

# KAGUMO TEACHERS' TRAINING COLLEGE

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Vision: A Transformative, Self-directing and Competent Teacher.

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## TENDER DOCUMENT FOR DISPOSAL OF MOTOR VEHICLES

**TENDER NO:**

**KAG.TTC/DISP/T/FY:2023/2024:01-  
DISPOSAL OF 3NO. MOTOR VEHICLES**  
*(On 'as and where is' basis)*

**SUBMISSION DEADLINE**

**28<sup>TH</sup> MARCH, 2024 AT 10.00AM**

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Mission: To Provide inclusive and market driven teacher education and training.

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## ABBREVIATION AND ACRONYMS

TDS-Tender Data Sheet

KTTC – Kagumo Teachers’ Training College

TND-Tender

NO-Number

ITT- Instructions to Tenderers

MV-Motor Vehicle

CDS –Contract Data Sheet

PP&ADA, 2015-Public Procurement and Asset Disposal Act, 2015

PP&DA, 2020-Public Procurement and Asset Disposal Regulation 2020

*KTTC reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers.*

**SECTION 1****INVITATION TO TENDER****Date: 08<sup>th</sup> March, 2024**

Kagumo Teachers' Training College (KTTC) invites sealed bids from eligible candidates to bid for disposal as below.

**a) Tender No. KAG.TTC/DISP/T/FY:2023-2024:01- DISPOSAL OF THREE (3) NO. MOTOR VEHICLE  
(On 'as and where is' basis)**

S/NO.	Vehicle Registration No.	Make/Model	Year of Registration	Odometer read(kms)	Reserve price
1.	KAV 288E	Isuzu FRR33	26/05/2006	54642.7	1,080,000
2.	KAT 487P	Nissan Datsun-VWGE24	15/04/2005	291393	140,000
3.	KAB 422B	Peugeot 504 1769CC	08/04/1991	355109	40,000

Interested eligible candidates may download the tender document from the college website through [www.kagumocollege.ac.ke/tenders/](http://www.kagumocollege.ac.ke/tenders/) or public procurement information portal [www.tenders.go.ke](http://www.tenders.go.ke) **Free of Charge**. Hard copy of tender documents may be obtained by interested candidates upon payment of non-refundable fee of 1,000 Kenya Shillings through a banker's cheque or bank slip payable to **Kagumo Teachers Training College Equity bank Acc No. 0110297070907 OR Paybill No.898986 Acc No. Bidders Name (Note - For paybill payment attach Original copy of receipt from college Accounts office)**

Viewing/inspection of all vehicles by the interested bidders shall be conducted on **14<sup>th</sup> March 2024 and 15<sup>th</sup> March 2024** from **11.00 am -1.00 pm** at the college parking yard.

A completed tender document must be enclosed in plain sealed envelope, marked by the relevant tender No. and addressed to The **Chief Principal, Kagumo Teachers' Training College, P.O. Box 18- 10100, NYERI** to be deposited in the tender box located at the college **Administration Block-Reception Area** during normal working hours so as to be received on or before **28<sup>th</sup> March, 2024 at 10.00am**.

Tenders will be opened immediately thereafter in the presence of the tenderers or their representatives who choose to attend the opening in the College conference room.

All tenders must be filled in accordance with the Instructions to Tenderers. Prices quoted must be net, must be in Kenya Shillings and should remain **valid for 90 days** after date of tender opening/closing of the tender.

KTTC reserves the right to accept or reject any tender and may annul the tendering process and reject all tenders at any time prior to contract award without thereby incurring any liability to the affected tenderer or tenderers.

## SECTION 11

## INSTRUCTION TO TENDERERS

### 2.1 Eligible Tenderers

2.1.1 This Invitation for Tenders is open to all eligible as described in the tender data sheet.

2.1.2 The Procuring entity's employees, committee members, board members and their relatives (Spouse and children) are not eligible to participate in the tender pursuant to section 166 of the Public Procurement and Asset Disposal Act, 2015.

2.1.3 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.

### 2.2 Cost of Tendering

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

2.2.2 The tender document shall be downloaded from KTTC website [www.kagumocollege.ac.ke/tenders/](http://www.kagumocollege.ac.ke/tenders/) or [www.tenders.go.ke](http://www.tenders.go.ke) free of charge.

