



NATIONAL AIDS CONTROL COUNCIL

DISPOSAL OF OFFICE EQUIPMENT

TENDER No: NACC/034/2017-2018

Issued on: April 17, 2018

Tender Closing Date: MAY 2, 2018

Tender Closing Time: 10.00AM

TABLE OF CONTENTS

Contents

1.0 INTRODUCTION.....	4
SECTION I - INVITATION TO TENDER.....	5
SECTION II - INSTRUCTIONS TO TENDERERS.....	6
2.0 INSTRUCTION TO TENDERERS.....	6
2.1 Eligible Tenderers.....	6
2.2 Cost of Tendering.....	6
2.3 The Tender Document.....	6
2.4. Clarification of Documents.....	6
2.5 Amendment of Documents.....	7
2.6 Tender Prices and Currencies.....	7
2.7 Tender deposit.....	7
2.8 Validity of Tenders.....	8
2.9. Viewing of Tender Items.....	8
2.10 Sealing and Marking of Tenders.....	8
2.11 Deadline for Submission of Tenders.....	8
2.12 Modifications and Withdrawals of Tenders.....	8
2.12.1 Modification of tenders.....	8
2.12.2 Withdrawals and tenders.....	9
2.13 Opening of Tenders.....	9
2.14 Clarification of tenders.....	9
2.15 Evaluation and Comparison of Tenders.....	10
2.16 Award Criteria.....	10
2.17 Notification of Award.....	10
2.18 Contacting the Procuring entity.....	10
Appendix to Instructions to tenderers.....	11
SECTION III - (A) SCHEDULE OF ITEMS AND LOCATION.....	12
SECTION IV - CONDITIONS OF TENDER.....	22
Appendix to Conditions of Tender.....	23

Appendix to conditions of tender.....	24
SECTION V - STANDARD FORMS.....	25
5.1 Form of Tender.....	26
5.2 Confidential Business Questionnaire Form.....	27
5.3 Tender deposit commitment Declaration Form	28
5.4. LETTER OF NOTIFICATION OF AWARD.....	29
5.5 REQUEST FOR REVIEW FORM	30
SELF-DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.....	31
SELF-DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.....	32
BANK DETAILS FORM- MANDATORY	33

1.0 INTRODUCTION

1.1 This Standard tender document for Sale of disposable Stores and Equipment has been prepared for use by public entities in Kenya in the disposal stores and equipment as provided by part X of the Public Procurement and Asset Disposal Act, 2015.

1.2 The following general directions should be observed when using the document.

(a) Specific details should be furnished in the tender notice. The final document to be provided to the tenderers should not have blank spaces or give options

(b) The instructions to the tenderers should remain unchanged. Any necessary amendments to these parts should be made through the Appendix to instructions to tenderers.

1.3 Information contained in the invitation to tender shall conform to the data and information in the tender documents to enable tenderers to decide whether or not to participate in the tender and shall indicate any important tender requirements.

SECTION I - INVITATION TO TENDER

Date April 4, 2018

National AIDS Control Council

P. O. Box 61307 00200, Tel. +254-20-2711261/2715144, Website: www.nacc.or.ke

TENDER NOTICE

The **National AIDS Control Council** now invites tenders from eligible candidates for the tender indicated below;

Tender No.	Item Description
Tender No. NACC/034/2017/2018	Disposal of Unserviceable Office Equipment

A complete set of tender documents may be obtained by interested candidates by downloading for free from the NACC website: www.nacc.or.ke under Tenders or may be obtained from National AIDS Control Council's Offices on 8th Floor of Landmark Plaza, Argwings Kodhek Road, Opposite Nairobi Hospital, during normal working hours upon payment of non-refundable fees of Kshs. 1,000 in cash or banker's cheque payable to the **Chief Executive Officer, National AIDS Control Council** for a copy the printed document.

Tenderers will be required to pay in advance a refundable deposit as indicated in the bidding document for tender No. NACC/034/2017/2018

Completed tender documents are to be enclosed in plain sealed envelopes marked with the tender reference number and the tender name and deposited in the Tender Box at;

National AIDS Control Council
P.O.Box 61307 Postal code 00200,
Nairobi, Kenya,
Landmark Plaza, Argwings Kodhek Rd, and 9th Floor or addressed to:
Chief Executive Officer, National AIDS Control Council so as to be received on or before **May 2, 2018 at 10.00am.**

Tenders shall remain valid for 120 days from the closing date of the tender.

