

**KENYA MARINE AND FISHERIES RESEARCH INSTITUTE  
(KMFRI)**



**Tender No: KMFRI/HQS/27/2023-2024**

**DISPOSAL OF EXPIRED LABOLATORY CHEMICALS AND OFFICE ITEMS.**

The Director General,  
Kenya Marine and Fisheries Research Institute  
East African Time: 0900 to 1500 hours.  
Silos Road, English Point - Mkomani  
MOMBASA. Email: [supplies@kmfri.go.ke](mailto:supplies@kmfri.go.ke)  
Telephone: +254-20-2353904 or +254-20-8041560/1/ +254 020 8021560/ +254 41 475154 or +25420  
8041560/1, +254 020 8021560/1

**CLOSING DATE: 16<sup>TH</sup> MAY 2024 AT 10.00AM**

- a. Kenya Marine and Fisheries Research Institute (KMFRI) is a research body established within the provision of Science and Technology Act (1979) Cap 250 charged with the responsibility to undertake research in Marine and freshwater fisheries, aquaculture, environmental and ecological studies and marine research including chemical and physical oceanography, in order to provide scientific data and information for sustainable exploitation, management and conservation of Kenya's fisheries resources and aquatic environment and contribute to National strategies towards food security, poverty alleviation, and creation of employment.
- b. The Director-KMFRI therefore wishes to invite sealed tenders from eligible and qualified bidders for Contract TO **DISPOSE EXPIRED LABOLATORY CHEMICALS AND OFFICE ITEMS – Tender No. KMF/HQS/27/2023-2024** as shown below:

LOT No	Item Description	Quantity
1	Disposal of expired laboratory chemicals and office items	Assorted

- c. Interested firms may obtain Tender documents with detailed specifications and Evaluation criteria for these assignments from the Chief Officer, Supply Chain Management, KMFRI Mombasa on payment of a non-refundable fee of **Kshs. 1,000.00** or view, inspect and download from KMFRI website: [www.kmfri.go.ke](http://www.kmfri.go.ke) at no fee. Enquiries and clarifications can be made via Cell-phone No. 0720374726 /Email address: [supplies@kmfri.go.ke](mailto:supplies@kmfri.go.ke)
- d. Completed Tender documents in plain sealed envelopes marked with the respective **“Tender Title and Reference Number”** should be addressed to:-

The Director, Kenya Marine and Fisheries Research Institute  
East African Time: 0900 to 1500 hours. Silos Road, English Point - Mkomani  
MOMBASA. Email: [supplies@kmfri.go.ke](mailto:supplies@kmfri.go.ke)  
Telephone: +254-20-2353904 or +254-20-8041560/1/ +254 020 8021560/1  
Tel: +254 41 475154 or +25420 8041560/1, +254 020 8021560/1

OR be deposited into the Tender Box mounted at the entrance of the supplies office of Kenya Marine and Fisheries Research Institute situated at English point MOSC Wing, Mkomani, Mombasa on or before **16<sup>th</sup> May 2024 at 10.00 am.**

Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend on **16<sup>th</sup> May 2024 at 10.00 am**, in the Institute's Conference Hall – HQS, Mombasa.

Contract No	Description of the Contract	Qty
KMFRI/HQS/27/2023-2024	Disposal of expired Labolatory Chemicals and office items	Assorted

