



REPUBLIC OF KENYA

MINISTRY OF ENERGY

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TENDER DOCUMENT

FOR

**SALE OF BOARDED MOTOR VEHICLES,
ASSORTED STORES AND EQUIPMENTS**

TENDER NO: MOE/ONT/04/2020-2021

CLOSING DATE: TUESDAY, 16th FEBRUARY, 2021 AT 10.00 A.M.

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SECTION I: INVITATION TO TENDER

Date Tuesday, 26th January, 2021

Tender Ref No: MOE/ONT/04/2020-2021

**Tender Name: SALE OF BOARDED MOTOR VEHICLES,
ASSORTED STORES AND EQUIPMENTS**

- 1.1 The Ministry of Energy invites sealed tenders from eligible candidates to purchase boarded motor vehicles, assorted stores and equipment whose specifications are as detailed in the Tender Document.
- 1.2 Interested eligible candidates may obtain further information from and inspect the tender documents at Ministry of Energy, Kawi House-Block A, South C; Supply Chain Management offices on 1st Floor during normal working hours.
- 1.3 A complete set of tender documents may be obtained by interested candidates upon payment of non-refundable fees of *Kshs.1000* in cash or banker's cheque payable to Principal Secretary, Ministry of Energy at Cash Office on Mezzanine Floor.
- 1.4 Tender documents may also be downloaded free of charge from IFMIS Suppliers' portal www.supplier.treasury.go.ke and/or Ministry of Energy website: www.energy.go.ke. Downloaded Tender documents must be registered at the Supply Chain Management offices.
- 1.5 Tenderers for the sale of boarded vehicles will be required to pay in advance, through banker's cheque, a deposit of Kshs. 10,000 per vehicle which shall be refunded to the unsuccessful bidders and form part of payment to the successful bidders.
- 1.6 Prices quoted should be net, must be in Kenya Shillings and shall remain valid for 120 days from the closing date of the tender.
- 1.7 All Bid Documents must be sequentially serialized / paginated
- 1.8 Viewing /inspection of all vehicles, assorted stores and equipments by the interested bidders shall be conducted on Thursday, 4th February 2021 and Thursday, 11th February, 2021 respectively, at 11.00 a.m. at Jamuhuri Energy Centre along Ngong road next to Nairobi show ground.
- 1.9 Completed tender documents both original and copy are to be enclosed in plain sealed envelopes marked with the tender reference number and the tender name and deposited in the Tender Box at the

Ministry of Energy, Kawi House Block A, South C on 1st Floor or addressed to Principal Secretary, Ministry of Energy, Kawi House P.O. Box 30582-00100 Nairobi so as to be received on or before (Tuesday, 16th February 2021, at 10:00Am)

- 1.10 Tenders will be opened immediately thereafter in the presence of the tenderers or their representatives who choose to attend at Ministry of Energy, Kawi House P.O Box 30582-00100 Nairobi 3rd Floor Boardroom, Kawi House.

**Head, Supply Chain Management Services,
For: Principal Secretary, Ministry of Energy.**

SECTION II - INSTRUCTIONS TO TENDERERS

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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.5,000/=
- 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 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

1.11 The tenderer shall seal the tender and mark it with the number and name of the tender and "DO NOT OPEN BEFORE (Tuesday,16th February2021, at 10:00Am)

2.11 Deadline for Submission of Tenders

1.12 2.11.1. Tenders must be received by the Procuring entity at the address specified not later than(Tuesday,16th February2021, at 10:00Am)

2.11.2The 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 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

