



NATIONAL GOVERNMENT CONSTITTUENCIES DEVELOPMENT FUND BOARD

TENDER NO: NG~CDF~BOARD/13/2019~20

Disposal of Motor Vehicles and boarded Stores

JUNE 2020

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INTRODUCTION

- 1.1 This Standard tender document for Sale of disposable Stores and Equipment has been prepared for use by public entities in Kenya in the disposal stores and equipment as provided by part X of the Public and Disposal Act, 2005.
- 1.2 The following general directions should be observed when using the document.
 - (a) Specific details should be furnished in the tender notice. The final document to be provided to the tenderers should not have blank spaces or give options
 - (b) The instructions to the tenderers should remain unchanged. Any necessary amendments to these parts should be made through the Appendix to instructions to tenderers.
- 1.3 Information contained in the invitation to tender shall conform to the data and information in the tender documents to enable tenderers to decide whether or not to participate in the tender and shall indicate any important tender requirement.

SECTION I - INVITATION TO TENDER

Date 23rd JUNE 2020

Tender Ref No. NG-CDFD/13/2019-20

Tender Name: Disposal of Motor Vehicles and boarded Stores

- 1.1 The National Government Constituencies Development Fund Board now invites sealed tenders from eligible candidates to purchase Motor Vehicles and boarded Stores.
- 1.2 Interested eligible candidates may obtain further information from NG-CDF Board offices at Harambee Cooperative Plaza, 10th floor procurement office and inspect the tender documents at during normal office working hours.
- 1.3 A complete set of tender documents may be obtained by interested candidates upon payment of non-refundable fees of **Kshs.1, 000** in cash or banker's cheque payable to National Government Constituencies Development Fund Board or downloaded from our website www.ngcdf.go.ke.
- 1.4 Tenderers will be required to pay in advance a refundable deposit as indicated in the Appendix to Instructions to tenderers.
- 1.5 Completed tender documents are to be enclosed in plain sealed envelopes, marked with the tender number and name and be deposited in the Tender Box at NG-CDFB offices, Harambee Cooperative Plaza 10th floor or be addressed to the Chief Executive Officer, NG-CDF Board, Box 46682-00100 Nairobi so as to be received on or before 7th JULY,2020 at 10:00am
- 1.6 Prices quoted should be net, must be in Kenya Shillings and shall remain valid for 120 days from the closing date of the tender.
- 1.7 Tenders will be opened immediately thereafter in the presence of the tenderers or their representatives who choose to attend at **10.00am,10th floor Board room on 7th July,2020**

SIGNED FOR: *(C.E.O.) NG-CDF Board*

SECTION II
INSTRUCTIONS TO TENDERERS

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SECTION II - INSTRUCTION TO TENDERERS

2.1 Eligible Tenderers

2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Appendix to instructions to tenderers.

2.1.2 Tenderers shall not be under a declaration of ineligibility for corrupt or fraudulent practices

2.1.3 The procuring entity's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender unless where specifically allowed under section 131 of the Act.

2.2 Cost of Tendering

2.2.1 The tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

2.2.2 The price to be charged for the tender document shall not exceed Kshs.1,000/=

2.2.3 The procuring entity shall allow the tender to review the tender document free of charge before purchase.

2.3 The Tender Document

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

- (i) Invitation to tender
- (ii) Instructions to tenderers
- (iii) Schedule of items and price
- (iv) Conditions of Tender
- (v) Dully filled Form of tender

- (vi) Dully filled Confidential Business questionnaire Form
- (vii) Tender Commitment Declaration Form

2.3.2 The tenderer is expected to examine all instructions, forms, terms and specifications in the tender documents. Failure to meet all the requirements of the tender will be at the tenderer's risk and may result in the rejection of its tender.

2.4. Clarification of Documents

2.4.1 A prospective tenderer requiring any clarification of the tender document may notify the Procuring entity in writing or by post at the entity's address indicated in the Invitation for tenders. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives not later than 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.

2.4.2 Clarification of tenders shall be requested by the tenderer to be received by the procuring entity not later than 7 days prior to the deadline for submission of tenders.

2.4.3 The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

2.5 Amendment of Documents

2.5.1 At any time prior to the deadline for submission of tenders, the Procuring entity, for any reasons, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by amendment

2.5.2 All prospective candidates that have received the tender documents will be notified of the amendment in writing or by post and will be binding on them.

2.5.3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the Procuring entity, at its discretion, may extend the deadline for the submission of tenders.