Tenders will be opened immediately thereafter in the presence of the tenderers or their representatives who choose to attend at **Landmark Plaza, Argwings Kodhek Rd, 9th Floor.**

SECTION II - INSTRUCTIONS TO TENDERERS

2.0 INSTRUCTION TO TENDERERS

2.1 Eligible Tenderers

2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Appendix to instructions to tenderers.

2.1.2 Tenderers shall not be under a declaration of ineligibility for corrupt or fraudulent practices

2.1.3 The procuring entity's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender unless where specifically allowed under the Act.

2.2 Cost of Tendering

2.2.1 The tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

2.2.2 The price to be charged for the tender document shall not exceed Kshs.1,000/=

2.2.3 The procuring entity shall allow the tender to review the tender document free of charge before purchase.

2.3 The Tender Document

2.3.1 The tender document comprises the documents listed below and any addenda issued in accordance with 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 Procuring entity in writing or by post at the entity's address indicated in the Invitation for tenders. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives not later than seven (7) days prior to the deadline for the submission of tenders,

prescribed by the procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers that have received the tender document.

2.4.2 Clarification of tenders shall be requested by the tenderer to be received by the procuring entity not later than 7 days prior to the deadline for submission of tenders.

2.4.3 The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

2.5 Amendment of Documents

2.5.1 At any time prior to the deadline for submission of tenders, the Procuring entity, for any reasons, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by amendment

2.5.2 All prospective candidates that have received the tender documents will be notified of the amendment in writing or by post and will be binding on them.

2.5.3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the Procuring entity, at its discretion, may extend the deadline for the submission of tenders.

2.6 Tender Prices and Currencies

2.6.1 The tenderer shall indicate on the appropriate Price Schedule the unit prices and total tender price of the items it proposes to purchase under the contract

2.6.2 Prices quoted by the tenderer shall be fixed during the tender validity period and not subject to variation on any account. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected

2.6.3 The Price quoted shall be in Kenya Shillings.

2.7 Tender deposit

2.7.1 The tenderer shall put a deposit for every item tendered for in the amount indicated in the schedule of items and prices.

2.7.2 Failure to put the required deposit for any item tendered for will lead to disqualification of the bid for the item.

2.7.3 Unsuccessful Tenderer's tender deposit will be discharged or returned as promptly as possible as but not later than Seven (7) days after the expiration of the period of tender validity prescribed by the procuring entity.

2.7.4 The successful Tenderer's tender deposit will be credited to his bid price so that it forms part of the amount of the bid and the tender will be required to pay the bid price less the deposit security.

2.7.5 The tender deposit may be forfeited:

(a) If a tenderer withdraws its tender during the period of tender validity specified by the procuring entity.

(b) In the case of a successful tenderer, if the tenderer fails to pay the balance of the bid price.

2.8 Validity of Tenders

2.8.1 Tenders shall remain valid for 120 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.

2.8.2 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.

2.9. Viewing of Tender Items

2.9.1 Prospective bidders are advised to view the items, stores/equipment in liaison with the procuring entity before they bid for each lot. This will enable them to arrive at the most reasonable and competitive bids. Bids are based on AS WHERE IS CONDITION and the conditions of the items are 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 May 2, 2018 at 10.00AM"

2.11 Deadline for Submission of Tenders

2.11.1. Tenders must be received by the Procuring entity at the address specified not later than **May 2, 2018 at 10.00AM**

2.11.2 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.

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 Procuring entity 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 Tender

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

2.13.2 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend at **May 2, 2018 at 10.00am** and in the location specified in the invitation to tender. The tenderers or representatives who are present shall sign a register evidencing their attendance.

2.13.3 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.

2.13.4 The Procuring entity 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 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.

2.14.3 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.

2.15 Evaluation and Comparison of Tenders

2.15.1 The Procuring entity will examine the tenders to determine whether they are complete, 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.

