



KENYA LEATHER DEVELOPMENT COUNCIL

TENDER DOCUMENT FOR DISPOSAL OF OBSOLETE STORES AND EQUIPMENT

TENDER NO: KLDC/PROC/046/2024-2025

DATE OF ISSUE: 10th June 2025

DATE OF SUBMISSION: 20th June 2025

Kenya Leather Development Council,

P.O. Box 14480-00800 Nairobi KENYA,

CPA Center, 5th Floor, Thika Road Cellphone:
0704617705/0709386000

Email: info@leathercouncil.go.ke & Web: www.leathercouncil.go.ke

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INVITATION FOR TENDERS

For

TENDER DOCUMENT FOR DISPOSAL OF OBSOLETE STORES & EQUIPMENT – TENDER NO.

KLDC/PROC/046/2024-2025

1. The Kenya Leather Development Council invites sealed bids for eligible bidders for tender document for disposal of obsolete Stores and Equipment **for the financial year 2024-2025**
2. Interested eligible candidates may obtain further information at the address provided below. Items will be sold as they are, without any encumbrances.
3. Interested tenderers may inspect the goods to be sold **from 0800hrs to 1700 hours except lunch hour 1300hrs – 1400 hours East Africa Time** at the locations specified for each lot.
4. A complete set of tender documents may be obtained electronically from the Website; www.leathercouncil.go.ke. & www.tenders.go.ke Tender documents obtained electronically will be free of charge.
5. Tenderers will be required to pay a deposit of **Kshs. 1000** in cash per set of disposal document payable to: **Kenya Leather Development Council, KCB Bank, A/C NO. 1204364834 if they choose to acquire physical documents from the procurement office at CPA Centre 5th Floor.**
6. Completed tenders must be delivered to the address below on or before **20th June 2025 at 11.00 a.m.** Electronic Tenders will not be permitted
7. Prices quoted should be net, must be in Kenya Shillings and shall remain valid for 60 days from the closing date of the tender.
8. 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.
9. Late tenders will be rejected.
10. Successful bidders should collect the purchased items within 30 days of the award letter after which the procuring entity is at liberty to award the next bidder or re-advertise the items not collected.
11. The addresses referred to above are as follows: -

a) Address for obtaining further information, and for inspecting the items to be sold

Chief Executive Officer,
Kenya Leather Development Council
CPA Centre 5th Floor, Thika Road
P.O Box 14480-00800, Nairobi, Kenya.
(Attn: Procurement office)
Supply Chain Management Tel: (254) 704617705 and
Email: procurement@leathercouncil.go.ke

b) Address for Submission of Tenders

Tender Box located at:

Kenya Leather Development Council
CPA Centre 5th Floor Reception Area, Thika Road,
P.O Box 14480-00800, Nairobi, Kenya.

c) Address for Opening of Tenders.

Chief Executive Officer
Kenya Leather Development Council
CPA Centre 5th Floor boardroom, Thika Road
P.O Box 14480-00800, Nairobi, Kenya

Yours sincerely

Dr. Isaack M. Noor
Chief Executive Officer
KENYA LEATHER DEVELOPMENT COUNCIL

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 ineligibility 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.
- 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.

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 Entity's 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 proposed 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 tender will be required to pay the tender price less the deposit security.
- 7.5 The tender deposit shall be forfeited:
 - a) If a tenderer withdraws its tender during the period of tender validity specified by the Procuring Entity.
 - b) In the case of a successful tenderer, if the tenderer fails to pay the balance of the tender price.

8. Validity of Tenders

- 8.1 Tenders shall remain valid for 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 Kenya Leather Development Council** 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

- 11.1 Tenders must be received by the Procuring Entity at the address specified not later than **20th June 2025 at 11.00 a.m.**
- 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.

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 **Kenya Leather Development Council on 20th June 2025 at 11.00 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.
- 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.

14.4 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

18.1 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
SCHEDULE OF ITEMS AND PRICES

A: ITEMS LOCATED AT TRAINING AND PRODUCTION CENTRE FOR SHOE INDUSTRY-THIKA

Lot Number	Item Description	Model No/Serial Number/Make	Reserved Price	Disposal Price
COMPUTERS, COMMUNICATION ITEMS AND RELATED ACCESSORIES				
2	Computer Keyboard	0108053061	200	
2	Computer Keyboard	0109621	200	
2	Computer Keyboard	Hp-377550AQAS14P5	200	
2	Computer Keyboard	Hp-E5XKBM10140	200	
2	Computer Keyboard	Rhombus-05634834	200	
2	Computer Keyboard	Rhombus-05634334	200	
2	Computer Monitor	Del-22795C000098	500	
2	Computer Monitor	Micro-1556jb	500	
2	Computer Monitor	Micro-HHA0408100289	500	
2	Computer Monitor	Peworld-8013849	500	
2	Computer Monitor	Philips-GPA-0383	500	
2	Computer Monitor	Takai-ZA3422075	500	
2	Computer Mouse	Daisy-0740921	100	
2	Computer Mouse	Hp	100	
2	Computer Mouse	T-people	100	
2	Computer Mouse	T-people	100	
2	CPU Machine	-	1,000	
2	CPU Machine	-	1,000	
2	CPU Machine	-	1,000	
2	CPU Machine	-	1,000	
2	CPU Machine	Daisy	1,000	
2	CPU Machine	Precise	1,000	
2	ETR/ Receipt Machine	Canon-813805	200	
2	ETR/ Receipt Machine	Olivetti-51291248	200	
2	Fax Machine	XEROX	1,000	
2	Printer	Lexmark Z25/ 524630924882002-11	500	