2.6 Tender Prices and Currencies

2.6.1 The tenderer shall indicate on the appropriate Price Schedule the unit prices and total tender price of the items it proposes to purchase under the contract

2.6.2 Prices quoted by the tenderer shall be fixed during the tender validity period and not subject to variation on any account. A tender submitted with an adjustable price quotation will be treated as non responsive and will be rejected

2.6.3 The Price quoted shall be in Kenya Shillings.

2.7 Tender deposit

2.7.1 For every item tendered for, the tenderer shall deposit a refundable amount equivalent to 20% of the bid price through a bankers cheque payable to the National Government Constituencies Development Fund Board

2.7.2 Failure to place the required deposit for any item tendered for will render the bid null and void.

2.7.3 Unsuccessful Tenderer's tender deposit will be discharged or returned promptly and not later than Seven (7) days after the expiring of the period of tender validity.

2.7.4 The successful Tenderer's tender deposit will be credited to his bid price so that it forms part of the amount of the bid and the tender will be required to pay the bid price less the deposit security.

2.7.5 The tender deposit may be forfeited:

- (a) if a tenderer withdraws its tender during the period of tender validity specified by the procuring entity.
- (b) in the case of a successful tenderer, if the tenderer fails to pay the balance of the bid price.

2.8 Validity of Tenders

2.8.1 Tenders shall remain valid for 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.

2.8.2 In exceptional circumstances, the Procuring entity may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender deposit provided under paragraph 2.7 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender deposit. A tenderer granting the request will not be required nor permitted to modify its tender.

2.9. Viewing of Tender Items

2.9.1 Prospective bidders are advised to view the items, stores/equipment in liaison with the procuring entity before they bid for each lot. This will enable them to arrive at the most reasonable and competitive bids. Bids are based on **AS WHERE IS CONDITION** and the conditions of the items are not warranted by the seller.

2.10 Sealing and Marking of Tenders

2.10.1 The tenderer shall seal the tender and mark it with the number **(NG-CDFB/13/2019-20)** and name (Disposal of Motor Vehicles and boarded Stores) of the tender and **“DO NOT OPEN BEFORE Wednesday, 7th July, 2020 at 10.00am**

2.11 Deadline for Submission of Tenders

2.11.1. Tenders must be received by the Procuring entity at the address specified not later than **7th July, 2020.**

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

2.12 Modifications and Withdrawals of Tenders

2.12.1 Modification of tenders

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

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

2.12.1.3 No tender may be modified after the deadline for submission of tenders

2.12.2 Withdrawals and tenders

2.12.2.1 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer. Withdrawal of a tender during this interval may result in the tenderer's forfeiture of its tender deposit, pursuant to paragraph 2.7.5

2.13 Opening of Tenders

2.13.2 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend at **10.00am, Tuesday 7th July 2020** and in the location specified in the invitation to tender.

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

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

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

2.14 Clarification of tenders

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

2.14.3 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.

2.15 Evaluation and Comparison of Tenders

2.15.1 The Procuring entity will examine the tenders to determine whether they are complete, whether any computation errors have been made, whether required deposits have been furnished, whether documents have been properly signed and whether the tenders are generally in order. After examination a tender that will be determined to be substantially non responsive, will be rejected by the procuring entity.

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

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

2.16 Award Criteria

2.16.1 The Procuring entity will award the contract to the successful tenderer(s) whose tender has been determined to be substantially responsive and has been determined to be the highest tender, subject to the reserves price.

2.17 Notification of Award

2.17.2 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.

2.17.3 Simultaneously the other tenderers shall be notified that their tenders have been unsuccessful.

2.18 Contacting the Procuring entity

2.18.1 No tenderer shall contact the Procuring entity on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

2.18.2 Any effort by a tenderer to influence the Procuring entity in its decisions on tender evaluation, tender comparison, or contract award may result in the rejection of the tenderer's tender.

Appendix to Instructions to tenderers.

Notes on the appendix to the Instructions to Tenderers.

1. The Appendix to Instructions to tenderers is intended to assist the procuring entity in providing specific information in relation to the corresponding clauses in the instructions to tenderers included in Section II and the appendix has to be prepared for each specific tender.
2. The procuring entity should specify in the appendix, information and requirements specific to the circumstances of the procuring entity, the procuring of the tender, the nature of items being sold and the evaluation criteria that will apply to the tender.
3. In preparing the appendix, the following aspects should be taken into consideration:
 - (a) The information that specifies and complements provisions of
 - (b) Section II to be incorporated
 - (b) Amendments and or supplements if any, to provisions of Section II as necessitated by the circumstances of specific items to be also incorporated.
4. Section II should remain unchanged and can only be amended through the appendix.

