

COUNTY ASSEMBLY OF BUNGOMA



TENDER DOCUMENT

FOR

**DISPOSAL OF MOTOR VEHICLE TYRES, OBSOLETE,
UNSERVICEABLE AND ASSORTED ITEMS**

TENDER NO. CAB/DISP/01/2025/2026

Closing Date: 15th June, 2026 at 11:00 am

Viewing Date: 10th June, 2026 between

10 am - 2 pm (Optional)

JUNE, 2026

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TENDER DOCUMENT FOR DISPOSAL

(1) NAME AND CONTACT ADDRESSES OF PROCURING ENTITY

Name: County Assembly of Bungoma

Address: P.O. BOX 1886-5200.

Website: www.bungomaassembly.go.ke

(2) Invitation to Tender (ITT) NO. CAB/DISP/01/2025/2026

(3) Tenderer's Name: DISPOSAL OF MOTOR VEHICLE TYRES, OBSOLETE, UNSERVICEABLE AND ASSORTED ASSETS

INVITATION TO TENDER

PROCURING ENTITY: County Assembly of Bungoma

CONTRACT NAME AND DESCRIPTION: Disposal of Assorted Assets

1. The County Assembly of Bungoma now invites sealed tenders from eligible candidates to purchase assorted assets.
2. Interested eligible candidates may obtain further information at the address provided below. A complete set of tender documents may be obtained free of charge on **www.tender.go.ke** or **www.bungomaassembly.go.ke** or **https://tender.go.ke.(PIIP)** Items will be sold as they are, without any encumbrances.
3. Interested tenderers may inspect the goods to be sold during office hours *from 11a.m-1p.m on 10th June, 2026* at the address given below.
4. Tenderers will be required to pay in advance a re- fundable deposit as indicated in the Appendix to Instructions to tenderers.
5. Completed tenders must be delivered to the address below on or before *15th June 2026 11.am*. Electronic Tenders **WILL NOT** be permitted.
6. Prices quoted should be net, must be in Kenya Shillings and shall remain valid for the period of 120days from the closing date of the tender.
7. 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.
8. Late tenders will be rejected.
9. The addresses referred to above are:
 - A. Address for obtaining further information, and for inspecting the goods to be sold.

COUNTY ASSEMBLY OF BUNGOMA

ADJACENT BUNGOMA LAW COURT, MOI AVENUE

P.O. BOX 1886-50200

www.bungomaassembly.go.ke.

B. Address for Submission of Tenders.

COUNTY ASSEMBLY OF BUNGOMA

P.O BOX 1886-50200 BUNGOMA

ATTENTION: CLERK COUNTY ASSEMBLY OF BUNGOMA

ADJACENT BUNGOMA LAW COURT, MOI AVENUE

Tenders to be placed at the tender box at the reception area

C. Address for Opening of Tenders.

COUNTY ASSEMBLY OF BUNGOMA

P.O BOX 1886-50200 BUNGOMA

ADJACENT BUNGOMA LAW COURT, MOI AVENUE

AT THE ADMINISTRATION BLOCK

PASKARI NABWANA HALL ON 15TH JUNE 2026 11.00A.M

DESIGNATION: Supply Chain Officer I

SIGNATURE:

DATE:

COUNTY ASSEMBLY OF BUNGOMA

P.O BOX 1886-50200

BUNGOMA

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

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

- i) Invitation to tender,
- ii) Instructions to tenderers,
- iii) Schedule of items and prices,
- iv) Conditions of Tender,
- v) Form of tender,
- vi) Confidential Business Questionnaire Form,
- vii) Tender Commitment Declaration 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 (30) 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 7 days prior to the deadline for submission of tenders.
- 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.

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

7 Tender deposit

- 7.1 The tenderer shall put a deposit for every item tendered for in the amount indicated in the schedule of items and prices, to the Bank account indicated in Section III - Schedule of Items and Prices
- 7.2 Failure to put the required deposit for any item tendered for will lead to disqualification of the tender for the item.
- 7.3 Unsuccessful Tenderer's tender deposit will be discharged or returned as promptly as possible but not later than Seven (7) days after the expiration of the period of tender validity prescribed by the Procuring Entity.
- 7.4 The successful Tenderer's tender deposit will be credited to his tender price so that it forms part of the amount of the tender and the tenderer will be required to pay the tender price less the deposit security.
- 7.5 The tender deposit shall be forfeited:
 - a) If a tenderer withdraws its tender during the period of tender validity specified by the Procuring Entity.
 - b) In the case of a successful tenderer, if the tenderer fails to pay the balance of the tender price.

