



KENYA URBAN ROADS AUTHORITY
Efficient and Safe Urban Roads

TENDER DOCUMENT
FOR

TENDER NO. : KURA/DPS/HQ/037/2019-2020

TENDER NAME:

SALE OF UNSERVICEABLE, OBSOLETE AND SURPLUS
STORES AND EQUIPMENT

THE DIRECTOR GENERAL
KENYA URBAN ROADS AUTHORITY
P.O.BOX 41727-00100
NAIROBI

SALE OF UNSERVICEABLE, OBSOLETE AND SURPLUS STORES AND EQUIPMENT

TABLE OF CONTENTS

	PAGE
INTRODUCTION	3
SECTION I	
INVITATION TO TENDER.....	4
5.1 FORM OF TENDER.....	20
5.2 CONFIDENTIAL BUSINESS	
SECTION II :	
INSTRUCTIONS TO TENDERERS.....	5
Appendix to Instructions to tenderers.....	12
SECTION III :	
SCHEDULE OF ITEMS AND PRICE.....	14
SECTION IV :	
CONDITIONS OF TENDER.....	16
Appendix to Conditions of Tender.....	17
SECTION V :	
STANDARD FORMS.....	19
QUESTIONNAIRE FORM.....	21
5.3 TENDER COMMITMENT DECLARATION FORM.....	22

KURA/DPS/HQ/037/2019-2020

SALE OF UNSERVICEABLE, OBSOLETE AND SURPLUS STORES AND EQUIPMENT

INTRODUCTION

This tender document for Sale of disposable Stores and Equipment has been prepared for use by Kenya Urban Roads Authority in the disposal of stores and equipment as provided by part XIV of the Public Procurement and Asset Disposal Act, 2015.

KURA/DPS/HQ/037/2019-2020

SALE OF UNSERVICEABLE, OBSOLETE AND SURPLUS STORES AND EQUIPMENT

SECTION I ~ INVITATION TO TENDER

Date: 30th July 2019

TENDER REF NO.: KURA/DPS/HQ/037/2019-2020

TENDER NAME: SALE OF UNSERVICEABLE, OBSOLETE AND SURPLUS STORES AND EQUIPMENT IN KURA HEADQUARTER'S

Kenya Urban Roads Authority invites sealed tenders from eligible candidates to purchase UNSERVICEABLE, OBSOLETE AND SURPLUS STORES AND EQUIPMENT.

Interested eligible candidates may obtain further information from and inspect the tender documents at the following regional office during normal working hours upon payment of a non-refundable fee of Kshs. 1,000 (Kenya Shillings One Thousand Only) for each document in form of a bankers cheque payable to the Kenya Urban Roads Authority. The tender documents may be accessed in our website at www.kura.go.ke/tenders for FREE

HEAD OFFICE
Director General Kenya Urban Roads Authority IKM PLACE, 5 th Ngong Avenue, Opposite Bishops Gate, 3 rd Floor P. O. Box 41727 - 00100, GPO, NAIROBI Tel: 254 - 020 - 8013844

Prices quoted should include all costs and must be expressed in Kenya Shillings and shall remain valid for a period of 90 days from the date of tender opening.

CONDITIONS FOR SALE:

The items indicated in the tender documents can be viewed from Monday to Friday from 10.00a.m. to 3.00 p.m. at their indicated location during the bidding period. Tenderers are required to verify the condition of the items before bidding as details are not warranted by the Authority.

Tenderers will be required to pay in advance a refundable deposit of 10% of the quoted price in form of a banker's cheque only payable to Kenya Urban Roads Authority.

The tenderer with the accepted offer shall be required to pay the 90% balance after 14 days and not later than 21 days failure to which the award will be cancelled and awarded to the second highest offer and the deposit forfeited.

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 of Kshs. 500 per day will be charged.

The sale is subject to reserve prices.

KURA/DPS/HQ/037/2019-2020

SALE OF UNSERVICEABLE, OBSOLETE AND SURPLUS STORES AND EQUIPMENT

TENDER OPENING/ CLOSING

Completed tender documents enclosed in separate plain sealed envelopes and clearly marked with the respective Tender Number and Tender Name should be addressed and sent to:

The Director General
Kenya Urban Roads Authority
IKM PLACE, 5th Ngong Avenue, Opposite Bishops Gate, 3rd Floor
P. O. Box 41727 - 00100, GPO,
NAIROBI

Or

be deposited in the Tender Box Situated at the KURA HEAD OFFICE IKM PLACE, 5th Ngong Avenue, Opposite Bishops Gate, 3rd Floor so as to be received on or before 15th August, 2019 at 10.00a.m.

