

REPUBLIC OF KENYA



OFFICE OF THE PRESIDENT

MINISTRY OF INTERIOR AND NATIONAL ADMINISTRATION

NAIVASHA SUB-COUNTY

TENDER NO. NVS/NMP/01/2024-2025

SALE OF BOARDED MOTOR VEHICLES

CLOSING/OPENING DATE: THURSDAY, 5TH DECEMBER, 2024 AT

10.00 A.M

RECEIPT NO.....

Serial No.....

MANDATORY CONDITIONS TO TENDER

- a) Must attach a copy of ID of the bidder (both sides on same page)
- b) Must attach a copy of KRA PIN certificate
- c) Must duly fill the form of tender in the format provided
- d) Must duly fill the confidential business questionnaire in the format provided
- e) Must attach copy (ies) of MR receipts for deposits of all lots applied for.

TABLE OF CONTENTS

	PAGE
	INTRODUCTION
	3
SECTION I	INVITATION TO TENDER.....
	3
SECTION II :	INSTRUCTIONS TO TENDERERS.....
	4
	Appendix to Instructions to tenderers.....
	11
SECTION III :	SCHEDULE OF ITEMS AND PRICE.....
	12
SECTION IV :	CONDITIONS OF TENDER.....
	13
	Appendix to Conditions of Tender.....
	14
SECTION V :	STANDARD FORMS.....
	15
	5.1 FORM OF TENDER.....
	16
5.2	CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM.....
	17
5.3	TENDER COMMITMENT DECLARATION FORM.....
	18

SECTION I**INVITATION TO TENDER**

Date **28th NOVEMBER, 2024**

Reference: **NVS/NMP/01/2024-2025**

Tender Name: **SALE OF EQUIPMENT AND STORES**

Bidders may obtain a complete set of tender document upon payment of non-refundable fees of **Kshs 1,000.00** in cash or bankers cheque payable to the Deputy County Commissioner at the Sub-County Treasury or download free of charge from the **website**.....Those who download from the website must register with the Supply Chain Management Office prior to opening date.

Tenderers will be required to pay in advance a refundable deposit of **Kshs 5,000.00** for equipment and stores quoted for in cash or Bankers cheque. **Failure to provide the refundable deposit will automatically lead to disqualification of the bidder**

The motor vehicles can be viewed during normal working hours on prior arrangement with the Sub County Supply Chain Management Officer

Completed tender documents enclosed in plain sealed envelopes, marked with the tender number and addressed to the Deputy County Commissioner should be deposited in the tender box provided at the Sub County Treasury so as to be received on or before **Thursday 5th December, 2024 at 10.00 A.M**

Prices quoted **MUST** remain valid for 60 days.

NB: Successful Bidders shall be required to pay for any other duties/ taxes that may be imposed by other relevant bodies.

Tenders will be opened immediately after the closing date and time in the presence of candidates or their representatives who choose to attend at the Naivasha NG-CDF Boardroom on **Thursday 5th December, 2024 at 10.00 A.M.**

Head, Supply Chain Management Services

FOR: DEPUTY COUNTY COMMISSIONER

NAIVASHA SUB-COUNTY

SECTION II - INSTRUCTIONS TO TENDERERS

Table of Clauses

	Page
2.1 Eligible tenderers.....	6
2.2 Cost of tendering.....	6
2.3 Tender documents.....	6
2.4 Clarification of documents.....	6
2.5 Amendments of documents.....	7
2.6 Tender prices and currencies.....	7
2.7 Tender deposit.....	7
2.8 Validity of tenders.....	8
2.9 Viewing of the tender items.....	8
2.10 Sealing and marking of tenders.....	8
2.11 Deadline for submission of tenders.....	8
2.12 Modification and withdrawal of tenders.....	9
2.13 Opening of tenders.....	10
2.14 Clarification of tenders.....	10
2.15 Evaluation and comparison of tenders.....	11
2.16 Award of tender criteria.....	11
2.17 Notification of award.....	11
2.18 Contacting the procuring entity.....	12

SECTION II - INSTRUCTION TO TENDERERS

2.1 Eligible Tenderers

- 2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Appendix to instructions to tenderers.
- 2.1.2 Tenderers shall not be under a declaration of ineligibility for corrupt or fraudulent Practices
- 2.1.3 The procuring entity's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender unless where specifically allowed under section 131 of the Act.

