NG-CDF KISUMU WEST

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# NG-CDF KISUMU WEST

# TENDER DOCUMENTFOR

# SALE OF ASSORTED BOARDED MOTOR VEHICLE AND MOTOR CYCLES.

## TENDERNO.NGCDF/KSM WEST/DISP/01/2026-2027

## OCTOBER,2026

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# INVITATIONTOTENDER

## SALE OF ASSORTED BOARDED MOTOR VEHICLES AND MOTOR

## CYLES

## TENDER NO. NG-CDF/KSM WEST/DISP/1/2026-2028

The NG-CDF Kisumu West Invites sealed bids from interested candidates for the Disposal of unserviceable Motor vehicles and cycles .The items are sold on an"As-is-where-is"basis, subject to a reserve price as indicated in the price schedule.

All interested bidders are advised to visit the NG-CDF OFFICES in Ojolla to carry out their own assessment before submitting their final bids.Viewing of the items can be done by interested bidders in the respective location by arrangement with the officer in charge of the regional/ liaison office where the items are located.

Tenderers who are interested may view and obtain the tender documents by downloading the Public Procurement Information Portal (PPIP) website: www.tenders.go.ke.Any request for clarification must be made in writing atleast five(5) days before the tender closing date via email *cdfkisumuwest@ngcdf.go.ke,0721467661and* *P.O.Box3652–40100 kisumu* to facilitate any further clarification or addendum

All successful bidders will be required to pay for and collect the items within 14 days from the date of notification; failure to do so will result in the bidder forfeiting the deposit paid.

Tenders shall be quoted in Kenya Shillings, shall include all taxes. Tenders must be accompanied by a refundable Deposit(20%)of the reserve value in bankers' cheque payable to NG-CDF KISUMU WEST.

Tenderers MUST ensure ALL pages of the tender documents are duly paginated sequentially.

Completed tender documents are to be enclosed in plain and sealed envelopes,clearly marked with the tender number and name and deposited in the Tender Box NG-CDF Kisumu West Office, P.O Box 3652 – 40100 kisumu and addressed to:

**THE FUND ACCOUNT MANAGER**
**P.O.BOX 3652-40100,KISUMU,KENYA**

To be received on or before **6th November, 2026 at 10.00 a.m.** Late tenders shall be rejected. Tenders will be opened immediately thereafter in the presence of the designated tenderers' representatives who choose to attend at NG-CDF Kisumu West Office BOARDROOM as advised.

**JACKSON OMARI**
**FUND ACCOUNT MANAGER**

# PART1-TENDERINGPROCEDURES

# SECTIONI-INSTRUCTIONSTOTENDERERS

## 1 EligibleTenderers

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

Tenderers shall be under a declaration of in eligibility for corrupt or fraudulent practices

The Procuring Entity's employees, committee members, board members and theirSpouses, Child, Parent, Brothers orSister.Child, Parent, BrotherorSisterof a Spouse are not eligible to participate in the tender unless where specifically allowed under section 131 of the Act.

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. CostofTendering

Thetenderershallbearallcostsassociatedwiththepreparationandsubmission 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.

TheProcuringEntityshallallowthetenderertoreviewthetenderdocumentand the goods to be sold free of charge before tendering.

## 3. TheTenderDocument

The tender document comprises The documents listed below and any addenda issued in accordance with clause

2.5oftheseinstructionstotenderers.

i) Invitationtotender,
ii) Instructionstotenderers,
iii) Scheduleofitemsandprices,
iv) ConditionsofTender,
v) Formof tender,
vi) ConfidentialBusinessQuestionnaireForm,
vii) TenderCommitmentDeclarationForm.

2.1The tenderer is expected to examine all instructions, forms, terms and specificationsinthetenderdocuments.Failuretomeetalltherequirementsofthe tender will beat the tenderer's risk and may result in the rejection of its tender.

## 4 ClarificationofDocuments

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 receivesnotlaterthanthree(3)dayspriortothedeadlineforthesubmission oftenders,prescribedbytheProcuringEntity.WrittencopiesoftheProcuring entities response (including an explanation of the query but without identifyingthesourceofinquiry)willbesenttoallprospectivetenderersthat have received the tender document.

Clarificationoftendersshallberequestedbythetenderertobereceivedby theProcuringEntitynotlaterthan3dayspriortothedeadlineforsubmission of tenders.