Tenders will be opened immediately thereafter at the Boardroom in the presence of tenderers or their representatives who choose to attend. Late bids will not be accepted.

DEPUTY DIRECTOR-SUPPLY CHAIN MANAGEMENT
FOR: DIRECTOR GENERAL

KURA/DPS/HQ/037/2019-2020

SALE OF UNSERVICEABLE, OBSOLETE AND SURPLUS STORES AND EQUIPMENT

SECTION II - INSTRUCTIONS TO TENDERERS

Table of Clauses

		Page
2.1	Eligible tenderers.....	6
2.2	Cost of tendering.....	6
2.3	Tender documents.....	6
2.4	Clarification of documents.....	6
2.5	Amendments of documents.....	7
2.6	Tender prices and currencies.....	7
2.7	Tender deposit.....	8
2.8	Validity of tenders.....	8
2.9	Viewing of the tender items.....	9
2.10	Sealing and marking of tenders.....	9
2.11	Deadline for submission of tenders.....	9
2.12	Modification and withdrawal of tenders.....	9
2.13	Opening of tenders.....	10
2.14	Clarification of tenders.....	10
2.15	Evaluation and comparison of tenders.....	11
2.16	Award of tender criteria.....	11
2.17	Notification of award.....	11
2.18	Contacting the procuring entity.....	12

KURA/DPS/HQ/037/2019-2020

SALE OF UNSERVICEABLE, OBSOLETE AND SURPLUS STORES AND EQUIPMENT

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 166 of the PPADA, 2015.

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.1,000/=

2.2.3 The procuring entity shall allow the tenderer 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

KURA/DPS/HQ/037/2019-2020

SALE OF UNSERVICEABLE, OBSOLETE AND SURPLUS STORES AND EQUIPMENT

- (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 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.

KURA/DPS/HQ/037/2019-2020

SALE OF UNSERVICEABLE, OBSOLETE AND SURPLUS STORES AND EQUIPMENT

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 as 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.

KURA/DPS/HQ/037/2019-2020

SALE OF UNSERVICEABLE, OBSOLETE AND SURPLUS STORES AND EQUIPMENT

2.8 Validity of Tenders

2.8.1 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 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

2.10.1 The tenderer shall seal the tender and mark it with the number and name of the tender and "DO NOT OPEN BEFORE the Closing Date and time on the Tender Notice.

2.11 Deadline for Submission of Tenders

2.11.1. Tenders must be received by the Procuring entity at the address specified not later than Closing Date and time on the Tender Notice.

2.11.2 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.

KURA/DPS/HQ/037/2019-2020

SALE OF UNSERVICEABLE, OBSOLETE AND SURPLUS STORES AND EQUIPMENT

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

2.13.2.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend at Closing Date and time and in the location specified in the invitation to tender.

The tenderers or representatives who are present shall sign a register evidencing their attendance.

2.13.2.2 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.

2.13.3 The Procuring entity will prepare minutes of the tender opening.

KURA/DPS/HQ/037/2019-2020

SALE OF UNSERVICEABLE, OBSOLETE AND SURPLUS STORES AND EQUIPMENT

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 reserve price.

2.17 Notification of Award

2.17.1.1 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.

KURA/DPS/HQ/037/2019-2020

SALE OF UNSERVICEABLE, OBSOLETE AND SURPLUS STORES AND EQUIPMENT

2.17.1.2 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.

