DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY

TENDER DOCUMENT

FOR

OPEN NATIONAL TENDER FOR THE DISPOSAL OF MOTORVEHICLES AND OTHER OBSOLETE ITEMS

TENDER NO: DeKUT/ONT/DIS/013/2025-2026

DAY TO VIEW ITEMS: TUESDAY 30TH JUNE,2026

SUBMISSION DATE: FRIDAY 3rd JULY,2026 at 11:00 AM

Issued By:
The Vice Chancellor
Dedan Kimathi University of Technology
P.O.Box 657-10100 Nyeri.
Main Campus, Nyeri-Kenya
Along the Nyeri Nyahururu Road
Telephone: 061 205000
Cell: 0731689230
Email: www.dkut.ac.ke
Email: procurement@dkut.ac.ke

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INVITATION TO TENDER

PROCURING ENTITY**: DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY**

TENDER NO: **DEKUT/ONT/DIS/013/2025-2026**

CONTRACT NAME AND DESCRIPTION**: DISPOSAL OF MOTOR VEHICLES AND OTHER OBSOLETE ITEMS**

1. DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY invites sealed tenders from eligible candidates to purchase ***disposable 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 **[0900hrs to 1500 hours]** at the address given below.

   DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY
   Main Campus Nyeri, off Mweiga –Nyeri Road, Nyeri
   P.O. BOX 657 – 10100
   Nyeri, KENYA

4. A complete set of tender documents may be obtained electronically for free from DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY website: www.dku.ac.ke or the Public Procurement Information Portal website: www.tenders.go.ke. Tenderers who download the tender document must forward their particulars immediately to procurement@dkut.ac.ke to facilitate

5. Tenderers will be required to pay in advance a refundable ***deposit*** in ***Banker's cheque*** as indicated in the Appendix to Instructions to tenderers. The cheque/cash is payable to DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY.

6. Completed tenders must be delivered to the address below on or before **Friday 3rd July, 2026** at **11:00 am**. Electronic Tenders ***will not*** be permitted.

7. Prices quoted should be net, must be in Kenya Shillings and shall remain valid for **150 days** from the closing date of the tender.

8. Tenders will be opened immediately after the deadline date and time specified above or any deadline date and time specified later. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address below

9. Late tenders will be rejected.

10. The addresses referred to above are:

A) Addresses for obtaining further information, for inspecting the goods to be sold

DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY
P.O. BOX 657 10100
Nyeri, KENYA
procurement@dkut.ac.ke
0731698230

B) Addresses for Submission of Tenders

DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY
P.O. BOX 657 10100
Nyeri, KENYA
procurement@dkut.ac.ke
Telephone No 254 061-2050000

C) Addresses for Opening of Tenders.

DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY
Main Campus Nyeri
Ground Floor Resource Centre II, off Mweiga –Nyeri Road, Nyeri
P.O. BOX 657 10100
Nyeri, KENYA
procurement@dkut.ac.ke
Telephone No 254 061-2050000

VICE CHANCELLOR,
DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY

SECTION I - INSTRUCTIONS TO TENDERERS

1.0 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.

2.0 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.

3.0 The Tender Document

2.3 The tender document comprises thedocumentslistedbelowandanyaddendaissuedinaccordancewithclause 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 beat the tenderer's risk and may result in the rejection of its tender.

4.0 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.

5.0 Amendment of Documents

4.4 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

4.5 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.

4.6 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.

6.0 Tender Prices and Currencies

4.7 The tenderer shall indicate on the appropriate Price Schedule the unit prices and total tender price of the item sit proposes to purchase under the contract.

4.8 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.

4.9 The Price quoted shall be in Kenya Shillings.

7.0 Tender deposit

4.10 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

4.11 Failure to put the required deposit for any item tendered for will lead to disqualification of the tender for the item.

4.12 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.

4.13 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 priceless the deposit security.

4.14 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.

8.0 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 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.

9.0 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.

10.0 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.

11.0 Deadline for Submission of Tenders

Tenders must be received by the Procuring Entity at the address specified not later than **3rd July, 2026 at 11.00 AM.**

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

12.0 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

13.0 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

14.0 Opening of Tenders

14.1 The Procuring Entity will open all tenders in the presence of tenderers' representatives who choose to attend. 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.