TheProcuringEntityshallreplytoanyclarificationssoughtbythetenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

## 5 AmendmentofDocuments

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

Allprospectivecandidatesthathavereceivedthetenderdocumentswillbe notifiedof the amendment in writing or by post and will be binding on them.

Inordertoallowprospectivetenderersreasonabletimeinwhichtotakethe amendment in to account in preparing their tenders, the Procuring Entity, at its discretion, may extend the deadline for the submission of tenders.

## 6 TenderPricesandCurrencies

ThetenderershallindicateontheappropriatePriceScheduletheunitprices andtotaltenderpriceoftheitemsitproposestopurchaseunderthecontract.

Pricesquotedbythetenderershallbefixedduringthetendervalidityperiod 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.

ThePricequotedshallbeinKenyaShillings.

## 7 Tenderdeposit

The tenderer shall put a deposit for every item/lot 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

Failuretoputtherequireddepositforanyitemtenderedforwillleadto disqualification of the tender for the item.

Unsuccessful Tenderer's tender deposit will be discharged or returned as promptlyaspossiblebutnotlaterthanSeven(7)daysaftertheexpiryofthe period of tender validity prescribed by the Procuring Entity.

ThesuccessfulTenderer'stenderdepositwillbecreditedtohistenderprice 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.

Thetenderdepositshallbeforfeited:

a) Ifatendererwithdrawsitstenderduringtheperiodoftendervalidity specified by the Procuring Entity.

b) Inthecaseofasuccessfultenderer,ifthetendererfailstopaythebalance of the tender price.

## 8 ValidityofTenders

Tenders shall remain valid for 60 days or as specified in the appendix to instructiontotenderersafterdateoftenderopeningprescribedbytheProcuring Entity, pursuant to paragraph 2.10. Tender valid for a shorter period shall be rejected by the Procuring Entity as non-responsive.

Inexceptionalcircumstances,theProcuringEntitymaysolicittheTenderer's consenttoanextensionoftheperiodofvalidity.Therequestandtheresponses theretoshallbemadeinwriting.Thetenderdepositprovidedunderparagraph 2.7shallalsobesuitablyextended.Atenderermayrefusetherequestwithout forfeiting its tender deposit. A tenderer granting the request will not be required nor permitted to modify its tender.

## 9. ViewingofTenderItems

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"at NG-CDF OFFICE KISUMU WEST*** and the conditions of the items are not guaranteed or warranted by the seller.

## 10. SealingandMarkingofTenders

TheTenderershalldelivertheTenderinasingle,sealedenvelopebearingthe 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 envelopecontainingthelistofandpricesoftheitemstenderedforandaddressed as follows.

a) Bearthenameandaddress(includingtelephonenumberandemail)ofthe Tenderer;

b) BearthenameandReferencenumberoftheTender;

c) BearthenameandaddressoftheProcuringEntity; and

d) Attachapaymentsliporcertifiedbankingdetailsfromabank,warranting the deposit payment made for the items tender for.

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.

## DeadlineforSubmissionofTenders

Tenders must be received by the Procuring Entity at the address specified not later than…. (*FRIDAY 6th NOVEMBER 2026)*.

The Procuring Entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph2.5.inwhichcaseallrightsandobligationsoftheProcuringEntityand tenderers previously subject to the deadline will thereafter be subject to the deadlines extended.

## 12. Modificationoftenders

Thetenderermaymodifyorwithdrawitstenderafterthetender's submission,

providedthatwrittennoticeofthemodification,includingsubstitutionor withdrawalofthetenders,isreceivedbytheProcuringEntitypriortothedeadline prescribed for submission of tenders.

The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked,anddispatchedinaccordancewiththeprovisionsofparagraph2.9.1.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 Notendermaybemodifiedafterthedeadlineforsubmissionoftenders

## 13 Withdrawalsandtenders

No tender may be withdrawn in the interval between the deadline for submissionoftendersandtheexpirationoftheperiodoftendervalidityspecified 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 OpeningofTenders

ThePrOcuringEntitywillopenalltendersinthepresenceoftenderers' representatives who choose to attend at .(***10am,16th June2026)*** andinthelocationspecifiedintheinvitationto tender. The tenderers or representatives who arepresentshallsign aregisterevidencingtheirattendance.

The tenderers' names, tender modifications or withdrawals, tender prices, and thepresenceorabsenceofrequisitetenderdepositandsuchotherdetailsasthe Procuring Entity, at its discretion, may consider appropriate, will be announced at the opening.