2.2.3 KTTC allows the tender document to reviewed free of charge before submission.

### 2.3 The Tender Document

2.3.1 The tender document which should be in conjunction with any addenda issued in accordance with ITT comprises the documents listed below and any other addenda issued in accordance with clause 2.5 of TDS.

- (a) Invitation to tender
- (b) Instructions to tenderers
- (c) Schedule of items
- (d) Conditions of Tender
- (e) Tender forms:
  - (i). Form of tender
  - (ii). Confidential Business Questionnaire Form
  - (iii). Tender deposit form
  - (iv). Letter of notification of award to the successful bidder
  - (v). Letter of notification of award to the unsuccessful bidders
  - (vi). Integrity declaration form
  - (vii). Non-debarment statement
  - (viii). Request for review Form

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

## **2.4 Clarification of Documents**

2.4.1 A prospective tenderer requiring any clarification of the tender document may notify in writing or post at the entity's address indicated in the TDS. KTTC will respond in writing to any request for clarification of the tender documents, which it receives not later than seven (7) days prior to the deadline for the submission of tenders, prescribed by KTTC.

2.4.2 Written copies of the procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers that have received the tender document.

2.4.3 KTTC shall reply to any clarification sought by the tenderer within three (3) days of receiving the request to enable the tenderer to make timely submission of its tender.

## **2.5 Amendment of Documents**

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

2.5.2 All prospective candidates that have received the tender documents will be issued with the addendum in writing or by post and will be binding on them.

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

## **2.6 Tender Prices and Currencies**

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

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

2.6.3 The price quoted shall be in the currency specified in the TDS.

## **2.7 Tenders Deposit**

2.7.1 The tenderer shall provide a deposit for the disposal item. The amount and form of the deposit is as specified in the TDS.

2.7.2 Failure to deposit the required amount for the disposal item will lead to disqualification of the bid except for reservation groups.

- 2.7.3 Unsuccessful Tenderer's tender deposit will be discharged or returned as promptly as possible as but not later than seven (7) days after the expiration of the period of the tender validity prescribed by KTTC.
- 2.7.4 The successful tenderer's tender deposit will be credited to his bid price so that it forms part of the amount of the bid and the tenderer will be required to pay the bid price less the deposit security.
- 2.7.5 The tender deposit may be forfeited:
- a). if a tenderer withdraws its tender during the period of tender validity specified in clause 2.8 of the ITT.
  - b). in the clause of successful tenderer, if the tenderer fails to pay the balance of the bid price within the specified period.

## **2.8 Validity of Tender**

- 2.8.1 The tender shall remain valid for **90 days** or as specified in the TDS after date of tender Opening prescribed by KTTC, pursuant to paragraph 2.10. Tender valid for a shorter period Shall be rejected by the Procuring entity as non-responsive.
- 2.8.2 In exceptional circumstances, KTTC may solicit the Tender's consent to an extension of the period of validity. The request and the response thereto shall be made in writing. The tender deposit provided under paragraph 2.7 shall be also suitably extended. A tenderer may refuse the request without forfeiting its tender deposit. A tenderer granting the will not be required nor permitted to modify its tender.

## **2.9 Viewing of Tender Items**

- 2.9.1 Prospective bidders are advised to view the items on **14<sup>th</sup> March 2024** and **15<sup>th</sup> March 2024** between **11am - 1pm** before they bid for the tender. This will enable them to arrive at the most reasonable and competitive bids. Bids are based on AS WHERE IS CONDITION and the conditions of the items are not warranted by the seller.

## **2.10 Sealing and Marketing of Tender**

- 2.10.1 The tenderer shall seal the tender and mark it with the number and name of the tender and **"DO NOT OPEN BEFORE 28<sup>th</sup> March, 2024 at 10.00 am.**

## **2.11 Deadline for Submission of Tender**

- 2.11.1 Tenders must be received by KTTC at the address specified in the TDS not later than **28<sup>th</sup> March, 2024 at 10.00am.**
- 2.11.2 KTTC 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 KTTC and tenderers previously subject to the deadline will thereafter be subject to the deadline as extended.

## **2.12 Modifications and Withdrawals of Tenders**

### **2.12.1 Modification of tenders**

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

2.12.1.2 The Tender'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 post not later than the deadline for submission of tender.

