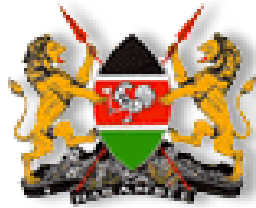


REPUBLIC OF KENYA

STATE HOUSE
P. O. BOX 40530
NAIROBI



TENDER NO. SH/025/2017-2018 SALE OF BOARDED MOTOR VEHICLES AND UNSERVICABLE STORES

**CLOSING DATE: TUESDAY 29TH MAY, 2018
AT 10.30 A.M.**

Serial No.....

Receipt No.....

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SECTION I: INVITATION TO TENDER

Date: 15th May, 2018

Reference: **SH/025//2017-2018**

Tender name: **SALE OF BOARDED MOTOR VEHICLES AND UNSERVICEABLE STORES**

State House invites sealed bids from eligible candidates for sale of boarded motor vehicles and unserviceable stores whose specifications are detailed in the Tender Document. These boarded motor vehicles and stores can be viewed during the normal working hours from 9am to 4pm.

Interested eligible candidates may obtain further information and inspect the tender document from the Office of the Supply Chain Management, State House Nairobi during normal working hours.

A complete set of tender documents may be obtained by interested candidates upon payment of non-refundable fee of Kshs.1,000 in cash or banker's cheque payable to the "Comptroller, State House" at the Cash Office located at State House, Nairobi.

Bidders will be required to pay in advance a refundable deposit of Ksh.10,000 per vehicle. The deposit will be refunded to the unsuccessful bidders.

Completed bid documents in plain sealed envelopes marked with the tender number can be deposited in the Tender Box located outside Supply Chain Management Office or be addressed to:

The Comptroller
State House
P.O. Box 40530-00100
NAIROBI

so as to be received on or before Tuesday 29th May 2018 at 10.30 a.m.

Bids will be opened immediately thereafter in the presence of the bidder representatives who choose to attend at the Administration Block, Conference room No.1. Late bids will not be accepted and will be returned unopened.

All successful bidders will be required to pay for and collect their items within 14 days from the date of notification failure to which they will lose the offer.

The sale is subject to reserve prices.

**Head, Supply Chain Management,
For: Comptroller of State House**

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 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 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 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 be **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 **90 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 vehicles 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 Tender number and name of the tender and "**DO NOT OPEN BEFORE TUESDAY 29TH MAY, 2018 at 10.30 a.m.**"

2.11 Deadline for Submission of Tenders

- 2.11.1 Tenders must be received by the Procuring entity at the address specified not later **TUESDAY 29TH MAY 2018 AT 10.30 A.M.**
- 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 2.5.1. 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 of tenders

2.12.1.1 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

2.13.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend on **TUESDAY 29TH MAY 2018 AT 10.30 A.M.**, and in the location specified in the invitation to tender.

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

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

2.13.3 The Procuring entity will prepare minutes of the tender opening.

2.14 Clarification of tenders

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

2.14.2 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 reserve price.

2.17 Notification of Award

2.17.2 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.

The following information for sale of boarded Motor Vehicles 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.

Instructions to Tenderers Reference	<i>Particulars of appendix to Instructions to tenderers</i>
2.1.1	<i>Indicate eligible tenderers: Kenya Citizens</i>
2.8.1	<i>Indicate tender validity: 90 Days</i>

SECTION III - SCHEDULE OF ITEMS AND PRICES

A) STATE HOUSE NAIROBI- MOTOR VEHICLES

LOT NO	DESCRIPTION		DATE OF PURCHASE	QTY	REMARKS	ESTIMATED LOCAL SALEABLE VALUE	QUOTED PRICE (KSHS)	DEPOSIT REQUIRED	LOCATION
	REGISTRATION NUMBER	MAKE							
A1	GKA450L	NISSAN EXTRAIL	2006	1	Duty not paid	270,000		10,000	STATE HOUSE NAIROBI
A2	GKB835D	SUBARU FORESTER	2013	1	Duty not paid	200,000		10,000	STATE HOUSE NAIROBI
A3	GKA113Y	MISTUMBISHI P/UP	2011	1	Duty paid	100,000		10,000	STATE HOUSE NAIROBI
A4	GKA744N	FORD EVEREST	2007	1	Duty not paid	320,000		10,000	STATE HOUSE NAIROBI
A5	GKA335F	MAZDA PICK UP	2002	1	Duty not paid	125,000		10,000	STATE HOUSE NAIROBI
A6	GKA420V	CHEVROLET SALOON	2010	1	Duty paid	160,000		10,000	STATE HOUSE NAIROBI
A7	GKA 034A	MERCEDEZ BENZE	2010	1	Duty paid	1,500,000		10,000	STATE HOUSE NAIROBI
A8	GKA 314Y	NISSAN PATROL	2009	1	Duty paid-Kabarak	750,000		10,000	KABARAK