2.2 Cost of Tendering

- 2.2.1 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.
- 2.2.2 The price to be charged for the tender document shall not exceed Kshs.1, 000/=
- 2.2.3 The procuring entity shall allow the tender to review the tender document free of charge before purchase.

2.3 The Tender Document

- 2.3.1 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
 - (vii) Tender Commitment Declaration Form
- 2.3.2 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.

2.4. Clarification of Documents

- 2.4.1 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.
- 2.4.2 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.
- 2.4.3 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.

2.5 Amendment of Documents

- 2.5.1 At any time prior to the deadline for submission of tenders, the Procuring entity, 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 amendment
- 2.5.2 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.
- 2.5.3 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.

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 Kenya Shillings.

2.7 Tender deposit

- 2.7.1 The tenderer shall put a deposit for every item tendered for in the amount indicated in the schedule of items and prices.

- 2.7.2 Failure to put the required deposit for any item tendered for will lead to disqualification of the bid for the item.
- 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 tender validity prescribed by the procuring entity.
- 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 tender 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 by the procuring entity.
 - (b) in the case of a successful tenderer, if the tenderer fails to pay the balance of the bid price.

2.8 Validity of Tenders

- 2.8.1 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.
- 2.8.2 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 thereto 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.

2.9. Viewing of Tender Items

- 2.9.1 Prospective bidders are advised to view the items, stores/equipment in liaison with the procuring entity before they bid for each lot. 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 Marking of Tenders

- 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 **THURSDAY, 5TH DECEMBER, 2024** at 10:00 A.M.

2.11 Deadline for Submission of Tenders

- 2.11.1. Tenders must be received by the Procuring entity at the address specified not later than **THURSDAY, 5TH DECEMBER, 2024** at 10:00 A.M

2.11.2 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.

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 tenders, is received by the Procuring entity prior to the deadline prescribed for submission of tenders.

2.12.1.2 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 but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

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

2.12.2 Withdrawals and tenders

2.12.2.1 No tender may be withdrawn in the interval between the deadlines 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 Tenders

2.13.2 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend on **THURSDAY 5TH DECEMBER, 2024 at 10:00 A.M** and in the location specified in the invitation to tender.

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 the Procuring entity, 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

- 2.14.2 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.
- 2.14.3 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.

2.15 Evaluation and Comparison of Tenders

- 2.15.1 The Procuring entity will examine the tenders to determine whether they are 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 be determined to be substantially non responsive, will be rejected by the procuring entity.
- 2.15.2 The Procuring entity will evaluate and compare the tenders, which have been determined to be substantially responsive.
- 2.15.3 The tender evaluation committee 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 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 evaluated tender, subject to the reserves price.

2.17 Notification of Award

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

2.18 Contacting the Procuring entity

- 2.18.1 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.
- 2.18.2 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.

Appendix to Instructions to tenderers

The following information for sale of boarded stores and equipment 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 Appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers.

Instructions to Tenderers Reference	<i>Particulars of appendix to Instructions to tenderers</i>
2.1.1	<i>Indicate eligible tenderers: Kenyan citizens</i>
2.8.1	<i>Indicate tender validity: 60 Days</i>