8 Validity of Tenders

- 8.1 Tenders shall remain valid for 60 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.

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 *COUNTY ASSEMBLY OF BUNGOMA* will assume no responsibility for the misplacement or premature opening of the Tender, or failure to contact the tenderer in case of advice on the status of the tender or refund of deposit. Tenders that are misplaced or opened prematurely will not be accepted.

Deadline for Submission of Tenders

Tenders must be received by the Procuring Entity at the address specified not later than **15TH JUNE, 2026 11.00A.M.**

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.
- 12.2 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 **11a.m Monday 15th June, 2026** 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.
- 14.3 The Procuring Entity will prepare minutes of the tender 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.
- 15.3 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.

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.

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

- 18.3 Prior to the expiration of the period of tender validity, the Procuring Entity will notify the successful tenderer in writing that its tender has been accepted.
- 18.4 Simultaneously the other tenderers shall be notified that their tenders have been unsuccessful.

18 Canvassing/Contacting the Procuring Entity

- 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.
- 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 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>																																
10.1	Bidders should submit only One (1) original bid and drop in the tender box located on the Ground Floor, Reception area, on or before closing date																																
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1.11	<p style="text-align: center;">Evaluation and Comparison of Tenders</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">No.</th> <th style="text-align: center;">MANDATORY REQUIREMENTS</th> <th style="text-align: center;">RESPONSIVE OR NOT RESPONSIVE</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">MR1</td> <td>Must Submit a copy of Certificate of Registration /Incorporation and a copy of CR12 for a Company or National ID for an Individual</td> <td style="text-align: center;"></td> </tr> <tr> <td style="text-align: center;">MR2</td> <td>Bidders must submit a valid Tax Compliance Certificate from Kenya Revenue Authority if bidding as a Company or National ID for an Individual</td> <td style="text-align: center;"></td> </tr> <tr> <td style="text-align: center;">MR3</td> <td>Must fill the Schedule of items, reserve and bid prices in the format provided.</td> <td style="text-align: center;"></td> </tr> <tr> <td style="text-align: center;">MR4</td> <td>Must Fill the Form of Tender in the Format provided</td> <td style="text-align: center;"></td> </tr> <tr> <td style="text-align: center;">MR5</td> <td>Must submit a duly filled Confidential Business Questionnaire Form in the format provided</td> <td style="text-align: center;"></td> </tr> <tr> <td style="text-align: center;">MR6</td> <td>Must submit proof of payment stamped by the Finance department County Assembly of Bungoma as proof of having paid the reserve price deposit for the lot(s) quoted.</td> <td style="text-align: center;"></td> </tr> <tr> <td style="text-align: center;">MR7</td> <td>Must fill the Tender Deposit Commitment Declaration Form in the format provided.</td> <td style="text-align: center;"></td> </tr> <tr> <td style="text-align: center;">MR8</td> <td>Must fill the SELF-DECLARATION FORMS SD1 and SD2 in the formats provided.</td> <td style="text-align: center;"></td> </tr> <tr> <td style="text-align: center;">MR9</td> <td>Must fill and sign the form of Declaration and Commitment to The Code of Ethics in the format provided</td> <td style="text-align: center;"></td> </tr> </tbody> </table>			No.	MANDATORY REQUIREMENTS	RESPONSIVE OR NOT RESPONSIVE	MR1	Must Submit a copy of Certificate of Registration /Incorporation and a copy of CR12 for a Company or National ID for an Individual		MR2	Bidders must submit a valid Tax Compliance Certificate from Kenya Revenue Authority if bidding as a Company or National ID for an Individual		MR3	Must fill the Schedule of items, reserve and bid prices in the format provided.		MR4	Must Fill the Form of Tender in the Format provided		MR5	Must submit a duly filled Confidential Business Questionnaire Form in the format provided		MR6	Must submit proof of payment stamped by the Finance department County Assembly of Bungoma as proof of having paid the reserve price deposit for the lot(s) quoted.		MR7	Must fill the Tender Deposit Commitment Declaration Form in the format provided.		MR8	Must fill the SELF-DECLARATION FORMS SD1 and SD2 in the formats provided.		MR9	Must fill and sign the form of Declaration and Commitment to The Code of Ethics in the format provided	
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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 1-4 and 7 and the Tenderer will complete columns 5 and 6, and sign as indicated below.