Supply Chain Manager  
For: **DIRECTOR GENERAL/KMFRI**

**6<sup>th</sup> May 2024**

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## PREFACE

1. This Standard Tender Document (STD) document has been prepared by the Public Procurement Regulatory Authority (PPRA) for use by Procuring Entities (PEs) for Sale (referred herein as Disposal) of uneconomic, obsolete, or surplus goods, vehicles and vessels and plant/equipment under competitive tendering Methods as defined in the Public Procurement and Asset Disposal Act (2015). The procedures and practices presented in this STD reflect the requirements in the said Act and its Regulations. This STD will be used by Procuring Entities on a mandatory basis. Lack of its use could be basis for challenging decision on contract award.
2. The STD is comprised of the parts indicated on the Table of Contents. Before using this STD, the Users are advised to familiarize themselves with the Act and the Public Procurement and Asset Disposal Regulations, 2020 (the **Regulations**), Circulars and manuals prepared and issued by PPRA and other government agencies to guide Public Entities in the conduct of the public procurement process.
3. During preparation of the tender document, the Procuring Entity should specify whether to allow the following:
  - i) International Tender,
  - ii) Margin of Preference,
  - iii) Reservations
  - iv) Allow Alternative tenders
4. This document will be customized to suit the needs of the Procuring Entity. **No changes should be made** to Instructions to Tenderers (ITT) and to the General Conditions of Contract (GCC). These two sections will be modified to suit the Procuring Entity's requirement in the Tender Data Sheets (TDS) and in the Special Conditions of Contract (SCC), respectively. The Cover Page of this document, the Preface, Guidelines or notes to users and the Invitation to Tender should not be part of the tender Document to be issued to Tenderers.
5. The Public Procurement Regulatory Authority welcomes any comments from the Users of this STD which will assist in revising (if need be) and improving the structure and contents of the STD.

**Director General**

**Public Procurement Regulatory Authority (PPRA)**

## **TENDER DOCUMENTS FOR DISPOSAL**

### **(1) NAME AND CONTACT ADDRESSES OF PROCURING ENTITY**

Kenya Marine and Fisheries Research Institute  
P.O Box 81651 – 80100  
Silos Road, English Point - Mkomani  
MOMBASA. Email: [supplies@kmfri.go.ke](mailto:supplies@kmfri.go.ke)  
Telephone: +254-20-2353904 or +254-20-8041560/1/ +254 020 8021560/ +254 41 475154 or +25420  
8041560/1, +254 020 8021560/1

### **(2) Invitation to Tender (ITT) No. KMF/HQS/27/2023-2024**

### **(3) Tenderer's Name: Disposal of expired chemicals and office items**



## **INVITATION TO TENDER**

PROCURING ENTITY: Kenya Marine and Fisheries Research Institute

CONTRACT NAME AND DESCRIPTION: **Disposal of expired chemicals and office items**

1. KMFRI now invites sealed tenders from eligible candidates to apply for the contract to dispose expired chemicals.
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 *i.e. 0900 to 1500 hours* at the address indicated in the schedule of items below. A complete set of tender documents may be obtained by interested candidates upon payment of non-refundable fees of *Kshs. 1,000.00* in cash or banker's cheque to the address given below. Tender documents may be obtained electronically from the Website [supplies@kmfri.go.ke](mailto:supplies@kmfri.go.ke). Tender documents obtained electronically will be free of charge.
4. Tenderers will be required to pay in advance a fundable deposit as indicated in the Appendix to Instructions to tenderers.
  - ❖ **Tenderers will be required to pay a refundable deposit of Ksh. 5000.00 for the entire LOT.**
  - ❖ **The tenderer will be required to submit a certificate from NEMA for transportation of Waste.**
5. Completed tenders must be delivered to the address below on or before **16<sup>th</sup> May 2024**. Electronic Tenders will not be permitted.
6. Prices quoted should be net, must be in Kenya Shillings and shall remain valid for the period to be determined by the Procuring Entity from the closing date of the tender.
7. Tenders will be opened immediately after the deadline date and time specified above or any deadline date and time specified later. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address below.
8. Late tenders will be rejected.
9. The addresses referred to above are:

Kenya Marine and Fisheries Research Institute

P.O BOX 81651-80100, MOMBASA

Silos Road, English Point - Mkomani MOMBASA.