Bidder _____
Name

Signature

Date _____

B) STATE HOUSE NAIROBI – BOARDED STORES

LOT NO	DESCRIPTION		REMARKS	ESTIMATED LOCAL SALEABLE VALUE	QUOTED PRICE (KSHS)	DEPOSIT REQUIRED	LOCATION
	ARTICLE	QUANTITY					
B1	CPU-CNX75020H6	1	Unserviceable	5000		Nil	STATE HOUSE NAIROBI
B2	CPU-LXA5966	1	Unserviceable	5000		Nil	STATE HOUSE NAIROBI
B3	CPU-L3A5972	1	Unserviceable	5000		Nil	STATE HOUSE NAIROBI
B4	CPU-KDBW192	1	Unserviceable	5000		Nil	STATE HOUSE NAIROBI
B5	CPU-7PKRC3J	1	Unserviceable	5000		Nil	STATE HOUSE NAIROBI
B6	CPU-D3TLBX	1	Unserviceable	5000		Nil	STATE HOUSE NAIROBI
B7	CPU-TRF414099	1	Unserviceable	5000		Nil	STATE HOUSE NAIROBI
B8	CPU-SAA61905TJ	1	Unserviceable	5000		Nil	STATE HOUSE NAIROBI
B9	CPU-X0873061	1	Unserviceable	5000		Nil	STATE HOUSE NAIROBI

B10	CPU-CZC5191M5C	1	Unserviceable	5000		Nil	STATE HOUSE NAIROBI
B11	PRINTER-XLL622067	1	Unserviceable	2000		Nil	STATE HOUSE NAIROBI
B12	PRINTER-CNKJT16272	1	Unserviceable	2000		Nil	STATE HOUSE NAIROBI
B13	PRINTER-CNC1B06597	1	Unserviceable	2000		Nil	STATE HOUSE NAIROBI
B14	SCANNER-CN295VH113	1	Unserviceable	2000		Nil	STATE HOUSE NAIROBI
B15	UPS-4B1204130051	1	Unserviceable	1000		Nil	STATE HOUSE NAIROBI
B16	UPS-4B1203053690	1	Unserviceable	1000		Nil	STATE HOUSE NAIROBI
B17	UPS-JB0832012941	1	Unserviceable	1000		Nil	STATE HOUSE NAIROBI
B18	UPS-JB0832011966	1	Unserviceable	1000		Nil	STATE HOUSE NAIROBI
B19	ZANUSSI FRIDGE 20CUBE	1	Unserviceable	2000		Nil	STATE HOUSE NAIROBI
B20	TILTING FRYER ELECT 21/2FT	1	Unserviceable	2000		Nil	STATE HOUSE NAIROBI
B21	Gas Cooker 4 Burner Kelivinator	1	Unserviceable	1000		Nil	STATE HOUSE NAIROBI
B22	STAINLESS STELL FOOD WARMER(MOBILE)	2	Unserviceable	2000		Nil	STATE HOUSE NAIROBI
B23	A/C WINDOW TYPE 24 B.T.U	1	Unserviceable	1000		Nil	STATE HOUSE NAIROBI
B24	Standing Fridge 18 CU.FT	1	Unserviceable	500		Nil	STATE HOUSE NAIROBI
B25	Standing Freezer 3cu.Ft	1	Unserviceable	200		Nil	STATE HOUSE NAIROBI
B26	Ice Maker	1	Unserviceable	1000		Nil	STATE HOUSE NAIROBI
B27	Toaster	1	Unserviceable	500		Nil	STATE HOUSE NAIROBI
B28	Photocopier	1	Unserviceable	500		Nil	STATE HOUSE NAIROBI
B29	Motor Vehicle -Scrap Metal			5,000		Nil	STATE HOUSE NAIROBI
B30	Batteries Assorted	23		2,000		Nil	STATE HOUSE NAIROBI
B31	Tyres Assorted Size	178		18,000		Nil	STATE HOUSE NAIROBI
B32	Carpets Red Assorted 4 Rolls	4		75,000		Nil	STATE HOUSE NAIROBI
B33	Horn speakers Amplifier Speaker stand Microphone stand Sound recorder	13 2 3 1 1		20,000		Nil	STATE HOUSE NAIROBI