2.15.2 The Procuring entity will evaluate and compare the tenders, which have been determined to be substantially responsive.

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

2.16 Award Criteria

2.16.1 The Procuring entity will award the contract to the successful tenderer(s) whose tender has been determined to be substantially responsive and has been determined to be the highest evaluated tender, subject to the reserves price.

2.17 Notification of Award

2.17.2 Prior to the expiration of the period of tender validity, the Procuring entity will notify the successful tenderer in writing that its tender has been accepted.

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

2.18 Contacting the Procuring entity

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

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

Appendix to Instructions to tenderers.

Notes on the appendix to the Instructions to Tenderers.

1. The Appendix to Instructions to tenderers is intended to assist the procuring entity in providing specific information in relation to the corresponding clauses in the instructions to tenderers included in Section II and the appendix has to be prepared for each specific tender.
2. The procuring entity should specify in the appendix, information and requirements specific to the circumstances of the procuring entity, the procuring of the tender, the nature of items being sold and the evaluation criteria that will apply to the tender.
3. In preparing the appendix, the following aspects should be taken into consideration:
 - (a) The information that specifies and complements provisions of Section II to be incorporated
 - (b) Amendments and or supplements if any, to provisions of Section II as necessitated by the circumstances of specific items to be also incorporated.
4. Section II should remain unchanged and can only be amended through the appendix.

Appendix to Instructions to tenderers.

The following information for sale of boarded stores and equipment shall complement, supplement or amend the provisions of the instructions to tenderers. Whenever there is a conflict between the provisions of the instructions to tenderers and the provisions of the Appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers.

SECTION III – (A) SCHEDULE OF ITEMS AND LOCATION

A. Disposal of unserviceable and Obsolete Office Equipment and Consumables

Lot	Item	NACC TAG	S/No	Estimated current value (Kshs)
LOT 1 CPUs	HP COMPAQ	NACC 00569	HUB7190WCS	3,000
		NACC 01586	HUB7190CQ	3,000
		NACC 00634	HUB 7190WCH	3,000
		NACC 04518	HUB 7190WBX	3,000
		NACC 00386	N/A	3,000
		NACC 02001	CZC92544657	3,000
		NACC 00207	N/A	3,000
		NACC 00124	N/A	3,000
		NACC 00495	N/A	3,000
		NACC 00337	8136FR4Z057M	3,000
		NACC-	GK390EAHABU	3,000
		NACC 00949	CZC5411745	3,000
		N/A	CZC54113KC	3,000
		N/A	HUB190WBK	3,000
		N/A	USH312025R	3,000
		N/A	GX27JYH271BE	3,000
		N/A	CZC3260V82	3,000
		NACC 00634	HUB7190WC4	3,000
		NACC 00374	HUB7421QBN	3,000
		NACC 00312	N/A	3,000
		NACC 00335	HUB 7427MSC	3,000
		NACC 00587	N/A	3,000
		NACC 0410	TRF2400QHF	3,000
		NACC 04507	CZC0351485	3,000
		NACC 00057	HUB7421QB1	3,000
		NACC 02026	CZC9254652	3,000
	DELL OPTIPLEX GX520	NACC 00753	N/A	3,000
	OPTIPLEX GX520	NACC 00753	N/A	3,000
	OPTIPLEX 210L	NACC 01103	N/A	3,000
	OPTIPLEX210L	NACC 00342	N/A	3,000
	OPTIPLEX 210L	00876	N/A	3,000
	OPTIPLEX 210L	NACC 00510	N/A	3,000