15.0 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.

15.2 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.

16.0 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.

17.0 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.

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

18.1 Prior to the expiration of the period of tender validity, the Procuring Entity will notify the successful tenderer in writing that its tender has been accepted.

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

19.0 Canvassing/Contacting the Procuring Entity

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

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

Appendix to Instructions to tenderers.

Instructions to Tenderers Reference	Particulars of appendix to Instructions to tenderers
10.1	Bidders should submit only One (1) original and drop in the tender box located on the Main Campus Nyeri Ground **Floor Entrance to the Resource Centre II, off Mweiga –Nyeri Road, Nyeri P.O. BOX 657 – 10100Nyeri, KENYA** before the closing date
8.1	Tenders should remain valid for **150 days** after date of tender opening
17.1	**Financial Evaluation** The Commission 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 evaluated tender**, which must be higher than reserve price per lot.

Evaluation criteria and Comparison of Tenders

No.	Mandatory Requirements	Responsive or Not Responsive
MR1	Must Submit a copy of Certificate of Registration /Incorporation for companies or National ID for an Individual	
MR2	Must fill the Schedule of items and bid prices in the format provided.	
MR3	Must Fill the Form of Tender in the Format provided	
MR4	Must submit a duly filled Confidential Business Questionnaire Form in the format provided	
MR5	Must fill the SELF-DECLARATION FORMS SD1 and SD2 in the formats provided.	
MR6	Must fill and sign the form of Declaration and Commitment to The Code of Ethics in the format provided	
MR7	Must fill tender deposit commitment declaration form.	
MR8	Bidders should have their documents properly paginated and serialized.	
MR9	For Bidders bidding for paper disposal must have: 1. Valid NEMA License to operate a waste management/disposal plant/site 2. Provide collection Bags for waste papers to Collect Waste	

	3. Be willing to enter into One-year Contract for collection and Disposal of Waste Paper	
Pursuant to Section 80 of Public Procurement and Assets Disposal Act, 2015 any tender not meeting the mandatory and other eligibility criteria will not proceed to Technical and Financial		

TECHNICAL EVALUATION CRITERIA DISPOSAL OF PAPERS AND RECORDS

NO	ITEM	REQUIREMENT	BIDDERS RESPONSE
1.	**Transport & Logistics**	Bidder must Provide evidence of having at least two (2) closed body Trucks for movement of disposal of records (Provide evidence of Log Books and photos of motor vehicles if leased provide a copy of leasing agreement)	
2.	**Weigh Bridge and Pulping Machine**	Bidder to provide evidence of dedicated weighbridge area and pulping plant at their site (Bidder to submit pictures of both items as per their company profile or sites where they have agreements to pulp)	
3.	**Number of staffs to Undertake the work**	Bidder to provide evidence of having at least Ten (10) to undertake the exercise (Submit Organogram showing staff and their roles	
4.	**Working Environment Space**	Bidder to Provide availability of space of about 500 sq. Ft work space for offloading, sorting and Pulping. (Bidder to submit tittle deed/lease agreement indicating area in square footage	
5.	**Capacity of Tonnage Processed**	Bidder to provide evidence of processing at least Ten (10) tons per day. Bidder to submit simple waste management reports detailing waste tonnage handled.	
6.	**Payment Terms**	DeKUT commits to pay the successful bidder within 30 Days from Delivery and Verification of Invoice.	
7.	**Deliverable**	Bidders must submit a written Letter of Undertaking Committing to Issue Certificate of Destruction Upon Completion of the Exercise to the University Addressed to the Vice Chancellor	
8.	**Clientele**	Bidder Must provide at least one (1) Reference Letter from a similar Public Organization as proof of offering satisfactory work for Similar Work Undertaken	
	REMARKS PASS/FAIL		

SECTION II - SCHEDULE OF ITEMS AND PRICES

Bidders are required to indicate the offer price for each item they are interested to buy and transfer the totals for all the quoted items to the form of tender.

