



INVITATION TO TENDER (ITT) NO: CEM/DISP/001/2023-2024

TENDER NAME: DISPOSAL OF ASSORTED ITEMS

**TENDER CLOSING AND OPENING DATE:
21ST JUNE, 2024 AT 11:00AM**

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INVITATION TO TENDER

PROCURING ENTITY: **Centre for Mathematics Science & Technology Education in Africa**
CONTRACT NAME AND DESCRIPTION: **Disposal of Assorted Items**

CEMASTEА now invites sealed tenders from eligible candidates for *Disposal of Assorted Items*.

1. Interested eligible candidates may obtain further information at the address provided below. Items will be sold as they are, without any encumbrances.
2. Interested tenderers may come for viewing of asset is allowed during the advertisement period from **0900hours to 1600 hours** at the address given below.
3. A complete set of tender documents may be viewed and downloaded for free from the website www.cemastea.ac.ke or the Public Procurement Information Portal www.tenders.go.ke Tenderers who download the tender document may forward their particulars immediately to(supplychain@cemastea.ac.ke, Telephone: +254 020 2044406/+254 706722697/0113533965 and address 24214-00502) to facilitate any further clarification.
4. Completed tenders must be delivered to the address below on or before **11:00am on the 21st June 2024**, Electronic Tenders **will not** be permitted.
5. Prices quoted should be net, must be in Kenya Shillings and shall remain valid for the period to be determined by the Procuring Entity from the closing date of the tender.
6. Tenders will be opened immediately after the deadline date and time specified above or any deadline date and time specified later. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address below.
7. Late tenders will be rejected.
8. The addresses referred to above are:
 - A. Address for obtaining further information, and for inspecting the goods to be sold.

Centre for Mathematics Science and Technology Education in Africa
(CEMASTEА)

Karen- Bogani Junction P.O Box 24214 -00502 Karen, Kenya.

For Courier Delivery to the following location specified, Main
Administration block, lower reception and drop in the Tender Box there at.

P.O. Box 24214 -00502

Supply Chain Management Office,

e-mail address: **supplychain@cemastea.ac.ke**

- B. Address for Submission of Tenders.

Chief Executive Officer,


Centre for Mathematics Science and Technology Education in Africa (CEMASTEА)

P.O Box 24214 -00502

Karen- Bogani Junction Karen, Kenya.

C. Address for Opening of Tenders.
Centre for Mathematics Science and Technology Education in Africa
(CEMASTEА) - Sugiyama Hall

CEO, CEMASTEА

Signature: . Date: 11th June 2024.

SECTION I - INSTRUCTIONS TO TENDERERS

1 Eligible Tenderers

- 1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Appendix to instructions to tenderers.
- 1.2 Tenderers shall be under a declaration of in eligibility for corrupt or fraudulent practices
- 1.3 The Procuring Entity's employees, committee members, board members and their Spouses, Child, Parent, Brothers or Sister. Child, Parent, Brother or Sister of a Spouse are not eligible to participate in the tender unless where specifically allowed under section 131 of the Act.
- 1.4 A Kenyan tenderer shall provide evidence of having fulfilled his/her tax obligations by producing a valid tax compliance certificate or tax exemption certificate issued by the Kenya Revenue Authority.

2. Cost of Tendering

- 2.1 The tenderer shall bear all costs associated with the preparation and submission of its tender, and the Procuring Entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.2 The Procuring Entity shall allow the tenderer to review the tender document and the goods to be sold free of charge before tendering.

3. The Tender Document

The tender document comprises the documents listed below and any addenda issued in accordance with clause 2.5 of these instructions to tenderers.

- i) Invitation to tender,
- ii) Instructions to tenderers,
- iii) Schedule of items and prices,
- iv) Conditions of Tender,
- v) Form of tender,
- vi) Confidential Business Questionnaire Form,
- vii) Tender Commitment Declaration Form.