	OPTIPLEX 210L	NACC 00106	N/A	3,000
	OPTIPLEX 210L	NACC 01190	N/A	3,000
	OPTIPLEX 210L	NACC 00041	N/A	3,000
	OPTIPLEX GX 520	NACC 00484	N/A	3,000
	N/A	NACC 00893	N/A	3,000
	N/A	01048	N/A	3,000
	HP	N/A	CZCO351L91	3,000
LOT 2 MONITORS	DELL	NACC 00228	N/A	1,500
		NACC 01105	N/A	1,500
		NACC 00871	N/A	1,500
		NACC 01309	N/A	1,500
		NACC 00107	N/A	1,500
		NACC 00324	N/A	1,500
		NACC 01191	N/A	1,500
		NACC 00150	N/A	1,500
		NACC 00897	N/A	1,500
		NACC 00254	N/A	1,500
		NACC 00228	N/A	1,500
		NACC 00548	N/A	1,500
	HP LI706	NACC 04516	N/A	1,500
		NACC 00362	N/A	1,500
		NACC 00373	N/A	1,500
		NACC 01505	N/A	1,500
		NACC 01585	N/A	1,500
		NACC 00396	N/A	1,500
		NACC 01966	N/A	1,500
		NACC 00059	N/A	1,500
		NACC	N/A	1,500
		NACC	N/A	1,500
	HP L710	NACC 02010	N/A	1,500
		NACC 01075	N/A	1,500
		NACC	N/A	1,500
		NACC 01216	N/A	1,500
		NACC 04503	N/A	1,500
		NACC	N/A	1,500
	HP 1502	NACC 01320	N/A	1,500
		NACC 00515	N/A	1,500
		NACC 00493	N/A	1,500
		NACC 01083	N/A	1,500
	HP 7650	NACC	CNC505223YK	1,500

	COMPAQ S 710	NACC 01604	106CG69KQU93	1,500
LOT 3 PRINTERS	HP LASERJET P 2015T	N/A	CNBW87KIN	3,000
	HP LASERJET P 2015T	NACC 06904	N/A	3,000
	HP P2055dn	NACC	CNB9P88506	3,000
	HP P2055dn	NACC	CNB9P88508	3,000
	HP P2055dn	NACC 06904	CNCKDO5652	3,000
	HP P2055dn	NACC	CNB9P88497	3,000
	HP P2055dn	NACC	CNB988497	3,000
	HP COLOUR LASERJET 2600N	NACC 00665	N/A	3,000
	HP 1320	NACC 00567	N/A	3,000
	HP P1102	NACC 04101	NOVNC4804615	3,000
	HP SCANJET 5590	NACC	CN8BP7112P	3,000
	EPSON EPC6200C	N/A	N/A	3,000
LOT 4	KYOCERA 6030	NACC 00450	N/A	15,000
LOT 5	KEYBOARD ASSORTED 32 PCS	N/A	N/A	5,000
LOT 6 APC	APC RS 650	NACC 02005	N/A	500
	APC RS 650	NACC 03362	N/A	500
	ASSORTED 6 PCs	N/A	N/A	500
	APC-CS 650	NACC 00465	N/A	500
	APC-CS 650	NACC 00234	N/A	500
				500
	APC-CS 650	NACC 00262	N/A	500
	APC-CS 650	NACC 00531	N/A	500
	APC-CS 650	NACC 01170	N/A	500
	APC-CS 650	NACC 00780	N/A	500
	APC-CS 650	NACC 01155	N/A	500
LOT 7 AIRCON	FAN COOL UNIT	NACC 01039	N/A	5,000
	FAN COOL UNIT	NACC 01038	N/A	
	ROOM AIR CON	N/A	E002333	
	ROOM AIR CON	N/A	E011738	

LOT 8	3 DRAWER WOODEN CABINET	NACC 00237		10,000
	3 DRAWER WOODEN CABINET	NACC 00192		
	3 DRAWER WOODEN CABINET	NACC 00238		
	3 DRAWER WOODEN CABINET	NACC 00239		
	3 DRAWER WOODEN CABINET	NACC 00240		
	3 DRAWER WOODEN CABINET	NACC00241		
	3 DRAWER WOODEN CABINET	NACC 00194		
	3 DRAWER WOODEN CABINET	NACC 00245		
	3 DRAWER WOODEN CABINET	NACC 00242		
	3 DRAWER WOODEN CABINET	NACC 00197		
	3 DRAWER WOODEN CABINET	NACC 00246		
	3 DRAWER WOODEN CABINET	NACC 00193		
LOT 9 METALLIC CABINET	5H MOTAL CABINET	NACC 01537	N/A	
	5H MOTAL	NACC 01538	N/A	
	2 DRAWER METALLIC CABINET	NACC 00455	N/A	
	2 DRAWER METALLIC CABINET	NACC W01/29/05	N/A	
LOT 10	2 WORK STATIONS		N/A	20,000
LOT 11	ASSORTED TOILETS	N/A	N/A	500

