



**KENYA MEDICAL TRAINING COLLEGE
P.O BOX 30195 -00100
NAIROBI**

**TENDER DOCUMENT FOR
SALE OF BOARDED VEHICLES AND UNSERVICEABLE STORES**

TENDER NO. KMTC/006/2025-2026

CLOSING DATE: 6th MAY,2026

AT 10:00AM

TENDER DOCUMENTS FOR SALE OF BOARDED VEHICLES AND UNSERVICEABLE STORES

(1) NAME AND CONTACT ADDRESSES OF PROCURING ENTITY

KENYA MEDICAL TRAINING COLLEGE

P.O BOX 30195-00100 NAIROBI

info@kmtc.ac.ke

(2) Invitation to Tender (ITT) No.....

(3) Tenderer's Name.....

INVITATION TO TENDER

INVITATION DATE 22ND APRIL,2026

PROCURING ENTITY:

KENYA MEDICAL TRAINING COLLEGE

P.O BOX 30195-00100 NAIROBI

CONTRACT NAME AND DESCRIPTION:

SALE OF BOARDED VEHICLES AND UNSERVICEABLE STORES

1. **KENYA MEDICAL TRAINING COLLEGE** invites sealed tenders from eligible candidates to purchase **BOARDED VEHICLES AND UNSERVICEABLE STORES LOCATED IN VARIOUS KMTC CAMPUSES**
 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 **9:00 AM TO 3:00 PM** at the address given below.
 4. A complete set of tender documents may be obtained by interested candidates upon payment of non-refundable fees of **Kshs.500** in banker's cheque payable to Kenya Medical Training College (cash is strictly not accepted),however the same can be viewed and downloaded from KMTC website(www.kmtc.ac.ke or <http://tenders.go.ke> at no cost. Bidders who download the documents should register their tenders at KMTC headquarters procurement office during normal working hours (i.e. 8Am-5pm from Monday to Friday)
 5. Tenderers will be required to pay in advance a refundable deposit as indicated in the Appendix to Instructions to tenderers.
 6. Completed tenders must be delivered to the address below on or before *[6th May, 2026 at 10.00am]*.
Electronic Tenders will not be permitted.
- The Chief Executive Officer
Kenya Medical Training College
P.O. Box 30195 – 00100
Nairobi.
7. Prices quoted should be net, must be in Kenya Shillings and shall remain valid for the period to be 120 days.
 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:**
Address for obtaining further information, and for inspecting the goods to be sold are:

THE CEO
KENYA MEDICAL TRAINING COLLEGE
P.O BOX 30195-00100 NAIROBI
Telephone number **0202725191/2725711/14**
E-mail address **info@kmtc.ac.ke**

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

TO THE CEO
KENYA MEDICAL TRAINING COLLEGE
P.O BOX 30195-00100 NAIROBI
Telephone number **0202725191/2725711/14**
E-mail address **info@kmtc.ac.ke**

**Tenders to be deposited at Tender box situated at the entrance of KMTC headquarters
Administration Block Nairobi, ground floor: off Old Mbagathi road**

B. **Address for Opening of Tenders.**

Tenders will be opened immediately thereafter in the presence of bidders or their representative who choose to attend at the Kenya Medical Training College Headquarters principal's boardroom.

SECTION I - INSTRUCTIONS TO TENDERERS

1 Eligible Tenderers

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

1.2 Tenderers shall be under a declaration of ineligibility for corrupt or fraudulent practices

1.3 The Procuring Entity's employees, committee members, board members and their Spouses, Child, Parent, Brothers or Sister. Child, Parent, Brother or Sister of a Spouse are not eligible to participate in the tender unless where specifically allowed under section 131 of the Act.

1.4 A Kenyan tenderer shall provide evidence of having fulfilled his/her tax obligations by producing a valid tax compliance certificate or tax exemption certificate issued by the Kenya Revenue Authority.

2. Cost of Tendering

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

2.2 The Procuring Entity shall allow the tenderer to review the tender document and the goods to be sold free of charge before tendering.

