



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

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

TENDER NO. KMTTC/19/2023-2024

CLOSING DATE: 20th February,2024

AT 10:00AM

TABLE OF CONTENTS

INVITATION TO TENDER.....	1
SECTION 1 - INSTRUCTIONS TO TENDERERS	1
1.0 Eligible Tenderers	1
2.0 Cost of Tendering.....	1
3.0 The Tender Document.....	1
4.0 Clarification of Documents	1
5.0 Amendment of Documents	2
6.0 Tender Prices and Currencies	2
7.0 Tender deposit	2
8.0 Validity of Tenders.....	2
9.0 Viewing of Tender Items.....	2
10.0 Sealing and Marking of Tenders.....	3
11.0 Deadline for Submission of Tenders	3
12.0 Modification of tenders	3
13.0 Withdrawals and tenders	3
14.0 Opening of Tenders	3
15.0 Clarification of tenders.....	4
16.0 Evaluation and Comparison of Tenders	4
17.0 Award Criteria	4
18.0 Notification of Award.....	4
19.0 Contacting the Procuring Entity.....	4
SECTION II - SCHEDULE OF ITEMS AND PRICES	5
SECTION III - CONDITIONS OF TENDER.....	6
SECTION IV -STANDARD FORMS	7
Notes on Standard Forms.....	7
1. Form of Tender	8
SCHEDULE OF ITEMS AND PRICES.....	8
Confidential Business Questionnaire Form.....	8
Part 1 – General.....	9
Part 2 (a) – Sole Proprietor or Individual.....	9
Part 2 (b) Partnership	9
Part 2 (c) – Registered Company (Private or Public).....	9
Tender deposit commitment Declaration Form.....	10
2. LETTER OF NOTIFICATION OF AWARD.....	14
OFFERED ITEMS AND PRICES.....	14
3. COPY OF THE LETTER OF NOTIFICATION OF AWARD.....	15
OFFERED ITEMS AND PRICES.....	15

TENDER DOCUMENTS FOR DISPOSAL

(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 6TH FEBRUARY 2024

PROCURING ENTITY:

KENYA MEDICAL TRAINING COLLEGE

P.O BOX 30195-00100 NAIROBI

CONTRACT NAME AND DESCRIPTION:

DISPOSAL OF BOARDED VEHICLES AND UNSERVICEABLE STORES

- KENYA MEDICAL TRAINING COLLEGE** invites sealed tenders from eligible candidates to purchase **BOARDED VEHICLES AND UNSERVICEABLE STORES LOCATED IN VARIOUS KMTC CAMPUSES**
- Interested eligible candidates may obtain further information at the address provided below. Items will be sold as they are, without any encumbrances.
- Interested tenderers may inspect the goods to be sold during office hours **9:00 AM TO 3:00 PM** at the address given below.
- 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)
- Tenderers will be required to pay in advance a refundable deposit as indicated in the Appendix to Instructions to tenderers.
- Completed tenders must be delivered to the address below on or before *[20th February, 2024 at 10.00am]*.
Electronic Tenders will not be permitted.

The Chief Executive officer
Kenya Medical Training College
P.O. Box 30195 – 00100
Nairobi.
- Prices quoted should be net, must be in Kenya Shillings and shall remain valid for the period to be 120 days.
- 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.
- Late tenders will be rejected.
- 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 in eligibility for corrupt or fraudulent practices
- 1.3 The Procuring Entity's employees, committee members, board members and their Spouses, Child, Parent, Brothers or Sister. Child, Parent, Brother or Sister of a Spouse are not eligible to participate in the tender unless where specifically allowed under section 131 of the Act.
- 1.4 A Kenyan tenderer shall provide evidence of having fulfilled his/her tax obligations by producing a valid tax compliance certificate or tax exemption certificate issued by the Kenya Revenue Authority.

