



DOC. 8

STANDARD TENDER DOCUMENT FOR
DISPOSALS (Goods, Vehicles and Vessels and
Plant/Equipment)

**PUBLIC PROCUREMENT REGULATORY
AUTHORITY (PPRA)**

Issued on 22nd April 2021 and updated on 21st April, 2022 with an amended
Form of Tender and Beneficial Ownership Information Disclosure Form

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PREFACE

1. This Standard Tender Document (STD) document has been prepared by the Public Procurement Regulatory Authority (PPRA) for use by Procuring Entities (PEs) for Sale (referred herein as Disposal) of uneconomic, obsolete, or surplus goods, vehicles and vessels and plant/equipment under competitive tendering Methods as defined in the Public Procurement and Asset Disposal Act (2015). The procedures and practices presented in this STD reflect the requirements in the said Act and its Regulations. This STD will be used by Procuring Entities on a mandatory basis. Lack of its use could be basis for challenging decision on contract award.
2. The STD is comprised of the parts indicated on the Table of Contents. Before using this STD, the Users are advised to familiarize themselves with the Act and the Public Procurement and Asset Disposal Regulations, 2020 (the **Regulations**), Circulars and manuals prepared and issued by PPRA and other government agencies to guide Public Entities in the conduct of the public procurement process.
3. During preparation of the tender document, the Procuring Entity should specify whether to allow the following:
 - i) International Tender,
 - ii) Margin of Preference,
 - iii) Reservations
 - iv) Allow Alternative tenders
4. This document will be customized to suit the needs of the Procuring Entity. **No changes should be made** to Instructions to Tenderers (ITT) and to the General Conditions of Contract (GCC). These two sections will be modified to suit the Procuring Entity's requirement in the Tender Data Sheets (TDS) and in the Special Conditions of Contract (SCC), respectively. The Cover Page of this document, the Preface, Guidelines or notes to users and the Invitation to Tender should not be part of the tender Document to be issued to Tenderers.
5. The Public Procurement Regulatory Authority welcomes any comments from the Users of this STD which will assist in revising (if need be) and improving the structure and contents of the STD.

Director General
Public Procurement Regulatory Authority (PPRA)

TENDER DOCUMENTS FOR DISPOSAL

(1) NAME AND CONTACT ADDRESSES OF PROCURING ENTITY

Name.....

Address.....

Email address.....

(2) Invitation to Tender (ITT) No. D/A/S-2024-2025 (2)

(3) Tenderer's Name.....

.....

INVITATION TO TENDER

PROCURING ENTITY: *[insert the name and address of the Procuring*

Entity] CONTRACT NAME AND DESCRIPTION: *[insert]*

1. The Kenya Scouts Association now invites sealed tenders from eligible candidates to purchase (*as per appendix 1 – Schedule of 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 *[9:00AM – 4:00PM]* at the address given below.
4. Completed tenders must be delivered to the address below on or before *[23rd June 2025 – 11AM]*. Electronic Tenders *[will not]* be permitted.
5. 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.
6. 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.**
7. Late tenders will be rejected.
8. The addresses referred to **above** are:
 - A. Address for obtaining further information, and for inspecting the goods to be sold.
 - (1) Kenya Scouts Association
 - (2) Kibera Drive, Opposite, Jamhuri Showground, Rowallan Scouts Camp
 - (3) P.O. Box 41422 – 00100 GPO
 - (4) 020-2020819 – Procurement Officer
 - (5) procurement@kenyascouts.org

B. Address for Submission of Tenders.

- (1) Kenya Scouts Association
- (2) P.O. Box 41422 – 00100 GPO (Procurement Office)
- (3) Kibera Drive, Opposite, Jamhuri Showground, Rowallan Scouts Camp

C. Address for Opening of Tenders.

- (1) Kenya Scouts Association
- (2) Kibera Drive, Opposite, Jamhuri Showground, Rowallan Scouts Camp

[Authorized Official (name, designation, Signature and date)]

Name _____
(Official of the Procuring Entity issuing the invitation)

Designation _____

Signature _____

Date _____

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 in eligibility for corrupt or fraudulent practices
- 1.3 The Procuring Entity'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 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 The Procuring Entity 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 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 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 be at 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 Procuring Entity not later than 7 days prior to the deadline for submission of tenders.
- 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.