3. The Tender Document

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

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

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

4 Clarification of Documents

- 4.1 A prospective tenderer requiring any clarification of the tender document may notify the Procuring Entity in writing or by post at the entity's address indicated in the Invitation for tenders. The Procuring Entity will respond in writing to any request for clarification of the tender documents, which it receives not later than thirty (30) days prior to the deadline for the submission of tenders, prescribed by the Procuring Entity. Written copies of the Procuring entities response

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

- 4.2 Clarification of tenders shall be requested by the tenderer to be received by the Procuring Entity not later than 7 days prior to the deadline for submission of tenders.
- 4.3 The Procuring Entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

5 Amendment of Documents

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

6 Tender Prices and Currencies

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

7 Tender deposit

- 7.1 The tenderer shall put a deposit for every vehicle tendered for in the amount indicated in the schedule of items and prices, to the Bank account indicated in Section III - Schedule of Items and Prices
- 7.2 Failure to put the required deposit for any vehicle tendered for will lead to disqualification of the tender for the item.
- 7.3 Unsuccessful Tenderer's tender deposit will be returned as promptly as possible but not later than Seven (7) days after the expiration of the period of tender validity prescribed by the Procuring Entity.
- 7.4 The successful Tenderer's tender deposit will be credited to his tender price so that it forms part of the amount of the tender and the tenderer will be required to pay the tender price less the deposit security.

7.5 The tender deposit shall be forfeited:

- a) If a tenderer withdraws its tender during the period of tender validity specified by the Procuring Entity.
- b) In the case of a successful tenderer, if the tenderer fails to pay the balance of the tender price.

8 Validity of Tenders

8.1 Tenders shall remain valid for 60 days or as specified in the appendix to instruction to tenderers after date of tender opening prescribed by the Procuring Entity, pursuant to paragraph 2.10. Tender valid for a shorter period shall be rejected by the Procuring Entity as non-responsive.

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

9. Viewing of Tender Items

9.1 Prospective tenders are advised to view the items to be sold before tendering. This will enable them to arrive at the most reasonable and competitive tenders. Tenders are based on "AS WHERE IT IS AND THE CONDITION IT IS IN" and the conditions of the items are not guaranteed or warranted by the seller.

10. Sealing and Marking of Tenders

10.1 The Tenderer shall deliver the Tender in a single, sealed envelope bearing the name and Reference number of the Tender, addressed to the Procuring Entity and a warning not to open before the time and date for Tender opening date. Within the single outer envelope, the Tenderer shall place another sealed envelope containing the list of and prices of the items tendered for and addressed as follows.

- a) Bear the name and address (including telephone number and email) of the Tenderer;
- b) Bear the name and Reference number of the Tender;
- c) Bear the name and address of the Procuring Entity; and
- d) Attach a payment slip or certified banking details from a bank, warranting the deposit payment made for the items tender for.

10.2 If all envelopes are not sealed and marked as required, the *Procuring Entity* will assume no responsibility for the misplacement or premature opening of the Tender, or failure to contact the tenderer in case of advice on the status of the tender or refund of deposit. Tenders that are misplaced or opened prematurely will not be accepted.

Deadline for Submission of Tenders

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

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

12. Modification of tenders

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

12.2 The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.9.1. A withdrawal notice may also be sent by fax or email but followed by a signed confirmation copy, post marked not later than the deadline for submission of tenders. 12.2 No tender may be modified after the deadline for submission of tenders

13 Withdrawals and tenders

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

14 Opening of Tenders

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

10 am 6th May 2026 and in the location specified in the invitation to tender. The tenderers or representatives who are present shall sign a register evidencing their attendance.

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

14.3 The Procuring Entity will prepare minutes of the tender opening.

15 Clarification of tenders

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

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

16 Evaluation and Comparison of Tenders

16.1 The Procuring Entity will examine the tenders to determine whether they are complete, whether the tenderer has fulfilled the eligibility criteria, whether any computation errors have been made, whether required deposits have been furnished, whether documents have been properly signed and whether the tenders are generally in order. After examination a tender that will be determined to be substantially non-responsive, will be rejected by the Procuring Entity.

16.2 Provided that the Tender is substantially responsive, the Procuring Entity shall handle errors on the following basis:

- a) Any error detected if considered a major deviation that affects the substance of the tender, shall lead to disqualification of the tender as non-responsive.
- b) Any errors in the submitted tender arising from a miscalculation of unit price, quantity, subtotal and total bid price shall be considered as a major deviation that affects the substance of the tender and shall lead to disqualification of the tender as non-responsive .and

- c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.