Bidder _____

Name

Signature _____

Date _____

C) STATE HOUSE MOMBASA– BOARDED STORES

LOT NO	DESCRIPTION		REMARKS	ESTIMATED LOCAL SALEABLE VALUE	QUOTED PRICE (KSHS)	DEPOSIT REQUIRED	LOCATION
	ARTICLE	QUANTITY					
C1	Scrambing machine	1	Unserviceable	3000		Nil	STATE HOUSE MOMBASA
C2	Two Drawer Cupboard	1	Unserviceable	500		Nil	STATE HOUSE MOMBASA
C3	Umbrella sticks	1	Unserviceable	500		Nil	STATE HOUSE MOMBASA
C4	Low back executive chair	1	Unserviceable	200		Nil	STATE HOUSE MOMBASA
C5	Woover machine	1	Unserviceable	4000		Nil	STATE HOUSE MOMBASA
C6	Pedrollo Pumps	2	Unserviceable	4000		Nil	STATE HOUSE MOMBASA
C7	Microwave-sanyo	1	Unserviceable	800		Nil	STATE HOUSE MOMBASA
C8	Microwave –hot point	1	Unserviceable	800		Nil	STATE HOUSE MOMBASA
C9	Old carpets	Lot	Unserviceable	10,000		Nil	STATE HOUSE MOMBASA
C10	Wooden chairs	4	Unserviceable	400		Nil	STATE HOUSE MOMBASA
C11	Plastic tank 2500ltrs	1	Unserviceable	1000		Nil	STATE HOUSE MOMBASA
C12	Flower stands-metallic	6	Unserviceable	600		Nil	STATE HOUSE MOMBASA
C13	AC Machine	5	Unserviceable	15,000		Nil	STATE HOUSE MOMBASA
C14	Fax Machine	1	Unserviceable	1000		Nil	STATE HOUSE MOMBASA
C15	Assorted Kitchen Utensils	Lot	Unserviceable	500		Nil	STATE HOUSE MOMBASA
C16	Swivel chair low back	2	Unserviceable	400		Nil	STATE HOUSE MOMBASA
C17	Metallic safe 1x2ft	1	Unserviceable	2000		Nil	STATE HOUSE MOMBASA
C18	TV C21D3DDDA00006W-SAMSUNG	1	Unserviceable	10,000		Nil	STATE HOUSE MOMBASA
C19	TV SET 601845-SONY	1	Unserviceable	5000		Nil	STATE HOUSE MOMBASA
C20	TV SET LFPQ3DLC900153P-55-SAMSUNG	1	Unserviceable	10,000		Nil	STATE HOUSE MOMBASA
C21	Microwave LG		Unserviceable	800		Nil	STATE HOUSE MOMBASA
C22	Sandwich maker		Unserviceable	500		Nil	STATE HOUSE MOMBASA
C23	Toaster		Unserviceable	500		Nil	STATE HOUSE MOMBASA
C24	Blender	2	Unserviceable	550		Nil	STATE HOUSE MOMBASA
C25	Tea urn		Unserviceable	500		Nil	STATE HOUSE MOMBASA
C26	Serving spoon-Assorted		Unserviceable	300		Nil	STATE HOUSE MOMBASA