SECTION III - SCHEDULE OF ITEMS AND PRICES

NAIVASHA SUB-COUNTY

LOT/ Nos.	MAKE/MODEL	STATUS	QUOTED UNIT PRICE (KSHS.)	REQUIRED DEPOSIT (KSHS.)	LOCATION
1.	NISSAN UR VAN MICRO-BUS GK A 797C EGN NO-942801Z	UNSERVICEABLE		5,000	NAIVASHA MAXIMUM PRISON YARD
2.	PEUGEOT 505 SALOON GK P 496 EGN NO-520575	UNSERVICEABLE		5,000	NAIVASHA MAXIMUM PRISON YARD
3.	NISSANUD CAGED LORRY GK Z 341 ENG NO-086576	UNSERVICEABLE		5,000	NAIVASHA MAXIMUM PRISON YARD
4.	ISUZU TXD CAGED LORRY GK Y 879 ENG NO-483045	UNSERVICEABLE		5,000	NAIVASHA MAXIMUM PRISON YARD
5.	PEUGEOT 405 STATION-WAGON KAH 008F GK ENG NO-516937	UNSERVICEABLE		5,000	NAIVASHA MAXIMUM PRISON YARD
6.	TOYOTA HIACE MICRO-BUS GK A 170M ENG NO-215622908	UNSERVICEABLE		5,000	NAIVASHA MAXIMUM PRISON YARD
7.	TOYOTA DYNA/TRUCK GK T470 ENG NO- 4D32766373	UNSERVICEABLE		5,000	NAIVASHA MAXIMUM PRISON YARD

Authorized official _____
Name _____ Signature _____

P.O. Box _____ Tel./Mobile No. _____

Date

SECTION IV - CONDITIONS OF TENDER

- 4.1 A tenderer may tender for each item or each lot and may tender for as many items or lots as he/she wishes.
- 4.2 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.
- 4.3 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.
- 4.4 Tenderers who will not be awarded contracts will be refunded the deposits fourteen (14) days after notification of the communication of the contract awards.
- 4.5 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.
- 4.6 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.

Appendix to Conditions of Tender

The following information for sale of boarded stores and equipment 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 tender and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the conditions of tender.

Conditions of tender reference	<i>Particulars of the appendix to Conditions of tender</i>
4.5	<i>Indicate storage charge: KSHS 300 PER DAY</i>

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.

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 supply and deliver.....
[Description of materials and spares] 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 Prices attached herewith and made part of this Tender.
2. We undertake, if our Tender is accepted, to deliver the materials and spares in accordance with the delivery schedule specified in the Schedule of Requirements.
3. If our Tender is accepted, we will obtain the guarantee of a bank in a sum equivalent to _____ percent of the Contract Price for the due performance of the Contract, in the form prescribed by(Procuring entity).
4. We agree to abide by this 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.
5. Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.
6. We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this _____ day of _____ 20_____

[Signature]

[In the capacity of]

Duly authorized to sign tender for and on behalf of _____

5.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part I 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 I- 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
.....
.....
.....

Part 2 (c) – Registered Company:

Private or Public.....

State the nominal and issued capital of company-

Nominal K£.....

Issued K£.....

Given details of all directors as follows:-

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

Date Signature of Candidate.....

*if Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration

5.3 Tender Deposit Commitment Declaration Form

Tender No. **NVS/NMP/01/2024-2025**

*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
LOT 1.	NISSAN UR VAN MICRO-BUS GK A 797C EGN NO-942801Z		
LOT 2.	PEUGEOT 505 SALOON GK P 496 EGN NO-520575		
LOT 3.	NISSANUD CAGED LORRY GK Z 341 ENG NO-086576		
LOT 4.	ISUZU TXD CAGED LORRY GK Y 879 ENG NO-483045		
LOT 5.	PEUGEOT 405 STATION-WAGON KAH 008F GK ENG NO-516937		
LOT 6.	TOYOTA HIACE MICRO-BUS GK A 170M ENG NO-215622908		
LOT 7.	TOYOTA DYNA/TRUCK GK T470 ENG NO-4D32766373		

Authorizing Official _____
(*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/s stated below under the above mentioned tender have been awarded to you.

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

(*FULL PARTICULARS*) _____

SIGNED FOR ACCOUNTING OFFICER