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

### **2.12.2 Withdrawal and tenders**

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

## **2.13 Opening of tender**

2.13.1 KTTC will open all tenders in the presence of tenderers' representatives who choose to attend as at 2.11.1. Tenders must be received by KTTC at the address specified in the TDS not later than **28<sup>th</sup> March, 2024 at 10.00 a.m.** The tender opening will be immediately at **the College Conference room.**

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

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

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

## **2.14 Clarification of tenders**

2.14.1 To assist in the examination, evaluation and comparison of tenders KTTC may, at its discretion, ask the tender. The request for clarification and response shall be in writing, and no change in the price or substance of the tender shall be sought, offered, or permitted.

2.14.2 Any effort by the tenderer to influence KTTC in KTTC's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

## **2.15 Evaluation and Comparison of Tenders**

2.15.1 KTTC will examine the tenders to determine whether they are complete, whether any computation errors have been made, whether required deposit s have been furnished, whether documents have been properly signed and whether the tender is generally in order. After



examination a tender that will be determined to be substantially non-responsive, will be rejected by KTTC. Other evaluation parameters are as prescribed in the **TDS**.

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

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

## **2.16 Award Criteria**

2.16.1 KTTC will award the contract 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.

## **2.17 Notification of Award**

2.17.1 Prior to the expiration of the tender validity, KTTC will notify the successful tenderer in writing that its tender has been accepted.

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

2.17.3 In the event the successful bidder fails to pay for the item awarded to it, KTTC shall notify, under clause 2.17. 1 the person who submitted the second highest bid.

2.17.4 A tenderer who claims to have suffered or risks suffering a loss or damage or injury as a result of breach of duty imposed on a Procuring Entity by the PP&ADA, 2015 or PP&ADR, 2020 may lodge a Request for Review at the Public Administrative Review Board.

## **2.18 Contacting KTTC**

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

**TENDER DATA SHEET (TDS) TO INSTRUCTIONS TO TENDERERS**

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

TDS Clause Number	ITT Clause Number	Amendments of, and Supplements to, Clause in the Instructions to Tenders																				
1	2.1.1	This is invitation for Tender is open to all tenderers be they individuals, sole proprietors, partners, companies or any other form except as mentioned in 2.1.2																				
	2.2.2	There is no price to be charged for hard copies nor electronic tender document as contained in the Invitation to Tender																				
	2.3.1	The tender document shall be read in conjunction with any addenda																				
	2.4.1	A prospective tenderer requiring any clarification of the tender document may notify KTTC in writing or by post at the entity’s address: <b>The Chief Principal</b> <b>P.O. Box 18 - 10100</b> <b>Nyeri, Kenya.</b> <b>Tel: +254 703829776</b> <b>Email: <a href="mailto:info@kagumocollege.ac.ke">info@kagumocollege.ac.ke</a></b>																				
	2.6.3	The price quoted shall be in Kenya Shillings																				
	2.7	<p>The tenderer shall provide a refundable deposit in Kenya Shillings of amount as per the details in the table below:</p> <table border="1"> <thead> <tr> <th>S/NO.</th> <th>Vehicle Registration No.</th> <th>Make/Model</th> <th>Reserve price</th> <th>Tender Deposit Kshs.</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>KAV 288E</td> <td>Isuzu FRR33</td> <td>1,080,000</td> <td>108,000</td> </tr> <tr> <td>2.</td> <td>KAT 487P</td> <td>Nissan Datsun-VWGE24</td> <td>140,000</td> <td>14,000</td> </tr> <tr> <td>3.</td> <td>KAB 422B</td> <td>Peugeot 504 1769CC</td> <td>40,000</td> <td>4,000</td> </tr> </tbody> </table> <p>in the form of a Bankers cheque or bank deposit receipt payable to <b>Kagumo Teachers Training College Equity bank</b> Acc No. 0110297070907 OR <b>Paybill No.898986</b> Acc No. <b>Bidders Name</b> (Note - For paybill payment attach Original copy of receipt from college Accounts office) <b>The tender deposit shall be forfeited:</b> <b>a).</b> if the tenderer withdraws its tender during the period of tender validity specified Clause 2.8 of the ITT <b>b).</b> in the case of a successful tenderer, if the tenderer fails to pay the balance of the bid price within 14 days of award of tender.</p>	S/NO.	Vehicle Registration No.	Make/Model	Reserve price	Tender Deposit Kshs.	1.	KAV 288E	Isuzu FRR33	1,080,000	108,000	2.	KAT 487P	Nissan Datsun-VWGE24	140,000	14,000	3.	KAB 422B	Peugeot 504 1769CC	40,000	4,000
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2.	KAT 487P	Nissan Datsun-VWGE24	140,000	14,000																		
3.	KAB 422B	Peugeot 504 1769CC	40,000	4,000																		
	2.8	Tenders shall remain valid for <b>90 days</b>																				
	2.11	Tenders must be received by KTTC at the following address: Be deposited in the Tender Box located at the <b>ADMINISTRATION BLOCK- REEPTION AREA</b> during normal working hours addressed to the <b>Chief Principal, Kagumo Teachers’ Training College, P.O Box 18-10100 Nyeri</b> , so as to be received on or before <b>28<sup>th</sup> March, 2024 at 10.00 am</b>																				