Email: [supplies@kmfri.go.ke](mailto:supplies@kmfri.go.ke)

Telephone: +254-20-2353904 or +254-20-8041560/1/ +254 020 8021560/1 Tel: +254 41 475154 or +25420 8041560/1, +254 020 8021560/1

East African Time: 0900 to 1500 hours

**A. Address for Submission of Tenders.**

**Kenya Marine and Fisheries Research Institute  
Silos Road, English Point - Mkomani MOMBASA**

**Address for Opening of Tenders.**

*Kenya Marine and Fisheries Research Institute*  
**Silos Road, English Point - Mkomani MOMBASA**

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**[Authorized Official (name, designation, Signature and date)]**

Name: Isack Kojo Ombwayo

Designation: SUPPLY CHAIN MANAGER

Signature\_\_\_\_\_

Date: **6<sup>th</sup> May 2024**

# SECTION I - INSTRUCTIONS TO TENDERERS

## 1 Eligible Tenderers

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

## 2. Cost of Tendering

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

## 3. The Tender Document

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

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

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

## 4 Clarification of Documents

- 4.1 A prospective tenderer requiring any clarification of the tender document may notify the Procuring Entity in writing or by post at the entity's address indicated in the Invitation for tenders. The Procuring Entity will respond in writing to any request for clarification of the tender documents, which it receives not later than thirty (30) days prior to the deadline for the submission of tenders, prescribed by the Procuring Entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers that have received the tender document.
- 4.2 Clarification of tenders shall be requested by the tenderer to be received by the Procuring Entity not later than 7 days prior to the deadline for submission of tenders.
- 4.3 The Procuring Entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

## **5 Amendment of Documents**

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

## **6 Tender Prices and Currencies**

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

## **7 Tender deposit**

- 7.1 The tenderer shall put a deposit for every item tendered for in the amount indicated in the schedule of items and prices, to the Bank account indicated in Section III - Schedule of Items and Prices
- 7.2 Failure to put the required deposit for any item tendered for will lead to disqualification of the tender for the item.
- 7.3 Unsuccessful Tenderer's tender deposit will be discharged or returned as promptly as possible but not later than Seven (7) days after the expiration of the period of tender validity prescribed by the Procuring Entity.
- 7.4 The successful Tenderer's tender deposit will be credited to his tender price so that it forms part of the amount of the tender and the 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 *Procuring Entity* will assume no responsibility for the misplacement or premature opening of the Tender, or failure to contact the tenderer in case of advice on the status of the tender or refund of deposit. Tenders that are misplaced or opened prematurely will not be accepted.

### Deadline for Submission of Tenders

Tenders must be received by the Procuring Entity at the address specified not later than....(*day, date and time*).

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 Entityandtendererspreviouslysubjecttothedeadlinewillthereafterbesubjecttothedeadlineasextended.

## 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 ..... (*Time, Day and Date*) and in the location specified in the invitation to tender. The tenderers or representatives who are present shall sign a register evidencing their attendance.
- 14.2 The tenderers' names, tender modifications or withdrawals, tender prices, and the presence or absence of requisite tender deposit and such other details as the Procuring Entity, at its discretion, may consider appropriate, will be announced at the opening.
- 14.3 The Procuring Entity will prepare minutes of the tender opening.

## **15 Clarification of tenders**

- 15.1 To assist in the examination, evaluation and comparison of tenders the Procuring Entity may, at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted.
- 15.3 Any effort by the tenderer to influence the Procuring Entity in the Procuring Entity's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

## **16 Evaluation and Comparison of Tenders**

- 16.1 The Procuring Entity will examine the tenders to determine whether they are complete, whether the tenderer has fulfilled the eligibility criteria, whether any computation errors have been made, whether required deposits have been furnished, whether documents have been properly signed and whether the tenders are generally in order. After examination a tender that will be determined to be substantially non-responsive, will be rejected by the Procuring Entity.
- 16.2 Provided that the Tender is substantially responsive, the Procuring Entity shall handle errors on the following basis:
- a) Any error detected if considered a major deviation that affects the substance of the tender, shall lead to disqualification of the tender as non-responsive.
  - b) Any errors in the submitted tender arising from a miscalculation of unit price, quantity, subtotal and total bid price shall be considered as a major deviation that affects the substance of the tender and shall lead to disqualification of the tender as non-responsive .and
  - c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.
- 16.3 The Procuring Entity will evaluate and compare the tenders, which have been determined to be substantially responsive.
- 16.4 The tender evaluation committee shall evaluate the tender within 30 days of the validity period from the date of opening the tender.