LOT 12	ASSORTED CAR SEATS 5 PCS	N/A	N/A	5,000
LOT 13	UNIONAIRE AIRCONDITIONER 2PCS	N/A	3833249	10,000
	UNIONAIRE AIR CONDITIONER 2PCS	N/A	3512508	
LOT 14	ASSORTED TYPEWRITERS & fax MACHINES	N/A	N/A	2,000
LOT 15	VISITORS CHAIRS 11 PCS	NACC 01407	N/A	5,000
		NACC 01401	N/A	
		NACC 01402	N/A	
		NACC 011434	N/A	
		NACC 011411	N/A	
		NACC 011467	N/A	
		NACC 00577	N/A	
		NACC 00164	N/A	
		NACC 01406	N/A	
		NACC 01094	N/A	
		NACC 00219	N/A	
LOT 16 LAPTOPS	LENOVO 7400	NACC 02965	N/A	5,000
	LENOVO 7400	N/A	N/A	
	TOSHIBA	NACC 06425	N/A	
LOT 17	BUMPERS 23 SET	N/A	N/A	5,000 each
LOT 18	TV SET (SONY TRINITRON TV SET(SONY TRINITRON	NACC00678	S/NO 1017076	2,000
LOT 19	TYRES 15PCs	N/A	N/A	5,000
LOT 20	Assorted Banners & Stands			10,000
LOT 21	Sofa Set			2,000
LOT 22	Assorted Router/Switch			1,000 Each
LOT 23	5No. Battery			300 Each
LOT 24	LCD			1,000

	COMPAQ S 710	1,500	Landmark Plaza	N/A	
LOT 3 PRINTERS	HP LASERJET P 2015T	3,000	Landmark Plaza	N/A	
	HP LASERJET P 2015T	3,000	Landmark Plaza	N/A	
	HP P2055dn	3,000	Landmark Plaza	N/A	
	HP P2055dn	3,000	Landmark Plaza	N/A	
	HP P2055dn	3,000	Landmark Plaza	N/A	
	HP P2055dn	3,000	Landmark Plaza	N/A	
	HP P2055dn	3,000	Landmark Plaza	N/A	
	HP COLOUR LASERJET 2600N	3,000	Landmark Plaza	N/A	
	HP 1320	3,000	Landmark Plaza	N/A	
	HP P1102	3,000	Landmark Plaza	N/A	
	HP SCANJET 5590	3,000	Landmark Plaza	N/A	
	EPSON EPC6200C	3,000	Landmark Plaza	N/A	
LOT 4	KYOCERA 6030	15,000	Landmark Plaza	N/A	
LOT 5	KEYBOARD ASSORTED 32 PCS	5,000	Landmark Plaza	N/A	
LOT 6 APC	APC RS 650	500	Landmark Plaza	N/A	
	APC RS 650	500	Landmark Plaza	N/A	
	ASSORTED 6 PCs	500	Landmark Plaza	N/A	
	APC-CS 650	500	Landmark Plaza	N/A	
	APC-CS 650	500	Landmark Plaza	N/A	
		500	Landmark Plaza	N/A	
	APC-CS 650	500	Landmark Plaza	N/A	
	APC-CS 650	500	Landmark Plaza	N/A	
	APC-CS 650	500	Landmark Plaza	N/A	
	APC-CS 650	500	Landmark Plaza	N/A	
	APC-CS 650	500	Landmark Plaza	N/A	
	APC-CS 650	500	Landmark Plaza	N/A	
LOT 7 AIRCON	FAN COOL UNIT	5,000	Landmark Plaza	N/A	
	FAN COOL UNIT		Landmark Plaza	N/A	
	ROOM AIR CON		Landmark Plaza	N/A	
	ROOM AIR CON		Landmark Plaza	N/A	