TheProcuringEntitywillprepareminutesofthetenderopening.

## 15 Clarificationoftenders

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

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 tender that will be determined to be substantially non- responsive, will be rejected by theProcuring Entity.

Provided that theTender is substantially responsive,theProcuringEntity shall handle errors on the following basis:

a) Any error detected if considered amajor 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 amiscalculation of unit price, quantity,subtotal and total bid price shall be considered as amajor 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.

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

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

## 17 Award Criteria

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/ContactingtheProcuringEntity

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

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 V-EVALUATIONCRITERIA

Evaluationofdulysubmittedtenderswillbeconductedalongthefollowing two main stages:

**1.PRELIMINARYEVALUATION(MANDATORYREQUIREMENTS)**

BidderexpectedEvaluationparameterRequirement.

| NO. | REQUIREMENTS | Mandatory Requirement |
|---|---|---|
| 1. | Submit a Copy of a Certificate of Registration/Incorporation for acompany,and or National ID for an Individual applicant | |
| 2. | Deposit of 20% of the reserve price inform of bankers' cheque – refundable to unsuccessful bidders but forms part of payment to successful ones payable to NG-CDF KISUMU WEST and will be authenticated at the time of Due diligence. | |
| 3. | Must attach a copy of KRA Pin Certificate | |
| 4. | Must duly fill,and sign the Form of Tender in the Format provided (Form 1) | |
| 5. | Must duly fill and sign Confidential Business Questionnaire Form | |
| 6. | Must dul fill the schedule of items &prices in the format provided in the tender document | |
| 7. | Duly filled and signed Self Declaration form –SD1 | |
| 8. | Duly filled and signed Self Declaration form–SD2 | |
| 9. | Duly filled and signed declaration and commitment to the Code of Ethics | |
| 11. | Provide one original Tender document properly bound and duly paginated/serialized sequentially **on all pages ie1,2,3,4,5etc. where there is content.** | |

**Note:•Bidders must meet all the mandatory requirements to qualify or Financial Evaluation.**

**FINANCIALEVALUATION**

1. Bidders who qualify for financial evaluation will be ranked according to their offer price for the Vehicle
2. Contract will be awarded to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be **the highest evaluated tender**, subject to the reserve price.

**Due Diligence**

The procuring entity **SHALL** carry out due diligence to verify authenticity of the bankers cheque provided by the tenderers. Any inconsistencies noted shall lead to automatic disqualification.

# SECTIONII-SCHEDULE OF ITEMSANDPRICES

**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 1-6 , and the Tenderer will complete columns 7, and sign as indicated below; -

| **ITEM NO. (LOT)**<br>**1** | **DESCRIPTION OF THE ITEM**<br>**2** | **STATUS.**<br>**3** | **LOCATIO N**<br>**4** | **RESERVE VALUE IN KSH.**<br>**5** | **DEPOSIT (20% OF RESERVE VALUE) (KSHS)**<br>**6** | **BIDPRICE**<br>**7** |
|---|---|---|---|---|---|---|
| 1 | VehicleReg.No: GKA966R<br>Make: land rover<br>Model: TDI110<br>Type: SUV<br>vehicle Engine no:080422015534244DT<br>vehicle Chassis: SALLDHMT78KD68761<br>Rating: 2998CC<br>Fuel: DIESEL<br>Year of Man: 2010<br>Date of Reg:2010<br>Odometer read: not seen<br>Estimated read: over 100000<br>Original cost:4,500,000 | Unserviceable | (NG-CDF office) Kisumu West | 295,000 | 59,000 | |
| 2 | VehicleReg.No: GKA523Q<br>Make: new holland<br>Model: TT75-4WD<br>Type: FARM TRACTOR AND TRAILER<br>vehicle Engine no:012612N<br>vehicle Chassis: 173545TRAILER-3699/2007<br>Rating: 75HP<br>Fuel: Diesel<br>Year ofMan: 2007<br>Date of Reg:2007<br>Odometer read:not seen | Unserviceable | (NG-CDF office) Kisumu West | 208,800 | 41760 | |