- 2.1 The tenderer is expected to examine all instructions, forms, terms and specifications in the tender documents. Failure to meet all the requirements of the tender will 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 Procuring Entity in writing or by post at the entity's address indicated in the Invitation for tenders. The Procuring Entity will respond in writing to any request for clarification of the tender documents, which it receives not later than thirty 3 days prior to the deadline for the submission of tenders, prescribed by the Procuring Entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers that have received the tender document.
- 4.2 Clarification of tenders shall be requested by the tenderer to be received by the Procuring Entity not later than 5 days prior to the deadline for submission of tenders. The Procuring Entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its

tender

5 Amendment of Documents

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

6 Tender Prices and Currencies

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

7 Tender deposit

- 7.1 The tenderer shall put a deposit for Assets 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 priceless 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 28 days or as specified in the appendix to instruction to tenderers after date of tender opening prescribed by the Procuring Entity, pursuant to paragraph 2.10. Tender valid for a shorter period shall be rejected by the Procuring Entity as non-responsive.
- 8.2 In exceptional circumstances, the Procuring Entity may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses 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 seller. This will be done during the period of advertisement of this tender until the closing date.

10. Sealing and Marking of Tenders

10.1 The Tenderer shall deliver the Tender in a single, sealed envelope bearing the name and Reference number of the Tender, addressed to the Procuring Entity and a warning not to open before the time and date for Tender opening date. Within the single outer envelope, the Tenderer shall place another sealed envelope containing the list of and prices of the items tendered for and addressed as follows.

- a) Bear the name and address (including telephone number and email) of the Tenderer;
- b) Bear the name and Reference number of the Tender;
- c) Bear the name and address of the Procuring Entity; and
- d) Attach a payment slip or certified banking details from a bank, warranting the deposit payment made for the items tender for.

10.2 If all envelopes are not sealed and marked as required, the *Procuring Entity* will assume no responsibility for the misplacement or premature opening of the Tender, or failure to contact the tenderer in case of advice on the status of the tender or refund of deposit. Tenders that are misplaced or opened prematurely will not be accepted.

11. Deadline for Submission of Tenders

Tenders must be received by the Procuring Entity at the address specified not later than **21st June 2024 at 11:00am.**

The Procuring Entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.5. in which case all rights and obligations of the Procuring Entity and tenderers previously subject to the deadline will thereafter be subject to the deadline as extended.

12. Modification of tenders

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

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

12.3 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 Procuring Entity will open all tenders in the presence of tenderers' representatives who choose to attend at **11:00am 21st June 2024** and in the location specified in the invitation to tender. The tenderers or representatives who are present shall sign a register evidencing their attendance.

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

15 Clarification of tenders

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

15.2 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.

16 Evaluation and Comparison of Tenders

16.1 The Procuring Entity will examine the tenders to determine whether they are complete, whether the tenderer has fulfilled the eligibility criteria, whether any computation errors have been made, whether required deposits have been furnished, whether documents have been properly signed and whether the tenders are generally in order. After examination a tender that will be determined to be substantially non-responsive, will be rejected by the Procuring Entity.

16.2 Provided that the Tender is substantially responsive, the Procuring Entity shall handle errors on the following basis:

- a) Any error detected if considered a major deviation that affects the substance of the tender, shall lead to disqualification of the tender as non-responsive.
- b) Any errors in the submitted tender arising from a miscalculation of unit price, quantity, subtotal and total bid price shall be considered as a major deviation that affects the substance of the tender and shall lead to disqualification of the tender as non-responsive .and
- c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.

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

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

17 Award Criteria

17.1 The Procuring Entity will award the contract to the successful tenderer(s) whose tender has been determined to be substantially responsive and has been determined to be **the highest tendered price, subject to the reserve price per lot.**

18 Notification of Intention to enter into a Contract/Notification of Award

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

18.2 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 Procuring Entity 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 Procuring Entity in its decisions on tender evaluation, tender comparison, or contract award may result in the rejection of the tenderer's tender.