Appendix to Instructions to tenderers.

The following information for sale of boarded stores and equipment shall complement, supplement or amend the provisions of the instructions to tenderers. Whenever there is a conflict between the provisions of the instructions to tenderers and the provisions of the Appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers.

Instructions to Tenderers Reference	<i>Particulars of appendix to Instructions to tenderers</i>
2.1.1	open
2.8.1	120 days tender security

(Complete as necessary)

SECTION III - 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.

Mandatory Requirement for the company bidding the tender.

1. Certificate of registration.
2. Tax compliance
3. Business permit
4. Pin/vat

NOTE

The highest bidder with all the mandatory requirement will be awarded the disposal tender.

SECTION III - SCHEDULE OF TERMS AND PRICES

ICT EQUIPMENTS

(Items to be quoted Per Piece and not by lot)

NO.	ITEM DESCRIPTION/MODEL	SERIAL NUMBER/ASSET TAG	Unit Price	Total Price
SCANNERS				
1.	HP SCANNER SCANJET5590	CN3ACWH080		
2.	HP SCANNER SCANJET5590	CN237VH054		
3.	HP SCANNER SCANJET5590	CN394WHOX2		
4.	HP SCANNER SCANJET5590	CN397WHOOH		
5.	HP SCANNER SCANJET5590	CN728A12KB		
AIR CONDITIONER				
6.	LG AIR CONDITIONER	42KCR024713G		
7.	LG AIR CONDITIONER	38KCR024713G		
LAPTOP				
8.	PRO LAPTOP	C1MP55E3DTY3		
9.	PRO LAPTOP	C1MP3F4TDY3		
10.	HP LAPTOP COMPAQ 6530B	CNU8320MFY		
11.	HP LAPTOP COMPAQ 6530B	CNU8320M75		
12.	DELL LAPTOP DELL PR12S	QPB8CMTKFR8WR7J		
13.	ACER LAPTOP ASPIRE 1820PT	4K9JW2VTYW3864		
14.	HP LAPTOP 650	5CB2480PVP		
15.	HP LAPTOP COMPAQ 6530B	CNU8320M6L		
16.	DELL LAPTOP INSPIRON N4030	J7RGTP1		
17.	DELL LAPTOP INSPIRON N4030	68RGTP1		
18.	DELL LAPTOP INSPIRON P22G	GH4LRI		

NO.	ITEM DESCRIPTION/MODEL	SERIAL NUMBER/ASSET TAG	Unit Price	Total Price
19.	HP LAPTOP 650	5CB2480PVT		
20.	HP LAPTOP 650	5CB2480PWZ		
21.	HP LAPTOP PROBOOK 4540S	2CE41203NG		
22.	ACER LAPTOP ASPIRE 1820PT	LXPNA02047013002FB2501		
23.	ACER LAPTOP ASPIRE 1820PT	LXPNA020470130031C2501		
24.	ACER LAPTOP ASPIRE 1820PT	LXPNA020470130030D2501		
25.	ACER LAPTOP ASPIRE 1820PT	LXPNA0204701300079625		
MONITORS				
26.	MONITORS DELL	CNOFJ179641806B8249C		
27.	MONITORS HP LE1851W	CNC951QNVL		
28.	MONITORS DELL E 1912 HC	CN02NOON6418023E1NB8		
29.	MONITORS DELL E 1912 HC	CN07C2R47287233PACVL		
30.	MONITORS DELL	CNOG33N641808BB20WL		
31.	MONITORS DELL	CNOFJ179641806B806CC		
32.	MONITORS DELL	CN07C2R47287233PFGTL		
33.	MONITORS DELL	CNOFJI79641806B8OZNC		
34.	MONITORS HP L1706	CNC60626P8		
35.	MONITORS	CN02NOON6418028224DM		
36.	MONITORS HP L1706	CNC60805P4		
37.	MONITORS HP L1706	CNC5450L59		
38.	MONITORS DELL	CN02NOON6418028708LM		
CPU				
39.	OPTIPLEX 7010	2HL2WS1		
40.	OPTIPLEX 3010	7ZMJNW1		
41.	COMPAQ	6109DYSZB937		
42.	OPTIPLEX 380	IMO7P4J		

