



**kasneb Towers, Hospital Road, Upper Hill, P.O. Box 41362-00100, Nairobi**

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**TENDER**

**FOR**

**SALE OF BOARDED ITEMS  
ICT EQUIPMENT AND TONERS**

**Tender Number: KAS/IET/11/2020/2021**

**AS PER THE ATTACHED SCHEDULE**

**TENDER SUBMISSION DEADLINE:**

**MONDAY, 30 NOVEMBER 2020 AT 11.00 A.M.**

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## SECTION A. GENERAL INFORMATION AND INSTRUCTIONS TO BIDDERS

### 1. Introduction

kasneb intends to sell **Boarded ICT Equipment and Toners** to eligible bidders through the competitive bidding method.

### 2. Eligible bidders

The invitation to bid is open to all adult persons who meet the requirements of Public Procurement Asset Disposal Act No.33 Of 2015 and have the financial ability to purchase the items immediately upon winning the bid.

### 3. Cost of bidding

All costs incurred by prospective bidders in preparation, provision and submission of the response to the invitation to bid shall be borne by the bidder.

### 4. Viewing of items

Bidders are advised to view the items before submitting their bids. Viewing of the items will be open from Wednesday, **18 November 2020 to Friday, 27 November 2020** during **working hours from 9.00am to 4.00 pm** at Kasneb Towers, Along Hospital Road, Upper Hill Nairobi.

Bidders shall be expected to put on adequate protective gear and observe COVID-19 health and safety guidelines issued by the Ministry of Health and the Government during Boarded motor vehicle viewing dates.

### 5. Issue of Bid Documents

Interested eligible bidders may obtain tender documents from the office of Supply Chain Management Unit at kasneb Towers, Hospital road, Upper Hill; Nairobi between 8:00 a.m. and 4:00 p.m. upon payment of non refundable fee of **Sh. 1,500** in cash per document **through M-Pesa Pay bill number- 204777 and Account number- 1203681194**. (AGPO registered bidders are **exempted** from paying the fee). The reference number shall be shown to the cashier in room number GF2, located in the **Ground Floor of kasneb Towers** for the issuing of receipt. Alternatively, the tender documents may be downloaded from the kasneb website: [www.kasneb.or.ke](http://www.kasneb.or.ke) or the National Treasury IFMIS portal: [www.supplies.treasury.go.ke](http://www.supplies.treasury.go.ke). at **NO FEE**.

The tender documents are for the Lot 3: ICT Equipment and Toners

### 6. Bid prices

The bidder shall indicate the bid price in the appropriate column in **Section B** of this document. The bidder shall indicate the total bid price inclusive of all relevant taxes and costs where applicable, of the goods bidden for.

### 7. Bid currency

Prices shall be quoted in Kenya shillings.

### 8. Compliance to statutory requirements

In case electronic waste is generated during or after reuse by successful bidders of the boarded items, the bidders shall engage persons licensed by the National

Environmental Management Authority (NEMA) to dispose of the waste pursuant to section 165 (2) of the Public Procurement and Asset Disposal Act 2015.

9. **Submission of bids:**

The bids shall be submitted in plain sealed envelopes marked “**Sale of Boarded ICT Equipment and Toners**” and clearly indicating **name of the Boarded Item and the tender number and shall be addressed to:**

**The Secretary Chief Executive Officer,**  
kasneb  
kasneb Towers, Hospital Road, Upper Hill  
**P.O. Box 41362-00100**  
**Nairobi.**

Thereafter the sealed bids shall be deposited in the **Tender Box** placed **next to Supply Chain Management Unit Office at kasneb Towers** on or before the closing date and time **Monday,30 November 2020 at 11:00 a.m.**

10. **Opening of bids**

The bids shall be opened immediately after closing time **Monday,30 November 2020 at 11:00 a.m.** Bidders or their representatives are invited to attend the bids opening at kasneb Towers as they adhere to the COVID-19 guidelines by the ministry of health.

11. **Evaluation and awarding of bids**

The bids shall be examined for completeness and accuracy of information, that is, full name of the bidder, address, telephone number, mobile phone number and ID/Passport number. The bids shall also be examined for accuracy of arithmetic calculations. Bids shall be awarded on the basis of the **highest responsive bids.**

12. **Payment for and collection of items sold**

Successful bidders shall be required to pay the total amount for the goods they have won and collect the goods within seven (14) days after notification of award to winning bidders or pay a **non-refundable 50% deposit** immediately, after notification of award and thereafter arrange to pay the balance and collect the goods within three (3) working days from the date of the notification of award.

To this effect the bidders are required to indicate full name, correct postal address, email address and a reliable telephone number or mobile phone number on their tenders to facilitate effective communication of the award.

13. **Bidder name and address**

The bidders are required to indicate their name in full. They should also give their correct address and reliable telephone number to facilitate effective communication.

**Note:** Section A is for your general information and instructions **only** and **should not** be submitted with the bids.

**SECTION B: APPENDICES OF SCHEDULE OF ASSORTED BOARDED ITEMS TO BE SOLD**

S/NO.	Item Description	Quantity No.
1.	Central Processing Units(CPU)	7
2.	Monitors	9
3.	Printers	4
4.	Uninterruptible Power Supply(UPS)	2
5.	Laptop	1
6.	Projector	1
7.	Toner HP Laser Jet 125A black	2
8.	Toner HP Laser Jet 125A yellow	1
9.	Toner HP Laser Jet 125A magenta	1
10.	Toner HP 15A	1
11.	Tally ribbon T62xx (old)	6
12.	Catriage DFX 9000	4
13.	Toner HP Laser Jet CC530A black(304)	1
14.	Toner HP Laser Jet CC532A yellow(304)	1
15.	Toner HP Laser Jet 2015D 53A	4
16.	Toner HP Laser Jet 1320 A 49A	4
<b>Total</b>		<b>49</b>

Please note that purchase of a boarded items shall be on “as is and where is”

# APPENDIX 1: BID PRICE SCHEDULE



## Lot Number 3:

### BID PRICE SCHEDULE

S/NO.	Name of the Item	Quantity	The amount quoted by Bidder inclusive of all applicable taxes and costs(sh.)
1.	Central Processing Units(CPU)	7	
2.	Monitors	9	
3.	Printers	4	
4.	Uninterruptible Power Supply(UPS)	2	
5.	Laptop	1	
6.	Projector	1	
7.	Toner HP Laser Jet 125A black	2	
8.	Toner HP Laser Jet 125A yellow	1	
9.	Toner HP Laser Jet 125A magenta	1	
10.	Toner HP 15A	1	
11.	Tally ribbon T62xx (old)	6	
12.	Catriage DFX 9000	4	
13.	Toner HP Laser Jet CC530A black(304)	1	
14.	Toner HP Laser Jet CC532A yellow(304)	1	
15.	Toner HP Laser Jet 2015D 53A	4	
16.	Toner HP Laser Jet 1320 A 49A	4	

The total amount in words Inclusive of all applicable taxes and costs quoted:

.....  
 .....

**Signature:** ..... **Designation** *(As appropriate)* .....

**National Identification Number:** .....

**Mobile Number:** ..... **Email Address:** .....

**Postal Address:** .....

**Company Stamp** *(As appropriate)* .....