## **17 Award Criteria**

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

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

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

## **18 Canvassing/Contacting the Procuring Entity**

- 18.1 No tenderer shall contact the Procuring Entity on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.
- 18.2 Any effort by a tenderer to influence the Procuring Entity in its decisions on tender evaluation, tender comparison, or contract award may result in the rejection of the tenderer's tender.

## **SECTION II - SCHEDULE OF ITEMS AND PRICES**

### **Notes on schedule of Items and Prices**

1. The Procuring Entity will prepare the schedule of items being sold, marking each item with a unique number. Where items are to be sold as a lot, the lots must be clearly indicated in the schedule.
  2. The schedule of items and prices will include a column for the deposit to be paid by the tenderer for the item and lot. The deposit amount should be indicated by the Procuring Entity.
  3. The tenderer shall complete the tender by preparing and completing the Table below, indicating the items tendered for and the prices offered and striking out those not tendered for. The Procuring Entity will complete columns 1-4 and 7 and the Tenderer will complete columns 5 and 6, and sign as indicated below.
-

## SCHEDULE OF ITEMS AND PRICES



### DISPOSE BY DESTRUCTION

#### REQUIREMENT FOR THIS LOT

Bidders bidding for this LOT will be required to

1. Provide a refundable deposit of **Ksh. 50,000.00** payable to Kenya Marine and Fisheries Research Institute via Bankers Cheque
2. The bidder should provide accreditation certificate from NEMA for Transport and destruction of hazardous waste.
3. The items will be picked from resident Stations as shown in the table below
4. The bidder is required to indicate the total cost of collecting the boarded items from the station and disposal of the same.

NO	ITEM DESCRIPTION	QTY	UNITY OF ISSUE	ESTIMATED CURRENT VALUE/DISPOSAL COST	TOTAL COST (TRANSPORT AND DESTRUCTION COST)
<b>KISUMU STATION</b>					
1	CURTAINS	10	Lot	Nil	
2	Floor carpet 7x5m	4	Lot	Nil	
3	Plastic chair	1	Lot	Nil	
4	Single door fridge	1	No	Nil	
5	Wooden cabinet	1	No	Nil	
6	Office fan	1	No	Nil	
7	Conference chair	1	No	Nil	
8	Expired chemicals and glass wares	LOT	1	NIL	
<b>BARINGO STATION</b>					
9	Numbering machine	1	No	Nil	
10	Spade	1	No	Nil	
11	Plastic jerry can 70lts	2	No	Nil	
12	Office fan	2	No	Nil	
13	Pangas	5	No	Nil	
14	Plastic chairs	4	No	Nil	
15	Spring Balance	4	pc	Nil	
16	Thermos flask	3	pc	Nil	
17	Ups	4	No	Nil	
18	Tape measure 30m	2	No	Nil	
19	Rakes	2	pc	Nil	
20	Battery chloride	2	No	Nil	
21	Smoothing steel	1	pc	Nil	

22	Nets	1	lot	Nil	
23	Plastic tray	1	pc	Nil	
24	PVC Tank 1000lts	1	No	Nil	
25	Maxon axe	1	pc	Nil	
26	Bucket with lid/wo	2	pc	Nil	
27	Axe	1	pc	Nil	
28	Wall clock	1	pc	Nil	
29	Expired chemicals	LOT	1	Nil	
<b>NAIROBI STSTION</b>				Nil	
30	Flasks	4	lot	Nil	
31	Florescent tubes	1	lot	Nil	
<b>MOMBASA STATION</b>				Nil	
32	Expired chemicals and glass wares	LOT	1	Nil	
<b>SAGANA STATION</b>				Nil	
33	Expired chemicals and glasswares	1	Lot	Nil	
<b>SANGORO STATION</b>				Nil	
34	Wooden dust bin	2	No	Nil	
34	Plastic chair w/steel	3	No	Nil	
36	Nitrogen meter	1	No	Nil	
37	Broken dinner plates	5	No	Nil	
38	Brocken slasher	3	No	Nil	
39	Sanction pipe2"	2	No	Nil	
40	Analytical Balance	1	No	Nil	
41	Cooker	1	No	Nil	
42	Spades Used	4	No	Nil	
43	Buffet chair	2	No	Nil	
44	Expired chemicals and broken glasswares	1	Lot	Nil	