2. Cost of Tendering

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

3. The Tender Document

- 3.1 The tender document comprises the documents listed below and any addenda issued in accordance with clause 2.5 of these instructions to tenderers.
 - i) Invitation to tender,
 - ii) Instructions to tenderers,
 - iii) Schedule of items and prices,
 - iv) Conditions of Tender,
 - v) Form of tender,
 - vi) Confidential Business Questionnaire Form,
 - vii) Tender Commitment Declaration Form.

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

4 Clarification of Documents

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

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

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

5 Amendment of Documents

- 5.1 At any time prior to the deadline for submission of tenders, the Procuring Entity, may for any reasons, whether at its own initiative or in response to a clarification requested by a prospective tenderer, modify the tender documents by amendment
- 5.2 All prospective candidates that have received the tender documents will be notified of the amendment in writing or by post and will be binding on them.
- 5.3 In order to allow prospective tenderers reasonable time in which to take the amendment 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 item it proposes to purchase under the contract.
- 6.2 Prices quoted by the tenderer shall be fixed during the tender validity period and not subject to variation on any account. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.
- 6.3 The Price quoted shall be in Kenya Shillings.

7 Tender deposit

- 7.1 The tenderer shall put a deposit for every 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 at **10 am 20th February 2024** 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: -

- i. Copy of registration/incorporation
- ii. Copy of tax compliance certificate
- iii. Pin Certificate
- iv. Serialized tender document
- v. Original tender document.

A Firm shall fulfil all the above conditions in order to proceed to Technical Evaluation

A firm 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

- i) All firms that fail to get a total score of 70 and above (out of 100) will be disqualified from further evaluation and will not proceed to financial evaluation.
- ii) All firms that score 70 and above (out of 100) will proceed to Financial evaluation

STAGE 3. FINANCIAL EVALUATION

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

The first HIGHEST financially evaluated bidder shall be awarded the contract.

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 tender that has passed stage 1 shall be considered.

SECTION II - SCHEDULE OF ITEMS AND PRICES

Notes on schedule of Items and Prices

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

SCHEDULE OF ITEMS AND PRICES (as attached)

NO	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	RESERVE PRICE PER ITEM (KSH)	CONDITION OF ITEM	UNIT PRICE (KSHS.)	TOTAL TENDER PRICE (KSHS.)	REQUIRED DEPOSIT (KSHS.)
Garissa Campus								
1.	HP-LaserJet Pro 400	1	NO.	1,000	unserviceable			NIL
2.	HP- Color LaserJet CP2025	1	NO.	1,500	unserviceable			NIL
3.	HP Color LaserJet 1320	1	NO.	1,000	unserviceable			NIL
4.	HP Deskjet F370 AIO	1	NO.	1,000	unserviceable			NIL
5.	Old Tyres	17	NO.	1000	Worn -Out			NIL
6.	Old mattress	126	NO		Worn out			NIL
7.	Old Double Decker beds		NO.		Unrepairable			NIL
Homabay Campus								
1	Duplication machine	1	NO	500	unserviceable			NIL
2	Flush Door	20	NO	100	unserviceable			NIL
3	Jikos	3	NO	200	Unserviceable			NIL
4	Duplicating Ink	8	NO	50	Unserviceable			NIL
5	Battery for D/Cabin	1	NO	100	Unserviceable			NIL
6	Sufurias Large	2	NO	300	Unserviceable			NIL
7.	Sufurias Medium	3	NO	200	Unserviceable			NIL
8	Trade Mil	1	NO	500	Unserviceable			NIL

Lake Victoria Campus

1.	Wooden doors assorted	33	NO.	200	Unserviceable			NIL
2.	Washroom wooden doors	2	NO.	150	“			NIL
3.	Disused roofing tiles	700	NO.	10	“			NIL
4.	Tea urns 20Litres	2	NO.	300	“			NIL
5.	Tea Urns 10Litres	1	NO.	150	“			NIL
6.	Printer Laser jet P1102	1	NO.	500	“			NIL