SECTION II - SCHEDULE OF ITEMS AND PRICES

Notes on schedule of Items and Prices

1. The Procuring Entity will prepare the schedule of items being sold, marking each item with a unique number. Where items are to be sold as a lot, the lots must be clearly indicated in the schedule.
2. The schedule of items and prices will include a column for the deposit to be paid by the tenderer for the item and lot. The deposit amount should be indicated by the Procuring Entity.
3. The tenderer shall complete the tender by preparing and completing the Table below, indicating the items tendered for and the prices offered and striking out those not tendered for. The Procuring Entity will complete columns 1-11 and the Tenderer will complete columns 12 and 13, and sign as indicated below.

Summary of the reserve price per head and the required deposit

S/NO	ITEMS	Quantity	LOTS Reserve price KES.	Required Deposit KES.
1.	a) Louver glass 155 b) Flash doors 10 c) Wardrobe doors 21 d) Curtain box 7 e) Shelf board 7 f) Louver flames 25 g) Off-cut boards 158 h) Chairs 4 i) Office desk 1	a) 155 b) 10 c) 21 d) 7 e) 7 f) 25 g) 158 h) 4 i) 1	10,000	Nil
2.	a) Louver glass 155 b) Flash doors 10 c) Wardrobe doors 21 d) Curtain box 7 e) Shelf board 7 f) Louver flame 25 g) Off-cut boards 158 h) Chairs 4 i) Office desk1	a) 155 b) 10 c) 21 d) 7 e) 7 f) 25 g) 158 h) 4 i) 1	10,000	Nil
3.	a) Louver glass 155 b) Flash doors 9 c) Wardrobe doors 21 d) Curtain box 7 e) Shelf board 7 f) Louver frames 25 g) Off-cut boards 158 h) Chairs 4 i) Shelf 1 j) Long white shelf 1	a) 155 b) 9 c) 21 d) 7 e) 7 f) 25 g) 158 h) 4 i) 1 j) 1	10,000	Nil
4.	a) Louver glass155 b) Flash doors 10 c) Wardrobe doors 22 d) Curtain box7 e) Shelf board7 f) Louver frames25 g) Off-cut boards158 h) Chairs 4 i) Shelves 1 j) Long white shelf1 k) Fire extinguishers4 l) Long rectangular tables1 m) Compressor pump tanks 1	a) 155 b) 10 c) 22 d) 7 e) 7 f) 25 g) 158 h) 4 i) 1 j) 1 k) 4 l) 1 m) 1	15,000	Nil
5.	a) Toilets -5 b)	a) 5 b) 1	4,000	Nil

	<ul style="list-style-type: none"> b) Assorted electrical fittings and wiring- 1 c) Metallic floodlight and streetlight- 6 d) Shelve boards -3 e) Louver frames- 3 f) Chair -2 g) Empty first Aid Kit 	<ul style="list-style-type: none"> c) 6 d) 3 e) 3 f) 2 g) 1 		
6.	<ul style="list-style-type: none"> a) Fire extinguishers 4 b) Metallic floodlight and streetlight 6 c) Notice Boards 4 	<ul style="list-style-type: none"> a) 4 b) 6 c) 4 	2,000	Nil
7.	<ul style="list-style-type: none"> a) Printer (Kyocera KM 2560) 1 b) DVDs 4 c) Trophy 1 d) Empty cartridge 21 e) Complete desktop (monitor, CPU, keyboard, mouse) 1 f) Office chair, blue 1 g) Thermos Flasks 11 	<ul style="list-style-type: none"> a) 1 b) 4 c) 1 d) 21 e) 1 f) 1 g) 11 	3,000	Nil
8.	<ul style="list-style-type: none"> a) Metallic doors 2 b) Metallic windows 2 c) Metal door gates 1 d) Half windows 3 e) Iron sheets 7 f) Iron Gutters 5 g) Gutter pipes 6 	<ul style="list-style-type: none"> a) 2 b) 2 c) 1 d) 3 e) 7 f) 5 g) 6 	12,000	Nil
9.	<ul style="list-style-type: none"> a) Metallic doors 2 b) Metallic windows 2 c) Half windows 3 d) Iron sheets 7 e) Iron Gutters 4 f) Gutter pipes 6 g) Toilet 4 h) Ceramic sinks 6 	<ul style="list-style-type: none"> a) 2 b) 2 c) 3 d) 7 e) 4 f) 6 g) 4 h) 6 	12,000	Nil
10.	<ul style="list-style-type: none"> a) Metallic doors 3 b) Metallic windows 3 c) Metal door gates 1 d) Half windows 3 e) Iron sheets 7 f) Iron Gutters 4 g) Bore hole pipes 5 h) Gutter pipes 6 i) Bridge grill/rail 2 j) Metal sink 4 k) Toilet 3 l) Ceramic sink 5 m) Fire extinguishers 4 	<ul style="list-style-type: none"> a) 3 b) 3 c) 1 d) 3 e) 7 f) 4 g) 5 h) 6 i) 2 j) 4 k) 3 l) 5 m) 4 	15,000	Nil

