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INVITATION FOR TENDER

FOR

KAS/IFT/06/2018/2019:

SALE OF ASSORTED BOARDED ITEMS

**AS PER THE ATTACHED SCHEDULE OF THE BOARDED
ITEMS**

TENDER SUBMISSION DEADLINE:

THURSDAY, 28 MARCH 2019 AT 11.00 A.M.

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SECTION A. GENERAL INFORMATION AND INSTRUCTIONS TO BIDDERS

1. Introduction

kasneb intends to sell **assorted boarded items** to eligible bidders through the competitive bidding method.

2. Eligible bidders

The invitation to bid is open to eligible bidders who conform to the requirements of the Public Procurement and 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, 13 March 2019 to Tuesday, 26 March 2019 during working hours.**

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. 1,000** in cash per document. (AGPO registered bidders are **exempted** from paying the fee).The fees shall be paid to the cashier in room number GF1, located in the Ground Floor of **kasneb** Towers. Alternatively, the tender documents may be downloaded from the **kasneb** website: www.kasneb.or.ke or the National Treasury IFMIS portal: www.supplies.treasury.go.ke. at **NO FEE.**

The tender documents are for the followings lots:

- (i) Lot 1: Assorted ICT Equipment and Office Equipment
- (ii) Lot 2: Assorted Furniture Items
- (iii) Lot 3: Assorted Sundry Items.
- (iv) Lot 4: Salvaged Materials from Decommissioned Passenger Lift.
- (v) Lot 5: Salvaged Materials from Demolition of Building.
- (vi) Lot 6: Standby Generator.

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, No.33 of 2015.

9. **Submission of bids:**

The bids shall be submitted in plain sealed envelopes marked “**Sale of Assorted Boarded Items**” and clearly indicating Lot No. and **the item tendered** and shall be addressed to:

Acting 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 **Thursday, 28 March 2019 at 11:00 a.m.**

10. **Opening of bids**

The bids shall be opened immediately after closing time **Thursday, 28 March 2019 at 11:00 a.m.** Bidders or their representatives are invited to attend the bids opening at **kasneb Towers Conference Hall.**

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 (7) 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 fourteen (14) working days from the date of the notification of award. Thereafter a storage fee of Shs.2,000 per day shall be charged for the uncollected goods.

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. Where applicable the bidders shall be required to provide Company certificate of registration and/or AGPO certificate.

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

NO.	ITEM	QUANTITY
Lot 1	Assorted ICT Equipments and Office Equipment CPU's Monitors Keyboards Printer Laptop UPS's	<ul style="list-style-type: none"> • Lot of - 5 pcs • Lot of - 4 pcs • Lot of - 4 pcs • Lot of - 1 pcs • Lot of - 1 pc • Lot of - 8 pcs
Lot 2	Assorted Furniture Items <ul style="list-style-type: none"> • Metal cabinets • Chairs 	<ul style="list-style-type: none"> • Lot of - 1 pc • Lot of - 4 pcs
Lot 3	Sundry Items <ul style="list-style-type: none"> • Jerricans 	<ul style="list-style-type: none"> • Lot - 7
Lot 4	Salvaged Materials from Decommissioned Passenger Lift (Metals, Plates and Scrap)	<ul style="list-style-type: none"> • Lot - 1
Lot 5	Salvaged Materials from Demolition of Building (Metals, Blocks, Plates and scrap)	<ul style="list-style-type: none"> • Lot - 1
Lot 6	Standby Generator	<ul style="list-style-type: none"> • Lot -1

Please note that purchase of a **Standby Generator** shall be on “**as is and where is**”

APPENDIX 1: BID PRICE SCHEDULE



Lot 1: Assorted ICT EQUIPMENT AND OFFICE EQUIPMENT

BID PRICE SCHEDULE

No.	Name of the Bidder	Quantity	The amount quoted inclusive of all applicable taxes and costs (Sh.)
1.	CPU's	Lot of - 5 pcs	
2.	Monitors	Lot of - 4 pcs	
3.	Keyboards	Lot of - 4 pcs	
4.	Printer	Lot of - 1 pc	
5.	Laptop	Lot of - 1 pc	
6.	UPS's	Lot of - 8 pcs	
Grand Total (Shs.)			

The total amount in words Inclusive of all applicable taxes and costs quoted for Lot 1: Assorted ICT Equipment and Office Equipment

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

National Identification Number:

Mobile Number: **Email Address:**

Postal Address:

Company Stamp *(As appropriate)*

APPENDIX 2: BID PRICE SCHEDULE



LOT 2: ASSORTED FURNITURE ITEMS

BID PRICE SCHEDULE

No.	Name of the Bidder	Quantity	The amount quoted inclusive of all applicable taxes and costs (Sh.)
1.	Metal Cabinets	Lot of - 1 pcs	
2.	Chairs	Lot of - 4 pcs	
Grand Total			

The total amount in words Inclusive of all applicable taxes and costs quoted for Lot 2: Assorted Furniture

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Name:

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

National Identification Number:

Mobile Number: **Email Address:**

Postal Address:

Company Stamp *(As appropriate)*

APPENDIX 3: BID PRICE SCHEDULE



LOT 3: ASSORTED SUNDRY ITEMS

BID PRICE SCHEDULE

No.	Name of the Bidder	Quantity	The amount quoted inclusive of all applicable taxes and costs (sh.)
1.	Jerricans	one lot - 7 pcs	
Grand Total			

The total amount in words Inclusive of all applicable taxes and costs quoted for Lot 3: Assorted General Stationery and Sundry Items

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Name:

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

National Identification Number:

Mobile Number: **Email Address:**

Postal Address:

Company Stamp *(As appropriate)*

APPENDIX 4: BID PRICE SCHEDULE



Lot Number 4: Salvaged materials from decommissioned passenger lift

BID PRICE SCHEDULE

No.	Name of the Bidder	Quantity	The amount quoted inclusive of all applicable taxes and costs (Sh.)
1.	Salvaged materials from decommissioned passenger lift. (Metal, Plates and Scrap)	One lot	
Grand Total			

The total amount in words Inclusive of all applicable taxes and costs quoted for Lot 4 :
Salvaged materials from decommissioned passenger lift. (Metal, Plates and Scraps)

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Name:

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

National Identification Number:

Mobile Number: **Email Address:**

Postal Address:

Company Stamp *(As appropriate)*

APPENDIX 5: BID PRICE SCHEDULE



Lot Number 5: Salvaged materials from demolition of building

BID PRICE SCHEDULE

No.	Name of the Bidder	Quantity	The amount quoted inclusive of all applicable taxes and costs (Sh.)
1.	Salvaged materials from demolition of building (Metals, blocks, Plates and Scrap)	One lot	
Grand Total			

The total amount in words Inclusive of all applicable taxes and costs quoted for Lot 4 :
Salvaged materials from decommissioned passenger lift. (Metal, Plates and Scraps)

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Name:

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

National Identification Number:

Mobile Number: **Email Address:**

Postal Address:

APPENDIX 6: BID PRICE SCHEDULE



Lot Number 6: Standby Generator

BID PRICE SCHEDULE

No.	Name of the Bidder	Quantity	The amount quoted inclusive of all applicable taxes and costs (sh.)
1.	Standby Generator	1 unit	
Grand Total			

The total amount in words Inclusive of all applicable taxes and costs quoted for Lot 5: Standby Generator

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Name:

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

National Identification Number:

Mobile Number: **Email Address:**

Postal Address:

Company Stamp *(As appropriate)*