Machakos Campus

1.	Printer Epson Laser Jet P300d	2	NO.	2,000	Unserviceable			NIL
2.	Safe House HS30	1	NO.	10,000	„			NIL
3.	Executive Chairs	2	NO.	3,000	Worn-out			NIL
4.	Arm Chair	1	NO.	100	„			NIL
5.	Lawn Mower	1	NO.	5,000	Unserviceable			NIL
6.	Lawn mower engine	1	NO.	500	„			NIL
7.	Vacuum air cleaner	1	NO.	2,000	“			NIL
8.	Bicycle	1	NO.	100	“			NIL
9.	Steel Cabinet	2	NO.	1,000	Unserviceable			NIL
10.	Computer HP7500	2	NO.	5,000	“			NIL
11.	Human Male Model	1	NO.	3,000	“			NIL
12.	Human Male Model	2	NO.	4,000	“			NIL
13.	Mercury blood pressure	4	NO.	8,000	“			NIL
14.	Dial Thermometer	1	NO.	200	“			NIL
15.	Overhead Thermometer	1	NO.	2,000	“			NIL
16.	Film Apparatus HP	1	NO.	500	“			NIL

Nyeri Campus								
1.	Steel wool 750g	25	NO.	50	Unserviceable			NIL
2.	Kerosene Lamps	9	NO.	50	“			NIL
3.	Old electric kettles	3	NO.	100	“			NIL
4.	Old cisterns	3	NO.	100	“			NIL
5.	Old mattresses	55	NO.	100	“			NIL
6.	Old Tyres	15	NO.	300	“			NIL
7.	Old Televisions	3	NO.	1000	“			NIL
8.	N-Computing kits	10	NO.	100	“			NIL
9.	Old metallic cabinet	1	NO.	500	Unserviceable			NIL

Muranga Campus

1.	Computers	20	NO.	100	Unserviceable			NIL
2.	Keyboards	18	NO.	100	Unserviceable			NIL
3.	Television	1	NO.	200	Unserviceable			NIL
4.	Flash Doors	117	NO.	300	Unserviceable			NIL

Kakamega Campus

1.	New tyres for Nissan vehicle E20	5	NO.	1,000	Surplus			NIL
2.	Freezer	2	NO.	1,000	Unserviceable			NIL
3.	Engine vehicle	1	NO.	1,000	“			NIL
4.	T. V (Sanyo)	1	NO.	500	“			NIL
5.	T.V (J.V.C)	1	NO.	500	“			NIL
6.	Old version computers	5	NO.	500	“			NIL
7.	Printer (laser jet 1018)	1	NO.	500	“			NIL
8.	CPU	4	NO.	500	“			NIL
9.	Monitor	1	NO.	500	“			NIL
10.	Four drawer steel cabinet	1	NO.	1,000	Unserviceable			NIL
11.	Paper shredder	1	NO.	500	“			NIL
12.	Overhead projector	2	NO.	1,000	“			NIL

13.	Microscope	2	NO.	500	“			NIL
14.	Slide projector	1	NO.	500	“			NIL

Rera Campus

1.	APC Smart UPS 1400VA	26	NO	1,000	Unserviceable			NIL
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Kaptumo Campus

1.	Mattresses “3”	30	NO.		Unserviceable			NIL
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Meru Campus

1.	T.V Old model	1	NO.	1,000	Unserviceable			NIL
2.	T.V Flat screen Samsung 40’	1	NO.	2,000	Unserviceable			NIL
3.	TV flat screen von hot point 40’’	1	NO	2,000	Unserviceable			NIL
4.	Mattresses	100	NO.	5,000	Unserviceable			NIL
5.	Assorted UPS	9	NO.	1,500	Unserviceable			NIL
6.	Printer Office desk	1	NO.	1,000	Unserviceable			NIL
7.	Printer office jet	1	NO.	1,000	Unserviceable			NIL
8.	IPM Computer	1	NO.	1,000	Unserviceable			NIL
9.	Assorted iron sheet and scrap metals	Lot	Kgs	5,000	Unserviceable			NIL
10.	Fire extinguisher (H ₂ O/ CO ₂)	6	NO.	1,800	Unserviceable			NIL
11.	Old newspapers	50	Kgs	500	Redundant			NIL