| | | | | | | |
|---|---|---|---|---|---|---|
| | Estimated read: over 10000HR<br>Original cost:3,724,000 | | | | | |
| 3 | MotorcycleReg.No: GKB642H<br>Make: Yamaha<br>Model: YBR125<br>Type: Motocycle<br>Motocycle Engine no:JYCM154115011353<br>Motocycle Chassis: LBPKE1345F0045415<br>Rating: 125CC<br>Fuel: PETROL<br>Year of Man: 2015<br>Date of Reg:2015<br>Odometer read: not seen<br>Estimated read: As indicated<br>Original cost:225,000 | Unserviceable | (NG-CDF office) Kisumu West | 29,875 | 4,200 | |
| 4 | MotorcycleReg.No: GKB676D<br>Make: Yamaha<br>Model: YBR125<br>Type: Motocycle<br>Motocycle Engine no:TDE2030217<br>Motocycle Chassis: MEIFE4EF6E2024217<br>Rating: 125CC<br>Fuel: PETROL<br>Year of Man: 2015<br>Date of Reg:2015<br>Odometer read: not seen<br>Estimated read: As indicated<br>Original cost:225,000 | Unserviceable | (NG-CDF office) Kisumu West | 27,090 | 5,418 | |

| | | | | | | |
|---|---|---|---|---|---|---|
| 5 | MotorcycleReg.No: GKB675D<br>Make: Yamaha<br>Model: CRUX110<br>Type: Motocycle<br>Motocycle Engine no:TDE2024239<br>Motocycle Chassis: MEIFEF6E2024223<br>Rating: 110CC<br>Fuel: PETROL<br>Year of Man: 2015<br>Date of Reg:2015<br>Odometer read:37068KM<br>Estimated read: As indicated<br>Original cost:95,000 | Unserviceable | (NG-CDF office)<br>Kisumu West | 24,000 | 4,800 | |
| 6 | MotorcycleReg.No: GKB 641H<br>Make: Yamaha<br>Model: YBR125<br>Type: Motocycle<br>Motocycle Engine no:TDE2024140<br>Motocycle Chassis: MEIFE43F93203253<br>Rating: 125CC<br>Fuel: PETROL<br>Year of Man: 2013<br>Date of Reg:2015<br>Odometer read:50754KM<br>Estimated read: As indicated<br>Original cost:95,000 | Unserviceable | (NG-CDF office)<br>Kisumu West | 20,800 | 4.160 | |
| 7 | MotorcycleReg.No: KMCW416U<br>Make: Lifan<br>Model: BM125<br>Type: Motocycle<br>Motocycle Engine no:156FMI-2BMGE004<br>Motocycle Chassis: LF3PCJE09BMG00004<br>Rating: 125CC<br>Fuel: Petrol<br>Year of Man: 2012<br>Date of Reg:2012<br>Odometer read:not seen<br>Estimated read: As indicated<br>Original 156,500 | Unserviceable | (NG-CDF office)<br>Kisumu West | 5,000 | 1,000 | |

| | | | | | | |
|---|---|---|---|---|---|---|
| 8 | MotorcycleReg.No: KMCW378U<br>Make: Lifan<br>Model: BM125<br>Type: Motocycle<br>Motocycle Engine no:NOT SEEN<br>Motocycle Chassis: LF3PCJE08BMG00012<br>Rating: 125CC<br>Fuel: Petrol<br>Year of Man: 2012<br>Date of Reg:2012<br>Odometer read:not seen<br>Estimated read: As indicated<br>Original 156,000 | Unserviceable | (NG-CDF office)<br>Kisumu West | 23,000 | 4,600 | |
| 9 | MotorcycleReg.No: KMCW379U<br>Make: Lifan<br>Model: BM125<br>Type: Motocycle<br>Motocycle Engine no:NOT SEEN<br>Motocycle Chassis: LF3PC00E06BMG00011<br>Rating: 125CC<br>Fuel: Petrol<br>Year of Man: 2012<br>Date of Reg:2012<br>Odometer read:not seen<br>Estimated read: As indicated<br>Original 156,000 | Unserviceable | (NG-CDF office)<br>Kisumu West | 23,000 | 4,600 | |
| 10 | MotorcycleReg.No: KMCW870E<br>Make: Lifan<br>Model: BM125<br>Type: Motocycle<br>Motocycle Engine no:NOT SEEN<br>Motocycle Chassis: LF3PCJ5E4CB00075<br>Rating: 125CC<br>Fuel: Petrol<br>Year of Man: 2012<br>Date of Reg:2012<br>Odometer read:not seen<br>Estimated read: As indicated<br>Original 156,000 | Unserviceable | (NG-CDF office)<br>Kisumu West | 26,500 | 5,300 | |

