



TECHNICAL UNIVERSITY OF MOMBASA

P.O. Box 90420-80100

Tel: (+254) 0208095365/ (+254) 0208095368 (+254) 020 8095371/0733 955377

Email: procurement@tum.ac.ke

TENDER NO: TUM/T/30/2020-2021

SALE OF ASSORTED STORE ITEMS

**CLOSING/OPENING DATE & TIME: WEDNESDAY, 9TH JUNE, 2021 AT
10.00AM (TENDER BOX A)**

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TENDER DOCUMENTS FOR DISPOSAL OF ASSORTED STORES ITEMS

(1) NAME AND CONTACT ADDRESSES OF PROCURING ENTITY

**TECHNICAL UNIVERSITY OF MOMBASA
P.O. BOX 90420-80100 MOMBASA, KENYA
procurement@tum.ac.ke**

(2) Invitation to Tender (ITT) No. TUM/T/30/2020-2021

(3) Tenderer's Name _____

INVITATION TO TENDER
TECHNICAL UNIVERSITY OF MOMBASA
P.O. BOX 90420-80100 MOMBASA, KENYA

TENDER NAME: SALE OF ASSORTED STORE ITEMS

TENDER NO.: TUM/T/30/2020/2021

1. Technical University of Mombasa now invites sealed tenders from eligible candidates to Purchase of Assorted Boarded Store items.
2. Interested eligible candidates may obtain further information at the address provided below. **Items will be sold as they are, without any encumbrances.**
3. Interested tenderers may inspect the goods to be sold during office hours *i.e. 0900 to 1500 hours* at the address given below.
4. A complete set of tender documents may be obtained by interested candidates upon payment of non-refundable fees of KES 1000 payable to *Technical University of Mombasa National Bank Account 0102100751081(hard copy)* or from Technical University of Mombasa website: www.tum.ac.ke or PPIP portal **<http://tenders.go.ke> free of charge**. Due to COVID-19 pandemic, bidders are encouraged to download tender documents to minimize physical visit to TUM Offices.
5. Tenderers will be required to pay in advance a fundable deposit as indicated in the Appendix to Instructions to tenderers.
6. Completed tenders must be delivered to the address below on or before **Wednesday 9th June 2021** at 10.00 a.m. Electronic Tenders *will not* be permitted.
7. Prices quoted should be net, must be in Kenya Shillings and shall remain valid for the period to be determined by the Procuring Entity from the closing date of the tender.
8. Tenders will be opened immediately after the deadline date and time specified above or any deadline date and time specified later. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address below.
9. Late tenders will be rejected.
10. The addresses referred to above are:

A. Address for obtaining further information, and for inspecting the goods to be sold.

TECHNICAL UNIVERSITY OF MOMBASA
MAIN CAMPUS, TUDOR
PROCUREMENT DEPARTMENT
P.O. BOX 90420-80100 MOMBASA, KENYA
TEL: (+254) 0208095365/ (+254) 0208095368 (+254) 020 8095371/0733 955377
EMAIL: procurement@tum.ac.ke

B. Address for Submission of Tenders.

VICE CHANCELLOR
TECHNICAL UNIVERSITY OF MOMBASA
MAIN CAMPUS, TUDOR
Administration Block 1st Floor, TENDER BOX A
P.O. BOX 90420-80100 MOMBASA, KENYA
TEL: (+254) 0208095365/ (+254) 0208095368 (+254) 020 8095371/0733 955377
EMAIL: procurement@tum.ac.ke

C. Address for Opening of Tenders.

TECHNICAL UNIVERSITY OF MOMBASA
MAIN CAMPUS, TUDOR
GRADUATION (G) SQUARE
P.O. BOX 90420-80100 MOMBASA, KENYA
TEL: (+254) 0208095365/ (+254) 0208095368 (+254) 020 8095371/0733 955377
EMAIL: procurement@tum.ac.ke

VICE CHANCELLOR
TECHNICAL UNIVERSITY OF MOMBASA

SECTION I - INSTRUCTIONS TO TENDERERS

1 Eligible Tenderers

- 1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Appendix to instructions to tenderers.
- 1.2 Tenderers shall be under a declaration of ineligibility for corrupt or fraudulent practices
- 1.3 Technical University of Mombasa's employees, committee members, board members and their Spouses, Child, Parent, Brothers or Sister. Child, Parent, Brother or Sister of a Spouse are not eligible to participate in the tender unless where specifically allowed under section 131 of the Act.
- 1.4 A Kenyan tenderer shall provide evidence of having fulfilled his/her tax obligations by producing a valid tax compliance certificate or tax exemption certificate issued by the Kenya Revenue Authority.