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

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

17 Award Criteria

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

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

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

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

18 Canvassing/Contacting the Procuring Entity

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

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

TENDER EVALUATION CRITERIA

Evaluation will be done in 4 stages;

1. Determination of responsiveness
2. Technical evaluation
3. Financial evaluation
4. Recommendation of award.

STAGE 1: TENDER RESPONSIVENESS

The mandatory conditions to be complied with are: -

1. Copy of tax compliance certificate
 2. Pin Certificate
 3. Serialized tender document
 4. Submission Original and copy of the tender document.
- A Firm shall fulfil all the above conditions in order to proceed to Technical Evaluation

N/B A Tenderer that does not fulfil any of the above conditions shall be disqualified from further evaluation at this stage.

STAGE 2: TECHNICAL EVALUATION

This stage of Technical Analysis will be allocated 100 Marks. The criteria will be as follows;

S/NO	TECHNICAL CRITERIA	MAX SCORE
1.	Dully filled, signed and stamped Form of Tender	20 Marks
2.	Fully filled Signed and Stamped Confidential Business Questionnaire	20 Marks
3.	Must fill and submit self-declaration form that the person/ tenderer is not debarred in the matter of PPADA 2015 in the format - Form SD1	20 Marks
4.	Must fill and submit self-declaration form that the person/ tenderer will not engage in any corrupt or fraudulent practice in the format provided- Form SD2	20 Marks
5.	Must fill and submit Declaration & Commitment to The Code of Ethics in the format provided.	20 Marks
	TOTAL	100 Marks

N/B. ANY Bidder that fail to get a total score of 80 and above (out of 100) will be disqualified from further evaluation and will not proceed to financial evaluation.

STAGE 3. FINANCIAL EVALUATION

Tender sums to be read during Tender opening remains FINAL and NO correction of arithmetic errors In line with (Section 82 of the PPRA 2015 ACT)

The HIGHEST financially evaluated bidder shall be recommended for awarded.

N/B. The employer shall however reserve the right to exercise due diligence relating to confirmation of information submitted by the bidder. Any bidder who shall be found to have supplied wrong or misleading information shall be disqualified and the next HIGHEST tenderer 1 shall be considered.

Notes on schedule of Items and Prices

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

SCHEDULE OF ITEMS AND PRICES (as attached)

S/No	Item description	Qty	Unit of issue	Reserved Price per Item (Kshs)	Condition of Item	Unit Price (Kshs)	Total Tender Price (Kshs)	Required Deposit (Kshs)
KMTC NAIROBI CAMPUS								
1.	Photocopier	7	No	5,000	Unserviceable			
2.	Shredder	2	No	1,300	Unserviceable			
3.	Hematocrit Centrifuge	1	Pcs	700	Unserviceable			
4.	Autoclave	1	Pcs	1,300	Unserviceable			
5.	Weighing Balance	6	Pcs	800	Unserviceable			
6.	Large wall chest drawer	1	No	400	Obsolete/Obsolescence			
7.	Chine sport balance trainer	1	No	300	Unserviceable			
8.	Suspension therapy frame	1	No	740	Obsolete/Obsolescence			
9.	Large wooden cupboard	1	No	1,350	Obsolete			
10.	Hi-Lo Examination couches	6	No	600	Obsolete/Obsolescence			
11.	Metallic lower limb rehabilitation equipment	6	No	950	Unserviceable			
12.	Laundry washing machine	1	No	1,250	Unserviceable			
13.	Combined electrotherapy with vacuum	2	No	780	Unserviceable			
14.	Metal Cabinet	4	No	800	Obsolete			

