



TENDER DOCUMENT

**DISPOSAL OF UNSERVICEABLE, SURPLUS AND OBSOLETE STORES, EQUIPMENT,
FURNITURE, FITTINGS AND ASSORTED ITEMS**

TENDER NO. KENINVEST/DS/001/2023-2024

TENDER ISSUE DATE: 6th March, 2024

TENDER CLOSING DATE: 18th March 2024 AT 11:00AM

**Kenya Investment Authority (KenInvest)
Old Mutual Tower 15th floor, Upper Hill Road
P.O. Box 55704-00200
Nairobi, Kenya
Website: www.invest.go.ke**

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INVITATION TO TENDER

TENDER NO. KENINVEST/DS/001/2023-2024: DISPOSAL OF UNSERVICEABLE, SURPLUS AND OBSOLETE STORES, EQUIPMENT, FURNITURE, FITTINGS AND ASSORTED ITEMS

1. The Kenya Investment Authority (KenInvest) now invites sealed tenders from eligible candidates to purchase various unserviceable stores, equipment, furniture and fittings and assorted items
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 during office hours 0900 to 1600 hour at the address given below.
4. A complete set of tender documents may be obtained by interested candidates upon payment of non-refundable fees of Kenya Shillings One Thousand (Kshs. 1,000) in cash or banker's cheque payable to the Kenya Investment Authority at **Cooperative Bank of Kenya Account Number** 01120006651800 parliament road Branch or banker's cheque and present the bank slip to KenInvest Cash Office for official receipt thereafter, attach a copy of the receipt to the Tender Document. Tenders are encouraged to obtain or download tender documents electronically free of charge from the KENINVEST website www.invest.go.ke or the Public Procurement Information Portal (PIIP) <https://www.tenders.go.ke>, Tenderers who download the tender document must forward their particulars immediately to info@invest.go.ke, procurement@invest.go.ke & hkemboi@invest.go.ke to facilitate any further clarification or addendum.
5. Completed tenders must be delivered to the address below on or before 18th March 2024 at 11:00am. Electronic Tenders will not be permitted.
6. Prices quoted should be net, must be in Kenya Shillings and shall remain valid for 150 days from the date of submission/opening of tenders on Wednesday 18th March 2024 at 11:00am.
7. Viewing of the unserviceable stores, equipment, furniture and fittings and assorted items shall be done at **KenInvest Offices** listed in the annex to the tender documents between **11th March 2024 and 15th March 2024 during** working hours
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. The addresses referred to above are:

A. Address for obtaining further information, and for inspecting the goods to be sold.

Kenya Investment Authority
Managing Director
Old Mutual Tower 15th Floor, Upper Hill Road
P.O. Box 55704 – 00200, Nairobi, Kenya
Tel: +254 0730 104 200/210
Cell: +0730 104 205
Email: info@invest.go.ke, procurement@invest.go.ke & hkemboi@invest.go.ke

B. Address for Submission of Tenders.

Kenya Investment Authority
Managing Director
Upper Hill Road, 15th Floor
P.O. Box 55704 – 00200, Nairobi, Kenya
Tel: +254 0730 104 200/210
Cell: +0730 104 205

C. Address for Opening of Tenders.

Managing Director
Upper Hill Road, Old Mutual Tower 15th Floor
P.O. Box 55704 – 00200, Nairobi, Kenya
Tel: +254 0730 104 200/210

Name	Ms. June Chepkemei
Designation	Managing Director
Signature	_____
Date	_____

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 KenInvest'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.
- 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 KenInvest, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.2 The KenInvest 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 KenInvest in writing or by post at the entity's address indicated in the Invitation for tenders. The Kenya Investment Authority will respond in writing to any request for clarification of the tender documents, which it receives not later than seven (7) days prior to the deadline for the submission of tenders. Written copies of the KenInvest 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 KenInvest not later than 7 days prior to the deadline for submission of tenders.

4.3 The KenInvest 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 KenInvest, may for any reasons, whether at its own.

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 into account in preparing their tenders, the KenInvest, 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 KenInvest.

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 KenInvest.
- 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 150 days or as specified in the appendix to instruction to tenderers after date of tender opening prescribed by the KenInvest, pursuant to

paragraph 2.10. Tender valid for a shorter period shall be rejected by the KenInvest as non-responsive.