2. Cost of Tendering

- 2.1 The tenderer shall bear all costs associated with the preparation and submission of its tender, and the Technical University of Mombasa, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.2 Technical University of Mombasa shall allow the tenderer to review the tender document and the goods to be sold free of charge before tendering.

3. The Tender Document

- 3.1 The tender document comprises the documents listed below and any addendum 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 prices,
 - iv) Conditions of Tender,
 - v) Form of tender,
 - vi) Confidential Business Questionnaire Form,
 - vii) Tender Commitment Declaration Form.

- 2.1 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 bear the tenderer's risk and may result in the rejection of its tender.

4 Clarification of Documents

- 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.
- 4.2 Clarification of tenders shall be requested by the tenderer to be received by the Technical University of Mombasa not later than 7 days prior to the deadline for submission of tenders.
- 4.3 Technical University of Mombasa 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.

5 Amendment of Documents

- 5.1 At any time prior to the deadline for submission of tenders, the Procuring Entity, may for any reasons, whether at its own initiative or in response to a clarification requested by a prospective tenderer, modify the tender documents by amendment
- 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.
- 5.3 In order to allow prospective tenderers reasonable time in which to take the amendment in to account in preparing their tenders, the Procuring Entity, at its discretion, may extend the deadline for the submission of tenders.

6 Tender Prices and Currencies

- 6.1 The tenderer shall indicate on the appropriate Price Schedule the unit prices and total tender price of the item sit proposes to purchase under the contract.
- 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.
- 6.3 The Price quoted shall be in Kenya Shillings.

7 Tender deposit

- 7.1 The tenderer shall put a deposit for every item tendered for in the amount indicated in the schedule of items and prices, to the Bank account indicated in Section III - Schedule of Items and Prices. **The tender shall place a deposit equivalent to 2% of the total value of items/lot(s) bided.**

7.2 Failure to put the required deposit for any item tendered for will lead to disqualification of the tender for the item.

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.

7.4 The successful Tenderer's tender deposit will be credited to his tender price so that it forms part of the amount of the tender and the tender will be required to pay the tender price less the deposit security.

7.5 The tender deposit shall 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 tender price.

8 Validity of Tenders

8.1 Tenders shall remain valid for **90 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 the Procuring Entity as non-responsive shall reject a shorter period.

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 there to 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.

9. Viewing of Tender Items

9.1 Prospective tenders are advised to view the items to be sold before tendering. This will enable them to arrive at the most reasonable and competitive tenders. Tenders are based on "**AS WHERE IT IS AND THE CONDITION IT IS IN**" and the conditions of the items are not guaranteed or warranted by the seller.

10 Sealing and Marking of Tenders

10.1 The Tenderer shall deliver the Tender in a single, sealed envelope bearing the

name and Reference number of the Tender, addressed to the Procuring Entity and a warning not to open before the time and date for Tender opening date. Within the single outer envelope, the Tenderer shall place another sealed envelope containing the list of and prices of the items tendered for and addressed as follows.

- a) Bear the name and address (including telephone number and email) of the Tenderer;
 - b) Bear the name and Reference number of the Tender;
 - c) Bear the name and address of the Procuring Entity; and
 - d) Attach a payment slip or certified banking details from a bank, warranting the deposit payment made for the items tender for.
- 10.2 If all envelopes are not sealed and marked as required, the *Procuring Entity* will assume no responsibility for the misplacement or premature opening of the Tender, or failure to contact the tenderer in case of advice on the status of the tender or refund of deposit. Tenders that are misplaced or opened prematurely will not be accepted.

Deadline for Submission of Tenders

Tenders must be received by Technical University of Mombasa at the address specified not later than **Wednesday, 9th June, 2021 at 10.00a.m.**

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.

12. Modification of tenders

12.1 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.

12.2 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 or email but followed by a signed confirmation copy, post marked not later than the deadline for submission of tenders.