Please NOTE:		The Tender document shall be paginated serially, prior to submission.																								
2.	2.15.1	<p><b>Evaluation and Comparison of Tenders</b>  KTTC will examine the tenders to determine whether it is complete. Whether any computation errors have been made, whether required deposits have been furnished, whether documents have been properly signed and whether the tenders are generally in order. After examination a tender that will determined to be substantially non responsive, will be rejected by KTTC. Other evaluation parameters are as specified in the <b>TDS</b>.</p> <p><b>KTTC</b> will evaluate and compare the tenders, which have been determined to substantially responsive.  The tender evaluation committee shall evaluate the tender within 30 days of the validity period from the date of opening of the tender.</p> <p><b>Evaluation Criteria</b>  The following requirements must be met by the tenderer notwithstanding other requirements in the tender documents: -</p> <p>a). Mandatory Requirements</p> <table border="1" data-bbox="492 772 1360 1388"> <thead> <tr> <th data-bbox="492 772 591 869">No.</th> <th data-bbox="591 772 1190 869"></th> <th data-bbox="1190 772 1360 869">Responsive or <b>Not</b> Responsive</th> </tr> </thead> <tbody> <tr> <td data-bbox="492 869 591 966">MR1</td> <td data-bbox="591 869 1190 966">Must attach a national ID(for individuals) or Business registration/Company Registration Certificate(for Business or Companies)</td> <td data-bbox="1190 869 1360 966"></td> </tr> <tr> <td data-bbox="492 966 591 1035">MR2</td> <td data-bbox="591 966 1190 1035">Must attach a valid Tax compliance certificate or Tax exemption from KRA.</td> <td data-bbox="1190 966 1360 1035"></td> </tr> <tr> <td data-bbox="492 1035 591 1104">MR3</td> <td data-bbox="591 1035 1190 1104">Must fill the price schedule in the format provided</td> <td data-bbox="1190 1035 1360 1104"></td> </tr> <tr> <td data-bbox="492 1104 591 1173">MR4</td> <td data-bbox="591 1104 1190 1173">Must fill the form of tender in the format provided</td> <td data-bbox="1190 1104 1360 1173"></td> </tr> <tr> <td data-bbox="492 1173 591 1222">MR5</td> <td data-bbox="591 1173 1190 1222">Must fill tender deposit form</td> <td data-bbox="1190 1173 1360 1222"></td> </tr> <tr> <td data-bbox="492 1222 591 1291">MR6</td> <td data-bbox="591 1222 1190 1291">Must fill the confidential Business Questionnaire form</td> <td data-bbox="1190 1222 1360 1291"></td> </tr> <tr> <td data-bbox="492 1291 591 1388">MR7</td> <td data-bbox="591 1291 1190 1388">Must provide and attach a Banker's cheque , original bank deposit slip or cash receipt as 2.7 above</td> <td data-bbox="1190 1291 1360 1388"></td> </tr> </tbody> </table> <p><b>At this stage, the tenderers' submission will either be responsive or non-responsive. The non-responsive submissions will be eliminated from the entire evaluation process and will not be considered further.</b>  The contract will be awarded to the firm/person with the highest financial quote as indicated in the form of tender.</p>	No.		Responsive or <b>Not</b> Responsive	MR1	Must attach a national ID(for individuals) or Business registration/Company Registration Certificate(for Business or Companies)		MR2	Must attach a valid Tax compliance certificate or Tax exemption from KRA.		MR3	Must fill the price schedule in the format provided		MR4	Must fill the form of tender in the format provided		MR5	Must fill tender deposit form		MR6	Must fill the confidential Business Questionnaire form		MR7	Must provide and attach a Banker's cheque , original bank deposit slip or cash receipt as 2.7 above	
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MR7	Must provide and attach a Banker's cheque , original bank deposit slip or cash receipt as 2.7 above																									
	<b>Others</b>	The Disposal item(s) shall be only handed over to the winning tenderers on completion of payment at the awarded amount.																								