	<ul style="list-style-type: none"> n) Steel tanks 3 o) Solar panels 5 p) Compressor pump tank 1 q) Empty Soda Crates 10 r) Empty Crates (Beer) 3 	<ul style="list-style-type: none"> n) 3 o) 5 p) 1 q) 10 r) 3 		
11.	<ul style="list-style-type: none"> a) Metallic doors 3 b) Metallic windows 3 c) Metal door gates 1 d) Half windows 3 e) Iron sheets 7 f) Iron Gutters 4 g) Borehole pipes 6 h) Gutter pipes 6 i) Ceramic sinks 5 j) Bridge grill/rail 2 k) Steel tanks 3 l) Metal sink 5 m) Toilet 3 n) Metals scrap 1 o) Solar panels 5 p) 2.5" PVC pipe 1 q) Long white shelve 1 r) 3.5" pvc pipe 1 s) Fire Extinguisher 3 t) Empty Soda Crates 10 u) Empty Crates Beer 3 	<ul style="list-style-type: none"> a) 3 b) 3 c) 1 d) 3 e) 7 f) 4 g) 6 h) 6 i) 5 j) 2 k) 3 l) 5 m) 3 n) 1 o) 5 p) 1 q) 1 r) 1 s) 3 t) 10 u) 3 	15,000	Nil
12.	<ul style="list-style-type: none"> a) Long rectangle tables 2 b) Metallic cabinet 1 c) Wardrobe door 3 d) Empty Soda Crates 10 	<ul style="list-style-type: none"> a) 2 b) 1 c) 3 d) 10 	7,500	Nil
13.	<ul style="list-style-type: none"> a) Long rectangle tables 2 b) Refrigerator Hitachi S/No. 80165805- 1 c) Canon scanner 1 d) Empty Soda Crates 5 	<ul style="list-style-type: none"> a) 2 b) 1 c) 1 d) 5 	8,000	Nil

14.	<ul style="list-style-type: none"> a) Long rectangle tables 2 b) Suggestion box 3 c) Sufurias 5 d) Cups 31 e) Trays 5 f) Small milk jug 2 g) Sugar bowl 2 h) Queen cake Tray 12 i) Metallic sugar bowls 6 	<ul style="list-style-type: none"> a) 2 b) 3 c) 5 d) 31 e) 5 f) 2 g) 2 h) 12 i) 6 	6,000	Nil
15.	<ul style="list-style-type: none"> a) Sufurias 4 b) Cups 31 c) Trays 4 d) Small milk jug 2 e) Sugar bowl 2 f) Small bowl 15 g) Metallic floodlight and streetlight 6 h) Metallic sugar bowls 6 i) Plastic salad bowls 2 	<ul style="list-style-type: none"> a) 4 b) 31 c) 4 d) 2 e) 2 f) 15 g) 6 h) 6 i) 2 	4,000	Nil
16.	<ul style="list-style-type: none"> a) Office Rubber stamp b) Water dispenser Distiller c) HP Laptop Pavillion g-series d) Sofa set 1 	<ul style="list-style-type: none"> a) 1 b) 1 c) 1 d) 1 	4,000	Nil
17.	<ul style="list-style-type: none"> a) Overhead projector b) Insect trap 1 c) Milk jars 4 d) Melamine mugs 26 e) Pillow 4 	<ul style="list-style-type: none"> a) 1 b) 1 c) 4 d) 26 e) 4 	1,000	Nil
18.	<ul style="list-style-type: none"> a) Office chair b) Large Thermos 1 c) Glass mugs 37 d) Tin openers 3 e) 5 seater sofa set 1 	<ul style="list-style-type: none"> a) 1 b) 1 c) 37 d) 3 e) 1 	5,000	Nil
19.				
20.	<ul style="list-style-type: none"> a) Pool table with one stick 1NO b) Urinals 4 c) Elite projector 1 d) Epson projector 1 e) 5 seater sofa set 1 	<ul style="list-style-type: none"> a) 1 b) 4 c) 1 d) 1 e) 1 	6,000	Nil
21.	<ul style="list-style-type: none"> a) Reception seats 2 b) Small safes 3 c) Huawei telephone IMEI 867428021961003-2 d) Sofa set 1 	<ul style="list-style-type: none"> a) 2 b) 3 c) 2 d) 1 	5,000	Nil