SCHEDULE OF ITEMS AND PRICES

1	2	3	4	5	6	7	8
Item No.	Description of Item	Unit of Issue	Total Quantity	Unit price (KSH)	Total Tender Price	Total Reserve Price	Lot/Location
1	Tire bridgestone 255/70R16	PCS	1			KSH.150	Behind the Debating chambers LOT 1
2	Tire goodier 245/70R16C	PCS	4			KSH.600	
3	Tire chambiro 185/70R13	PCS	1			KSH.100	
4	Tire savero 215/70R16	PCS	12			KSH.1800	
5	Tire grand trake 265/60R18	PCS	1			KSH.200	
6	Tire scopion ATR 235/85R16	PCS	3			KSH.450	
7	Tire Aculis 265/75R16	PCS	2			KSH.300	
8	Tires yannah 195 R75C 265/70R17	PCS	1			KSH.200	
	Tire Firelli 265/70R17	PCS	2			KSH.400	
10	Tire bridgestone 265/70R16	PCS	2			KSH.300	
11	Tire grand rake 267/570R16	PCS	1			KSH.150	
12	Tire radial 265/70R16	PCS	1			KSH.150	
13	Tire michelin 265/70R15	PCS	1			KSH.150	
14	Tire scopion 265/70R17	PCS	1			KSH.200	
15	Tire dunlop 265/65R17	PCS	1			KSH.200	
16	Tires grandtrake265/65R17	PCS	1			KSH.150	
17	Tires Dunlop 265/60R18	PCS	2			KSH.200	
18	Tires scopion 31X1050R15	PCS	1			KSH.150	
19	Tires Kum ho p225/70R16	PCS	1			KSH.150	
20	Tires grandtrake 265/70R15	PCS	1			KSH.150	

21	Tires yokohama 235/85R16	PCS	2			KSH.300		
22	Tires Bridgestone 265/65R17	PCS	1			KSH.200		
23	Tires bridgestone265/70R16	PCS	1			KSH.150		
24	Tires Dunlop 265/70R15	PCS	2			KSH.300		
25	Tires tourism 195/R15	PCS	1			KSH.150		
26	Tires fireli 235/85R16	PCS	1			KSH.150		
27	Tire Gutt 265/5R16	PCS	1			KSH.150		
28	Assorted tyres size 17-19.5	PCS	26			KSH.3380		
29	Assorted tyres size 13-16	PCS	8			ksh.1040		
30	Tire radial 31X1050R15	PCS	2			KSH.300		
TOTAL						KSH.12,270		
31	Window with grill 4*4	PCS	1			KSH.400		Behind the Debating chambers
32	Steel grilled window 4*5	PCS	1			KSH.400		
33	Metallic file Cabinets	PCS	2			KSH.1000		
34	Cooker	PCS	1			KSH.500		
35	Iron sheets (0.5M)GCI	PCS	25			KSH.225		
37	Grills 6 ½ *11 ½	PCS	1			KSH.800		
38	Grill fence 2*5 ½	PCS	1			KSH.300		
39	Metallic frame 8*7 ½	PCS	1			KSH.1000		
40	Curtain rods 1.2m	PCS	10			KSH.300		
41	Y-8 Steel wire	PCS	1			KSH.500		
42	Curtain rods 2M	PCS	7			KSH.350		
43	Cylindrical steel pipes	PCS	10			KSH.2000		
44	Iron sheets GCI BOX PROFILE	PCS	11			KSH.550		
45	Metallic window without grill	PCS	11			KSH.1100		
46	Metallic window with grills	PCS	25			KSH.7500		
47	Grilled steel window 5*4	PCS	4			KSH.1600		
48	Bunker door heavy duty steel (6.4*2.6)	PCS	1			KSH.3000		
49	Assorted chairs with metallic frames	PCS	15			KSH.2250		
50	Metallic File Cabinet	PCS	1			KSH.500		
51	Plain Sheet	PCS	5			KSH.250		
52	Bus chairs with metallic frame	PCS	12			KSH.600		
53	Outdoor AC Unit	PCS	1			KSH.200		
54	Minivan gearbox	PCS	1			KSH.2000		
55	Water can steel	PCS	1			KSH.20		
56	Water pump-Marquis	PCS	1			KSH.200		