8.2 In exceptional circumstances, the KenInvest 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 KenInvest.

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 KenInvest 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 KenInvest; 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 KenInvest 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 KENINVEST at the address specified not later than Wednesday 18th March 2024 at 11:00am.

The KENINVEST 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 KENINVEST 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 KenInvest 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 KenInvest will open all tenders in the presence of tenderers' representatives who choose to attend at Old Mutual Tower, 15th Floor, 15th Floor at KenInvest Boardroom at 1100 hours on 18th March 2024 at 11:00am and in the location specified in the invitation to tender. The tenderers or representatives who are present shall sign a register evidencing their attendance.
- 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 KenInvest, at its discretion, may consider appropriate, will be announced at the opening.
- 14.3 The KenInvest will prepare minutes of the tender opening.

15 Clarification of tenders

- 15.1 To assist in the examination, evaluation and comparison of tenders the Authority 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 in the 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 Authority 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 KenInvest.
- 16.2 The tender is open to all interested bidders (Individuals and firms)

16.3 Tender validity period is 150 days

16.4 Items are to be sold on as where it is and the condition it is in basis

16.5 Viewing will be conducted at the location of the items between 11th March 2024 and 15th March 2024

Mandatory Requirements:

S/N^o	ITEM DESCRIPTION	Responsiveness (YES/NO)
1.	Submit a clearly serialized and marked one original and one copy of the bid document	
2.	Provide evidence of payment deposit as required and attached receipt from KenInvest cash office or bank slip as proof of payment	
3.	Duly filled, signed and stamped the Confidential Business Questionnaire in the format provided	
4.	Duly filled, signed and stamped Form of Tender in the format provided	
5.	Duly filled, signed and stamped Self Declaration Form SD1 in the format provided	
6.	Duly filled, signed and stamped the Self Declaration form SD2 in the format provided	
7.	Duly filled, signed and stamped the Declaration and Commitment of the Code of Ethics in the format provided	
8.	Duly filled, signed and stamped the schedule of items and Prices form in the format provided	
9.	Duly filled, signed and stamped the Tender Deposit Commitment Form in the format provided	

16.6 Provided that the Tender is substantially responsive, the KenInvest 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.

16.7 The KenInvest will evaluate and compare the tenders, which have been determined to be substantially responsive.

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

17 17 Award Criteria

17.1 The KenInvest 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 KenInvest 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.

18 Canvassing/Contacting the KenInvest

18.1 No tenderer shall contact the KenInvest 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 KenInvest 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

1	2	3	4	5	6	7	8
Lot No	Location	Description of Item	Quantity	Unit Issue	Reserve Price (KSH) (per item)	Required Deposit (KSH)	Total Tender Price (KSH)
1.	Mombasa	High back swivel fabric black chair with PVC armrest	4	PC	500	200	
2.	Mombasa	Medium back swivel fabric black chair with PVC armrest	12	PC	600	720	
3.	Mombasa	500 x 600 x 250mm mahogany suggestion box	1	PC	700	70	
4.	Mombasa	Jamii Telkom switch cabinet	1	PC	3000	300	
5.	Mombasa	Computer CPU-DELL OptiPlex 380	1	PC	2000	200	
6.	Mombasa	Computer CPU-DELL OptiPlex gx 260	1	PC	2000	200	
7.	Mombasa	Computer CPU HP	1	PC	2000	200	
8.	Mombasa	Computer Switch D-Links DES-1024D	1	PC	2000	200	
9.	Mombasa	Wall mounted SANYO fan	2	PC	200	40	
10.	Mombasa	Panasonic Fax Machine KX-FL422	1	PC	300	30	
11.	Mombasa	HP Deskjet Printer 5150	1	PC	800	80	
12.	Mombasa	Panasonic Telephone Headset KX-TS5008FAMD508589	1	PC	200	20	
13.	Mombasa	Panasonic Telephone Headset KX-TS5008FAMD118892	1	PC	200	20	
14.	Mombasa	Quicktel FWP/CDMA FUPNU080115257	1	PC	200	20	
15.	Mombasa	UPS APC RS 650	1	PC	200	20	
16.	Mombasa	DELL Laptop Latitude E5400	1	PC	5000	500	
17.	Mombasa	LEGEND CPU	1	PC	500	50	
18.	Mombasa	DELL Keyboard	1	PC	400	40	
19.	Mombasa	LEVEL ONE Router Model No. WBR-6003	1	PC	200	20	
20.	Mombasa	Used Vehicle tyres	5	PC	200	100	
21.	Mombasa	LG Air conditioner	3	PC	800	240	
22.	Mombasa	Eternal Ceiling Mounted Fan	1	PC	1,200	120	
23.	Kisumu	Office Seat	1	PC	1,200	120	
24.	Kisumu	Office Seat	1	PC	1,200	120	
25.	Kisumu	Sign Boards	3	PC	800	240	
26.	Kisumu	CPU 1 (Dell)	1	PC	3,200	320	
27.	Kisumu	CPU 2 (HP)	1	PC	2,800	280	
28.	Kisumu	Office Seat	1	PC	800	80	
29.	Kisumu	Chair Mid back Swivel Fabric	1	PC	850	85	
30.	Kisumu	Chair Mid back Swivel Fabric	1	PC	850	85	
31.	Kisumu	Water Dispenser	1	PC	1,200	120	
32.	Kisumu	Photocopier machine (cannon)	1	PC	5,500	550	
33.	Kisumu	Mid back Metal Frame Seat Foldable	1	PC	800	80	
34.	Kisumu	Mid back Metal Frame Seat Foldable	1	PC	750	75	
35.	Kisumu	Fax Machine (Panasonic)	1	PC	350	35	
36.	Kisumu	Printer (HP)	1	PC	2,250	225	
37.	Kisumu	Office Seat	1	PC	800	80	
38.	Kisumu	Office Seat	1	PC	800	80	