22.	a) Car batteries 4 b) Tyres 7 c) Fire extinguishers 4 d) Wheelbarrow 1 e) Metallic floodlight and streetlight 8 f) Sofa set 1	a) 4 b) 7 c) 4 d) 1 e) 8 f) 1	4,000	Nil
23.	a) Car batteries 3 b) Tyres 7 c) Fire extinguishers 4 d) Fire bell 1 e) Wheelbarrow 1	a) 3 b) 7 c) 4 d) 1 e) 1	2,500	Nil

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

Name of Account Holder:

Branch Name and City:

Account Number:

Banking correspondent (If any) _____

Name of Tenderer _____

Name of Authorized official _____

Signature _____

Date -----

Evaluation/ eligibility Criteria

		TENDER REF NO (from Table 5) R or NR
S/N	Mandatory Eligibility criteria	
1.	Tenderer must fill and sign the declaration of conflicts of interest. form in this document	
2.	Tenderer must attach Certificate of registration or Incorporation or National Identification card	
3.	The Tenderer must fill and sign self declaration form that the tenderer will not engage in corruption	
4.	The Tenderer must fill and sign the declaration and commitment to the code of ethics	
5.	Must attach a valid tax compliance certificate / pin certificate for sole proprietorship	
6.	The Tenderer must fill and sign the Confidential Business Questionnaire	
	Determination of Responsiveness (R/NR)	

NB: Only Tenderers that will have met **ALL** the above requirements will proceed to the next stage of evaluation based on the quoted amount.

FINANCIAL EVALUATION

NO	REQUIREMENT	BIDDER
1	The amount quoted on the items tendered for has met the threshold of the reserved price	
2	R/NR	

NB: Only Bidders that will have passed the Financial Requirement will proceed to the Award Criteria

Award Criteria

The contract will be awarded to the successful tenderer(s) whose tender has been determined to be substantially responsive and has been determined to be the **highest tendered price, subject to the reserve price.**

SECTION III - CONDITIONS OF TENDER

- 1.1 A tenderer may tender for each item and may tender for as many items he/she wishes.
- 1.2 A tenderer will pay a deposit in advance before the closing date of the tender for each item 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 **7** days and not later than **14** 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 **(7)** days after making the payment, failure to which storage charges will be charged.

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

FORM OF TENDER

Date: _____

Tender No: _____

To: CEMASTE A

Gentlemen and/or Ladies:

Date:

Tender No.....

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 Kenya Shillings.....
..... for the following items 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.

LOT 1.....

LOT 2.....

LOT 3.....

LOT 4.....

LOT 5.....

LOT 6.....

LOT 7.....

LOT 8.....

LOT 9.....

LOT 10.....

LOT 11.....

LOT 12.....

LOT 13

LOT 14.....

LOT 15.....

LOT 16.....

LOT 17

LOT 18.....

LOT 20.....

LOT 21.....

LOT 22.....

LOT 23.....

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 ...28..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.