| | | | | | | |
|---|---|---|---|---|---|---|
| 11 | MotorcycleReg.No: KMCW357U<br>Make: Lifan<br>Model: BM125<br>Type: Motocycle<br>Motocycle Engine no:NOT SEEN<br>Motocycle Chassis: LF3PCJE4BMH0038<br>Rating: 125CC<br>Fuel: Petrol<br>Year of Man: 2012<br>Date of Reg:2012<br>Odometer read: FAULTY<br>Estimated read: As indicated<br>Original 156,000 | Unserviceable | (NG-CDF office) Kisumu West | 21,500 | 4,300 | |
| 12 | MotorcycleReg.No: NOT SEEN<br>Make: HONDA<br>Model: BM125<br>Type: Motocycle<br>Motocycle Engine no:NOT SEEN<br>Motocycle Chassis: NOT SEEN<br>Rating: 125CC<br>Fuel: Petrol<br>Year of Man: 2007<br>Date of Reg:2007<br>Odometer read:1080KM<br>Estimated read: As indicated<br>Original 120,000 | Unserviceable | (NG-CDF office) Kisumu West | 21,500 | 4,300 | |
| 13 | MotorcycleReg.No: NOT SEEN<br>Make: Lifan<br>Model: YBR125<br>Type: Motocycle<br>Motocycle Engine no:TDE2024222<br>Motocycle Chassis: MEIFE4EF6E2024240<br>Rating: 125CC<br>Fuel: Petrol<br>Year of Man: 2015<br>Date of Reg:2015<br>Odometer read:3318KM<br>Estimated read: As indicated<br>Original 225,000 | Unserviceable | (NG-CDF office) Kisumu West | 29,875 | 5,975 | |

| | | | | | | |
|---|---|---|---|---|---|---|
| 14 | MotorcycleReg.No: GKB645H<br>Make: Yamaha<br>Model: YBR125<br>Type: Motocycle<br>Motocycle Engine no:JYCM15411501178<br>Motocycle Chassis: LBPKE1355F0045293<br>Rating: 125CC<br>Fuel: Petrol<br>Year of Man: 2015<br>Date of Reg:2015<br>Odometer read:29922KM<br>Estimated read: As indicated<br>Original 225,000 | Unserviceable | (NG-CDF office) Kisumu West | 28,000 | 5,600 | |
| 15 | MotorcycleReg.No: GKB182S<br>Make: Honda<br>Model: BM125<br>Type: Motocycle<br>Motocycle Engine no:NOT SEEN<br>Motocycle Chassis: NOT SEEN<br>Rating: 125CC<br>Fuel: Petrol<br>Year of Man: 2007<br>Date of Reg:2007<br>Odometer read:4510KM<br>Estimated read: As indicated<br>Original 120,000 | Unserviceable | (NG-CDF office) Kisumu West | 19,000 | 3,800 | |

Name of the Tenderer ……

Signature of theTenderer…….

Stamp…….

The Bankers cheque to be made to the Account as detailed below.

Name of Account Holder **NG-CDF KISUMU WEST**

Name of the Bank:**Kenya Commercial Bank**

NameofTenderer:----------

Name of Authorized official:----------

Signature_____Date _____

# SECTIONIII-CONDITIONSOFTENDER

Atenderermaytenderforonelotonly;anybidderwhobidsformorethanone1 lot will be disqualified.

A tenderer will pay a deposit as indicated in advance before the closing date of the tender **for each item or lot** tendered, as indicated in the schedule of items and prices. Failure to comply will lead to automatic disqualification.

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.

Tendererswhowillnotbeawardedcontractswillberefundedthedepositswithin fourteen (14) days after notification of the contract awards.

Tendererswillberequiredtocollecttheitemstheyhavepaidforwithinfourteen (14)daysaftermakingthepayment;failuretodosowillresultinstoragecharges being charged as indicated in the appendix to Conditions of Tender.

The Procuring Entity will provide reserve prices for all the items/lots. Items tendered for below the reserve price will not be sold.

The viewing site is as per the Location of Items above during working days between9amand1pm.Pleaserequestanyinformation/Assistanceregardingthe Location via email: to*cdfkisumuwest@ngcdf.go.ke,*

1.9. For successful bidders. The deposit shall form part of the sale price, and those who decline the award shall forfeit the deposit paid.