LOT 2

				TOTAL		KSH.27,545	
57	Paving slab	PCS	177			KSH.17700	Behind the Debating chambers
58	Assorted clay roofing tiles full pieces	PCS	19500			KSH.250,000	
				TOTAL		KSH.267,700	
59	Water gutter 16ft	PCS	2			KSH.200	Behind the Debating chambers
60	Water gutter 10ft	PCS	1			KSH.80	
61	Cupboard with glass	PCS	1			KSH.150	
62	Fridge Samsung	PCS	1			KSH.500	
63	Roll up banner	PCS	3			KSH.90	
64	Water Dispensers	PCS	11			KSH.550	
65	DSTVsatelite dish	PCS	1			KSH.100	
66	DSTV 1 Zuku Dish 1(Wifi dish)	PCS	2			KSH.200	
67	Document tray plastic	PCS	1			KSH.100	
68	Front bumper plastic	PCS	2			KSH.600	
69	Fabric couch	PCS	1			KSH.150	
70	Assorted office chairs	PCS	15			KSH.2250	
72	Chamber seats	PCS	4			KSH.100	
74	Hand drier	PCS	4			KSH.80	
75	Wifi Dish	PCS	2			KSH.200	
76	Wall clock	PCS	1			KSH.50	
				TOTAL		KSH.5400	
				TOTAL		KSH.312,915	

NB:

- **Bidding and award is per lot.**
 - **The viewing site is as per the Location of Items above, Bungoma, Kenya on 10th June, 2026 between 10.00 Am – 2.00 PM at the above locations (optional)**
 - **A refundable deposit of 10% for each LOT of the specified reserve price total shall be paid to;**
Account Name: BUNGOMA COUNTY ASSEMBLY REVENUE FUND ACCOUNT
Account Number: 1100172937
Bank Name: CENTRAL BANK OF KENYA
Bank Branch: CENTRAL BANK OF KENYA-HEADQUARTERS, NAIROBI
- Note: Bidders must then present the original deposit slip to the County Assembly Finance Department to get an official stamp. Thereafter, attach the receipt to the bid document as proof of payment.**

SECTION III - CONDITIONS OF TENDER

- 1.1 A tenderer may tender for each item or each lot and may tender for as many items or lots she/she wishes.
- 1.2 A tenderer will pay a deposit in advance before the closing date of the tender for each item or lot tendered for as indicated in the schedule of items and prices.
- 1.3 Tenderers who will be awarded contracts will be required to pay for the items after 14 days and not later than 21 days. Failure to which the contract award will be cancelled and the deposit forfeited. If there is an administrative review, the review procedures shall be followed.
- 1.4 Tenderers who will not be awarded contracts will be refunded the deposits within fourteen (14) days after notification of the communication of the contract awards.
- 1.5 Tenderers will be required to collect the items they have paid for within fourteen (14) days after making the payment, failure to which storage charges will be charged as indicated in the appendix to Conditions of Tender.
- 1.6 The 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 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.

<i>Conditions of tender reference</i>	<i>Particulars of the appendix to conditions of the tender</i>
1.1	Bidding and award will be PER LOT
1.5	The storage charge will be Kes 1,000.00 per day after 21 days from the notification of award date
1.6	The procuring entity will provide bidders with reserve prices for all the items. Items tendered for below the reserve price will be retained by the procuring entity.

SECTION IV - STANDARD FORMS

Note on Standard Forms

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

1. Form of Tender

Date:.....

Tender No.....

To:

.....
 [Name and address of Procuring Entity]

Gentlemen and/or Ladies:

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

SCHEDULE OF ITEMS AND PRICES

1	2	3	4	5	6	7	8
Item No.	Description of Item	Unit of Issue	Total Quantity	Unit price (KSH)	Total Tender Price	Reserve Price	Lot/Location
1	Tire bridgestone 255/70R16	PCS	1			KSH.150	Behind the Debating chambers LOT 1
2	Tire goodier 245/70R16C	PCS	4			KSH.600	
3	Tire chambiro 185/70R13	PCS	1			KSH.100	
4	Tire savero 215/70R16	PCS	12			KSH.1800	
5	Tire grand trake 265/60R18	PCS	1			KSH.200	
6	Tire scopion ATR 235/85R16	PCS	3			KSH.450	
7	Tire Aculis 265/75R16	PCS	2			KSH.300	
8	Tires yannah 195 R75C 265/70R17	PCS	1			KSH.200	
	Tire Firelli 265/70R17	PCS	2			KSH.400	
10	Tire bridgestone 265/70R16	PCS	2			KSH.300	
11	Tire grand rake 267/570R16	PCS	1			KSH.150	
12	Tire radial 265/70R16	PCS	1			KSH.150	
13	Tire michelin	PCS	1			KSH.150	