LOT 8	3 DRAWER WOODEN CABINET	10,000	Landmark Plaza	N/A	
	3 DRAWER WOODEN CABINET		Landmark Plaza	N/A	
	3 DRAWER WOODEN CABINET		Landmark Plaza	N/A	
	3 DRAWER WOODEN CABINET		Landmark Plaza	N/A	
	3 DRAWER WOODEN CABINET		Landmark Plaza	N/A	
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	3 DRAWER WOODEN CABINET		Landmark Plaza	N/A	
	3 DRAWER WOODEN CABINET		Landmark Plaza	N/A	
LOT 9 METALLIC CABINET	5H MOTAL CABINET	3,000	Landmark Plaza	N/A	
	5H MOTAL		Landmark Plaza	N/A	
	2 DRAWER METALLIC CABINET		Landmark Plaza	N/A	
	2 DRAWER METALLIC CABINET		Landmark Plaza	N/A	
LOT 10	2 WORK STATIONS	20,000	Landmark Plaza	N/A	
LOT 11	ASSORTED TOILETS	500	Landmark Plaza	N/A	

LOT 12	ASSORTED CAR SEATS 5 PCS	5,000	Landmark Plaza	N/A	
LOT 13	UNIONAIRE AIRCONDITIONER 2PCS	10,000	Landmark Plaza	N/A	
	UNIONAIRE AIR CONDITIONER 2PCS		Landmark Plaza	N/A	
LOT 14	ASSORTED TYPEWRITERS & fax MACHINES	2,000	Landmark Plaza	N/A	
LOT 15	VISITORS CHAIRS 11 PCS	5,000	Landmark Plaza	N/A	
			Landmark Plaza	N/A	
			Landmark Plaza	N/A	
			Landmark Plaza	N/A	
			Landmark Plaza	N/A	
			Landmark Plaza	N/A	
			Landmark Plaza	N/A	
			Landmark Plaza	N/A	
			Landmark Plaza	N/A	
			Landmark Plaza	N/A	
			Landmark Plaza	N/A	
LOT 16 LAPTOPS	LENOVO 7400	5,000	Landmark Plaza	N/A	
	LENOVO 7400		Landmark Plaza	N/A	
	TOSHIBA		Landmark Plaza	N/A	
LOT 17	BUMPERS 23 SET	5,000 each	Landmark Plaza	20,000	
LOT 18	TV SET (SONY TRINITRON TV SET(SONY TRINITRON	2,000	Landmark Plaza	N/A	
LOT 19	TYRES 15PCs	5,000	Landmark Plaza	N/A	
LOT 20	Assorted Banners & Stands	10,000	Landmark Plaza	N/A	
LOT 21	Sofa Set	2,000	Landmark Plaza	N/A	
LOT 22	Assorted Router/Switch	1,000 Each	Landmark Plaza	N/A	
LOT 23	5No. Battery	300 Each	Landmark Plaza	N/A	
LOT 24	LCD	1,000	Landmark Plaza	N/A	

Authorizing Official: Name: _____

Signature: _____ Date: _____

SECTION IV - CONDITIONS OF TENDER

4.1 A tenderer may tender for each item or each lot and may tender for as many items or lots as he/she wishes.

4.2 A tenderer will pay a deposit in advance before the closing date of the tender for each item or lot tendered for as indicated in the schedule of items and prices.

4.3 Tenderers who will be awarded contracts will be required to pay for the items after 14 days and not later than 21 days failure to which the contract award will be cancelled and the deposit forfeited. If there is an administrative review, the review procedures shall be followed.

4.4 Tenderers who will not be awarded contracts will be refunded the deposits fourteen (14) days after notification of the communication of the contract awards.

4.5 Tenderers will be required to collect the items they have paid for within fourteen (14) days after making the payment failure to which storage charges will be charged as indicated in the appendix to Conditions of tender.

4.6 The procuring entity will retain confidential reserve prices for all the items. Items tendered for below the reserve price will be retained by the procuring entity.