The vehicles/motorcycle will be released to the winning bidder. It shall be the bidder's obligation to pursue registration with NTSA under their name.

The Cost transfer will be incurred by the buyers, and the Judiciary will support with documentation as required.

# SECTIONIV-STANDARDFORMS

**NoteonStandardForms**

Theformoftender,theconfidentialbusinessquestionnaireformandthetenderdeposit 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. FormofTender

Date:.....

TenderNo.....

To:…….

……

[*Name and address of Procuring Entity*]

**Gentlemenand/orLadies:**

1. Havingexaminedthetenderdocumentsincludingaddendaandhavingexaminedthe items onsale, we theundersigned, offer topurchase andcollectallthe items offered to us in conformity with the said tender documents for the sum of…….....…….....[totaltender amountinwordsandfigures]orsuchothersumsasmaybeascertainedinaccordance 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. Weagreetoadherebythetenderpriceforaperiodof….[number]daysfromthedate 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 highestor any tender that you may receive.

Datedthis_____dayof_____20_____

_____ _____

[*Signature*] [*Inthecapacityof*]

Dulyauthorisedto signthe tender for andonbehalfof_____

# ConfidentialBusinessQuestionnaire Form

YouarerequestedtogivetheparticularsindicatedinPart1andeitherPart2(a),2(b) or 2(c) whichever applies to your type of business.

Youareadvisedthatitisaseriousoffencetogivefalseinformationonthisform.

YouarerequestedtogivetheparticularsindicatedinPart1andeitherPart2(a),2(b) or 2(c) whichever applies to your type of business.

Youareadvisedthatitisaseriousoffencetogivefalseinformationonthisform

**Part1–General**

Business Name…….....……

LocationofbusinessPremises… .....Plot No.……Street/Road .....Postal Address…..……..Tel No.…….……....Nature of business……..... Current Trade License No.....Expiring date…….....

MaximumvalueofbusinesswhichyoucanhandleatanyonetimeKenyashillings.

…..... (In words).....

NameofyourBankers.....Branch …….....……

**Part2(a)–SoleProprietororIndividual**

YourNameinfull…….....…….Age……

Nationality…….....Countryoforigin…….....

Citizenshipdetails*(IDandorPassportNumber)*…….....

Name…….....

.....andsignature.....

**Part2(b)Partnership**

Givendetailsofpartnersasfollows:

| | Name | Nationality | CitizenshipDetails | Shares |
|---|---|---|---|---|
| 1. | ……..... | | | |
| 2. | ……..... | | | |
| 3. | ……..... | | | |

[Name,DesignationandSignatureofTendersRepresentativeintheCompany] Name

…….....

Designation.....

SignatureandCompanystamporSeal .

.....

**Part2(c)-RegisteredCompany(PrivateorPublic)**

Statethenominalandissuedcapitalofcompany –

NominalKshs.....

IssuedKshs……..……..

Givendetailsofalldirectorsas follows:

| | **Name** | **Nationality** | **CitizenshipDetails** | **Shares** |
|---|---|---|---|---|
| 1. | ……..…… | | | |
| 2. | ……..…… | | | |
| 3. | ……..…… | | | |
| 4. | ……..…… | | | |
| 5. | ……..…… | | | |

ETC.

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

Name…….....

Designation.....…….....

SignatureandCompanystampor Seal .

.....

Date……

**6. TenderdepositcommitmentDeclarationForm**

TenderNo..... (*Aspertenderdocuments)*

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 LotNo.** | **ItemDescription** | **Deposit (Kshs.)** | **Receipt No. and Date** |
|---|---|---|---|
| 1 | LAND ROVER DEFENDER-GKA 966R | 59000 | |
| 2 | NEW HOLAND TRACTOR | 4I760 | |
| 3 | YAMAHA MOTORCYLE YBR 125 -GKB 642H | 4200 | |
| 4 | YAMAHA MOTORCYCLE YBR 125-GKB 676D | 5418 | |
| 5 | YAMAHA MOTORCYCLE YBR 125-GKB 675D | 4800 | |
| 6 | YAMAHA MOTORCYCLE YBR 125-GKB 641H | 4160 | |
| 7 | LIFAN BM125 MOTORCYCLE-KMCW 416U | 1000 | |
| 8 | LIFAN BM125 MOTORCYCLE-KMCW 378U | 4600 | |
| 9 | LIFAN BM125 MOTORCYCLE-KMCW 379U | 4600 | |
| 10 | LIFAN BM125 MOTORCYCLE-KMCW 870E | 5300 | |
| 11 | LIFAN BM125 MOTOR CYLE-KMCW 357U | 4300 | |
| 12 | HONDA BM 125 MOTOR CYCLE | 4300 | |
| 13 | YAMAHA MOTORCYCLE YBR 125- | 5975 | |