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 not be required to put a deposit.
 - a) There will be no tender deposit required.

8 Validity of Tenders

- 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.
- 8.2 In exceptional circumstances, the Procuring Entity may solicit the Tenderer's consent to an extension of the period of validity.

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
- 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 the Procuring Entity at the address specified not later than 20th May, 2025-11AM.

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.

14 Opening of Tenders

- 14.1 The Procuring Entity will open all tenders in the presence of tenderers' representatives who choose to attend at Kenya Scouts Association (*on 25th May, 2025 – 11AM*) 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 The Procuring Entity 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 The Procuring Entity 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 The Procuring Entity will evaluate and compare the tenders, which have been determined to be substantially responsive.
- 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, the Procuring Entity 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 the Procuring Entity 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 the Procuring Entity 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 (APPENDIX I).

1	2	3	4	5	6	7	8
S. NO	ITEMS DESCRIPTION	QTY	LOCATION	ASSET, SERIAL NO.s	KSA RESERVED PRICE (KSH)	Tenderer Unit price (KSH)	Total Tender Price (KSH)
FURNITURE							
1.	Boardroom/Office High Back Leather Chairs	10 pcs	Boardroom	KSA/BR/0/BS/01 – 10 (No. 6 Missing)	4,000.00 Total: Ksh. 40,000.00		
MOTOR BIKES							
2.	Motor Bikes	01pc	Garissa	KMDF 823Y	50,000.00		
3.	Motor Bikes	01pc	Rowallan	KMDF713Y	50,000.00		
4.	Motor Bikes	01pc	Embu	KAK716E	50,000.00		
5.	Motor Bikes	01pc	Kilifi	KMDF 719Y	50,000.00		
ICT EQUIPMENT							
6.	DELL CPU	01pc	Server Room	9YMQ22J	1,000.00		
7.	DELL CPU	01pc	Server Room	DXPMQ2J	1,000.00		
8.	DELL CPU	01pc	Server Room	D8MQ22J	1,000.00		
9.	HP CPU	01pc	Server Room	3CB82721GC	1,000.00		
10.	ACER CPU	01pc	Server Room	FH925	1,000.00		
11.	HP LASERJET PRINTER	01pc	Server Room	USEW373826	3,000.00		
12.	HP PRINTER	01pc	Server Room	CNS2P34994	3,000.00		
13.	MP 2000 PRINTER	01pc	Server Room	L7087262085	3,000.00		
14.	TASKALFA 3051ci printer	01pc	Boardroom	L876351380	50,000.00		
15.	MP C2500 PRINTER	01pc	Boardroom	L3684100455	40,000.00		
16.	APC POWER BACKUP	01pc	Server Room	3B1430X18663	1,000.00		
17.	APC POWER BACKUP	01pc	Server Room	3B1427X09768	1,000.00		
18.	APC POWER BACKUP	01pc	Server Room	3BB26X22134	1,000.00		
19.	APC POWER BACKUP	01pc	Server Room	3B1821X74939	1,000.00		
20.	APC POWER BACKUP	01pc	Server Room	3B1349X14792	1,000.00		