1 SCHEDULE OF ITEMS AND PRICES

1	2	3	4	5	6	7	8
Item No.	Description of Item	Unit of Issue	Total Quantity(number)	LOTS Reserve price KES.	Total Quantity Tendered For (No)	Total Tender Price KES.	Required Deposit KES.
1.	a) Louver glass 155 b) Flash doors 10 c) Wardrobe doors 21 d) Curtain box 7 e) Shelf board 7 f) Louver flames 25 g) Off-cut boards 158 h) Chairs 4 i) Office desk 1	LOT 1	a) 155 b) 10 c) 21 d) 7 e) 7 f) 25 g) 158 h) 4 i) 1	10,000	LOT 1		Nil
2.	a) Louver glass 155 b) Flash doors 10 c) Wardrobe doors 21 d) Curtain box 7 e) Shelf board 7 f) Louver flame 25 g) Off-cut boards 158 h) Chairs 4 i) Office desk1	LOT 2	a) 155 b) 10 c) 21 d) 7 e) 7 f) 25 g) 158 h) 4 i) 1	10,000	LOT 2		Nil
3.	a) Louver glass 155 b) Flash doors 9 c) Wardrobe doors 21 d) Curtain box 7 e) Shelf board 7	LOT 3	a) 155 b) 9 c) 21 d) 7 e) 7	10,000	LOT 3		Nil

	f) Louver frames 25 g) Off-cut boards 158 h) Chairs 4 i) Shelf 1 j) Long white shelf 1		f) 25 g) 158 h) 4 i) 1 j) 1				
4.	a) Louver glass 155 b) Flash doors 10 c) Wardrobe doors 22 d) Curtain box 7 e) Shelf board 7 f) Louver frames 25 g) Off-cut boards 158 h) Chairs 4 i) Shelves 1 j) Long white shelf 1 k) Fire extinguishers 4 l) Long rectangular tables 1 m) Compressor pump tanks 1	LOT 4	a) 155 b) 10 c) 22 d) 7 e) 7 f) 25 g) 158 h) 4 i) 1 j) 1 k) 4 l) 1 m) 1	15,000	LOT 4		Nil
5.	a) Toilets -5 b) Assorted electrical fittings and wiring- 1 c) Metallic floodlight and streetlight- 6 d) Shelve boards -3 e) Louver frames- 3 f) Chair -2 g) Empty first Aid Kit	LOT 5	a) 5 b) 1 c) 6 d) 3 e) 3 f) 2 g) 1	4,000	LOT 5		Nil
6.	a) Fire extinguishers 4 b) Metallic floodlight and streetlight 6 c) Notice Boards 4	LOT 6	a) 4 b) 6 c) 4	2,000	LOT 6		Nil
7.	a) Printer (Kyocera KM 2560) 1 b) DVDs 4 c) Trophy 1 d) Empty cartridge 21 e) Complete desktop (monitor, CPU, keyboard, mouse) 1 f) Office chair, blue 1 g) Thermos Flasks 11	LOT 7	a) 1 b) 4 c) 1 d) 21 e) 1 f) 1 g) 11	3,000	LOT 7		Nil
8.	a) Metallic doors 2 b) Metallic windows 2 c) Metal door gates 1 d) Half windows 3 e) Iron sheets 7 f) Iron Gutters 5 g) Gutter pipes 6	LOT 8	a) 2 b) 2 c) 1 d) 3 e) 7 f) 5 g) 6	12,000	LOT 8		Nil
9.	a) Metallic doors 2	LOT	a) 2	12,000	LOT 9		Nil