| | | | |
|---|---|---|---|
| 14 | YAMAHA MOTORCYCLE YBR 125-GKB 645H | 5600 | |
| 15 | HONDA BM 125 MOTOR CYCLE-GKA 182S | 3800 | |
| | | | |
| | | | |
| | | | |
| | | | |

Authorizing Official *(Name)*

…….

Designation……

……. *(Signature)*

……..…….

*(Date):*

……

….

# SELF-DECLARATIONFORMS

**FORMSD1**

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

I,……..……..……,ofPostOfficeBox ……..……..…….beingaresidentof.....in the Republic of ……. do hereby make a statement as follows:-

1. THAT I am the Company Secretary/Chief Executive/Managing Director/Principal Officer/Directorof .....(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'sOfficialStamp

**FORMSD2**

**SELF-DECLARATIONTHATTHEPERSON/TENDERERWILLNOTENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.**

I,……ofP.O.Box ..... being aresidentof.....intheRepublicof …….....……..
doherebymakeastatementasfollows:-

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…….....……*(InsertnameoftheProcuring entity)* and duly authorized and competent to make this statement.

2. THATtheaforesaidBidder,itsservantsand/oragents/subcontractorswillnotengage in any corrupt or fraudulent practice and has not been requested to payany inducement to any member of the Board, Management, Staff and/oremployees 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. THATtheaforesaidBidderwillnotengage/hasnotengagedinanycorrosivepractice 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'sOfficialStamp

# DECLARATIONANDCOMMITMENTTOTHECODEOFETHICS

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, RegulationsandtheCodeofEthicsforpersonsparticipatinginPublicProcurementand 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.

NameofAuthorizedsignatory…….....

Sign…….....…….....

Position…….....

Officeaddress……...…….Telephone……..…….....

E-

mail……

…… Name ofthe Firm/Company…….....

Date…….....……

**(CompanySeal/RubberStampwhereapplicable)**
Witness

Name…….....

Sign…….....

…. Date……...

# LETTEROFNOTIFICATIONOFAWARD

*[LetterheadpaperoftheProcuringEntity][Date]*

To:*[nameandaddressoftheContractor]*ThisistonotifyyouthatyourTenderdated *[date]*forthepurchaseoftheitemsandatpriceslistedonthetablebelowishereby acceptedby…….....….....*(Nameof ProcuringEntity)*.

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.

InconnectionwiththisAward,youmaycontacttheOfficer(s)whoseparticularsappear below on the subject matter of this letter of notification of award.

**OFFEREDITEMSANDPRICES**

| 1 | 2 | 4 | 5 | 6 |
|---|---|---|---|---|
| **Item No.** | **DescriptionofItem** | **Total Quantity** | **Unit price** | **OfferedPrice** |
| 1 | LAND ROVER DEFENDER-GKA 966R | 1 | | |
| 2 | NEW HOLAND TRACTOR | 1 | | |
| 3 | YAMAHA MOTORCYLE YBR 125 - GKB 642H | 1 | | |
| 4 | YAMAHA MOTORCYCLE YBR 125- GKB 676D | 1 | | |
| 5 | YAMAHA MOTORCYCLE YBR 125- GKB 675D | 1 | | |
| 6 | YAMAHA MOTORCYCLE YBR 125- GKB 641H | 1 | | |
| 7 | LIFAN BM125 MOTORCYCLE- KMCW 416U | 1 | | |
| 8 | LIFAN BM125 MOTORCYCLE- KMCW 378U | 1 | | |
| 9 | LIFAN BM125 MOTORCYCLE- KMCW 379U | 1 | | |
| 10 | LIFAN BM125 MOTORCYCLE- KMCW 870E | 1 | | |
| 11 | LIFAN BM125 MOTOR CYLE-KMCW 357U | 1 | | |
| 12 | HONDA BM 125 MOTOR CYCLE | 1 | | |
| 13 | YAMAHA MOTORCYCLE YBR 125- | 1 | | |
| 14 | YAMAHA MOTORCYCLE YBR 125- GKB 645H | 1 | | |
| 15 | HONDA BM 125 MOTOR CYCLE- GKA 182S | 1 | | |
| | | | | |
| TOTALPRICEOFALL ITEMS | | | | |

AuthorizedSignature:.....