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

13 Withdrawals and tenders

13.1 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

14 Opening of Tenders

14.1 Technical University of Mombasa will open all tenders in the presence of tenderers' representatives who choose to attend at **10.00 a.m., Wednesday, 9th June, 2021** and in the location specified in the invitation to tender. The tenderers or representatives who are present shall sign a register evidencing their attendance.

14.2 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.

14.3 Technical University of Mombasa will prepare minutes of the tender opening.

15 Clarification of tenders

15.1 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.

15.3 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.

16 Evaluation and Comparison of Tenders

16.1 Technical University of Mombasa will examine the tenders to determine whether they are complete, whether the tenderer has fulfilled the eligibility criteria, 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.

16.2 Provided that the Tender is substantially responsive, the Procuring Entity shall handle errors on the following basis:

a) Any error detected if considered a major deviation that affects the

substance of the tender, shall lead to disqualification of the tender as non-responsive.

- b) Any errors in the submitted tender arising from a miscalculation of unit price, quantity, subtotal and total bid price shall be considered as a major deviation that affects the substance of the tender and shall lead to disqualification of the tender as non-responsive .and
- c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.

16.3 Technical University of Mombasa will evaluate and compare the tenders, which have been determined to be substantially responsive.

a) Mandatory Requirements

The Bids not meeting all the mandatory requirements will receive no further consideration during the evaluation process. The tenderers shall be required to-

- i. Fill the price schedule in the format required
- ii. Fill the form of tender in the format required
- iii. Fill the deposit form in the format required
- iv. Attach a banker slip/receipt for deposit.

b) Comparison of financial offers.

The technically qualified bidder with the highest rate(s) shall be awarded the tender.

16.4 The tender evaluation committee shall evaluate the tender within 30 days of the validity period from the date of opening the tender.

17 Award Criteria

17.1 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 tendered price**, subject to the reserve price.

18 Notification of Intention to enter into a Contract/Notification of Award

18.3 Prior to the expiration of the period of tender validity, Technical University of Mombasa will notify the successful tenderer in writing that its tender has been accepted.

18.4 Simultaneously the other tenderers shall be notified that their tenders have been unsuccessful.

18 Canvassing/Contacting the Procuring Entity

18.1 No tenderer shall contact Technical University of Mombasa on any matter relating to its tender, from the time of the tender opening to the time the

contract is awarded.

18.2 Any effort by a tenderer to influence Technical University of Mombasa in its decisions on tender evaluation, tender comparison, or contract award may result in the rejection of the tenderer's tender.

SECTION II - SCHEDULE OF ITEMS AND PRICES

Notes on schedule of Items and Prices

1. The Procuring Entity will prepare the schedule of items 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 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.
3. The tenderer shall complete the tender by preparing and completing the Table below, indicating the items tendered for and the prices offered and striking out those not tendered for. The Procuring Entity will complete columns 1-4 and 7 and the Tenderer will complete columns 5 and 6, and sign as indicated below.

SCHEDULE OF ITEMS AND PRICES

No	Item Description	Unit of Issue	Qty	Unit Price	Total Price	Deposit require (2% of total items bided)	Reserve Price
1.	Old mattress medium density 2 ¹ / ₂ by 6 by 4 inches	Pcs	54				100
2.	Office dustbin (plastic)	Pcs	30				20
3.	Spraying pump	Pcs	6				500
4.	Plastic drums	Pcs	6				
5.	Tyres size R15	Pcs	44				
6.	Tyres size R17	Pcs					
7.	Tyres size R19.5	Pcs					
8.	Tyres size R22.5	Pcs					
9.	Tyres size (others)	Pcs					
10.	Digital Pasonic Telephone	Pcs	1				200
11.	Satellite Receiver/Personal Video Reorder	Pcs	1				500
12.	Paper shredder	Pcs	1				500
13.	Panasonic Handset Phone		1				200
14.	Desktop Assorted		44				44000