Bidder _____
Name

Signature

Date _____

D) STATE LODGE KAKAMEGA– BOARDED STORES

LOT NO	DESCRIPTION		REMARKS	ESTIMATED LOCAL SALEABLE VALUE	QUOTED PRICE (KSHS)	DEPOSIT REQUIRED	LOCATION
	ARTICLE	QUANTITY					
D1	King size mattress	1	Unserviceable	15,000		Nil	STATE HOUSE KAKAMEGA
D2	Queen size mattress	1	Unserviceable	15,000		Nil	STATE HOUSE KAKAMEGA
D3	Executive chairs	3	Unserviceable	15,000		Nil	STATE HOUSE KAKAMEGA
D4	Sofa set	2 set	Unserviceable	20,000		Nil	STATE HOUSE KAKAMEGA
D5	Telephone exchange	1	Unserviceable	5,000		Nil	STATE HOUSE KAKAMEGA
D6	Television -hitachi	1	Unserviceable	1,000		Nil	STATE HOUSE KAKAMEGA
D7	Curtains	8	Unserviceable	1,000		Nil	STATE HOUSE KAKAMEGA
D8	Microwave (SONASHI)	1	Unserviceable	1,000		Nil	STATE HOUSE KAKAMEGA

Bidder _____
Name

Signature

Date _____

E) STATE LODGE KISUMU– BOARDED STORES

LOT NO	DESCRIPTION		REMARKS	ESTIMATED LOCAL SALEABLE VALUE	QUOTED PRICE (KSHS)	DEPOSIT REQUIRED	LOCATION
	ARTICLE	QUANTITY					
E1	Queen size bed with mattress 5*6	1	Unserviceable	10,000		Nil	STATE HOUSE KISUMU
E2	Mosquito net frame	1	Unserviceable	500		Nil	STATE HOUSE KISUMU
E3	4 drawer steel cabinet	1	Unserviceable	2000		Nil	STATE HOUSE KISUMU
E4	King size bed with mattress	1	Unserviceable	30,000		Nil	STATE HOUSE KISUMU
E5	Dressing Mirror	2	Unserviceable	3000		Nil	STATE HOUSE KISUMU
E6	Bed 3x6	1	Unserviceable	5000		Nil	STATE HOUSE KISUMU
E7	wardrobes	3	Unserviceable	25,000		Nil	STATE HOUSE KISUMU
E8	Bed 5x6	1	Unserviceable	7000		Nil	STATE HOUSE KISUMU
E9	Chest freezer	1	Unserviceable	500		Nil	STATE HOUSE KISUMU
E10	4 burner cooker, 3 phase	1	Unserviceable	500		Nil	STATE HOUSE KISUMU
E11	Gas burner with oven	1	Unserviceable	500		Nil	STATE HOUSE KISUMU
E12	Curtains -maroon	12	Unserviceable	3600		Nil	STATE HOUSE KISUMU

E13	Curtains- yellow flowered	12	Unserviceable	3600		Nil	STATE HOUSE KISUMU
E14	Curtain –white	8	Unserviceable	2400		Nil	STATE HOUSE KISUMU
E15	Veil curtains	2	Unserviceable	2400		Nil	STATE HOUSE KISUMU
E16	Curtains – stripped green	8	Unserviceable	2400		Nil	STATE HOUSE KISUMU
E17	White shears	35	Unserviceable	3500		Nil	STATE HOUSE KISUMU
E18	Mosquito nets	2	Unserviceable	1000		Nil	STATE HOUSE KISUMU
E19	Blankets	5	Unserviceable	2500		Nil	STATE HOUSE KISUMU