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 at (Tuesday 16th, February 2021 at 10:00Am) 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	This Tender is open to all eligible Kenyan citizens willing to participate.
2.2.2	Price of Tender document is KShs 1000/=
2.6.2	Prices quoted shall be fixed during the tender validity period.
2.6.3	Prices quoted shall be in Kenya Shillings
2.7.1	Tender deposit for boarded Motor vehicles- KShs 10,000 per vehicle and shall be compulsory.
2.7.3	Unsuccessful Tenderer's deposit will be refunded not later than 7 days after expiry of tender validity period
2.7.4	Successful Tenderer's deposit will be credited to bid price
2.8.1	Tenders shall remain valid for 120 days after date of tender opening.
2.9	Viewing of the items for disposal will take place on Thursday, 4 th February 2021 and on Thursday, 11 th February, 2021 respectively, at 11.00 a.m. at Jamuhuri Energy Centre along Ngong road next to Nairobi show ground during normal working hours. Bids are based on AS WHERE IS CONDITION and the

	conditions of the items are not warranted by the seller.																						
2.11	Deadline for submission of Tenders will be on Tuesday, 16 th February, 2021 at 10:00Am																						
2.15	<p>Evaluation Criteria This will be two-fold comprising preliminary examination/ Mandatory and financial evaluation.</p> <p>Preliminary examination/ mandatory</p> <table border="1"> <thead> <tr> <th>No</th> <th>Requirement</th> <th>Responsive/ Not Responsive</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Must submit a copy of registration/incorporation certificate for a company or National ID for individuals</td> <td></td> </tr> <tr> <td>2</td> <td>Must submit a copy of valid Tax compliance certificate (for sole proprietors /limited liability companies)</td> <td></td> </tr> <tr> <td>3</td> <td>Must fill the bid amount in the Schedule of items and prices section in the format provided</td> <td></td> </tr> <tr> <td>4</td> <td>Must duly fill, sign and stamp the Form of Tender in the format provided.</td> <td></td> </tr> <tr> <td>5</td> <td>Must duly fill, sign and stamp the Confidential Business Questionnaire in the format provided (for companies)</td> <td></td> </tr> <tr> <td>6</td> <td>Must duly fill, sign and stamp the tender deposit commitment Declaration Form in the format</td> <td></td> </tr> </tbody> </table>		No	Requirement	Responsive/ Not Responsive	1	Must submit a copy of registration/incorporation certificate for a company or National ID for individuals		2	Must submit a copy of valid Tax compliance certificate (for sole proprietors /limited liability companies)		3	Must fill the bid amount in the Schedule of items and prices section in the format provided		4	Must duly fill, sign and stamp the Form of Tender in the format provided.		5	Must duly fill, sign and stamp the Confidential Business Questionnaire in the format provided (for companies)		6	Must duly fill, sign and stamp the tender deposit commitment Declaration Form in the format	
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		provided	
	7	Must duly fill, sign and stamp the SELF-DECLARATION FORM in the format provided	
	8	Must duly fill and sign Motor Vehicle Viewing /inspection certificate form	
	9	Must submit proof of payment of vehicle deposit (Bank deposit slip) of KShs 10,000 per motor vehicle. FOR MOTOR VEHICLE BIDDERS ONLY.	
	10	Must submit the original deposit receipt of the lots tendered for	
		Responsiveness	

NOTE

AT THIS STAGE THE TENDERER'S SUBMISSION WILL EITHER BE RESPONSIVE OR NON RESPONSIVE. THE NON RESPONSIVE SUBMISSIONS WILL BE ELIMINATED FROM THE ENTIRE EVALUATION PROCESS.

Financial Evaluation

The bidder's financial quotes will be evaluated and compared and recommendation for award will be made to the HIGHEST evaluated tender, subject to the reserve price in each lot.

SECTION III - SCHEDULE OF REQUIREMENTS AND PRICE SCHEDULE

Notes on schedule of Requirements/Items and Prices schedule

1. The procuring entity will prepare the schedule of items/requirements 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 require/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.