	265/70R15					
14	Tire scopion 265/70R17	PCS	1			KSH.200
15	Tire dunlop 265/65R17	PCS	1			KSH.200
16	Tires grandtrake265/65R17	PCS	1			KSH.150
17	Tires Dunlop 265/60R18	PCS	2			KSH.200
18	Tires scopion 31X1050R15	PCS	1			KSH.150
19	Tires Kum ho p225/70R16	PCS	1			KSH.150
20	Tires grandtrake 265/70R15	PCS	1			KSH.150
21	Tires yokohama 235/85R16	PCS	2			KSH.300
22	Tires Bridgestone 265/65R17	PCS	1			KSH.200
23	Tires bridgestone265/70R16	PCS	1			KSH.150
24	Tires Dunlop 265/70R15	PCS	2			KSH.300
25	Tires tourism 195/R15	PCS	1			KSH.150
26	Tires fireli 235/85R16	PCS	1			KSH.150
27	Tire Gutt 265/5R16	PCS	1			KSH.150
28	Assorted tyres size 17-19.5	PCS	26			KSH.3380
29	Assorted tyres size 13-16	PCS	8			ksh.1040
30	Tire radial 31X1050R15	PCS	2			KSH.300
	TOTAL					KSH.12,270
31	Window with grill 4*4	PCS	1			KSH.400
32	Steel grilled window 4*5	PCS	1			KSH.400
33	Metallic file Cabinets	PCS	2			KSH.1000
34	Cooker	PCS	1			KSH.500
35	Iron sheets (0.5M)GCI	PCS	25			KSH.225
37	Grills 6 ½ *11 ½	PCS	1			KSH.800
38	Grill fence 2*5 ½	PCS	1			KSH.300
39	Metallic frame 8*7 ½	PCS	1			KSH.1000
40	Curtain rods 1.2m	PCS	10			KSH.300
41	Y-8 Steel wire	PCS	1			KSH.500
42	Curtain rods 2M	PCS	7			KSH.350
43	Cylindrical steel pipes	PCS	10			KSH.2000
44	Iron sheets GCI BOX PROFILE	PCS	11			KSH.550
45	Metallic window without grill	PCS	11			KSH.1100
46	Metallic window with	PCS	25			KSH.7500

Behind the
Debating
chambers

LOT 2

	grills							
47	Grilled steel window 5*4	PCS	4			KSH.1600		
48	Bunker door heavy duty steel (6.4*2.6)	PCS	1			KSH.3000		
49	Assorted chairs with metallic frames	PCS	15			KSH.2250		
50	Metallic File Cabinet	PCS	1			KSH.500		
51	Plain Sheet	PCS	5			KSH.250		
52	Bus chairs with metallic frame	PCS	12			KSH.600		
53	Outdoor AC Unit	PCS	1			KSH.200		
54	Minivan gearbox	PCS	1			KSH.2000		
55	Water can steel	PCS	1			KSH.20		
56	Water pump-Marquis	PCS	1			KSH.200		
TOTAL							KSH.27,545	
57	Paving slab	PCS	177			KSH.17700	Behind the Debating chambers	
58	Assorted clay roofing tiles full pieces	PCS	19500			KSH.250,000		
TOTAL							KSH.267,700	LOT 3
59	Water gutter 16ft	PCS	2			KSH.200	Behind the Debating chambers	
60	Water gutter 10ft	PCS	1			KSH.80		
61	Cupboard with glass	PCS	1			KSH.150		
62	Fridge Samsung	PCS	1			KSH.500		
63	Roll up banner	PCS	3			KSH.90		
64	Water Dispensers	PCS	11			KSH.550		
65	DSTVsatelite dish	PCS	1			KSH.100		
66	DSTV 1 Zuku Dish 1(Wifi dish)	PCS	2			KSH.200		
67	Document tray plastic	PCS	1			KSH.100		
68	Front bumper plastic	PCS	2			KSH.600		
69	Fabric couch	PCS	1			KSH.150		
70	Assorted office chairs	PCS	15			KSH.2250		
72	Chamber seats	PCS	4			KSH.100		
74	Hand drier	PCS	4			KSH.80		
75	Wifi Dish	PCS	2			KSH.200		
76	Wall clock	PCS	1			KSH.50		
TOTAL							KSH.5400	LOT 4
GRAND TOTAL							KSH.312,915	

Dated this _____ day of _____ 20_____

[Signature]

[In the capacity of]

Duly authorized to sign tender for and on behalf of _____

Confidential Business Questionnaire Form

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

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

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

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

Part 1 – General

Business Name.....
Location of business Premises..... Plot No.....
Street/Road..... Postal Address..... Tel No..... Nature
of business..... Current Trade License
No..... Expiring date.....
Maximum value of business which you can handle at any one time Kenya
shillings..... (In words).....
Name of your Bankers Branch

Part 2 (a) – Sole Proprietor or Individual

Your Name in full Age
Nationality Country of origin
Citizenship details (*ID and or Passport Number*).....
Name..... and signature.....