Mwingi Campus

1.	Canon Scanner- MG6640 (pixma) coloured	1	NO.	1,500	Unserviceable			NIL
2.	Desktop computers Hp280G1MT- monitor, keyboard and system unit	8	NO.	1,500	Unserviceable			NIL
3.	Printer – Kyocera Ecosy	1	NO.	2,500	Unserviceable			NIL
4.	Vehicle Batteries	2	NO.	200	Unserviceable			NIL
5.	Toner TK 1140	5	NO.	N/A	Unserviceable			NIL

Port-Reitz Campus

1.	Old mattresses	200	NO.		Unserviceable			NIL
2.	Wood and timber	Lot	NO.	10,000	Unserviceable			NIL
3.	Clay roofing tiles	2000	pcs	6/unit	Unserviceable			NIL
4.	Library reception desk	1	NO.	1,000	Unserviceable			NIL

Kisumu Campus

1.	Chest refrigerators	4	NO.	2,000	Unserviceable			NIL
2.	N70 Chloride exide battery	1	NO.	1,000	Unserviceable			NIL
3.	4 Door Steel Cabinet	4	NO.	5,000	Unserviceable			NIL
4.	Flush door	7	NO.	500	Unserviceable			NIL

Mombasa Campus

1.	Sony Tv Wega Flat Screen 21"	2	NO.	2,000	Unserviceable			NIL
2.	JVC TV 32"	1	NO.	2,000	Unserviceable			NIL
3.	Facit C340 Calculator	1	NO.	200	Unserviceable			NIL
4.	Safe TS. NO 6139 SL	1	NO.	1,000	Unserviceable			NIL
5.	Old generation overhead projectors	1	NO.	500	Unserviceable			NIL
6.	Old generation microscopes	3	NO.	500	Unserviceable			NIL
7.	Bus batter NS70	3	NO.	400	Unserviceable			NIL
8.	Old metal 4 drawer cabinet	3	NO.	500	Unserviceable			NIL
9.	Old bus tyres	13	NO.	500	Unserviceable			NIL

Makindu Campus

1.	Old newspapers	15	Kgs	20	Unserviceable			NIL
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Gatundu Campus

1.	Old electric kettle	1	NO.	500	Unserviceable			NIL
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Eldoret Campus

1.	Table fan	1	NO.	250	Unserviceable			NIL
2.	CPU Dell	1	NO.	2,000	Unserviceable			NIL

3.	UPS	3	NO.	900	Unserviceable			NIL
4.	Printer HP-Model ce 457A	3	NO.	1,500	Unserviceable			NIL
5.	UPS -650 Black up battery	1	NO.	200	Unserviceable			NIL
6.	Printer hp laser jet 1300	1	NO.	900	Unserviceable			NIL
7.	Cooking kenwood 1413	3	NO.	900	Unserviceable			NIL
8.	Photocopier machine (Kyocera KM 2030)	1	NO.	3,000	unserviceable			NIL
9.	Assorted slides - 413456	1	NO.	150	unserviceable			NIL
10.	Slide projector	1	NO.	1,000	unserviceable			NIL
11.	Gas cylinder 50kg	1	NO.	3,000	Unserviceable			NIL
12.	Xerox projector	1	NO.	2,000	Unserviceable			NIL
13.	Telephone headsets	3	NO.	200	Unserviceable			NIL
14.	Photocopy machine – bizhub 162	1	NO.	1200	Unserviceable			NIL
15.	Computer	30	NO.	2,000	Unserviceable			NIL
16.	Switchboard	1	NO.	2,000	Unserviceable			NIL
17.	Deep freezer	1	NO.	10,000	Unserviceable			NIL
18.	Gas burner 3 point	1	NO.	5,000	Unserviceable			NIL
19.	Scanner Scanjet Hp	1	NO.	1,000	Unserviceable			NIL
20.	Laptop Toshiba sno.	1	NO.	5,000	Unserviceable			NIL
21.	Projector sony	1	NO.	2,000	Unserviceable			NIL