No	Item Description	Unit of Issue	Qty	Unit Price	Total Price	Deposit require (2% of total items bided)	Reserve Price
15.	HP Keyboards.		89				8900
16.	Mouse.		1				100
17.	Flush doors standard.	Pcs	33				500
18.	PVC Water tanks 2000 Litres.	Pcs	1				1000
19.	Office Chairs Assorted.	Lot	Lot				500
20.	Solid Doors.	Pcs	6				1000
21.	PVC Water Tank 10000 Litres	Pcs	3				120000
22.	Ceiling Fans Assorted	Lot	Lot				5000
23.	Pedrollo Pumps	Pcs	6				1000
24.	Assorted Plastics	Lot	Lot				2000
25.	Tough bond	kg	22				200
26.	Outdoor condezer unit	Pcs	3				500
27.	Fridge	Pcs	1				500
28.	Freon cylinders	Pcs	3				100
29.	Assorted timber	Lot	Lot				5000
30.	920Lt Tank	Pcs	1				500
31.	WC Toilets (Complete set)	Set	8				2000
32.	Wash hand basins	Pcs	12				500
33.	Urinal bowl	Pcs	4				200
34.	Waste pipe	Lot	Lot				400
35.	Tv sets	Pcs	1				1000
36.	UPS	Pcs	29				5800
37.	Wall clocks	Pcs	4				100
38.	CCTV DVR	Pcs	1				100
39.	Ethernet Cables	Lot	Lot				100
40.	Deep freezer [super general]	Pcs	1				6000
41.	fridge [LG]	Pcs	1				6000
42.	Balancing scale	Pcs	1				3500
43.	Panasonic Handset Phone	Pcs	1				200
44.	Water distilling apparatus	Pc	1				1000
45.	Water Bath Assorted	Pcs	4				2000
46.	Assorted plates	Lot	Lot				500
47.	Bed	Pc	1				1000
48.	Curtains Assorted	Lot	Lot				500

No	Item Description	Unit of Issue	Qty	Unit Price	Total Price	Deposit require (2% of total items bided)	Reserve Price
49.	Computer Power Supply	Lot	Lot				2000
50.	Power Supply	Pc	1				500
51.	Epson Printer	Pcs	3				1000
52.	Gas Cooker	Pc	1				2000
53.	Table top Gas fryer	Pc	1				1000
54.	Wooden Wall Unit	Pc	1				1000
55.	Deep Freezer	Pc	1				2000
56.	D-Link Switch	Lot	Lot				5000
57.	ANATEL Switch						
58.	LEVELONE Switch						
59.	ANATEL Switch						
60.	HP Switch						

The Deposit(s) must be made to the Account as detailed below (details to be completed by the Procuring Entity).

Technical University of Mombasa

National Bank, TUM branch

Account No. 01021007510801

SECTION III - CONDITIONS OF TENDER

- 1.1 A tenderer may tender for each item or each lot and may tender for as many items or lots a she/she wishes.
- 1.2 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.
- 1.3 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.
- 1.4 Tenderers who will not be awarded contracts will be refunded the deposits within fourteen (14) days after notification of the communication of the contract awards.
- 1.5 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.
- 1.6 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.

SECTION IV - STANDARD FORMS

Note on Standard Forms

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.

1. Form of Tender

To:
 [name
 and address of Procuring Entity]

Date:.....

Tender No.....

Gentlemen and/or Ladies:

1. Having examined the tender documents including addenda and having examined the items on sale, 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 Items and Prices attached here with and made part of this Tender.
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 adhere by the tender price 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.
4. We understand that you are not bound to accept the highest or any tender that you may receive.

SCHEDULE OF ITEMS AND PRICES

1	2	3	4	5	6	7
ItemNo.	DescriptionofItem	Unitof Issue	TotalQuantity Quantity	Unitprice	TotalTender Price	RequiredDeposit
1						
2						

Dated this day of _____ 20_____

 [signature]

 [in the capacity of]

Duly authorized to sign tender for and on behalf of _____

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.

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><i>Part 1 - General:</i></p> <p>Business Name</p> <p>Location of business premises.</p> <p>Plot No..... Street/Road</p> <p>Postal Address Tel No. Fax E mail</p> <p>Nature of Business</p> <p>Registration Certificate No.</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> <ul style="list-style-type: none"> • Citizenship details • 																								
	<p>Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p> <table border="0"> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship Details</th> <th>Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table> <p>Signature and Company stamp or Seal.....</p>	Name	Nationality	Citizenship Details	Shares	1.	2.	3.	4.				
Name	Nationality	Citizenship Details	Shares																						
1.																						
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>Nominal Kshs.</p> <p>Issued Kshs.</p> <p>Given details of all directors as follows</p> <table border="0"> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship Details</th> <th>Shares</th> </tr> </thead> <tbody> <tr> <td>1.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>5.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table> <p>Date Signature of CandidateSignature and Company stamp or Seal.....</p> <p>Date</p>	Name	Nationality	Citizenship Details	Shares	1.....	2.....	3.....	4.....	5.....
Name	Nationality	Citizenship Details	Shares																						
1.....																						
2.....																						
3.....																						
4.....																						
5.....																						