15.	Osteotrone Ultrasound machine	1	No	1,500	Obsolete/Obsole scence			
16.	Old fire extinguisher	4	No	800	Obsolete/Obsole scence			
17.	Old executive chair	1	No	800	Obsolete			
18.	Tea Urns	10	No	220	Obsolete			
19.	Bain Marie	1	No	200	Unserviceable			
20.	Microwave	1	No	500	Unserviceable			
21.	Water dispenser	3	No	900	Unserviceable			
22.	Large stainless-steel inserts	9	No	300	Unserviceable			
23.	Pressure lamp	1	No	200	Obsolete/Obsole scence			
24.	Aluminum disk rack	3	No	320	Obsolete/Obsole scence			
25.	Electric Cooker	1	No	600	Unserviceable			
26.	Coffee Table	1	No	1,000	Obsolete/Obsole scence			
27.	Deep Freezer	1	No	1,300	Unserviceable			
28.	Laboratory (stools)	10	No	700	Obsolete/Obsole scence			
29.	Chairs	4	No	300	Obsolete/Obsole scence			
30.	Mattresses	1500	No	300	Worn out			
KMTC MERU CAMPUS								
1.	Assorted Wooden doors	7	NO.	500	Unserviceable			
2.	Battery	4	NO.	500	Obsolete/Obsole scence			
3.	Tyres	9	NO	450	Worn out			
4.	Old Skills lab metal bed	4	NO.	8,000	Obsolete/Obsole scence			
5.	Old Delivery bed	2	NO.	500	Obsolete/Obsole scence			
6.	Assorted Wooden bed bags rags and timbers	1	lot	6,000	Obsolete/Obsole scence			

KMTc MWINGI CAMPUS								
1.	Printer – Kyocera Ecosy	1	NO.	1,500	Unserviceable			
2.	Toner TK 1140	5	NO.	100	Expired			
3.	TYRES	2	NO.	250	Worn out			
KMTc BOMET CAMPUS								
1.	Tyres 11*22r	1	NO.	300	Worn out			
2.	Tyre 265/70r	6	NO.	6,000	Worn out			
KMTc KISUMU CAMPUS								
1.	Assorted Internet cables	1	NO.	2,000	Obsolete/Obsolescence			
2.	Assorted Scrap metals	1	NO.	50	Scrap metal			
3.	Copier Heavy	1	NO.	2,000	Unserviceable			
4.	Copier Small	1	NO.	1,000	Unserviceable			
5.	Battery	1	NO.	500	Obsolete/Obsolescence			
KMTc MANZA CAMPUS								
1.	Mattresses	24	NO.	200	Worn out			
2.	Broken Metallic beds	12	NO.	1,000	Scrap			
3.	Assorted Broken timber	10	NO.	100	Junk wood			
KMTc LODWAR CAMPUS								
1.	Water Dispenser- Ramtons	1	NO.	5,000	Unserviceable			
2.	Fridge- Model No. RF/194 230V-50Hz Serial no: 10063 Date code: May,2007	1	NO.	10,000	Unserviceable			
3.	Cooker oven FIESTA Model 1240 I	1	NO.	2,000	Unserviceable			
4.	RICOO 60001	1	NO.	50,000	Unserviceable			
KMTc VIHIGA CAMPUS								
1.	Magazines	85K G	NO.	60	Scrap paper			
2.	Paper Shredder	2	NO.	4000	Unserviceable			

KMTC MATHARI CAMPUS								
1.	Tv	2	NO.	200	Obsolete/Obsolescence			
2.	Vaccine Box	1	NO	500	Obsolete/Obsolescence			
3.	Fire Extinguisher	10	NO	500	Obsolete/Obsolescence			
KMTC EMBU CAMPUS								
1.	Assorted Books	1	NO	13,700	Library scrap			
2.	TV 32 inch	1	NO	1,370	Obsolete/Obsolescence			
3.	Assorted Metal	Various	Kgs	13,700	Scrap			
4.	Tyres	39	NO	30,030	Worn out			
5.	Assorted Metal	Various	Kgs	2,500	Scrap			
6.	Battery	3	NO	2,310	Obsolete/Obsolescence			
7.	Mattresses	250	NO	Unknown	Worn out			
8.	Wooden beds	200	NO	Unknown	Obsolete/Obsolescence			
9.	Curtains	120	NO	Unknown	Worn out			
KMTC CHUKA CAMPUS								
1.	Newspapers	500K G	NO.	50	Scrap paper			
2.	Tyres	6	NO.	8,000	Worn out			
KMTC NYAHURURU CAMPUS								
1.	Car/bus batteries	3	NO.	3,000	Obsolete/Obsolescence			
2.	Tyres	6	NO.	5,000	Worn out			
3.	Computer monitors	1	NO.	5000	Obsolete/Obsolescence			
6.	News paper	40kg	NO.	10	Scrap paper			
MOTOR VEHICLES								