**SECTION III - SCHEDULE OF REQUIREMENTS AND PRICES
SCHEDULE**

S/N	LOT NO.	Item Description	Unit of Issue	Total Qty	Total Reserve Prices (Kshs.)	Required Deposit per Lot (KShs)	Bid Amount per Lot (Kshs.)
1.	ASSORTED OBSOLETE & UNSERVISABLE STORES TO BE DISPOSED OFF						
	Lot. 1	A) TyreTubes	Ctns	4	13,600.00	NIL	
		B) Tyres New	No.	4			
		C) Side Mirror	No.	2			
2.	Lot. 2	Used Tyres – (Old)	No.	90	12,300.00	NIL	
3.	Lot. 3	A) Cartridges	Pcs	5	8,360.00		
		B)Telephone Heads	No.	15			
		C) Fax Machines	No.	12			
		D) Coppier Machines	No.	2			
		E) Television Set Black & White	Set	1			
		F) Electronic Tax Calculator	No.	1			
4.	Lot. 4	A) Water dispenser	PCS	2	9,187.00	NIL	
		B) Hoover Brushes	No.	3			
		C)Laptops	No.	3			
		D) Data Boxes with Devices	No.	4			
		E)KP&TC-Communication Data Boxes	No.	2			
		F)Digital Analyzers	No.	5			
		G) Binding Machines	No.	2			
5.	Lot. 5	A) Printer paper	No.	1	8,390.00	NIL	
		B) CPU/backups	No.	11			
		C) Printer	No.	10			
		D) key boards	No.	4			
		E) Monitors	No.	4			
		F) CPUs	No.	4			
		G) Xerox papers Rolls	Rolls	6			
6.	Lot. 6	Water Pumps	No.	2	7,650.00	NIL	
7.	Lot 7	HP Printer (A 0)	No.	1	4,410.00	NIL	

MOTOR VEHICLES TO BE DISPOSED OFF							
S/N	LOT NOs.	Vehicle Registration Make/Model	YOM	QTY	RESERVE PRICE (KSHs)	REQUIRED DEPOSIT	TOTAL TENDER PRICE (KSHs)
1.	Lot. 8	GKA 725S Land Rover 110 Puma	2009	1	250,000.00	10,000/=	
2.	Lot. 9	GKB 098B Land Rover 110 Puma	2012	1	250,000.00	10,000/=	
3.	Lot.10	GKB 099B Land Rover 110 Puma	2012	1	250,000.00	10,000/=	
4.	Lot.11	GKA 251M Toyota NZE	2006	1	70,000.00	10,000/=	
5.	Lot.12	GKB 604B Nissan T30	2012	1	150,000.00	10,000/=	
6.	Lot.13	GKA174G Mitsubishi Pajero	2003	1	150,000.00	10,000/=	
7.	Lot.14	GKA 475T Nissan Patrol Sation Wagon (S/W)	2008	1	200,000.00	10,000/=	
8.	Lot.15	GKA 102T TOYOTA Double cab	2008	1	200,000.00	10,000/=	
9.	Lot.16	GKA 726S Land Rover 110 Puma	2009	1	400,000.00	10,000/=	

NOTE

All the above Boarded motor vehicles, assorted stores and equipments are located at Jamuhuri Energy Centre, along Ngong road next to Nairobi show ground.

Authorized official _____

Name

Signature

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>The storage charge per day will be K Shs500/=</i>
4.6	The Ministry of Energy will provide bidders with reserve prices for all the items, those tendered for below the reserve price will be retained by the Ministry.

5.1 Form of Tender

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 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 Prices attached herewith and made part of this Tender.

LOT 1: TOTAL AMOUNT:

Kshs.....(In figures)

Kshs.....
.....(
Amount in words)

LOT 2: TOTAL AMOUNT:

Kshs.....(In figures)

Kshs.....
.....(
Amount in words)

LOT 3: TOTAL AMOUNT:

Kshs.....(In figures)

Kshs.....
.....(
Amount in words)

LOT 4: TOTAL AMOUNT:

Kshs.....(In figures)

Kshs.....(
.....(
Amount in words)

LOT 5: TOTAL AMOUNT:

Kshs.....(In figures)

Kshs.....(
.....(
Amount in words)

LOT 6: TOTAL AMOUNT:

Kshs.....(In figures)

Kshs.....(
.....(
Amount in words)

LOT 7: TOTAL AMOUNT:

Kshs.....(In figures)

Kshs.....(
.....(
Amount in words)

LOT 8: TOTAL AMOUNT:

Kshs.....(In figures)

Kshs.....(
.....(
Amount in words)

LOT 9: TOTAL AMOUNT:

Kshs.....(In figures)

Kshs.....(
Amount in words)

LOT 10: TOTAL AMOUNT:

Kshs.....(In figures)

Kshs.....(
Amount in words)

LOT 11: TOTAL AMOUNT:

Kshs.....(In figures)

Kshs.....(
Amount in words)

LOT 12: TOTAL AMOUNT:

Kshs.....(In figures)

Kshs.....(
Amount in words)

LOT 13: TOTAL AMOUNT:

Kshs.....(In figures)

Kshs.....(
Amount in words)

LOT 14: TOTAL AMOUNT:

Kshs.....(In figures)

Kshs.....
.....(
Amount in words)

LOT 15: TOTAL AMOUNT:

Kshs.....(In figures)

Kshs.....
.....(
Amount in words)

LOT 16: TOTAL AMOUNT:

Kshs.....(In figures)

Kshs.....
.....(
Amount in words)

- 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 abide by the tender for a period of **120 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.

Date this _____ day
of _____ 20_____

(Signature)
of)

(in the capacity

Duly authorized to sign tender for and on behalf of

5.2 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

<p>Part 1 – General</p> <p>Business Name</p> <p>Location of business Premises</p> <p>Plot No. Street/Road</p> <p>Postal Address Tel No.</p> <p>Nature of business</p> <p>Current Trade Licence No. Expiring date</p> <p>Maximum value of business which you can handle at any one time Kshs</p> <p>Name of your bankers Branch</p>

	<p>Part 2 (a) – Sole Proprietor</p> <p>Your Name in full Age</p> <p>Nationality Country of origin</p> <p>* Citizenship details</p>																														
	<p>Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 35%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> <th style="width: 20%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	2.	3.	4.					
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2.																											
3.																											
4.																											
	<p>Part 2 (c) – Registered Company</p> <p>Private or Public</p> <p>State the nominal and issued capital of company –</p> <p style="padding-left: 40px;">Nominal Kshs.</p> <p style="padding-left: 40px;">Issued Kshs.</p> <p>Given details of all directors as follows</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 35%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> <th style="width: 20%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>5.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	2.	3.	4.	5.
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2.																											
3.																											
4.																											
5.																											
<p>Date Seal/Signature of Candidate</p> <p>.....</p>																															

5.3 Tender deposit commitment Declaration Form

Tender No. (MOE /ONT/04/2020-2021)

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

Authorizing Official _____
(name)

(signature)

(Date)

5.4. SELF DECLARATION FORMS

(r.47)

FORM SD1

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I,, of Post Office Boxbeing a resident of in the Republic of do hereby make a statement as follows:-

1. THAT I am the Company Secretary/ 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.

Kenya Subsidiary Legislation, 20208532.

2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.

3. THAT what is deponed to hereinabove is true to the best of my knowledge, information and belief

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

Bidder Official Stamp

5.5. SELF DECLARATION FORMS

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.Kenya Subsidiary Legislation, 20208542.

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 hereinabove is true to the best of my knowledge information and belief.....

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

Bidder's Official Stamp

5.6. 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

5.7 MOTOR VEHICLES VIEWING/INSPECTION CERTIFICATE FORM

This is to certify that M/s/ Mr.have visited, inspected and views the Motor Vehicles

(sitename), VehiclesRegistration(s).....

Ministry of Energy Representative

Name:.....

Sign:.....

Date:.....

Official Stamp:

Tenderers Representative

Name;.....

Signature;.....

Date:.....

Official Stamp:(in case of a Limited Company / Sole Propriators)

5.8 REQUESTS FOR REVIEW FORM

FORM RB 1

**REPUBLIC OF KENYA
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*) of
.....dated the...day of20.....in the matter of Tender No.....of
.....20...

REQUEST FOR REVIEW

I/We.....,the above named Applicant(s), of address: Physical
address.....Fax 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.
- etc.

By this memorandum, the Applicant requests the Board for an order/orders that: -

- 1.
- 2.
- etc

SIGNED(Applicant)

Dated on.....day of/...20...

FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on day of
.....20.....

**SIGNED
Board Secretary**