2	Printer	Hp/332/526306	500	
2	Printer	Hp/332/591376	500	
2	Scanner	Hp Laser Jet 1010-CNFD928472	1,000	
2	Scanner	Hp Scan Jet6300C-38824151	1,000	
2	Typewriter	Siemens-F-NRPC/4093733	1,000	
2	Typewriter	Olivetti-MATR8648/21	1,000	
2	UPS Power Backup	Digitech-080-070608-0792	1,000	
2	Television	SONY 24"- 1025048	5,000	
2	VCR (Video Cassette Recorder)	National-B9KL15261	2,000	
2	LAN Telephone	Panasonic-4KAqe007600	200	
2	LAN Telephone	Huawei-fb7ad10791102548	200	
2	LAN Telephone	Autophone-s/1284/3/J/501053	200	
2	Scanner	Hp Scan Jet 4370-Cn63n820ns	1,000	
ASSORTED SCRAP METAL OF VARIOUS TYPES AND SIZES				
3	Scrap Metals & Fittings	-	1,000	
ASSORTED FOOTWEAR ACCESSORIES				
3	Assorted Plastic Shoe Lasts = 305 Half Pairs	Different Designs, Sizes & Gender	5,000	
3	Assorted Wooden Shoe Lasts = 7 Half Pairs	Different Designs, Sizes & Gender	500	
ASSORTED MACHINES AND EQUIPMENT				
3	Stitching Machine (Flat Bed)-4B	Juki DDL 5600-DDLTM12884	15,000	
3	Stitching Machine (Zigzag)-5B	Juki LZH-1290-U01492	15,000	
3	Stitching Machine (Flat Bed)-6B	PFAFF-141-5AL	10,000	
3	Stitching Machine (Flat Bed)	Juki DDL 5600-DDLTM12879	15,000	
3	Hot Edge Folding M/c Head		2,000	
3	Stitching Machine (Cylinder Arm)	Juki DSC-245-U02968	20,000	
3	Stitching Machine Head (Post Bed Double Needle)	194-4-425A	2,000	
3	Stitching Machine Head (Post Bed Single Needle)	193-5BML	25,000	

3	Stitching Machine (Heavy Duty Double Needle Flat Bed)	Addler 204- 102-475125	25,000	
3	Stitching Machine (Flat Bed Double Needle)	PFAFF K11242-901-1242-001/004	20,000	
3	Stitching Machine (Post Bed Double Needle)	Juki PLN-986-T01097	15,000	
3	Stitching Machine (Post Bed Single Needle)	Juki PLH-981-T01672	20,000	
3	Stitching Machine (Flat Bed Single Needle)	PFAFF-141-5BL	8,000	
3	Stitching Machine (Post Bed Single Needle)	Juki PLH-981-T01672	15,000	
3	Stitching Machine (Post Bed Double Needle)	Juki PLN-986-U01103	20,000	
3	Stitching Machine (Post Bed Single Needle)	Juki PLw-1257-4-PLWVF01115	25,000	
3	Stitching Machine Head (Post Bed Double Needle)	PFAFF-194043B	5,000	
3	Stitching Machine (Post Bed Double Needle)	PFAFF-1935B	10,000	
3	Stitching Machine (Flat Bed)	PFAFF- 141	2,000	
3	Hydraulic Swing Arm Clicking Machine	Torielli- 116/SE	30,000	
3	Hydraulic Swing Arm Clicking Machine	Bruggi Se16-19A020615	25,000	
3	Manual Pressing Machine	Standard 466-78117	15,000	
3	Skiving Machine	GL12AE	20,000	
3	Fitting Machine	S11907	1,500	
3	Component Splitting Machine	Bruggi	15,000	
3	Machine Motors (2 Pieces)		2,000	
3	Edge Trimming Machine	Bruggi IGB5-950047	3,000	
3	Edge Trimming Machine	Bruggi COSI-11858	15,000	
3	Pneumatic Seam Rub Machine	Bruggi 1065/F84-G3928	15,000	
3	Eye-letting Machine	SPS-1-PNA -Bruggi/111/305	5,000	
3	Eye-letting Machine	Bruggi 5035/33-3722	10,000	
3	Eye-letting Machine	Shoetech-3450	10,000	
3	Eye-letting Machine	GRYPHON-T444749Z	10,000	