21.	APC POWER BACKUP	01pc	Server Room	3B1452X08096	1,000.00		
22.	APC POWER BACKUP	01pc	Server Room	3B1435X22820	1,000.00		
23.	APC POWER BACKUP	01pc	Reception	3B1434X08594	1,000.00		
24.	MERCURY POWER BACKUP	01pc	Reception	C1310218040493	1,000.00		
25.	DUGITEX POWER BACKUP	01pc	Partnerships	2.41902E+11	1,000.00		
26.	HP MONITOR	01pc	ICT Office	3CQ6211FLJ	1,000.00		
27.	HP MONITOR	01pc	ICT Office	6CM433023C	1,000.00		
28.	DELL MONITOR	01pc	ICT Office	KSA/PG/8/DT/3	1,000.00		
29.	DELL MONITOR	01pc	ICT Office	KSA/TR/9/DT/2	1,000.00		
30.	HP LASERJET 2420dn	01pc	Stores	CNFKD42675	4,000.00		
31.	HP ELMO OVERHEAD PROJECTOR	01pc	Stores	643034	1,000.00		
32.	IBM CPU-DCNE MODEL	01pc	Stores	557063M	1,000.00		
33.	IBM CPU-DCNE MODEL	01pc	Stores	6Y9MQ2J	1,000.00		
34.	IBM CPU-DCNE MODEL	01pc	Stores	8Y9MQ2J	1,000.00		
35.	IBM CPU-DCNE MODEL	01pc	Stores	BX9MQ2J	1,000.00		
36.	DELL MONITOR	01pc	Stores	CN-OG425H-72872	1,000.00		
37.	DELL MONITOR	01pc	Stores	CN-OG425H-72873	1,000.00		
38.	DELL MONITOR	01pc	Stores	CN-ODC363-72872	1,000.00		
39.	PANASONIC FACSIMILE PHONE	01pc	Stores	KX-FP342BX	500.00		
40.	PANASONIC TELEPHONE	01pc	Stores	KX-T7030X	500.00		
41.	PANASONIC TELEPHONE	01pc	Stores	KX-T5500MXW	500.00		
42.	PANASONIC PHONE	01pc	Stores	93268	500.00		
43.	NTAP-1000 PHONE	01pc	Stores	350303598	500.00		
44.	ACER CPU-FH925 MODEL	01pc	Stores	PSPFHD0647210139 6W	1,000.00		
45.	ACER CPU-FH925 MODEL	01pc	Stores	PSPFHD0604721012 01W	1,000.00		
46.	EPSON STYLUS SX125 Printer	01pc	Stores	MDNKOZ7643	4000.00		
47.	EPSON STYLUS PHOTO T50 Printer	01pc	Stores	KSA/PG/8/EP/1	4000.00		
48.	PCM Back-UPS	01pc	Stores	40010330903	1,000.00		
49.	PCM Back-UPS	01pc	Stores	20341250711	1,000.00		
50.	PCM Back-UPS	01pc	Stores	40249720510	1,000.00		
51.	PCM Back-UPS	01pc	Stores	20230520611	1,000.00		
52.	SOLLATEK VOLTAGE STABILIZER SVS	01pc	Stores	2804400194	1,000.00		
53.	DLX 100 Typewriter	01pc	Stores	NAOHV	500.00		
54.	RICOH AFICIO Printer	01pc	Boardroom	H9019300097	30,000.00		
55.	HP Photo Smart C3183 scanner	01pc	Stores	CN773C51C8	3,000.00		
56.	HP Office jet K7103	01pc	Stores	MY85E210M9	3,000.00		