SECTION III ~ SCHEDULE OF ITEM AND PRICE

a). Tender No. KAG.TTC/DISP/T/FY:2023-2024:01 - DISPOSAL OF 3NO. MOTOR VEHICLES (on 'as and where is' basis)

S/NO.	Motor vehicle registration	Quoted /Buying price (Kshs)	Amount of refundable deposit	Remarks (quote cheque or slip)
1.	KAV 288E			
2.	KAT 487P			
3.	KAB 422B			

Authorized official person/bidder

\_\_\_\_\_  
Names in Full

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Rubberstamp ~~~~~

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

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

**SECTION 1V CONDITIONS OF TENDER**

- 4.1 A tenderer **must** pay the refundable deposit and submit along with the bid document.
- 4.2 A tenderer who will be awarded the disposal items will be required to pay in **14** days and not later than **21** days failure to which the award will be cancelled and the deposit paid forfeited.
- 4.3 A tenderer who will not be awarded the tender will be refunded the deposit within fourteen (14) days after notification of the tender award.
- 4.5 A tenderer will be required to collect the items within fourteen (**14**) days after making the payment and completion of release procedures and failure to which storage charges will be charged as indicated in the **CDS to Conditions to tender** below.
- 4.6 KTTTC will maintain the reserve price for the items, and if the tender will be below the reserve price KTTTC will retain the items.

**Contract Data Sheet to Conditions of Tender**

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

Clause of the Conditions of tender	Clauses of CDS	Particulars of the appendix to Conditions of tender
4.2	A tenderer who will be awarded the disposal items will be required to pay in 14 days and not later than 21 days failure to which the award will be cancelled and the deposit paid forfeited. If there is administrative review, the review procedures shall be followed.	No storage charges will be charged under this clause
4.3	A tenderer who will not be awarded the tender will be refunded the deposit within fourteen (14) days after notification of the tender award.	
4.5	A tenderer will be required to collect the awarded items within fourteen (14) days after making the payment and release procedures completed and failure to which storage charges will be charged at a rate of <b>Kshs. 1, 000 per day.</b>	
4.6	The reserve price is not confidential. KTTTC will make a decision on whether to award or not based on the valuation and financial bid /quote as indicated in the form of tender.	

## **SECTION V – STANDARD FORMS**

### **Notes on Standard Forms**

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

5.1 Form of Tender

Date: .....

Tender No: .....

To: .....

.....  
(Name and address of procuring entity)

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda.  
Nos. .... (*insert numbers*). The receipt of which is hereby duly acknowledged, we the undersigned, offer to purchase and collect all the items offered to us in conformity with the said tender documents for the sum ..... (*total tender amount in words and figures*) or such other sums as may be ascertain in accordance with the Schedule of prices attached herewith and made part of this Tender.
2. We undertake, if our Tender is accepted, to pay for and collect the items in accordance with the requirements of the tender.
3. We agree to abide by the tender for a period of ..... (*number*) days from the date fixed for tender opening of the instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. We understand that you are not bound to accept the highest or any tender that you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
(Names in full)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(In the capacity of)

Duly authorized to sign the tender for and on behalf of \_\_\_\_\_

\_\_\_\_\_  
(Postal Address)

\_\_\_\_\_  
(Telephone Number)

## 5.2 Confidential Business Questionnaire Form

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

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

### Part 1 – General

Business Name.....

Location of business Premises.....

Plot No. .... Street/Road.....

Postal Address ..... Tel No. ....

Nature of business.....

Current Trade License No. .... Expiring date .....

Maximum value of business which you can handle at any one time Kshs.....

Name of your bankers .....

Branch.....

### Part 2 (a) Sole Proprietor

Your Name in full .....Age.....

Nationality .....Country of origin.....

\* Citizenship details .....

### Part 2 (b) Partnership

Given details of partners as follows:

Name	Nationality	Citizenship Details	Shares
1.....			
2.....			
3.....			
4.....			



**Part 2 (c) – Registered Company**

Private or Public.....

State the nominal and issued capital of company –

Nominal Kshs.....

Issued Kshs.....

Given details of all directors as follows

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

**Part 2 (d)-Co-operative Society**

Given details of Central Management Committee Members as Follows:

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

**Part 2 (e)- Reservations**

Reservation Category (Tick) : Youth /PWD/Women

Name/Co.....