Bondo Campus

1.	Old newspapers	50	Kgs	5	Surplus			NIL
2.	Executive chairs	5	NO.	200	Unserviceable			NIL
3.	UPS	20	NO.	250	Unserviceable			NIL
4.	Sufurias 40ltrs	3	Pcs	2,500	Surplus			NIL
5.	Sufurias 30ltrs	2	Pcs	2,000	Surplus			NIL
6.	Dust jiko (medium size)	1	Pc	5,000	Surplus			NIL

7.	Ordinary jiko (medium)	4	Pcs	300	Surplus			NIL
8.	Ordinary jiko (large)	4	Pcs	800	Surplus			NIL
9.	Gas cooker (double stand)	1	Pcs	500	Surplus			NIL
10.	Ordinary broken doors	5	Pcs	200	Surplus			NIL
11.	Old tires	5	Pcs	300	Surplus			NIL
12.	Printer Kyocera 3 in 1	1	NO.	10,000	Surplus			NIL

Thika Campus

1.	Old computer monitors with back	5	NO.	100	Unserviceable			NIL
2.	Old executive office chair	1	NO.	100	Unserviceable			NIL
3.	Water dispenser-erdeman	1	NO.	300	Unserviceable			NIL
4.	Old Metallic Cabinet With 4 Shelves	1	NO.	200	Unserviceable			NIL
5.	Old wooden cabinet with one shelf	2	NO.	300	Unserviceable			NIL
6.	Old calculators - Casio	2	NO.	100	unserviceable			NIL
7.	Old printer HP4100	1	NO.	200	„			NIL
8.	CPU	11	NO.	200	„			NIL

Isiolo Campus

1.	Batteries	1	NO.	500	Unserviceable			NIL
2.	Batteries	2	NO.	1,000	Unserviceable			NIL
3.	UPS	1	NO.	1,000	Unserviceable			NIL

Manza Campus

1.	Faulty vehicle battery	2	Pcs	50	Unserviceable			NIL
2.	Rear wheel drum - 20kgs	2	Pcs	100	Unserviceable			NIL
3.	Faulty computer monitor	2	Pcs	20	Unserviceable			NIL
4.	Old newspapers	10	Kgs	10	Unserviceable			NIL
5.	Worn out mattresses without covers	10	Pcs	10	Unserviceable			NIL
6.	1000 litre tank PVC	2	PCS	500	Unserviceable			NIL

Lodwar Campus

1.	Laserjet 4200 printer	2	NO.	1,000	Unserviceable			NIL
2.	Desktop computers	27	NO.	2,000	Unserviceable			NIL
3.	Water dispenser- Ramtons	1	NO.	5,000	Unserviceable			NIL
4.	Fridge- Model No. RF/194 230V-50Hz Serial no: 10063 Date code: May,2007	1	NO.	10,000	Unserviceable			NIL
5.	Cooker oven FIESTA Model 1240 I	1	NO.	1,000	Unserviceable			NIL

Siaya Campus

1.	Used iron sheets (old)	16	Pcs	200	Unserviceable			NIL
2.	Tyres 205R16C	4	NO.	1,500	unserviceable			NIL
3.	UPS (Back up)	19	NO.	1,000	Unserviceable			NIL

Makueni Campus

1.	Faulty vehicle battery	9	Pcs	500	Unserviceable			NIL
2.	Rear wheel drum - 20kgs	2	Pcs	1,000	Unserviceable			NIL
3.	Faulty computer monitor	2	Pcs	300	Unserviceable			NIL
4.	Worn- out mattresses without covers	26	Pcs	100	unserviceable			NIL
5.	Vehicle tires	5	Pcs	500	unserviceable			NIL