NO.	ITEM DESCRIPTION/MODEL	SERIAL NUMBER/ASSET TAG	Unit Price	Total Price
43.	OPTIPLEX 210L	881BM1S		
44.	OPTIPLEX 380	9J07P4J		
45.	OPTIPLEX210L	D71BMIS		
46.	OPTIPLEX 3010	6LW16ZI		
47.	HP PRO 3010	OZCOO52ZBZ		
48.	DELL OPTIPLEX 3010	2SW16ZI		
49.	HP PRO 3010	CZCOO52KP3		
50.	VOSTRO	8PQ28R1		
51.	OPTIPLEX 210L	H81BMIS		
52.	HP PRO	CZC0052KP3		
53.	OPTIPLEX 380	JY48P4J		
54.	HP PRO	CZC0052KRH		
UPS				
55.	APC UPS 650	CDFNHQ/20/263		
56.	APC UPS 650	CDF/NHQ/20/358		
57.	APC UPS 700	3X650C1-AF		
58.	APC UPS SC 1500I	5S1016T20211		
59.	APC	4B1405122119		
60.	APC	B120070991039		
61.	APC	4B1202253518		
62.	APC	4B1202253534		
63.	APC	4BI202253333		
64.	APC	4BI1405121244		
65.	APC	QB0649133035		
66.	APC	US1210202511		
67.	APC	4B1202253323		

NO.	ITEM DESCRIPTION/MODEL	SERIAL NUMBER/ASSET TAG	Unit Price	Total Price
68.	APC	3B1348X21983		
69.	APC	3B1348X21975		
70.	APC	8B0826R28294		
71.	APC	B12007050853		
72.	APC	3B130AXO1271		
73.	APC	B12007091042		
74.	APC	QB0649233832		
75.	APC	JB0829003596		
76.	APC	3BI304X01267		
77.	APC	4B1405121307		
78.	APC	QB05355242899		
79.	APC	4B1405122086		
80.	APC	JB0826015423		
81.	APC	JB0829004113		
82.	APC	BR650AS		
83.	APC	QB0535143150		
84.	APC	4B1405122067		
85.	APC	QB0649234775		
86.	APC	QB0535242806		
87.	APC	241307322191		
88.	APC	3B1304X12227		
89.	APC	QBO536135071		
90.	APC	B12007090916		
91.	APC	B12007091045		
92.	APC	QB0535242431		
PRINTERS				

NO.	ITEM DESCRIPTION/MODEL	SERIAL NUMBER/ASSET TAG	Unit Price	Total Price
93.	HP LASERJET P 3015	VNBQBDNIGB		
94.	HP LASERJET P3005D	CNWD23911		
95.	HP LASERJET P3015	VNBVB32HKM		
96.	LASERJET PRO 400	PHHGG05990		
97.	HP LASERJET P3015	VNBQBDH18J		
98.	HP LASERJET P 3015	VNBQC3QOHV		
99.	HP LASERJET 2420	CNFJGO8930		
100.	HP LASERJET 400	PHHGG06028		
101.	HP LASERJET 3015	VNBQBDHOZK		
102.	CANON PRINTER	RML15850		
103.	CANON PRINTER	RML15855		
104.	HP LASERJET 400	PHHGB16294		
105.	HP COLOR LASERJET CP3525X	CNCTL760TI		
106.	HP LASERJET 3015	VNBVB32HK5		
107.	HP LASERJET P1120	VNC3552347		
Total				

FURNITURES

DESCRIPTION OF ASSET	ASSET NUMBER	LOCATION OF ASSET	Unit Price	Total Price
Chair	CDFB/NHQ/HR/272	HRM		
Chair	CDFB/NHQ/HR/20/434	HRM		
Chair	Missing	Documentation Centre		
Chair	CDF/HR/0000016	Accounts		
Chair	Missing	Accounts		
Chair	NGCDF/HQ/000152	Accounts		