Bidder _____
Name

Signature

Date _____

F) STATE LODGE ELDORET- BOARDED STORES

LOT NO	DESCRIPTION		REMARKS	ESTIMATED LOCAL SALEABLE VALUE	QUOTED PRICE (KSHS)	DEPOSIT REQUIRED	LOCATION
	ARTICLE	QUANTITY					
F1	Wardrobe	1	Unserviceable	4000		Nil	STATE HOUSE ELDORET
F2	4seater sofa set –light green	1	Unserviceable	6000		Nil	STATE HOUSE ELDORET
F3	One seater sofa-goldish	1	Unserviceable	1000		Nil	STATE HOUSE ELDORET
F4	Small pink sofa	1	Unserviceable	1500		Nil	STATE HOUSE ELDORET
F5	Purple mats	2	Unserviceable	200		Nil	STATE HOUSE ELDORET
F6	Curtains	4	Unserviceable	6000		Nil	STATE HOUSE ELDORET
F7	Arm chair-pink	2	Unserviceable	600		Nil	STATE HOUSE ELDORET
F8	Electric oven,2 elements	1	Unserviceable	3500		Nil	STATE HOUSE ELDORET
F9	Makuti single seater sofa	2	Unserviceable	5000		Nil	STATE HOUSE ELDORET
F10	Makuti round table	1	Unserviceable	500		Nil	STATE HOUSE ELDORET
F11	Synthetic single seats	1	Unserviceable	1000		Nil	STATE HOUSE ELDORET
F12	Lamp stand and shades	3	Unserviceable	900		Nil	STATE HOUSE ELDORET

Bidder _____
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 **within 7 days of the letter of offer**, 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 **seven (7) 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

The following information for sale of boarded Motor Vehicles 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	<i>Particulars of the appendix to Conditions of tender</i>
4.5	<i>Indicate storage charge:</i>
	KSH. 500 PER DAY FOR ALL ITEMS AS PER LOT

SECTION V: STANDARD FORMS

Notes on Standard Forms

5.1 The form of tender, 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. **SH/025/2017-2018**

To: STATE HOUSE
P.O. BOX 40530
NAIROBI

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]

5.2 Confidential business questionnaire form

REPUBLIC OF KENYA CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part I 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

<i>Part I- General :</i>	
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 : K£.....	
Name of your bankers.....	Branch

<input type="checkbox"/>	<p>Part 2 (a) – Sole Proprietor</p> <p>Your name in full.....Age.....</p> <p>Nationality.....Country of origin.....</p> <p>*Citizenship details.....</p>																								
<input type="checkbox"/>	<p>Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><i>Name</i></th> <th style="text-align: center;"><i>Nationality</i></th> <th style="text-align: center;"><i>Citizenship Details</i></th> <th style="text-align: center;"><i>Shares</i></th> </tr> </thead> <tbody> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> </tbody> </table>	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>								
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.....																						
<input type="checkbox"/>	<p>Part 2 (c) – Registered Company:</p> <p>Private or Public.....</p> <p>State the nominal and issued capital of company-</p> <p style="padding-left: 20px;">Nominal K£.....</p> <p style="padding-left: 20px;">Issued K£.....</p> <p>Given details of all directors as follows:-</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><i>Name</i></th> <th style="text-align: center;"><i>Nationality</i></th> <th style="text-align: center;"><i>Citizenship Details</i></th> <th style="text-align: center;"><i>Shares</i></th> </tr> </thead> <tbody> <tr><td>1.</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>2.</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>3.</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>4.</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>5.</td><td>.....</td><td>.....</td><td>.....</td></tr> </tbody> </table>	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>	1.	2.	3.	4.	5.
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1.																						
2.																						
3.																						
4.																						
5.																						
<p>DateSignature of Candidate.....</p>																									

*if Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

5.3 Tender deposit commitment Declaration Form

Tender No. SH/025/2017-2018

*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:-

A) MOTOR VEHICLES AT STATE HOUSE NAIROBI

LOT No.	ITEM DESCRIPTION	DEPOSIT (KSHS)	RECEIPT NO.	DATE OF RECEIPT
A1	GKA450L			
A2	GKB835D			
A3	GKA113Y			
A4	GKA744N			
A5	GKA335F			
A6	GKA420V			
A7	GKA 034A			
A8	GKA 314Y			

Tenderer _____

(Name)

(Signature)

Date _____

B) BOARDED STORES AT STATE HOUSE NAIROBI

LOT No.	ITEM DESCRIPTION	RECEIPT NO.	DATE OF RECEIPT
B1	CPU-CNX75020H6		
B2	CPU-LXA5966		
B3	CPU-L3A5972		
B4	CPU-KDBW192		
B5	CPU-7PKRC3J		
B6	CPU-D3TLBX		
B7	CPU-TRF414099		
B8	CPU-SAA61905TJ		
B9	CPU-X0873061		
B10	CPU-CZC5191M5C		