**Name of Account Holder: Kenya Marine and Fisheries Research Institute**

**Name of the Bank: National Bank of Kenya**

**Branch Name: Nyali Branch**

### SECTION III - CONDITIONS OF TENDER

Bidders bidding for this LOT will be required to

5. Provide a refundable deposit of **Ksh. 50,000.00** payables to Kenya Marine and Fisheries Research Institute via Bankers Cheque
6. The bidder should provide accreditation certificate from NEMA for Transport and destruction of hazardous waste.
7. The items will be picked from resident Stations as shown in the table below
8. The bidder is required to indicate the total cost of collecting the boarded items from the station and disposal of the same.
9. Bidders can view the items before bidding from Monday to Friday from 9am – 4pm in the respective stations indicated in the schedule of requirement.
10. Provide the institution with a destruction certificate as a confirmation that the disposal has been done in accordance to NEMA requirement before payment is made to the vendor

## **SECTION IV - STANDARD FORMS**

### **Note on Standard Forms**

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

## 1. Form of Tender

Date:.....

Tender No.....

To: .....

.....

[Name and address of Procuring Entity]

Gentlemen and/or Ladies:

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

### SCHEDULE OF ITEMS AND PRICES

1	2	3	4	5
Item Number	Respective station	ITEM DESCRIPTION	Unit price	Total cost of collection and disposal
TOTAL COST				

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 the required **Ksh. 5,000.00** deposits in form of bankers cheque for the items tendered for.

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

Authorizing Official .....  
(Name)

Designation .....

.....  
(Signature)

.....  
(Date)

## SELF-DECLARATION FORMS

### FORM SD1

#### **SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.**

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

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

.....  
(Title)

.....  
(Signature)

.....  
(Date)

Bidder's Official Stamp

## FORM SD2

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

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 deponed to here in above is true to the best of my knowledge information and belief.

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

Bidder's Official Stamp

## DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

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

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

Name of Authorized signatory.....

Sign.....

Position.....

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

E-mail.....

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

**(Company Seal/ Rubber Stamp where applicable)**

Witness

Name.....

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

## LETTER OF NOTIFICATION OF AWARD

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

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

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

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

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

### OFFERED ITEMS AND PRICES

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

Authorized Signature:.....

Name and Title of Signatory:.....

Name of Procuring Entity:.....



## COPY OF THE LETTER OF NOTIFICATION OF AWARD

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

To: [name and address of the Purchaser]

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

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

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

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

### **OFFERED ITEMS AND PRICES**

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

Authorized Signature:.....

Name and Title of Signatory:.....

Name of Procuring Entity:.....

### ***Officer(s) to be contacted***

Name of Officer \_\_\_\_\_

Postal Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

email Address \_\_\_\_\_

Physical Address (City, Street, Building, Floor number and room number)

\_\_\_\_\_

***SIGNED BY THE PURCHASER***

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

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

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

Name of Purchaser

Authorized Signature: \_\_\_\_\_ Date \_\_\_\_\_

*Name and Title of Signatory*

# REQUEST FOR REVIEW

## FORM FOR REVIEW(r.203(1))

### PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

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

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (Procuring Entity)

Request for review of the decision of the..... (Name of the Procuring Entity of .....dated the...day of .....20.....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.....

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FOR OFFICIAL USE ONLY Lodged with the Secretary Public Procurement Administrative Review Board on.....day of .....20.....

**SIGNED**

**Board Secretary**