Appendix to Conditions of Tender

Notes on appendix to Conditions of tender

1. The clauses in the appendix to conditions of tender are intended to assist the procuring entity in procuring specific information in relation to corresponding clauses in the conditions of tender.
2. The Provisions of the appendix complement the conditions of tender included in Section IV. In preparing the appendix, the following aspects should be taken into consideration;
 - (a) Information that complement provisions of Section IV to be incorporated
 - (b) Amendments and or supplements to provisions of Section IV, as necessitated by the circumstances of the specific items of sale must also be incorporated.
 - (c) Section IV should remain unchanged and can only be amended through the appendix.

Appendix to conditions of tender

The following information for sale of boarded stores and equipment shall complement, supplement, or amend, the provisions of the conditions of the tender. Whenever there is a conflict between the provisions of the conditions of tender and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the conditions of tender.

Conditions of tender reference

Particulars of the appendix to Conditions of tender

4.5 Indicate storage charge

Page | 24

Conditions under 2.7.5 shall apply.

Instructions to tenderers	Particulars of appendix to instructions to tenderers
2.5	Tenderers interested in the tender and who download the bidding documents should confirm participation in the tender by sending an email to procurement@nacc.or.ke for issuance of clarification or addendum in case of any enquiries

SECTION V - STANDARD FORMS

Notes on Standard Forms

5.1 The form of tender, the confidential business questionnaire form and the tender deposit commitment declaration form must be completed by the tenderers and returned with the tender. Failure to complete any of these forms will lead to the disqualification of the tenderer.

5.1 Form of Tender

Date:

Tender No.

To:

.....

[name and address of procuring entity]

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda.Nos.*[insert numbers]*. The receipt of which is hereby duly acknowledged, we the undersigned, offer to purchase and collect all the items offered to us in conformity with the said tender documents for the sum of *[total tender amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.
2. We undertake, if our Tender is accepted, to pay for and collect the items in accordance with the requirements of the tender.
3. We agree to abide by the tender for a period of*[number]* days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. We understand that you are not bound to accept the highest or any tender that you may receive.

Dated this day of 20.....

[Signature] [In the capacity of]

Duly authorized to sign tender for and on behalf of

5.2 Confidential Business Questionnaire Form

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business. You are advised that it is a serious offence to give false information on this form

Part 1 - General

Business Name

Location of business Premises

Plot No. Street/Road

Postal Address Tel No.

.....

Nature of business

Current Trade Licence No. Expiring date

Maximum value of business which you can handle at any one time Kshs

Name of your bankers Branch

Part 2 (a) - Sole Proprietor

Your Name in full Age

Nationality Country of origin Citizenship details

.....

Part 2 (b) Partnership

Given details of partners as follows:

Name Nationality Citizenship Details Shares

1.

2.

3.

4.

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.

Date Seal/Signature of Candidate

.....

5.3 Tender deposit commitment Declaration Form

Tender No. NACC/034/2017/2018

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

Item No. Or Lot Number	ITEM No. or Lot No.	Item Description Deposit	Kshs.	Receipt No. and Date	Authorizing Official	Name	Signature	Date

Authorizing Official:

Name: _____.

Signature: _____Date: _____

5.4. LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To:

RE: Tender No. NACC/034/2017/2018

Tender Name: Disposal of unserviceable motor vehicles and office equipment.

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you. Please acknowledge receipt of this letter of notification signifying your acceptance. 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. 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

5.5 REQUEST FOR REVIEW FORM

FORM RB 1

REPUBLIC OF KENYA

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...

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 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
of.....20.....

SIGNED

Board Secretary

5.6 *SELF DECLARATION FORMS* (r 62) **MANDATORY**

REPUBLIC OF KENYA

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) 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 P. O. 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 hereinabove is true to the best of my knowledge, information
and belief.

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

Bidder Official Stamp

5.7 FORM SD2 - MANDATORY

SELF DECLARATION FORMS (r 62)

REPUBLIC OF KENYA

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)

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 hereinabove is true to the best of my knowledge information and belief.

.....

(Title)

(Signature)

(Date)

Bidder's Official Stamp

BANK DETAILS FORM- MANDATORY

*Provide the following bank details for electronic transfer purposes Name of
the Bidder:.....*

Bank Name :.....

Bank branch name

Bank code :.....

Bank account:.....

PIN Number:.....

VAT Number:.....

Bank signatory(s) :.....

.....