Part 2 (b) Partnership

Given details of partners as follows:

Name	Nationality	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.
4.
5.

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.	Item Description	Deposit (Kshs.)	Receipt No. and Date
1			
2			
3			
4			
5			

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:-

1. THAT I am the Company Secretary/Chief Executive/Managing Director/Principal Officer/Director of (Insert name of the Company) who is a Bidder in respect of **Tender No.** for..... (Insert tender title/description) for..... (Insert name of the Procuring entity) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
3. THAT what is deponed to here in above is true to the best of my knowledge, information and belief.

.....
(Title)

.....
(Signature)

.....
(Date)

Bidder's Official Stamp

FORM SD2

SELF-DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.

Iof P. O. Box being a resident of.....
..... in the Republic of do hereby make a statement as follows:-

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of.....
..... (*Insert name of the Company*) who is a Bidder in respect of **Tender No.**..... for
..... (*Insert tender title/description*) for..... (*Insert name of the Procuring entity*) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its servants and/or agents/subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of.....(*insert name of the Procuring entity*) which is the procuring entity.
3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of(*name of the procuring entity*).
4. THAT the aforesaid Bidder will not engage/has not engaged in any corrosive practice with other bidders participating in the subject tender
5. THAT what is deponed to here in above is true to the best of my knowledge information and belief.

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

Bidder's Official Stamp

DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I (person) on behalf of (*Name of the Business/ Company/Firm*).....declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act, 2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal Activities in Kenya and my responsibilities under the Code.

I do here by commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of Authorized signatory.....

Sign.....

Position.....

Office address.....Telephone.....

E-mail.....

Name of the Firm/Company..... Date.....

(Company Seal/ Rubber Stamp where applicable)

Witness

Name.....

Sign..... Date.....

LETTER OF NOTIFICATION OF AWARD

[Letter head paper of the Procuring Entity] [Date]

To: [name and address of the Contractor] This is to notify you that your Tender dated [date] for the purchase of the items and at prices listed on the table below is here by accepted by..... (Name of Procuring Entity).

Please acknowledge receipt of this letter of notification by signing the attached copy and returning it to us within 14 days of the issue of the notification to signify your acceptance of this award. Your signing the attached copy will constitute a contract between us and yourselves for sale of the said items.

On signature of the copy of the letter of notification, you are required to pay the balance of the tender price within 14 days and collect the items.

In connection with this award, you may contact the Officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

OFFERED ITEMS AND PRICES

1	2	4	5	6
Item No.	Description of Item	Total Quantity	Unit price	Offered Price
1				
2				
3				
4				
TOTAL PRICE OF ALL ITEMS				xxxxx

Authorized Signature:.....

Name and Title of Signatory:.....

Name of Procuring Entity.....

COPY OF THE LETTER OF NOTIFICATION OF AWARD

*(To be signed by the Purchaser)
[Letterhead paper of the Procuring Entity] [Date]*

To: *[name and address of the Purchaser]*

This is to notify you that your Tender dated *[date]* for the purchase of the items and at prices listed on the table below is hereby accepted by..... *(name of Procuring Entity)*.

Please acknowledge receipt of this letter of notification by signing the attached copy and returning it to us within 14 days of the issue of the notification to signify your acceptance of this award. Your signing the attached copy will constitute a contract between us and yourselves for sale of the said items.

On signature of the copy of the letter of notification, you are required to pay the balance of the tender price within 14 days and collect the items.

In connection with this award, you may contact the Officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

OFFERED ITEMS AND PRICES

1	2	4	5	6
Item No.	Description of Item	Total Quantity	Unit price	Offered Price
1				
2				
3				
4				
TOTAL PRICE OF ALL ITEMS				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

Public Procurement Regulatory Authority (PPRA)

KISM Towers, 6th Floor, Ngong Rd

P. O. Box 58535- 00200, Nairobi, Kenya

Telephone: +254 020 3244000, 2213106/7

Email: info@ppra.go.ke

Website: www.ppra.go.ke