Details of ownership by name

1.....	Age.....
2.....	Age.....
3.....	Age.....

	4..... Age.....  Attach the relevant Registration Certificate of this category
<p>We the undersigned declare that</p> <p>a). The information contained in and attached to this form is true and accurate as of the date of tender submission.</p> <p><b><i>Or ( delete statement which does not apply)</i></b></p> <p>b). The originally submitted pre-qualification information remains essentially correct as of date of submission</p> <p>Authorized signature.....</p> <p>Name and Title of Signatory.....</p> <p>Name of tenderer.....</p> <p>Address.....</p> <p>Date ..... Rubberstamp/Seal .....</p>	

If a Kenyan citizen, indicate under ‘Citizen Details’ whether by Birth, naturalization or registration.

### 5.3 TENDER DEPOSIT COMMITMENT DECLARATION FORM

As indicated in the schedule of items and prices, we do confirm that we have put a deposit for the Motor vehicle tendered for as supported by the attached copy of receipt/banker's cheque as follows:

S/NO.	Motor vehicle registration	Deposit Kshs	Bankers Cheque/Deposit slip No. and Date
1.	KAV 288E		
2.	KAT 487P		
3.	KAB 422B		

Authorizing official/person/bidder.....

Name:

.....

Signature & Date

5.4 LETTER OF NOTIFICATION OF AWARD

Address of procuring Entity

.....  
.....

TO: .....  
.....

Re: Tender No.....  
Tender Name.....

This is to notify that the contract stated below under the above-mentioned tender has been awarded to you.

.....

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

Full Particulars.....

Signed for Accounting Officer

5.5 LETTER OF NOTIFICATION OF UNSUCCESSFUL BIDDERS

( to be printed on letterhead of KTTC)

(Date)

To: (name and address of the bidder)

Re: Letter of notification to Unsuccessful Bidders

This is to inform you that your offer in relation to (tender name and number) has been determined to be unsuccessful upon evaluation. We intended to make a contract with (name of successful tenderer) for (amount).Your tender security /tender securing declaration will be discharged.

Thank you for your participation in the tendering process.

Yours

(Name of Accounting Officer)

Accounting officer/Head of procuring Entity

**5.6 INTERGRITY DECLARATION**

**(Section 62 of the PP&AD Act.2015)**

I/We/Messrs..... of..... street/Avenue.....

.....Building, P.O Box .....Code.....,of.....(town),.....Nationality.....,  
Phone no.....E-mail.....declare that Public Procurement is based on free and fair competitive tendering process which should not be open to abuse.

I/We..... declare that i/we will not offer or facilitate, directly or indirectly ,any inducement or reward to any public officer, their relations or business associates, in connection with

Tender Name.....

Tender no.....

For/or in the subsequent performance of the contract if i/we /am are successful.

Dated this..... Day of..... 20.....

Authorized Signature..... Official stamp.....

Name and Title.....

Signatory.....

**5.7 NON-DEBARMENT STATEMENT**  
**(Section 41, 62 of PP&AD Act, 2015)**

I/We/Messrs..... of..... street/Avenue.....  
.....Building, P.O Box .....Code....., of..... (town),.....Nationality.....,  
Phone no.....E-mail.....declare that  
I/We/Messrs..... are not debarred from participating in public procurement by  
the Public Procurement Regulatory Authority pursuant to section 41 and 62 of the Public Procurement and  
Asset Disposal Act,2015

Dated this..... Day of..... 20.....

Authorized Signature..... Official stamp.....

Name and Title.....

Signatory.....

**5.8 REQUESTS FOR REVIEW FORM**

**FORM RB 1**

REPUBLIC OF KENYA  
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD  
APPLICANT NO..... OF.....20.....

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (Procuring Entity)

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

**REQUESTS FOR REVIEW**

1/We .....the above named Applicant(s), of address.....physical address..... fax  
no. tel no. E-mail ..... ,hereby request the Public Procurement Administrative Review  
Board to review the whole/part of the above mentioned decision on the following grounds, namely:-

- 1.
- 2.
- etc

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

- 1.
- 2.
- etc

SIGNED..... (Applicant)

Dated on.....day of.....20.....

.....

**FOR OFFICIAL USE ONLY**

Lodged with the Secretary Public Procurement Administrative Review Board on .....  
Day of.....20.....

**SIGNED  
BOARD SECRETARY**