			Unit Price	Total Price
Chair	NGCDF/HQ/000194	Accounts		
Chair	NGCDF/HQ/000013	projects Desk officer Western region		
Chair	Missing	projects Desk officer Western region		
Chair	CDF/NHQ/20/435	Accounts/BEATRICE		
Table	CDF/HQ/Accounts/13	Accounts/BEATRICE		
Chair	NGCDF/000384	Programs 5th floor south wing		
Chair	NGCDF/000378	Programs 5th floor south wing		
Chair	NGCDF/000381	Programs 5th floor south wing		
Table	NGCDF/HQ/RECEP	Programs 5th floor south wing		
Chair	NGCDF/000012	Deputy Chief Internal Auditor		
Chair	Missing	Deputy Chief Internal Auditor		
Cabinet	NGCDF000213	Cash office corridor		
Cabinet	NGCDF/HQ/20/326	Cash office corridor		
Cabinet	NGCDF/HQ/20/545	Cash office corridor		
Cabinet	NGCDF/HQ/20/211	Cash office corridor		
Cabinet	NGCDF/HQ/20/216	Cash office corridor		
Cabinet	NGCDF/HQ/20/547	Cash office corridor		
Cabinet	NGCDF/HQ/20/292	Cash office corridor		
Cabinet	NGCDF/HQ/20/291	Cash office corridor		
Chair	NGCDF/000010	Programs waiting bench		
Chair	NGCDF/000358	Communication general office		

			Unit Price	Total Price
Chair	NGCDF/000377	Communication general office		
Chair	NGCDF/000017	Communication general office		
Chair	NGCDF/00059	Communication general office		
Cabinet	NGCDF/000103	Communication general office		
Table	Missing	Tea Table at Project offices corridor		
Chair	NGCDF/000129	Programs general/Henry desk		
Chair	Missing	Emmah's desk/programs general office		
Chair	Missing	Mbaluka's desk		
Chair	NGCDF000030	Assistant Legal officers		
Cabinet	CDF/NHQ/20/289	Assistant Legal officers		
Chair	NGCDF000240	Communication/ICT Legal		
Chair	NGCDF000207	Communication/ICT Legal		
Chair	NGCDF000378	Communication/ICT Legal		
Chair	NGCDF000008	Communication/ICT Legal		
Chair	NGCDF000002	Communication/ICT Legal		
Chair	Missing	Photocopy Centre		
Chair	NHQ/20/563	Procurement general office		
Chair	NGCDF000205	Procurement general office		

			Unit Price	Total Price
Chair	NGCDF000255	Procurement general office		
Chair	CDF/HQ/Accounts/300	Security desk 10th floor		
Chair	NGCDF000235	Security desk 10th floor		
Executive Chair	CDF000018	Security desk 10th floor		
Chair	Missing	Basement store		
Chair	Missing	Basement store		
Chair	Missing	Basement store		
Chair	Missing	Basement store		
Chair	Missing	Basement store		
Chair	Missing	Basement store		
Chair	Missing	Basement store		
Chair	Missing	Basement store		
Chair	Missing	Basement store		
Chair	Missing	Basement store		
Chair	Missing	Basement store		
Chair	Missing	Basement store		
Chair	Missing	Basement store		
Chair	Missing	Basement store		
Chair	Missing	Basement store		
Coat hunger	CDF/HQ/20468	Basement store		
Table	CDF/HQ/20/281	Basement store		
Table	CDF/HQ/Accounts/355	Basement store		
Table	Missing	Basement store		
Table	Missing	Basement store		
Table	Missing	Basement store		
Table	Missing	Basement store		
Asorted red carpet	Missing	Basement 3 parking		
TOTAL				

Motor Vehicle Tyres				
Asorted 4*4 Tyres	Missing	Basement 3 parking		
Electrical Equipment				
Refrigerator	NGCDF000206	Audit general office		
Air fan	Missing	Corridor of program office		

MOTOR VEHICLES

NO.	VEHICLE REGISTRATION	MAKE	CURRENT LOCATION	YEAR OF PURCHASE
1	GK A 224 U	LAND ROVER DEFENDER-110,CARAVAN	NG-CDF OFFICE-MASINGA	2009
2	GK A 303 U	LAND ROVER DEFENDER-110,STATION WAGON	NG-CDF OFFICE- BUTULA	2009
3	GK A 755 S	LAND ROVER DEFENDER-	NG-CDF OFFICE- HAMISI	2009
4	GK A 596 V	LAND ROVER DEFENDER-110,CARAVAN	NG-CDF OFFICE- GEM	2010
5	GK A 131 V	LAND ROVER DEFENDER-STATION WAGON	NG-CDF OFFICE-NAROK SOUTH	2010
6	GK A 275 U	TOYOTA HILLUX	NG-CDF OFFICE-LUGARI	2009
7	GK A 266 U	TOYOTA HILLUX-DOUBLE CABIN	NG-CDF OFFICE-MAKUENI	2010
8	GK A 836 V	TOYOTA LAND CRUISER	NG-CDF OFFICE-KILIFI SOUTH	2010
9	GK A 613 R	TOYOTA DOUBLE CABIN	NG-CDF OFFICE-ALDAI	2008
10	GK A 875 V	LAND ROVER DEFENDER-STATION WAGON	NG-CDF OFFICE-MATHIRA	2011
11	GK A 636 P	TOYOTA DOUBLE CUB PICK UP	NG-CDF OFFICE-MATUGA	2007