3	Sole Adhesive Heat Activator Machine	SABGEP-SG201013	10,000	
3	Hot Melt Edge Folding Machine	Bruggi GL/15-R-821443	15,000	
3	Manual Heat Setter Machine	330/FRE-240/5017ON	2,000	
3	Belt Cementing Machine	SABGEP 126-46-Jun-16	5,000	
3	Edge Dying Machine	PLA CBM-11829	10,000	
3	Strap Cementing Roller	Bruggi FT/6-950046	15,000	
3	Pneumatic Edge Finishing Machine	Bruggi MX-M/11885	16,000	
3	Numbering & Embossing Machine	Bruggi	15,000	
3	Edge Folding Machine	PROTOS-97137	5,000	
3	Shoe Extraction Machine	-	5,000	
3	Punching Machine (Manual)	UNION	2,000	
3	Roughing machine	TORIELLI	20,000	
3	Stamping Machine	96 T1P294-480EPN	5,000	
3	Welting Machine	Bruggi SEF-1100	15,000	
3	Corner Cutting Machine	Titeli 101/A-9813369	2,000	
3	Boot Ironing Machine	Aipha Cox & Wright	15,000	
3	Compressor (Air) Ingersoll-Rand	EN6X75-Scd931145	15,000	
3	Refrigerator	LG GR-131SF-304TRJL00060	5,000	
COMPUTERS, PRINTERS, COPIERS AND ICT GADGETS AT KLDC HQ- CPA CENTRE THIKA ROAD				
2	Computer Laptop	CND8156TOQ-(FA0812)	10,000	
2	Computer Desktop	7HPGF2S/16308157780-(FA0798)	12,000	
2	IPAD Pro 256GB	DLXR55FGMW6-(FA0803)	7,000	
2	Computer Laptop	5CD3327M8H-(FA0810)	10,000	
2	Computer Laptop	SCD8174JLM-(FA0813)	10,000	
2	Computer Laptop	CND8156T44-(FA0814)	10,000	
2	Computer Laptop	KLDC/ICT/20/CND8156SZF-(FA0769)	10000	
2	Scanner	L2K4AV0181-(FA0843)	5,000	
2	UPS700VA Power Backup	3B1905X61303-(FA0867)	5,000	
2	UPS850VA Power Backup	241906525430-(FA0873)	5,000	

2	UPS850VA Power Backup	2419O6525339-(FA0878)	5,000	
2	UPS700VA Power Backup	3B1827X74502-(FA0879)	5,000	
2	MacBook Pro	PXFD940K9W-(FA1121)	30,000	
2	Computer Laptop	5CD646845K-(FA0802)	10,000	
2	MacBook Pro	CIMS3BWWDTY3-(FA0817)	10,000	
2	Computer Laptop (Spectre)	KLDC/ICT/19/5CD92131Y1-(FA0768)	15,000	
2	Computer Laptop HP Core i7	5CD9288TC5-(FA0787)	10,000	
2	HP Core i5	SGH612T57D/CNC128PYM3-FA1123	10,000	
2	Digital camera	KLDC/GOE/12-FA0637	3,000	
2	Digital camera	KLDC/GOE/13-FA0638	3,000	
FURNITURE, FITTINGS AND EQUIPMENTS				
1	Glass Coffee Table (Square)	KLDC/FF/23-(FA023)	4,000	
1	Glass Coffee Table (Square)	KLDC/FF/24-(FA0024)	4,000	
1	Coffee Table(glass)	KLDC/FF/27-(FA0027)	9,000	
1	Wet & Dry Vacuum Cleaner	KLDC/GOE/18-FA0643	5,000	
1	Paper Shredder	KLDC/GOE/32-FA0657	3,000	
1	Office Clock Medium	KLDC/GOE/90-FA0712	800	
1	Electric Traditional Kettle 5.0 Litres	KLDC/GOE/105-FA0727	300	
1	Double Electric Spiral Cooker	KLDC/GOE/112-FA0734	2,000	
1	Double Electric Spiral Cooker	KLDC/GOE/115-FA0735	2,000	
1	Tea Urn 16 Litres	KLDC/GOE/118-FA0738	3,000	

The Deposit(s) should be made to the Account as detailed below; -

Name of Account Holder: Kenya Leather Development Council

Name of the Bank: Kenya Commercial Bank (KCB)

Branch Name: SARIT Centre, Westlands

City: Nairobi

Account Number: 1204364834

Code SWIFT: KCBLKENX

SORT CODE:

NB: All payments for purchased assets shall be processed through the e-citizen platform

Banking correspondent (If any): N/A

Name of Tenderer _____

Name of Authorized official _____

Signature _____

Date _____

SECTION III - CONDITIONS OF TENDER

- 1.1 A tenderer may tender for each item or each lot and may tender for as many items or lots 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. The tender deposit shall be **non-refundable** and cater for administrative expenses.
- 1.3 Tenderers who will be awarded contracts will be required to pay for the items within 14 days and not later than 21 days. Failure to which the award will be cancelled and the deposit forfeited. If there is an administrative review, the review procedures shall be followed.
- 1.4 The deposits money to acquire physical disposal documents in non-refundable.
- 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 levied 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.

SECTION IV - STANDARD FORMS

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 60 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
Lot Number	Item Description	Model No/Serial Number/ Make	Quantity	Required Deposit	Reserved Price	Total purchase price
1						
2						
3						
4						
5						

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: -

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.

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

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

2. 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 lot 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.....

3. 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 addressP. 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