B11	PRINTER-XLL622067		
B12	PRINTER-CNKJT16272		
B13	PRINTER-CNC1B06597		
B14	SCANNER-CN295VH113		
B15	UPS-4B1204130051		
B16	UPS-4B1203053690		
B17	UPS-JB0832012941		
B18	UPS-JB0832011966		
B19	ZANUSSI FRIDGE 20CUBE		
B20	Tilting Fryer Elect 21/2FT		
B21	Gas Cooker 4 Burner Kelivinator		
B22	Stainless Stell Food Warmer(Mobile)		
B23	A/C Window Type 24 B.T.U		
B24	Standing Fridge 18 Cu.Ft		
B25	Standing Freezer 3cu.Ft		
B26	Ice Maker		
B27	Toaster		
B28	Photocopier		
B29	Motor Vehicle -Scrap Metal		
B30	Batteries Assorted		
B31	Tyres Assorted Size		
B32	Carpets Red Assorted 3 Rolls		
B33	Horn Speakers Amplifier Speaker Stand Microphone Stand Sound Recorder		

Tenderer _____
(Name)

(Signature)

Date _____

C) BOARDED STORES AT STATE HOUSE MOMBASA

LOT No.	ITEM DESCRIPTION	RECEIPT NO.	DATE OF RECEIPT
C1	Scrambing Machine		
C2	Two Drawer Cupboard		
C3	Umbrella Sticks		
C4	Low Back Executive Chair		
C5	Woover Machine		
C6	Pedrollo Pumps		
C7	Microwave-Sanyo		
C8	Microwave –Hot Point		
C9	Old Carpets		
C10	Wooden Chairs		
C11	Plastic Tank 2500ltrs		
C12	Flower Stands-Metallic		
C13	Ac Machine		
C14	Fax Machine		
C15	Assorted Kitchen Utensils		
C16	Swivel Chair Low Back		
C17	Metallic Safe 1x2ft		
C18	TV C21D3DDDA00006W-SAMSUNG		
C19	TV SET 601845-SONY		
C20	TV SET LFPQ3DLC900153P-55-SAMSUNG		
C21	Microwave LG		
C22	Sandwitch Maker		
C23	Toaster		
C24	Blender		
C25	Tea Urn		
C26	Serving Spoon-Assorted		

Tenderer _____
(Name)

(Signature)

Date _____

D) BOARDED STORES AT STATE LODGE KAKAMEGA

LOT No.	ITEM DESCRIPTION	RECEIPT NO.	DATE OF RECEIPT
D1	King size mattress		
D2	Queen size mattress		
D3	Executive chairs		
D4	Sofa set		
D5	Telephone exchange		
D6	Television -hitachi		
D7	Curtains		
D8	Microwave (SONASHI)		

Tenderer _____
(Name)

(Signature)

Date _____

E) BOARDED STORES AT STATE LODGE KISUMU

LOT No.	ITEM DESCRIPTION	RECEIPT	DATE OF RECEIPT
E1	Queen size bed with Mattress 5*6		
E2	Mosquito net frame		
E3	4 drawer steel cabinet		
E4	King size bed with mattress		
E5	Dressing Mirror		
E6	Bed 3x6		
E7	wardrobes		
E8	Bed 5x6		
E9	Chest freezer		
E10	4 burner cooker, 3 phase		
E11	Gas burner with oven		
E12	Curtains -maroon		
E13	Curtains- yellow flowered		
E14	Curtain -white		
E15	Veil curtains		
E16	Curtains – stripped green		
E17	White shears		
E18	Mosquito nets		
E19	Blankets		

Tenderer

(Name)

(Signature)

Date _____

F) BOARDED STORES AT STATE LODGE ELDORET

LOT No.	ITEM DESCRIPTION	RECEIPT NO.	DATE OF RECEIPT
F1	Wardrobe		
F2	4seater sofa set –light green		
F3	One seater sofa-goldish		
F4	Small pink sofa		
F5	Purple mats		
F6	Curtains		
F7	Arm chair-pink		
F8	Electric oven,2 elements		
F9	Makuti single seater sofa		
F10	Makuti round table		
F11	Synthetic single seats		
F12	Lamp stand and shades		

Tenderer

_____ (Name)

_____ (Signature)

Date _____