39.	Kisumu	Chair High back Swivel Leather	1	PC	800	80	
40.	Kisumu	Office Seat	1	PC	800	80	
41.	Kisumu	Office Seat	1	PC	600	60	
42.	Kisumu	Fan (Klassique)	1	PC	1,200	120	
43.	Kisumu	Chair Mid back Swivel Fabric	1	PC	600	60	
44.	Kisumu	Chair Mid back Swivel Fabric	1	PC	600	60	
45.	Kisumu	Office Seat	1	PC	600	60	
46.	Kisumu	Office Seat	1	PC	600	60	
47.	Kisumu	Chair Mid back Swivel Fabric	1	PC	700	70	
48.	Kisumu	Office Seat	1	PC	600	60	
49.	Kisumu	Telephone head	1	PC	300	30	
50.	Kisumu	Desktop Computer	1	PC	1000	100	
51.	Kisumu	Cabinet	1	PC	800	80	
52.	Kisumu	Desktop Woode4n Single Pedestal	1	PC	800	80	
53.	Kisumu	Cupboard Wooden	1	PC	500	50	
54.	Kisumu	Office Seat	1	PC	600	60	
55.	Kisumu	Chair Mid back Swivel Fabric	1	PC	800	80	
56.	Eldoret	Telephone Headset Panasonic KX-TS500MXB	1	PC	300	30	
57.	Eldoret	Telephone Headset Panasonic obria	1	PC	200	20	
58.	Eldoret	Old Tyres	15	PC	300	450	
59.	Eldoret	Dispenser Water Ramtons	1	PC	1,000	100	
60.	Eldoret	Computer Monitor Compaq v40	1	PC	1,000	100	
61.	Eldoret	Telephone Headset Panasonic KX-TS500MXB	1	PC	300	30	
62.	Eldoret	Desk Wooden Double Pedestal 3 Drawers-Sold	1	PC	800	80	
63.	Eldoret	Telephone Headset Panasonic KX-TS5MXB	1	PC	300	30	
64.	Eldoret	Dell Desktop Screen	1	PC	1000	100	
65.	Eldoret	Box Suggestion Wooden	1	PC	500	50	
66.	Eldoret	Chair Visitor Wooden Frame Fabric	1	PC	500	50	
67.	Eldoret	Chair Visitor Wooden Frame Fabric	1	PC	500	50	
68.	Eldoret	Computer CPU Clone Digitek	1	PC	1,000	100	
69.	Eldoret	Computer CPU Clone Digitek	1	PC	1,000	100	
70.	Eldoret	Computer CPU Compaq Deskpro	1	PC	1,000	100	
71.	Eldoret	Computer CPU DELL OPTIPLEX GX260	1	PC	4,000	400	
72.	Eldoret	Computer Monitor Micronics CRT	1	PC	500	50	
73.	HQ	Powder coated aluminum frame 76X44X1.2mm thick	982	LM	500	49100	
74.	HQ	6mm Thick tinted glass sheet glass	85	SM	500	4250	
75.	HQ	12mm Thick Gypsum Boards	10	SM	500	500	
76.	HQ	Single door size 900X2100mm high, steel door comprising 45mm thick solid core flush doors: faced both sides with mahogany veneered plywood and lipped all edges with approved hardwood covered in steel sheet all round	10	NO	2350	2350	
77.	HQ	Tyres	23	PC	1000	2300	
78.	HQ	Work station table tops	60	PC	200	1200	
79.	HQ	Office Chairs	23	PC	500	1150	
80.	HQ	Visitors arm chairs	11	PC	500	550	