KURA/DPS/HQ/037/2019-2020

SALE OF UNSERVICEABLE, OBSOLETE AND SURPLUS STORES AND EQUIPMENT

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	<i>Eligible tenderers are all firms incorporated/registered in Kenya.</i>	Provide proof
2.8.1	<i>Tenders will be valid for 90 days</i>	
Mandatory forms to fill		
5.1	Form of Tender	The form must be properly filled, stamped and signed
5.2	Confidential Business Questionnaire	The form must be properly filled, stamped and signed
5.3	Tender deposit commitment Declaration Form	The form must be properly filled, stamped, and signed

(Complete as necessary)

KURA/DPS/HQ/037/2019-2020

SECTION III ~ SCHEDULE OF TERMS AND PRICES

LOT NO	ITEM DESCRIPTION	UNIT OF ISSUE	TOTAL QUANTITY	LOCATION	RESERVED PRICE PER UNIT KSHS.	UNIT PRICE KSHS.	TOTAL TENDER PRICE KSHS.
KURA – HQ							
1	Dell CPU VOSTRO 230 PC	NOs	13	Wilson Store	1,000.00		
	LENOVO CPU- THINK CENTRE	NOs	3	Wilson Store	1,000.00		
	COMPAQ CPU	NOs	3	Wilson Store	1,000.00		
	CPU - Dell Optiplex 380	NOs	1	Wilson Store	1,000.00		
	CPU – ACER	NOs	1	Wilson Store	1,000.00		
	CPU – HP	NOs	4	Wilson Store	1,000.00		
2	Laptop - Toshiba	NOs	9	HQ	2,000.00		
	Laptop - HP	NOs	1	HQ	2,000.00		
3	Scanner - HP Scanjet G4050	NOs	1	Wilson Store	200.00		
	Scanner - HP Scanjet 5590	NOs	1	Wilson Store	200.00		
	Scanner - HP Scanjet G4050	NOs	1	Wilson Store	200.00		
	Scanner - HP Scanjet G2410	NOs	2	Wilson Store	200.00		
	Fax Machine - Panasonic - KXFL22	NOs	1	Wilson Store	50.00		

SALE OF UNSERVICEABLE, OBSOLETE AND SURPLUS STORES AND EQUIPMENT

	Overhead Project - Noble	NOs	1	Wilson Store	50.00		
4	Printer HP Laserjet 2055d	NOs	2	Wilson Store	200.00		
	Printer HP Laserjet 2420d	NOs	1	Wilson Store	200.00		
	Printer - Epson LX300II	NOs	2	Wilson Store	100.00		
	Printer - LEXMARK	NOs	2	Wilson Store	100.00		
	Printer office jet 7130 all in one	NOs	1	Wilson Store	200.00		
	Printer canon	NOs	1	Wilson Store	200.00		
	Printer HP 1100	NOs	1	Wilson Store	100.00		
	Printer - Epson Dotmatrix LQ2190	NOs	1	Wilson Store	100.00		
	IBM wheel printer 30 series 2	NOs	2	Wilson Store	100.00		
	HP Printer (EX GOK)	NOs	4	Wilson Store	100.00		
	Printer - Toshiba Studio 166	NOs	1	Wilson Store	200.00		
	Printer - KYOCERA KM-1635	NOs	1	Wilson Store	200.00		
	Printer - KYOCERA KM-5050	NOs	1	Wilson Store	2000.00		
	Printer - PANASONIC DP8060	NOs	1	Wilson Store	200.00		
	Printer - KYOCERA	NOs	1	Wilson Store	200.00		
	Printer - NASHUATEC MP1560	NOs	1	Wilson Store	2,000.00		
	Printer - HP 3005DN	NOs	1	Wilson Store	500.00		
Printer HP C3941A	NOs	1	Wilson Store	200.00			

KURA/DPS/HQ/037/2019-2020

SALE OF UNSERVICEABLE, OBSOLETE AND SURPLUS STORES AND EQUIPMENT

	Printer - HP LaserJet 1200	NOs	1	Wilson Store	200.00		
	Printer - HP LaserJet 1320	NOs	1	Wilson Store	200.00		
	Printer - HP LaserJet 1220	NOs	3	Wilson Store	200.00		
	Printer - CANON IMAGE RUNNER C10211F	NOs	1	Wilson Store	200.00		
	Printer - CANON 7240	NOs	1	Wilson Store	200.00		
	Printer - HP OFFICEJET 4500	NOs	1	Wilson Store	200.00		
	Printer - PANASONIC	NOs	1	Wilson Store	200.00		
5	PHOTOCOPIER CANON SMARTBASE	NOs	1	Wilson Store	500.00		
	Plotter - HP DESIGNJET 510 PLOTTER	NOs	1	Wilson Store	2,000.00		
	Plotter - OCC CS 2344	NOs	1	Wilson Store	2,000.00		
6	Server - Dell Power Edge T310	NOs	2	Wilson Store	500.00		
	Switch - CISCO	NOs	2	Wilson Store	500.00		
	Switch - HUAWEI	NOs	2	Wilson Store	250.00		
	Switch - ERICKSON	NOs	2	Wilson Store	250.00		
	Server - Dell Power Edge T310	NOs	2	Wilson Store	500.00		
7	UPS – APC 650	NOs	94	Wilson Store	50.00		
	UPS – Eaton Evolution	NOs	2	Wilson Store	50.00		
	UPS SU-KAM	NOs	3	Wilson Store	50.00		