Nyamira Campus

1.	Flash doors	5	NO.	500	Unserviceable			NIL
2.	Black 5000 liters Water Tanks	2	NO.	500	Unserviceable			NIL

Kisii Campus

1.	Duplicating machine gestener (420)	1	NO.	100	Unserviceable			NIL
2.	Duplicating machine (430)	1	NO.	100	Unserviceable			NIL
3.	Scanner	1	NO.	200	Unserviceable			NIL
4.	Copy printer (riso)	1	NO.	100	Unserviceable			NIL
5.	Electrostatic copying machine	1	NO.	100	Unserviceable			NIL
6.	LCD Projector	2	NO.	100	Unserviceable			NIL
7.	Keyboard	4	NO.	100	Unserviceable			NIL

8.	CPU	23	NO.	100	Unserviceable			NIL
9.	Steel cabinets	2	NO.	500	Unserviceable			NIL
10.	Office Tables	5	NO.	100	Unserviceable			NIL
11.	Ordinary tables	2	NO.	100	Unserviceable			NIL
12.	Flush doors	50	NO.	100	Unserviceable			NIL
13.	Arm chairs	3	NO.	100	Unserviceable			NIL
14.	Office chairs	6	NO.	100	Unserviceable			NIL
15.	Toner brother	11	NO.	10	Unserviceable			NIL
16.	Lower back arm chairs(metal)	30	NO.	100	Unserviceable			NIL
17.	Water heaters	7	NO.	5,000	Unserviceable			NIL
18.	Newspapers	150	Kgs	100	Unserviceable			NIL
19.	Water tank (5000litres)	1	NO.	8,000	Unserviceable			NIL
20.	Printer (Kyocera Model P6026CDN)	1	NO.	20,000	Unserviceable			NIL
21.	Toner TK 590 (K, M, Y, C)	8	NO.	13,000	Unserviceable			NIL
22.	UPS batteries	40	NO.	100	Unserviceable			NIL
23.	Assorted metallic pipes	400	Kgs	500	Unserviceable			NIL

Mathari Campus

1.	Printer	1	NO.	5,000	Unserviceable			NIL
2.	Old tyres (big)	5	NO.	500	Unserviceable			NIL
3.	Old tyres (medium)	4	NO.	200	Unserviceable			NIL
4.	Old water dispenser	1	NO.	1,000	Unserviceable			NIL
5.	Plastic scrap	Various	Kg	5	Unserviceable			NIL

Karuri Campus

1.	Old iron sheets/ plastic	scrap	Kg	50	Unserviceable			NIL
2.	Electric cooker	1	NO.	50	Unserviceable			NIL
3.	TV Texan 12''	1	NO.	50	Unserviceable			NIL
4.	Cash register	1	NO.	50	Unserviceable			NIL
5.	Old mattresses	4	NO.	50	Worn out			NIL

6.	Beds (metal)	5	NO.	100	Unserviceable			NIL
7.	Refrigerator	1	NO.	50	Unserviceable			NIL
8.	Fabric high back chair	1	NO.	50	Unserviceable			NIL
9.	Monitor 14''	1	NO.	50	Unserviceable			NIL