57.	IBM WHEEL WRITER6 SERIES 11	01pc	Stores	143312911CXLH5	500.00		
58.	IBM WHEEL WRITER6 SERIES 11	01pc	Stores	N/A	500.00		
59.	APC 650 Back up-UPS	01pc	Stores	3B1429X19701	1,000.00		
60.	APC 650 Back up-UPS	01pc	Stores	3B1005X51507	1,000.00		
61.	APC 650 Back up-UPS	01pc	Stores	3B1427X10459	1,000.00		
62.	APC 650 Back up-UPS	01pc	Stores	3B1325X10085	1,000.00		
63.	APC 650 Back up-UPS	01pc	Stores	3B1429X18527	1,000.00		
64.	APC 650 Back up-UPS	01pc	Stores	3B1818X77685	1,000.00		
65.	APC 650 Back up-UPS	01pc	Stores	3B1325X08791	1,000.00		
66.	APC 650 Back up-UPS	01pc	Stores	QS10090524950	1,000.00		
67.	APC 650 Back up-UPS	01pc	Stores	B12040120017	1,000.00		
68.	APC 650 Back up-UPS	01pc	Stores	B12050060636	1,000.00		
69.	APC 650 Back up-UPS	01pc	Stores	B12050060635	1,000.00		
70.	APC 650 Back up-UPS	01pc	Stores	B12050060634	1,000.00		
71.	APC 650 Back up-UPS	01pc	Stores	B12050060687	1,000.00		
72.	APC 650 Back up-UPS	01pc	Stores	5B0802T22290	1,000.00		
73.	APC 650 Back up-UPS	01pc	Stores	4B1003P19685	1,000.00		
74.	APC 700 Back up-UPS	01pc	Stores	3B1518X18520	1,000.00		
75.	APC 700 Back up-UPS	01pc	Stores	3B1510X18153	1,000.00		
76.	APC 700 Back up-UPS	01pc	Stores	3B1818X31635	1,000.00		
77.	APC 700 Back up-UPS	01pc	Stores	3B1518X15656	1,000.00		
78.	APC Smart UPS 700	01pc	Stores	NS9944241815	1,000.00		
79.	APC Smart UPS 701	01pc	Stores	NS9919230120	1,000.00		
80.	APC Smart UPS 702	01pc	Stores	NS9944131956	1,000.00		
81.	INTEX UPS 600V UPS	01pc	Stores	(21)00413060083302162	1,000.00		
82.	INTEX UPS 600V UPS	01pc	Stores	(21)00413060083302161	1,000.00		
83.	POWER SWITCH CNSH	01pc	Stores	AHW1401000136	500.00		
84.	EPSON LQ-690 DOT MATRIX PRINTER	01pc	Stores	LKXHO13616	3,000.00		
85.	KP & TC PHONE	01pc	Stores	41121	400.00		
86.	HP CPU- HSTMD-1A-2	01pc	Stores	CNC6422CNCB	1,000.00		
87.	APC 650 Back up-UPS	01pc	Rowallan Shop	3B1341X15514	1,000.00		
88.	PANASONIC KX-TS500MXR (analogue phone)	01pc	Communication	6KAFC303218	200.00		
89.	PANASONIC KX-TS500MXW (analogue phone)	01pc	Communication	5LBFC322351	200.00		

90.	PANASONIC KX-TS5-B (analogue phone)	01pc	Rowallan Camp Office	9GAA017205	200.00		
91.	HUAWEI SU2288 Phone	01pc	Rowallan Camp Office	2.15106E+19	200.00		
92.	APC 700 Back up-UPS	01pc	ICT Office	3B1521X09343	1,000.00		
93.	HP LASERJET 2420dn Printer	01pc	Stores	CNFKD42675	3,000.00		
94.	Rotary Dial Phone (green)	01pc	Stores	N/A	100.00		
95.	Rotary Dial Phone (black)	01pc	Stores	N/A	100.00		
UNIFORMS							
96.	Assorted Scouts Uniforms	TBD	Main Store	To be determined during the next stock take (Early April 2024)	TBD		
BOOKS							
97.	Mwamba Scout Hand Book	1050 pcs	Main Store	Clearance Sale of Ksh. 50/-	50.00 Total: Ksh. 52,500.00		
98.	Reproductive Hand Book Manual	500 pcs	Main Store	Clearance Sale of Ksh. 50/-	50.00 Total: Ksh. 25,000.00		
99.	Chipukizi Programme Hand Book	20 pcs	Main Store	Clearance Sale of Ksh. 50/-	50.00 Total: Ksh. 2,500.00		
100.	Jasiri Programme Hand Book	250 pcs	Main Store	Clearance Sale of Ksh. 50/-	50.00 Total: Ksh. 12,500.00		
101.	Communication Booklet	623 pcs	Main Store	Clearance Sale of Ksh. 50/-	50.00 Total: Ksh. 31,150.00		
102.	Scout Leaders Guide	1500 pcs	Main Store	Clearance Sale of Ksh. 50/-	50.00 Total: Ksh. 75,000.00		
103.	Drug Demand	1300 pcs	Main Store	Clearance Sale of Ksh. 50/-	50.00 Total: Ksh. 65,000.00		
104.	Ja Programme Student Manual	662 pcs	Main Store	Clearance Sale of Ksh. 50/-	50.00 Total: Ksh. 33,100.00		
105.	Ears To The Ground	40 pcs	Main Store	Clearance Sale of Ksh. 50/-	50.00 Total: Ksh. 2,000.00		
106.	Ujasiri Magazine	80 pcs	Main Store	Clearance Sale of Ksh. 50/-	50.00 Total: Ksh. 4,000.00		
107.	Ceramic Sink Basin	01pcs	Stores	N/A	2,000.00		
108.	Plastic Seats	24 Pcs	Stores	N/A	@150.00 Total: Ksh. 3,600.00		
109.	Deep Freezer (out of use)	01pc	Stores	N/A	2,000.00		
110.	1000Ltr old Rectangular Tank	01pc	Rowallan	N/A	4,000.00		
111.	500ltr old Round Rectangular Tank	01pc	Rowallan	N/A	2,000.00		
112.	1000Ltr old Round Tank (Broken)	01pc	Rowallan	N/A	1,000.00		
113.	10 000Ltrs Round Old Tank (Broken)	01pc	Rowallan	N/A	4,000.00		
114.	5000Ltrs Old Round Tank	01pc	Rowallan	N/A	5,000.00		

