



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

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INITIATION FOR TENDER

FOR

KAS/IFT/06/2019/2020:

Sale of Assorted Boarded Items

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

TENDER SUBMISSION DEADLINE:

WEDNESDAY, 6 NOVEMBER 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 adult persons who meet the requirements of 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, 9 October 2019 to Tuesday, 5 November 2019 from 9:00 a.m to 4:00 p.m**

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. (YAGPO 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 Towers **kasneb**. Alternatively, the tender documents may be downloaded from the 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, Office Equipment and Furniture Items.
- (ii) Lot 2: Assorted General Stationery, Sundry Items, Old Tyres and Batteries.
- (iii) Lot 3: Motor Vehicles
 - 3(a): Subaru Legacy Saloon - KAV 029E
 - 3(b): Toyota Corolla Saloon - KAY 835V
 - 3(c): Toyota TGN15R Pickup - KBN 988E

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 Assorted Boarded Items**” and clearly indicating Lot No. and **the item tendered** 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 **Wednesday, 6 November 2019 at 11:00 a.m.**

10. **Opening of bids**

The bids shall be opened immediately after closing time **Wednesday, 6 November 2019 at 11:00 a.m.** Bidders or their representatives are invited to attend the bids opening **kasneb Towers.**

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 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

NO.	ITEM	QUANTITY
Lot 1	<p>Assorted ICT Equipments, Office Equipments and Furniture</p> <ul style="list-style-type: none"> • Monitors • Keyboards • UPS's • Telephone heads and mobile phones • Projector • Metal Cabinet • Chairs 	<ul style="list-style-type: none"> • Lot of - 2 pcs • Lot of - 2 pcs • Lot of - 6 pcs • Lot of - 1pc • Lot of - 1 pc • Lot of - 2 pcs • Lot of - 5 pcs
Lot 2	<p>Assorted General Stationery, Sundry Items, Old Tyres and Batteries</p> <ul style="list-style-type: none"> • Blank Plastic ID cards • Toner HP 10A • Toner HP 15A • Tally ribbon T62xx • Jerricans • Old newspapers • Tyres (20 pcs) and Batteries (4pcs) 	<ul style="list-style-type: none"> • Lot of - 31,000 pcs • Lot of - 4 pcs • Lot of - 5 pcs • Lot of - 19 pcs • Lot of - 18 pcs • One (1) lot • One (1) lot

Lot 3	Motor Vehicles	
	3(a) Subaru Legacy - KAV 029E	1 unit
	3(b) Toyota Corolla - KAY 835V	1 unit
	3(c) Toyota TGN15R Pickup - KBN 988E	1 unit

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

APPENDIX 1: BID PRICE SCHEDULE



Lot 1: Assorted ICT EQUIPMENT, OFFICE EQUIPMENT AND FURNITURE ITEMS

BID PRICE SCHEDULE

No.	Item Description	Quantity	The amount quoted inclusive of all applicable taxes and costs (Sh.)
1.	Monitors	Lot of - 2 pcs	
2.	Keyboards	Lot of - 2 pcs	
3.	UPS's	Lot of - 6 pcs	
4.	Telephone heads and mobile phones	Lot of - 1 pc	
5.	Projector	Lot of - 1 pc	
6.	Metal Cabinet	Lot of - 2 pcs	
7.	Chairs	Lot of - 5 pcs	
Grand Total (Shs.)			

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

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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 GENERAL STATIONERY, SUNDRY ITEMS, OLD TYRES AND BATTERIES

BID PRICE SCHEDULE

No.	Item Description	Quantity	The amount quoted inclusive of all applicable taxes and costs (Sh.)
1.	Blank Plastic ID cards	Lot of - 31,000 pcs	
2.	Toner HP 10A	Lot of - 4 pcs	
3.	Toner HP 15A	Lot of - 5 pcs	
4.	Tally ribbon T62xx	Lot of - 19 pcs	

5.	Jerricans	Lot of - 18 pcs
6.	Old newspapers	One (1) lot
7.	Tyres and batteries	One (1) lot
		Grand Total (Shs.)

The total amount in words Inclusive of all applicable taxes and costs quoted for Lot 2: Assorted General Stationery, Sundry Items, Old Tyres and Batteries

Name:

Signature: Designation (As appropriate)

National Identification Number:

Mobile Number: Email Address:

Postal Address:

Company Stamp (As appropriate)

APPENDIX 3: BID PRICE SCHEDULE



Lot Number 3 (a): Motor Vehicle - Subaru Legacy

SUBARU LEGACY

S/No	Description	Subaru Legacy	Quantity	The amount quoted inclusive of all applicable taxes and costs (sh.)
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(a)	Type/Model	Saloon	1 unit	
(b)	Registration Number	KAV 029E		
(c)	Year of Manufacture	2006		
(d)	Reserve Price (Sh.)	Sh.850,000		
Grand Total (Shs.)				

The total amount in words Inclusive of all applicable taxes and costs quoted for Lot 3 (a):
Motor Vehicle - Subaru Legacy

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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 Number 3(b): Motor Vehicle - Toyota Corolla

TOYOTA COROLLA

S/No	Description	Toyota Corolla	Quantity	The amount quoted inclusive of all applicable taxes and costs (sh.)
(a)	Type/Model	Saloon	1 Unit	
(b)	Registration Number	KAY 835V		
(c)	Year of Manufacture	2007		
(d)	Reserve Price (Sh.)	Sh.600,000		
Grand Total (Shs.)				

The total amount in words Inclusive of all applicable taxes and costs quoted for Lot 3 (b):

Motor Vehicle - **Toyota Corolla**

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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 Number 3(c): Motor Vehicle - Toyota Pick Up

TOYOTA PICK UP

S/No	Description	Toyota TGN 15R Pickup	Quantity	The amount quoted inclusive of all applicable taxes and costs (Sh.)
(a)	Type/Model	Pick Up	1 unit	
(b)	Registration Number	KBN 988E		
(c)	Year of Manufacture	2011		
(d)	Reserve Price (Sh.)	Sh.1,500,000		
Grand Total (Shs.)				

The total amount in words Inclusive of all applicable taxes and costs quoted for Lot 3 (c):
Motor Vehicle - Toyota Pick Up

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Name:

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

National Identification Number:

Mobile Number: **Email Address:**

Postal Address:

Company Stamp *(As appropriate)*