Embu Campus

1.	Broken wooden items	Various	NO	1,000	Unserviceable			NIL
2.	Calculator	4	NO	100	„			NIL
3.	Small printer	1	NO	500	unserviceable			NIL
4.	Wall clock	1	NO	1,000	unserviceable			NIL
5.	Tyres	39	NO	100	„			NIL
6.	Boilers	3	NO	2,000	„			NIL
7.	Assorted metal	Various	Kgs	2,500	„			NIL
8.	Table	4	NO	300	„			NIL
9	Boilers	6	NO	1,000	„			NIL
10	Gas cooker 4burner	1	NO	1,000	„			NIL
11	Opaque projector	1	NO	1,000	„			NIL
12.	Battery	3	NO	500	„			NIL
13	TV 32Inch	1	NO	500	„			NIL
14	Fridge	2	NO	500	„			NIL
15	Cabinet	1	NO	50	„			NIL
16	Sufuria	7	NO	200	„			NIL
17	Wooden cupboard	1	NO	1,500	„			NIL
18	Assorted books	Various		200	Unserviceable			NIL
19	Gas Cooker 2burner	1	NO.	100	Unserviceable			NIL
20	Monitors	11	NO.	1,000	Unserviceable			NIL
21	UPS	33	NO.	500	Unserviceable			NIL
22	Desktop saver	1	NO.	1,000	Unserviceable			NIL
23	Keyboard	25	NO.	100	Unserviceable			NIL
24	Overhead projector	1	NO.	1,000	Unserviceable			NIL
25	PSZ Mouse	4	NO.	10	Unserviceable			NIL
26	System unit (desktop)	7	NO.	250	Unserviceable			NIL

MOTOR VEHICLES

Garissa Campus

1.	GKW565 NISSAN HARDTOP	1	NO.	50,000	Unserviceable			1,000
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2.	GKT 328 NISSAN CABSTAR	1	NO.	100,000	Unserviceable			1,000
3.	KAY 683V	1	NO.	450,000	Unserviceable			1,000
Vihiga Campus								
1.	KAG 927F (MODEL CIVILIAN)	1	NO.	300,000	Unserviceable			1,000
Lake Victoria Campus								
1.	LAND ROVER TDI S/WAGON Reg. KAJ219H (Yom 2001)	1	NO.	92,000	Unserviceable			1,000
Machakos Campus								
1.	NISSAN CABSTER GK. T334	1	NO.	175,000	Unserviceable			1,000
Embu Campus								
1.	VEHICLE GK T120	1	NO.	90,000	Unserviceable			1,000
2.	VEHICLE GK J680	1	NO.	45,000	Unserviceable			1,000
Kakamega Campus								
1.	NISSAN CIVILIAN KAG928F	1	NO.	200,000	Unserviceable			1,000
Makueni Campus								
1.	MINI-BUS GKT091-MITSUBISHI	1	NO.		Unserviceable			1,000
Lamu Campus								
1.	TOYOTA PRADO KAM798Q	1	NO.	200,000	Unserviceable			1,000

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 origin
Citizenship details (*ID and or Passport Number*)
Name..... and signature.....

Part 2 (b) Partnership

Given details of partners as follows:

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

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

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

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

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

Given details of all directors as follows:

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

ETC.

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

Name

Designation

Signature and Company stamp or Seal.....

Date

6. Tender deposit commitment Declaration Form

Tender No. (As per tender documents)

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

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

Authorizing Official _____
(Name)

Designation _____

(Signature)

(Date)

FORM SD2

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

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

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

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

Bidder's Official Stamp

DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

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

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

Name of Authorized signatory.....

Sign.....

Position.....

Office address.....

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

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

(Company Seal/ Rubber Stamp where applicable)

Witness

Name.....

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

LETTER OF NOTIFICATION OF AWARD

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

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

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

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

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

OFFERED ITEMS AND PRICES

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

Authorized Signature:

Name and Title of Signatory:

Name of Procuring Entity.....

COPY OF THE LETTER OF NOTIFICATION OF AWARD

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

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

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

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

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

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

OFFERED ITEMS AND PRICES

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

Authorized Signature:

Name and Title of Signatory:

Name of Procuring Entity:

Officer(s) to be contacted

Name of Officer _____

Postal Address _____

Telephone Number _____

email Address _____

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

SIGNED BY THE PURCHASER

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

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

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

Name of Purchaser

Authorized Signature: _____ Date _____

Name and Title of Signatory

REQUEST FOR REVIEW

FORM FOR REVIEW (r.203(1))

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

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

BETWEEN

..... **APPLICANT**

AND

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

Request for review of the decision of the..... (Name of the Procuring Entity ofdated the...day of20.....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