	b) Metallic windows 2 c) Half windows 3 d) Iron sheets 7 e) Iron Gutters 4 f) Gutter pipes 6 g) Toilet 4 h) Ceramic sinks 6	9	b) 2 c) 3 d) 7 e) 4 f) 6 g) 4 h) 6				
10.	a) Metallic doors 3 b) Metallic windows 3 c) Metal door gates 1 d) Half windows 3 e) Iron sheets 7 f) Iron Gutters 4 g) Bore hole pipes 5 h) Gutter pipes 6 i) Bridge grill/rail 2 j) Metal sink 4 k) Toilet 3 l) Ceramic sink 5 m) Fire extinguishers 4 n) Steel tanks 3 o) Solar panels 5 p) Compressor pump tank 1 q) Empty Soda Crates 10 r) Empty Crates (Beer) 3	LOT 10	a) 3 b) 3 c) 1 d) 3 e) 7 f) 4 g) 5 h) 6 i) 2 j) 4 k) 3 l) 5 m) 4 n) 3 o) 5 p) 1 q) 10 r) 3	15,000	LOT 10		Nil
11.	a) Metallic doors 3 b) Metallic windows 3 c) Metal door gates 1 d) Half windows 3 e) Iron sheets 7 f) Iron Gutters 4 g) Borehole pipes 6 h) Gutter pipes 6 i) Ceramic sinks 5 j) Bridge grill/rail 2 k) Steel tanks 3 l) Metal sink 5 m) Toilet 3 n) Metals scrap 1 o) Solar panels 5 p) 2.5" PVC pipe 1 q) Long white shelve 1 r) 3.5" pvc pipe 1 s) Fire Extinguisher 3 t) Empty Soda Crates 10 u) Empty Crates Beer 3	LOT 11	a) 3 b) 3 c) 1 d) 3 e) 7 f) 4 g) 6 h) 6 i) 5 j) 2 k) 3 l) 5 m) 3 n) 1 o) 5 p) 1 q) 1 r) 1 s) 3 t) 10 u) 3	15,000	LOT 11		Nil
12.	a) Long rectangle tables 2 b) Metallic cabinet 1 c) Wardrobe door 3	LOT 12	a) 2 b) 1 c) 3 d) 10	7,500	LOT 12		Nil

	d) Empty Soda Crates 10						
13.	a) Long rectangle tables 2 b) Refrigerator Hitachi S/No. 80165805- 1 c) Canon scanner 1 d) Empty Soda Crates 5	LOT 13	a) 2 b) 1 c) 1 d) 5	8,000	LOT 13		Nil
14.	a) Long rectangle tables 2 b) Suggestion box 3 c) Sufurias 5 d) Cups 31 e) Trays 5 f) Small milk jug 2 g) Sugar bowl 2 h) Queen cake Tray 12 i) Metallic sugar bowls 6	LOT 14	a) 2 b) 3 c) 5 d) 31 e) 5 f) 2 g) 2 h) 12 i) 6	6,000	LOT 14		Nil
15.	a) Sufurias 4 b) Cups 31 c) Trays 4 d) Small milk jug 2 e) Sugar bowl 2 f) Small bowl 15 g) Metallic floodlight and streetlight 6 h) Metallic sugar bowls 6 i) Plastic salad bowls 2	LOT 15	a) 4 b) 31 c) 4 d) 2 e) 2 f) 15 g) 6 h) 6 i) 2	4,000	LOT 15		Nil
16.	a) Office Rubber stamp 1 b) Water dispenser Distiller 1 c) HP Laptop Pavillion g-series 1 d) Sofa set 1	LOT 16	a) 1 b) 1 c) 1 d) 1	4,000	LOT 16		Nil
17.	a) Overhead projector b) Insect trap 1 c) Milk jars 4 d) Melamine mugs 26 e) Pillow 4	LOT 17	a) 1 b) 1 c) 4 d) 26 e) 4	1,000	LOT 17		Nil
18.	a) Office chair b) Large Thermos 1 c) Glass mugs 37 d) Tin openers 3 e) 5 seater sofa set 1	LOT 18	a) 1 b) 1 c) 37 d) 3 e) 1	5,000	LOT 18		Nil
19.							
20.	a) Pool table with one stick 1NO b) Urinals 4 c) Elite projector 1 d) Epson projector 1 e) 5 seater sofa set 1	LOT 20	a) 1 b) 4 c) 1 d) 1 e) 1	6,000	LOT 20		Nil
21.	a) Reception seats 2	LOT	a) 2	5,000	LOT 21		Nil

	b) Small safes 3 c) Huawei telephone IMEI 867428021961003-2 d) Sofa set 1	21	b) 3 c) 2 d) 1				
22.	a) Car batteries 4 b) Tyres 7 c) Fire extinguishers 4 d) Wheelbarrow 1 e) Metallic floodlight and streetlight 8 f) Sofa set 1	LOT 22	a) 4 b) 7 c) 4 d) 1 e) 8 f) 1	4,000	LOT 22		Nil
23.	a) Car batteries 3 b) Tyres 7 c) Fire extinguishers 4 d) Fire bell 1 e) Wheelbarrow 1	LOT 23	a) 3 b) 7 c) 4 d) 1 e) 1	2,500	LOT 23		Nil

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).Kes.....