Deposit are not required for all these items

NO.	ITEM DESCRIPTION	UNIT	QTY	RESERVE UNIT PRICE (For the Lot)	Required Deposit (For the Lot) @20%
LOT NO. 01 - MOTOR VEHICLE					
1	Motor vehicle - KBG 485 TOYOTA SALOON	No	1	490,000.00	98,000.00
2.	Motor Cycle- KMCK542D Make JIALING	No	1	10,000.00	2,0000.00
LOT NO. 02 – ASSORTED MOTOR VEHICLE TYRES					
1	Tyres size 295/80 R 22.5	Lot-35 pcs	16	18,800.00	3,760.00
2	Tyres Size 195/65 R 15		6		
3	Tyres size 195/R15C		11		
4	Tyres(tuktuk) size 4.50-10		1		
5	Motor Cycle Tyres size 55 MFL		1		
LOT NO. 03 – ASSORTED MOTOR VEHICLE TYRES					
1	Tyres size 295/80 R 22.5	Lot-34pcs	16	18,400.00	3,680.00
2	Tyres Size 195/65 R 15		5		
3	Tyres size 195/R15C		11		
4	Tyres(tuktuk) size 4.50-10		1		
5	Motor Cycle Tyres size 55 MFL		1		
LOT No 04 – MOTOR VEHICLE BATTERIES					
1	Motor Cycle Battery YB5L-B		2	600	120.00
Lot 05.- OBSOLETE TOOLS AND CONSUMABLES- Maintenance Workshops					
1	Electrical Shell Cooker		1	5,000.00	1,000.00
2	Chest Deep Freezers 16 Cubic = 450		3		
LOT NO. 06 - ASSORTED ELECTRONIC WASTES					
1.	Kyocera Taskalfa 820 Multifunctional Printer- *Finance & SOB*	1	2	200,000	40,000.00
2.	HP Laser Jet Printer P02055d	LOT -152 pcs	5	250,000.00	50,000.00
3.	HP Color Laser Jet Printer CM1312 MFP		1		
4.	Hp Laserjet Printer		1		
5.	Hp Deskjet Printer		1		
6.	Cannon Printer		1		
7.	Nashautec MP 1500 printer		1		
8.	Aficial		1		
9.	Projectors		4		
10.	Keyboards		7		
11.	UPS systems		5		
12.	Sony LCD TV		1		
13.	Decoders		2		
15	CPU's Shell		8		
15.	Assorted Monitors		15		
16.	Assorted Monitors		14		

17.	Dell Optilex GX 620		1		
18.	Digital Venturis		1		
19.	CPU		2		
20.	Server CPU		1		
21.	Dell Optilex 390 CPU'S		18		
22.	Dell Optilex 360 CPU'S		6		
23.	Dell Optilex 380 CPU		1		
24.	Dell Optilex 330 CPU'S		3		
25.	Dell Optilex DP/N OG34211 CPU		1		
26.	HP Compaq CPU'S		6		
27.	Assorted Network Switches		40		
28.	Laminating Machine		1		
29.	Binding Machine		1		
30.	Comb Binding Machine		1		
31.	Scanner		1		
32.	Phone ,Land Line		1		
LOT 07. OBSOLETE RECORDS AND PAPERS					
1	HR Records 116 KUCT old files Old files @ HR		4 Tons	48,000.00	9,600.00
2	Old Scripts and Exam Booklets @ Exams		10 Tons	120,000.00	24,000.00
3	Old Newspapers & Books		1 Tons	12,000.00	2,400.00
4	Procurement Old Records		1Tons	12,000.00	2,400.00

The Deposit to be banked at **CONSOLIDATED BANK, NYERI BRANCH, ACCOUNT NAME: DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY ACCOUNT NUMBER 10061200000061** and the banking slip to be submitted to DeKUT Accounts department for official receipting.

Note:

Bidders must meet all the mandatory requirements to qualify for financial evaluation

2. FINANCIAL EVALUATION

- Bidder who qualify for financial evaluation will be ranked according to their offer price per item
- Contract will be awarded to the successful tenderer(s) whose tender has been determined to be substantially responsive and has been determined to be the **highest evaluated tender**, subject to the reserve price.