KURA/DPS/HQ/037/2019-2020

SALE OF UNSERVICEABLE, OBSOLETE AND SURPLUS STORES AND EQUIPMENT

	UPS – MERCURY	NOs	1	Wilson Store	50.00		
	UPS - SERVER	NOs	2	Wilson Store	150.00		
	UPS Powercom	NOs	1	Wilson Store	50.00		
	UPS Triple lite	NOs	1	Wilson Store	50.00		
8	Telephone Headsets – HUAWEI	NOs	1	Wilson Store	50.00		
	Telephone Headsets – ALCATEL	NOs	13	Wilson Store	50.00		
	Telephone Headsets – QUICKTEL	NOs	2	Wilson Store	50.00		
	Telephone Headsets – YEALINK IP PHONE	NOs	8	Wilson Store	50.00		
	Telephone Headsets – Poste - 4019	NOs	39	Wilson Store	50.00		
	Telephone Headsets – Panasonic	NOs	13	Wilson Store	50.00		
9	Filing Cabinets- wooden	NOs	2	HQ	800.00		
	Wooden drawer	NOs	3	HQ	500.00		
	Filing Cabinets- Metallic 4 drawer	NOs	2	HQ	1000.00		
10	Classroom chairs	NOs	43	Wilson Store	500.00		
11	Workstation - Single (6 Tops only, 1 complete)	NOs	7	Wilson Store	1,000.00		
	Executive office desk	NOs	4	Wilson Store	4,000.00		
	Office desk	NOs	1	Wilson Store	600.00		
12	Secretarial chair	NOs	6	Wilson Store	200.00		
	Visitors Chair with wooden arms	NOs	56	Wilson Store	100.00		
	Visitors Chair with metallic arms	NOs	1	Wilson	100.00		

KURA/DPS/HQ/037/2019-2020

SALE OF UNSERVICEABLE, OBSOLETE AND SURPLUS STORES AND EQUIPMENT

	Visitors Chair - 3 SEATER	NOs	2	Wilson Store	300.00		
	Office Chairs – Medium Back	NOs	75	Wilson Store	200.00		
	Office Chairs – Executive Medium Back	NOs	4	Wilson Store	200.00		
	Office Chairs – High Back Executive	NOs	5	Wilson Store	200.00		
	Office Chairs – High Back	NOs	4	Wilson Store	200.00		
	Office Chairs – Low Back	NOs	40	Wilson Store	200.00		
13	Water Dispenser - SOLSTAR	NOs	2	Wilson Store	50.00		
	Microwave - RAMTONS	NOs	2	Wilson Store	200.00		
	Water Dispenser - RAMTONS	NOs	1	Wilson Store	50.00		
	Electric Fan - ARMCO	NOs	1	Wilson Store	200.00		
14	Binding Machine	NOs	2	Wilson Store	50.00		
	Franking Machine	NOs	1	Wilson Store	1,000.00		
	Paper Shredder (P-58CS)Fellow	NOs	1	Wilson Store	100.00		
	Paper Shredder Roxel	NOs	2	Wilson Store	100.00		
	Calculator facit	NOs	2	Wilson Store	50.00		
	Typewriter Brother	NOs	1	Wilson Store	200.00		
15	Used floor tiles 500 x 500mm	NOs	1 Lot	Wilson Store	2,000.00		
16	Acoustic ceiling 2 x 2 feet	NOs	1 Lot	Wilson Store	5,000.00		
17	Office carpet	NOs	2	Wilson Store	3,000.00		