6. Tender deposit commitment Declaration Form

Tender No.(as per tender documents)

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:-

ITEMNo.or or LotNo.	Item Description	Deposit Kshs.	Receipt No. and Date
1			
2			
3			
4			
5			

Authorizing Official _____
(Name)

Designation _____

(signature)

(Date)

SELF-DECLARATION FORMS

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 Box being 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.
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 here in above is true to the best of my knowledge, information
and belief.

.....
(Title)

.....
(Signature)

.....
(Date)

Bidder Official Stamp

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.
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 here in above is true to the best of my knowledge information and belief.

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

Bidder's Official Stamp

DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I (person) on behalf of *(Name of the Business/Company/Firm)*.....declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act, 2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal Activities in Kenya and my responsibilities under the Code.

I do here by commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of Authorized signatory.....

Sign.....

Position.....

Office address.....Telephone..... E-mail.....

Name of the Firm/ Company..... Date.....

(Company Seal/ Rubber Stamp where applicable)

Witness

Name.....Sign..... Date.....

LETTER OF NOTIFICATION OF AWARD

*[letter head
paper of the
Procuring
Entity] [date]*

To: *[name and address of the Contractor]* This is to notify you that your Tender dated *[date]* for the purchase of the items and at prices listed on the table below is here by accepted by..... *(name of Procuring Entity)*.

Please acknowledge receipt of this letter of notification by signing the attached copy and returning it to us within 14 days of the issue of the notification to signify your acceptance of this award. Your signing the attached copy will constitute a contract between us and yourselves for sale of the said items.

On signature of the copy of the letter of notification, you are required to pay the balance of the tender price within 14 days and collect the items.

In connection with this award, you may contact the Officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

OFFERED ITEMS AND PRICES

		4	5	6
1	2	Total Quantity	Unit price	Offered Price
Item	Description of Item			
No.				
1				
2				
3				
4				
TOTAL PRICE OF ALL ITEMS				XXXXX

Authorized
Signature:.....
.....

COPY OF THE LETTER OF NOTIFICATION OF AWARD

*(to signed by the Purchaser)
[letterhead paper of the Procuring Entity] [date]*

To: *[name and address of the Purchaser]*

This is to notify you that your Tender dated *[date]* for the purchase of the items and at prices listed on the table below is hereby accepted by.....*(nameofProcuringEntity)*.

Please acknowledge receipt of this letter of notification by signing the attached copy and returning it to us within 14 days of the issue of the notification to signify your acceptance of this award. Your signing the attached copy will constitute a contract between yourselves and us for sale of the said items.

On signature of the copy of the letter of notification, you are required to pay the balance of the tender price within 14 days and collect the items.

In connection with this award, you may contact the Officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

OFFERED ITEMS AND PRICES

1	2	4	5	6
ItemNo.	DescriptionofItem	TotalQuantity	Unitprice	OfferedPrice
1				
2				
TOTAL PRICE OF ALL ITEMS				XXXXX

Authorized Signature:.....

Name and Title of Signatory:.....

Name of Procuring Entity:.....

Officer(s) to be contacted

Name _____ of
Officer _____

Postal
Address

Telephone
Number

email
Address

Physical Address (City, Street, Building, Floor number and room number)

SIGNED BY THE PURCHASER

I/we, the undersigned accept the award and will execute the sale of the items as per conditions of the award. We understand that the award will remain cancelled and no deposits will be refunded if we do not:

- a) Return this letter signed within 14 days; or
- b) Pay the balance of the tender amount within fourteen (14) days after notification of the award.

We further understand that if we do not collect the items we have paid for within fourteen (14) days after making the payment, you charge storage charges at rates to be determined by yourselves.

Name of Purchaser

Authorized

Signature: _____ Date

Name and Title of Signatory

Regulatory