Authorized official _____

Name

Signature

DATE

SECTION IV - CONDITIONS OF TENDER

- 4.1 A tenderer may tender for each item or each lot and may tender for as many items or lots as he/she wishes.
- 4.2 A tenderer will pay a deposit in advance before the closing date of the tender for each item or lot tendered for as indicated in the schedule of items and prices.
- 4.3 Tenderers who will be awarded contracts will be required to pay for the items 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.
- 4.4 Tenderers who will not be awarded contracts will be refunded the deposits fourteen (14) days after notification of the communication of the contract awards.
- 4.5 Tenderers will be required to collect the items they have paid for within fourteen (14) days after making the payment failure to which storage charges will be charged as indicated in the appendix to Conditions of tender.
- 4.6 The procuring entity will retain confidential reserve prices for all the items. Items tendered for below the reserve price will be retained by the procuring entity.

Appendix to Conditions of Tender

Notes on appendix to Conditions of tender

1. The clauses in the appendix to conditions of tender are intended to assist the procuring entity in procuring specific information in relation to corresponding clauses in the conditions of tender.

2. The Provisions of the appendix complement the conditions of tender included in Section IV. In preparing the appendix, the following aspects should be taken into consideration;
 - (a) information that complement provisions of Section IV to be incorporated
 - (b) Amendments and or supplements to provisions of Section IV, as necessitated by the circumstances of the specific items of sale must also be incorporated.
 - (c) Section IV should remain unchanged and can only be amended through the appendix

Appendix to conditions of tender

The following information for sale of boarded stores and equipment shall complement, supplement, or amend, the provisions of the conditions of the tender. Whenever there is a conflict between the provisions of the conditions of tender and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the conditions of tender.

Conditions of tender reference	<i>Particulars of the appendix to Conditions of tender</i>
4.5	<i>Not applicable</i>

(Complete as necessary)

SECTION V - STANDARD FORMS

Notes on Standard Forms

- 5.1 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.

5.1 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. Nos.[insert numbers]. The receipt of which is hereby duly acknowledged, we the undersigned, offer to purchase and collect all the items offered to us in conformity with the said tender documents for the sum of[total tender amount in words and figures] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

2. We undertake, if our Tender is accepted, to pay for and collect the items in accordance with the requirements of the tender.

3. We agree to abide by the tender for a period of[number] days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

4. We understand that you are not bound to accept the highest or any tender that you may receive.

Dated this _____ day of _____ 20 _____

[signature]

[in the capacity of]

Duly authorized to sign tender for and on behalf of _____

5.2 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

Part 1 – General

Business Name
 Location of business Premises
 Plot No. Street/Road
 Postal Address Tel No.
 Nature of business
 Current Trade Licence No. Expiring date
 Maximum value of business which you can handle at any one time Kshs
 Name of your bankers Branch

	Part 2 (a) – Sole Proprietor Your Name in full Age Nationality Country of origin * Citizenship details																														
	Part 2 (b) Partnership Given details of partners as follows: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 35%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> <th style="width: 20%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	2	3	4					
	Name	Nationality	Citizenship Details	Shares																											
1.																											
2																											
3																											
4																											
	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 <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 35%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> <th style="width: 20%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>5.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	2.	3.	4.	5.
	Name	Nationality	Citizenship Details	Shares																											
1.																											
2.																											
3.																											
4.																											
5.																											
Date Seal/Signature of Candidate																															

5.3 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

Authorizing Official _____
(name)

(signature)

(Date)

5.4. LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To: _____

RE: Tender No. _____

Tender Name _____

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

(FULL PARTICULARS) _____

SIGNED FOR ACCOUNTING OFFICER

5.5 REQUEST FOR REVIEW FORM

FORM RB 1

REPUBLIC OF KENYA
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*) of
.....dated the...day of20.....in the matter of Tender No.....of
.....20...

REQUEST FOR REVIEW

I/We.....,the above named Applicant(s), of address: Physical
address.....Fax 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.
- etc.

By this memorandum, the Applicant requests the Board for an order/orders that: -

- 1.
 - 2.
- etc

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