NameandTitleofSignatory:.....

NameofProcuringEntity.....

# COPYOFTHE LETTER OF NOTIFICATION OF AWARD

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

To:*[nameandaddressofthePurchaser]*

ThisistonotifyyouthatyourTenderdated*[date]*forthepurchaseoftheitems and at prices listed on the table below is herebyacceptedby…….....…… *(name of Procuring Entity)*.

Pleaseacknowledgereceiptofthisletterofnotificationbysigningtheattached 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.

InconnectionwiththisaWard,youmaycontacttheOfficer(s)whoseparticulars appear below on the subject matter of this letter of notification of award.

**OFFEREDITEMSANDPRICES**

| 1 | 2 | 4 | 5 | 6 |
|---|---|---|---|---|
| **ItemNo.** | **DescriptionofItem** | **Total Quantity** | **Unitprice** | **OfferedPrice** |
| 1 | LAND ROVER DEFENDER-GKA 966R | | | |
| 2 | NEW HOLAND TRACTOR | | | |
| 3 | YAMAHA MOTORCYLE YBR 125 -GKB 642H | | | |
| 4 | YAMAHA MOTORCYCLE YBR 125-GKB 676D | | | |
| 5 | YAMAHA MOTORCYCLE YBR 125-GKB 675D | | | |
| 6 | YAMAHA MOTORCYCLE YBR 125-GKB 641H | | | |
| 7 | LIFAN BM125 MOTORCYCLE-KMCW 416U | | | |
| 8 | LIFAN BM125 MOTORCYCLE-KMCW 378U | | | |
| 9 | LIFAN BM125 MOTORCYCLE-KMCW 379U | | | |
| 10 | LIFAN BM125 MOTORCYCLE-KMCW 870E | | | |
| 11 | LIFAN BM125 MOTOR CYLE-KMCW 357U | | | |
| 12 | HONDA BM 125 MOTOR CYCLE | | | |
| 13 | YAMAHA MOTORCYCLE YBR 125- | | | |
| 14 | YAMAHA MOTORCYCLE YBR 125-GKB 645H | | | |
| | LAND ROVER DEFENDER-GKA 966R | | | |
| | NEW HOLAND TRACTOR | | | |
| TOTALPRICEOFALL ITEMS | | | | xxxxx |

AuthorizedSignature:.....

NameandTitleofSignatory: .....

NameofProcuringEntity:.....

***Officer(s)tobecontacted***

NameandOfficePostalAddress T

***SIGNEDBYTHEPURCHASER***

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) Returnthislettersignedwithin14days; or

b) Paythebalanceofthetenderamountwithinfourteen(14)daysafternotification of the award.

Wefurtherunderstandthatifwedonotcollecttheitemswehavepaidforwithin fourteen (14) days after making the payment, you charge storage charges at rates to be determined by yourselves.

NameofPurchaser

AuthorizedSignature:_____Date_____

*NameandTitleofSignatory*

# REQUESTFORREVIEW

**FORMFORREVIEW(r.203(1))**

**PUBLICPROCUREMENTADMINISTRATIVEREVIEWBOARD**

**APPLICATIONNO…….OF……..…..20……...**

**BETWEEN**

**…**.....**APPLICANT**

**AND**

**…**..... **RESPONDENT(ProcuringEntity)**

Requestforreviewofthedecisionofthe……(NameoftheProcuringEntity of ……datedthe…dayof…….20…….inthematterofTenderNo……..…of……..20.....for ….....(Tenderdescription).

**REQUESTFORREVIEW**

I/We……,theabovenamedApplicant(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.

Bythismemorandum,theApplicantrequeststheBoardforanorder/ordersthat: 1.

2.

SIGNED…….(Applicant)Datedon…….dayof……/…20……

---

FOROFFICIALUSEONLYLodgedwiththeSecretaryPublicProcurementAdministrativeReview Board on……day of ……....20….……

**SIGNED**

**Board**

**Secretary**[**Email:info@ppra.go**](mailto:info@ppra.go)

[**.ke**](mailto:info@ppra.go)