KURA/DPS/HQ/037/2019-2020

SALE OF UNSERVICEABLE, OBSOLETE AND SURPLUS STORES AND EQUIPMENT

18	2 foot fluorescent tube housing	NOs	45	Wilson Store	4,000.00		
19	Office partitions (Glass, Mdf boards & door frames	NOs	1 Lot	Wilson Store	6,000.00		
20	Bicycle size 20	NOs	15	Wilson Store	200.00		
21	Bicycle size 16	NOs	10	Wilson Store	200.00		
22	Mini (Toy) motorbikes	NOs	7	Wilson Store	3,000.00		
23	Mini (Toy) electric cars	NOs	6	Wilson Store	3000.00		
24	Trunking plates 1 foot	NOs	33	Wilson Store	200.00		
25	ASSORTED TYRES SIZE R17, R16 & R15	NOs	177	Wilson Store	200.00		
26	Ford Ranger XLT	NOs	1	HQ	800,000.00		

Authorized official _____
Name

Signature

Date

KURA/DPS/HQ/037/2019-2020

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.

SALE OF UNSERVICEABLE, OBSOLETE AND SURPLUS STORES AND EQUIPMENT

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.

<i>Conditions of tender reference</i>	<i>Particulars of the appendix to Conditions of tender</i>
4.5	<i>A storage charge of Kshs. 500 per day shall be charged for failure to collect the items they have paid for within fourteen (14) days after making the payment.</i>

KURA/DPS/HQ/037/2019-2020

SALE OF UNSERVICEABLE, OBSOLETE AND SURPLUS STORES AND EQUIPMENT

SECTION V ~ STANDARD FORMS

Notes on Standard Forms

- 5.1 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.

KURA/DPS/HQ/037/2019-2020

SALE OF UNSERVICEABLE, OBSOLETE AND SURPLUS STORES AND EQUIPMENT

5.1 Form of Tender

Date: _____

Tender No. KURA/DPS/HQ/037/2019-2020

Tender Name: SALE OF UNSERVICEABLE, OBSOLETE AND SURPLUS STORES AND EQUIPMENT

To: The Director General
Kenya Urban Roads Authority
IKM PLACE, 5th Ngong Avenue, Opposite Bishops Gate, 3rd Floor
P. O. Box 41727 - 00100, GPO,
NAIROBI

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.

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 90 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.

Dated this _____ day of _____ 20 _____

[signature]

[in the capacity of]

Duly authorized to sign tender for and on behalf of _____

KURA/DPS/HQ/037/2019-2020

SALE OF UNSERVICEABLE, OBSOLETE AND SURPLUS STORES AND EQUIPMENT

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

Part 1 – General

Business Name

Location of business Premises

Plot No. Street/Road

Postal Address Tel No.

Email address.....

Nature of business

Current Trade Licence No. Expiring date

Maximum value of business which you can handle at any one time Kshs

Name of your bankers

Branch

Part 2 (a) – Sole Proprietor

Your Name in full Age

Nationality Country of origin

* Citizenship details

Part 2 (b) Partnership

Given details of partners as follows:

Name	Nationality	Citizenship Details	Shares
1.....			
2.....			

KURA/DPS/HQ/037/2019-2020

SALE OF UNSERVICEABLE, OBSOLETE AND SURPLUS STORES AND EQUIPMENT

3.....

4.....

Part 2 (c) – Registered Company

Private or Public

State the nominal and issued capital of company –

Nominal Kshs.....

Issued Kshs.....

Given details of all directors as follows

Name	Nationality	Citizenship Details	Shares
------	-------------	---------------------	--------

1.....

2.....

3.....

4.....

5.....

*Attach CR12 /business registration certificate.

SALE OF UNSERVICEABLE, OBSOLETE AND SURPLUS STORES AND EQUIPMENT

5.3 Tender deposit commitment Declaration Form

Tender No. KURA/DPS/HQ/037/2019-2020
Tender Name: SALE OF UNSERVICEABLE, OBSOLETE AND SURPLUS STORES AND EQUIPMENT

*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)

KURA/DPS/HQ/037/2019-2020

SALE OF UNSERVICEABLE, OBSOLETE AND SURPLUS STORES AND EQUIPMENT

5.5 REQUEST 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

DIRECTOR GENERAL

KURA/DPS/HQ/037/2019-2020