Name of Tenderer_____

Name of Authorized official_____

Signature_____

Date ……

SECTION III - CONDITIONS OF TENDER

1.1 A tenderer may tender for each item or each lot and may tender for as many items or lots she/she wishes.

1.2 A tenderer will pay a deposit in advance before the closing date of the tender for each item or lot tendered for as indicated in the schedule of items and prices.

1.3 Tenderers who will be awarded contracts will be required to pay for the items after 14 days and not later than 21 days. Failure to which the contract award will be cancelled and the deposit forfeited. If there is an administrative review, the review procedures shall be followed.

1.4 Tenderers who will not be awarded contracts will be refunded the deposits within fourteen (14) days after notification of the communication of the contract awards.

1.5 Tenderers will be required to collect the items they have paid for within fourteen (14) days after making the payment, failure to which storage charges will be charged as indicated in the appendix to Conditions of Tender.

1.6 The Procuring Entity will retain confidential reserve prices for all the items. Items tendered for below the reserve price will be retained by the Procuring Entity.

SECTION IV - STANDARD FORMS

Note on Standard Forms

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

1. Form of Tender

Date: .....

Tender No.....

To: …….....…

…….....…

[*Name and address of Procuring Entity*]

Gentlemen and/or Ladies:

1. Having examined the tender documents including addenda and having examined the items on sale, we the undersigned, offer to purchase and collect all the items offered to us in conformity with the said tender documents for the sum of…….....……..... [*total tender amount in words and figures*] or such other sums as may be ascertained in accordance with the Schedule of Items and Prices attached here with and made part of this Tender.

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

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

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

SCHEDULE OF ITEMS AND PRICES

1	2	3	4	5	6	7
Item No.	**Description of Item**	**Unit of Issue**	**Total Quantity**	**Unit price**	**Total Tender Price**	**Required Deposit**
1						
2						
3						
4						
5						

Dated this_____day of_____20_____

_____ _____

[*Signature*] [*In the capacity of*]

Duly authorized to sign tender for and on behalf of _____

Confidential Business Questionnaire Form

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

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

Part 1 – General

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

Part 2 (a) – Sole Proprietor or Individual

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

Part 2 (b) Partnership

Given details of partners as follows:

	Name	Nationality	Citizenship Details	Shares
1.	…….....			
2.	…….....			
3.	…….....			

[Name, Designation and Signature of Tenders Representative in the Company]
Name …….....
Designation.....
Signature and Company stamp or Seal.....

Part 2 (c) - Registered Company (Private or Public)

State the nominal and issued capital of company - Nominal Kshs.....
- Issued Kshs.....

Given details of all directors as follows:

	Name	Nationality	Citizenship Details	Shares
1.	…….....			…….
2.	…….....			…….
3.	…….....			…….
4.	…….....			…….
5	.....			ETC.

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

Name …….....
Designation .....…….....
Signature and Company stamp or Seal.....

Date ……

6. Tender deposit commitment Declaration Form

Tender No .....(*As per tender documents)*

As indicated in the schedule of items and prices, we do confirm that we have put deposits for the items tendered for as supported by the attached copies of receipts as follows: -

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

Authorizing Official _____
(Name)

Designation _____

_____
(Signature)

_____
(Date)

SELF-DECLARATION FORMS

FORM
SD1

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

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

1. THAT I am the Company Secretary/Chief Executive/Managing Director/Principal Officer/Director of…..... (Insert name of the Company) who is a Bidder in respect of **Tender No** ..... for ..... (Insert tender title/description) for ..... (Insert name of the Procuring entity) and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.

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

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

Bidder's Official Stamp

FORM SD2

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

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 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 within14 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	3	4	5
It	**em It em No.**	**Description of**	**Total Quantity**	**Unit Price**	**Offere d Price**
1					
2					
3					
4					
5					

TOTAL PRICE OF ALL ITEMS

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)*

[Letter head 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 within14 days and collect the items.

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OFFERED ITEMS AND PRICES

1		2	3	4	5
It	**Item em No.**	**Description of**	**Total Quantity**	**Unit Price**	**Offere d Price**
1					
2					
3					
4					

TOTAL PRICE OF ALL ITEMS

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 within14days; 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……

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

SIGNED

Board Secretary