Name of your Bankers Branch

Part 2 (a) – Sole Proprietor or Individual

Your Name in full Age

Nationality Country of origin

Citizenship details (*ID and or Passport Number*).....

Name.....and signature.....

Part 2 (b) Partnership

Given details of partners as follows:

Name	Nationality	Citizenship Details	Shares
------	-------------	---------------------	--------

1.....

2.....

3.....

[Name, Designation and Signature of Tenders Representative in the Company]

Name

Designation.....

Signature and Company stamp or

Seal.....

Part 2 (c) - Registered Company (Private or Public)

State the nominal and issued capital of company –

Nominal Kshs.....

Issued Kshs.....

Given details of all directors as follows:

Name Nationality Citizenship Details Shares

1.....

2.....

3.....

ETC

[Name, Designation and Signature of Tenders Representative in the Company]

Name:

Designation:

Signature and Company stamp or Seal.....

Date

6. Tender deposit commitment Declaration Form

Tender No. (As per tender documents)

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

ITEM No. or Lot No.	Description of Item	Deposit (Kshs.)	Receipt and Date	No
LOT 1	As per the Schedule of Items			
LOT 2	As per the Schedule of Items			
LOT 3	As per the Schedule of Items			
LOT 4	As per the Schedule of Items			
LOT 5	As per the Schedule of Items			
LOT 6	As per the Schedule of Items			
LOT 7	As per the Schedule of Items			
LOT 8	As per the Schedule of Items			
LOT 9	As per the Schedule of Items			
LOT 10	As per the Schedule of Items			
LOT 11	As per the Schedule of Items			
LOT 12	As per the Schedule of Items			
LOT 13	As per the Schedule of Items			

LOT 14	As per the Schedule of Items		
LOT 15	As per the Schedule of Items		
LOT 16	As per the Schedule of Items		
LOT 17	As per the Schedule of Items		
LOT 18	As per the Schedule of Items		
LOT 20	As per the Schedule of Items		
LOT 21	As per the Schedule of Items		
LOT 22	As per the Schedule of Items		
LOT 23	As per the Schedule of Items		

Authorizing Official _____
(Name)

Designation _____

(Signature)

(Date)

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:-

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.

THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.

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.**..... (*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

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				XXXXX

Authorized Signature:.....

Name and Title of Signatory:.....

Name of Procuring Entity.....

COPY OF THE LETTER OF NOTIFICATION OF AWARD

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				XXXXX

Authorized Signature:.....

Name and Title of Signatory:.....

Name of Procuring Entity:.....

Officer(s) to be contacted

Name of Officer -----

Postal Address-----

Telephone Number email Address Physical Address (City, Street, Building, Floor number and room number)-----

SIGNED BY THE PURCHASER

I/we, the undersigned accept the award and will execute the sale of the items as per conditions of the award. We understand that the award will remain cancelled and no deposits will be refunded if we do not:

- a) Return this letter signed within 14 days; or
- b) Pay the balance of the tender amount within fourteen (14) days after notification of the award.

We further understand that if we do not collect the items we have paid for within fourteen (14) days after making the payment, you charge storage charges at rates to be determined by yourselves.

Name of Purchaser

Authorized Signature: _____ Date

Name and Title of Signatory

REQUEST FOR REVIEW

FORM FOR REVIEW(r.203(1))

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION NO.....OF.....20.....

BETWEEN

.....**APPLICANT**

AND

.....**RESPONDENT (Procuring Entity)**

Request for review of the decision of the..... (Name of the Procuring Entity 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