVO	5	800 Each			200
3.	TFT Screen	IBM	1	800 Each			200
1.	Power Backup	APC	22	500 Each			200
2.	Power Backup	SMART	7	500 Each			200
3.	Power Backup	MECER	8	500 Each			200
4.	Power Backup	POWERWARE	1	500 Each			200
5.	Power Backup	TRIPLITE	2	500 Each			200
6.	Power Backup	BORI	1	500 Each			200
7.	Power Backup	MERCURY 650 PRO	1	500 Each			200
8.	Power Backup	DIGITEK 650	2	500 Each			200
9.	Power Backup	PICACE BUDGET	1	500 Each			200
1.	Printer	HP 5200	28	3,500 Each			500
2.	Printer	KYOCERA	13	3,500 Each			500
3.	Printer	SAMSUNG 6555NX	9	1,000 Each			200
4.	Printer	BROTHER HL-60	2	3,500 Each			500
5.	Printer	ROCOH MP C4000	1	3,500 Each			500
6.	Printer	NASHUTEC	1	2,500 Each			200
7.	Printer	SHARP	1	3,500 Each			500
8.	Printer	FINISHER SR3030	1	1,500 Each			100
1.	Scanners	KODAK I1440	2	2,000 Each			500
2.	Scanners	HP DESKJET 2050	1	2,000 Each			500
1.	Laptop	TOSHIBA	2	3,000 Each			500
2.	Laptop	LENOVO THINKPAD	2	2,000 Each			500
1.	Router	CISCO	3	3,000 Each			500

NB: The interested tenderer shall pay a refundable cash deposit for each item tendered for in the amount indicated in the schedule of items and prices, and present the bank slip to TSC Accounts office for official receipt. 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. Tenderers who had paid deposit and were not successful will be refunded their cash deposits within thirty (30) after notification of the communication of the contract awards. The cash deposits for the successful tenderers will be credited in their accounts and will pay less the deposit.

The official receipt issued by TSC Cash office must be attached with the tender document during submission of tender's failure to which the tender will be rejected.

Name of Account Holder TEACHERS SERVICE COMMISSION

Name of the Bank NATIONAL BANK OF KENYA

Branch Name HARAMBEE AVENUE

and City NAIROBI

Account Number 01001000905000

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 he/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 Teachers Service Commission 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.

Authorizing Official

(Name)

Designation

(Signature).....

(Date and stamp)

SCHEDULE OF ITEMS AND PRICES

MOTOR VEHICLES

Item No	Description of Item	Unit of issue	Total Quantity	Reserve Price	Duty status	Total Tender Price	Required Deposit
19.3	Nissan Sunny GKA 802X	NO	1	220,000	Duty paid		20,000
19.4	Toyota Avensis GKA 819X	NO	1	490,000	Duty paid		50,000
19.5	Toyota Corolla GKA 803X	NO	1	220,000	Duty paid		20,000
19.6	Land Rover Defender GKB 498D	NO	1	585,000	Duty paid		50,000

NOTES:

DEPOSIT REQUIRED FOR THE FOLLOWING CATEGORY IS PER ITEM

MOTOR VEHICLE/CYCLE TYRES AND BATTERIES

S/NO	Description of Item	Unit of issue	Total Quantity	Reserve Price	Unit price	Total Tender Price	Deposit KSHS. PER ITEM
1	Assorted Motor Vehicle Tyres	NO	200	150 each			50
2	Motor Cycle Tyres	NO	40	50 each			
3	Assorted Motor Vehicle Batteries	NO	26	400 each			100

METAL CABINETS

S/NO	Description of Item	Unit of issue	Total Quantity	Reserve Price	Unit price	Total Tender Price	Deposit KSHS. PER ITEM
1	4-Drawer Metal Cabinets	NO	5	1,000 Each			200

ICT EQUIPMENT

S/NO	Description of Item	Make	Total Quantity	Reserve Price	Unit price	Total Tender Price	Deposit KSHS. PER ITEM
CPU							
1.	Computer CPU	HP	41	500 Each			200
2.	Computer CPU	IBM	5	500 Each			200
3.	Computer CPU	LENOVO	4	500 Each			200
4.	Computer CPU	DELL	1	500 Each			100
TFT							
1.	TFT Screen	HP	20	800 Each			200
2.	TFT Screen	LENOVO	5	800 Each			200
3.	TFT Screen	IBM	1	800 Each			200
UPS							
1.	Power Backup	APC	22	500 Each			200
2.	Power Backup	SMART	7	500 Each			200
3.	Power Backup	MECER	8	500 Each			200
4.	Power Backup	POWERWARE	1	500 Each			200

S/NO	Description of Item	Make	Total Quantity	Reserve Price	Unit price	Total Tender Price	Deposit KSHS. PER ITEM
5.	Power Backup	TRIPLITE	2	500 Each			200
6.	Power Backup	BORI	1	500 Each			200
7.	Power Backup	MERCURY 650 PRO	1	500 Each			200
8.	Power Backup	DIGITEK 650	2	500 Each			200
9.	Power Backup	PICACE BUDGET	1	500 Each			200
PRINTERS							
9.	Printer	HP 5200	28	3,500 Each			500
10.	Printer	KYOCERA	13	3,500 Each			500
11.	Printer	SAMSUNG 6555NX	9	1,000 Each			200
12.	Printer	BROTHER HL-60	2	3,500 Each			500
13.	Printer	ROCOH MP C4000	1	3,500 Each			500
14.	Printer	NASHUTEC	1	2,500 Each			200
15.	Printer	SHARP	1	3,500 Each			500
16.	Printer	FINISHER SR3030	1	1,500 Each			100
SCANNERS							
3.	Scanners	KODAK I1440	2	2,000 Each			500
4.	Scanners	HP DESKJET 2050	1	2,000 Each			500
LAPTOPS							
3.	Laptop	TOSHIBA	2	3,000 Each			500
4.	Laptop	LENOVO THINKPAD	2	2,000 Each			500
ROUTERS							
2.	Router	CISCO	3	3,000 Each			500

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 Shares	Citizenship Details
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 Shares	Citizenship Details
1.		
2.		
3.		
4.		
5.		

[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: -

ITEM No.	Item Description	Quantity	Deposit (Kshs.)	Receipt No. and Date
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				
29.				
30.				
31.				
32.				
33.				

Authorizing Official

Name.....

Designation

Signature

(Date and stamp)

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

FORM SD2

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

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				

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				
TOTAL PRICE OF ALL ITEMS				

Authorized Signature:

Name and Title of Signatory:

Name of Procuring Entity:

Officer(s) to be contacted

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 ofdated the...day of20.....in the matter of Tender No.....of20..... 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 of20.....

SIGNED

Board Secretary