81.	HQ	Leather Coaches (1 two-seater & 1 one seater)	2	PC	2000	400	
82.	HQ	Pedestal Cabinet Drawer	25	PC	500	1250	
83.	HQ	PVC Carpet	1	Roll	500	50	
84.	HQ	Drawers	34	PC	100	340	
85.	HQ	Steel Cabinet	3	PC	3000	900	
86.	HQ	Flower pots - Various sizes	4	PC	100	40	
87.	HQ	Bulb Holders	6	PC	200	120	
88.	HQ	T.V Aerial	1	PC	100	10	
89.	HQ	Banners	2	PC	200	40	
90.	HQ	Pieces of window glass	18	PC	500	900	

Notes on schedule of Items and Prices

1. The KenInvest 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 KenInvest.

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 KenInvest will complete columns 1-7 and the Tenderer will complete columns 8,

36 Appendix to Conditions of Tender

The following information for sale of unserviceable stores, equipment, furniture and fittings and assorted items 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 the tender and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the conditions of tender.

SECTION III - 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.

Conditions of tender reference	Particulars of the appendix to Conditions of Tender
1.3	In case there is no administrative review of the process, payment should be paid after 14 days and not later than 21 days after the notification of award; failure to which the contract award will be cancelled and the deposit forfeited.
1.5	Goods should be collected within fourteen (14 days) after making the payment, after which a storage charge will be levied as the Authority deems fit.

1. Form of Tender

Tender No. KenInvest/Ds/001/2023-24

Date:

To: Kenya Investment Authority (KenInvest)
Old Mutual Tower 15th floor, Upper Hill Road
P.O. Box 55704-00200
Nairobi, Kenya

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.

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 onetime Kenya shillings (In words).....
.....

Name of your Bankers Branch

Part 2 (a) – Sole Proprietor or Individual

Your Name in full Age

NationalityCountry 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
.....
.....
.....
.....

[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
------	-------------	---------------------	--------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

NameDesignation

Signature and Company stamp or Seal.....

Date

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. KenInvest/DS/001/2023-2024** for disposal of unserviceable stores, equipment, furniture and fittings for Kenya investment Authority and assorted items 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:-

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 Entity*) and duly
authorized and competent to make this statement.

1. 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 Kenya Investment Authority.
2. 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 Kenya Investment Authority
3. THAT the aforesaid Bidder will not engage/has not engaged in any corrosive practice with other bidders participating in the subject tender
4. 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
KENINVEST] [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 KENINVEST).

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:

COPY OF THE LETTER OF NOTIFICATION OF AWARD

(To be signed by the Purchaser)
[Letterhead paper of the KENINVEST] [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 KENINVEST)*.

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:

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

**FORM FOR REVIEW (r.203(1))
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD
APPLICATION NO..... OF.....20..... BETWEEN**

..... **APPLICANT**

AND

..... **RESPONDENT (KENINVEST)**

Request for review of the decision of the..... (Name of the KenInvest of
.....dated the...day of20.....in the matter of Tender No.....of
.....20..... 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 of
.....20.....

SIGNED

Board Secretary

Kenya in investment Authority offices

No	Office	Viewing sites
1.	Head quarters	Old Mutual Tower/ Kenya Railways Offices
2.	Kisumu Regional Office	Jubilee Insurance House
3.	Eldoret Regional Office	Daima Towers
4.	Mombasa Regional Office	Mombasa Trade Centre