KMTC NAVAKHOLO CAMPUS								
1.	Land rover GK977X	1	NO.	92,000	Unserviceable			
KMTC HEADQUARTERS								
1.	Volkswagen Passat KBL 568G	1	NO.	200,000	Unserviceable			
2.	Land Rover Freelander. KAN 918U	1	NO.	220,000	Unserviceable			

The Deposit(s) have been made to the Account as detailed below (details to be completed by the Procuring Entity).

Name of Account Holder- KENYA MEDICAL TRAINING COLLEGE
Name of the Bank - NATIONAL BANK OF KENYA
Branch Name- KENYATTA NATIONAL HOSPITAL BRANCH
City- NAIROBI
Account Number- 01003058521700

Code SWIFT

Sort code

Banking correspondent (If any)

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

To:

..... [Name and address of Procuring Entity] Gentlemen

and/or Ladies:

Date:

Tender No.....

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.

Dated this _____ day of _____ 20_____

[Signature]

[In the capacity of]

Duly authorized to sign tender for and on behalf of _____

Confidential Business Questionnaire Form

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

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

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

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

Part 1 General

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

Part 2 (a) – Sole Proprietor or Individual

Your Name in full Age
Nationality Country of originCitizenship
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.				

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

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

Date

FORM SD2

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

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

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of.....(*Insert name of the Company*) who is a Bidder in respect of **Tender No.**..... for (Insert tender title/description) for..... (*Insert name of the Procuring entity*) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its servants and/or agents/subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of..... (*insert name of the Procuring entity*) which is the procuring entity.
3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of (*name of the procuring entity*).
4. THAT the aforesaid Bidder will not engage/has not engaged in any corrosive practice with other bidders participating in the subject tender
5. THAT what is deponed to here in above is true to the best of my knowledge information and belief

(Title)

(Signature)

(Date)

.....
Bidder's Official Stamp

DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

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

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

Name of Authorized signatory.....

Sign.....

Position.....

Office address.....

Telephone..... E-mail.....

Name of the Firm/Company.....

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

Witness

Name.....

Sign.....

Date.....

LETTER OF NOTIFICATION OF AWARD

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

To: [name and address of the Contractor] This is to notify you that your Tender dated [date] for the purchase of the items and at prices listed on the table below is here by accepted by..... (Name of Procuring Entity). Please acknowledge receipt of this letter of notification by signing the attached copy and returning it to us within 14 days of the issue of the notification to signify your acceptance of this award. Your signing the attached copy will constitute a contract between us and yourselves for sale of the said items.

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

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

OFFERED ITEMS AND PRICES

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

Authorized Signature:

Name and Title of Signatory:

Name of Procuring Entity.....

COPY OF THE LETTER OF NOTIFICATION OF AWARD

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

To: *[name and address of the Purchaser]*

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

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

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

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

OFFERED ITEMS AND PRICES

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

Authorized Signature:

Name and Title of Signatory:

Name of Procuring Entity:

Officer(s) to be contacted

Name of Officer _____

Postal Address _____ Telephone Number _____

email Address _____

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

SIGNED BY THE PURCHASER

I/we, the undersigned accept the award and will execute the sale of the items as per conditions of the award. We understand that the award will remain cancelled and no deposits will be refunded if we do not: a) Return this letter signed within 14 days; or

b) Pay the balance of the tender amount within fourteen (14) days after notification of the award.

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

Name of Purchaser

Authorized Signature: _____ Date _____

Name and Title of Signatory

REQUEST FOR REVIEW

FORM FOR REVIEW (r.203(1))

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

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

BETWEEN

..... **APPLICANT**

AND

.....**RESPONDENT (Procuring Entity)**

Request for review of the decision of the..... (Name of the Procuring Entity ofdated the...day of.....20.....in the matter of Tender No.....of20.... 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 of20.....

SIGNED

Board Secretary