115.	PA System	01pc	Server Room	N/A	5,000.00		
116.	1000Ltr Old White Rectangular Tanks	06 pcs	Rowallan	N/A	@1,000.00 Total: Ksh. 6,000.00		
117.	Banquet seats	6pcs	Stores	N/A	200.00 Total: Ksh. 1,200.00		
118.	High back Broken office chairs	6pcs	Stores	KSA/PR/7/C/01 KSA/HR/3/C/01 KSA/BR/4BS/3 KSA/BR/4/BS/2 KSA/NEC/3/ES/1	@500.00 Total: Ksh. 3,000.00		
119.	Assorted out dated certificates	LOT	Stores	N/A	Destroy		
120.	Outdated Files	LOT	Stores	N/A	Destroy		
121.	Scrap (metal/plastic)	LOT	Stores	N/A	1,500.00		

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

Name of Account Holder _____

Name of the Bank _____

_____ Branch Name _____

and City _____

Account Number _____

Code SWIFT _____

Sort code _____

Banking correspondent (If any) _____

Name of Tenderer _____

Name of Authorized official _____

Signature _____

Date _____

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 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

Date:.....

Tender No.....

To:

.....
[Name and address of Procuring Entity]

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 30 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 TENDERED FOR:

1	2	3	4	5	6	7	8
S. NO	ITEMS DESCRIPTION	QTY	LOCATION	ASSET, SERIAL NO.s	KSA RESERVED PRICE (KSH)	Tenderer Unit price (KSH)	Total Tender Price (KSH)
1.							
2.							
3.							
4.							
5.							

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 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..... Nature
of business..... Current Trade License
No..... Expiring date.....
Maximum value of business which you can handle at any one time Kenya
shillings..... (In words).....
Name of your Bankers Branch

Part 2 (a) – Sole Proprietor or Individual

Your Name in full Age
Nationality Country of origin
Citizenship details (*ID and or Passport Number*).....
Name..... and signature.....

Part 2 (b) Partnership

Given details of partners as follows:

Name	Nationality	Citizenship Details	Shares
1.
2.
3.

[Name, Designation and Signature of Tenders Representative in the Company]

Name
Designation.....
Signature and Company stamp or Seal.....

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.

ETC.

[Name, Designation and Signature of Tenders Representative in the Company]

Name
Designation
Signature and Company stamp or Seal.....

Date

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:-

1	2	3	4	5	6	7	8
S. NO	ITEMS DESCRIPTION	QTY	LOCATION	ASSET, SERIAL NO.s	Deposit Amount	Tenderer Unit price (KSH)	Total Tender Price (KSH)
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's 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.

1	2	3	4	5	6	7	8
S. NO	ITEMS DESCRIPTION	QTY	LOCATION	ASSET, SERIAL NO.s	KSA RESERVED PRICE (KSH)	Tenderer Unit price (KSH)	Total Tender Price (KSH)
1.							
2.							
3.							
4.							
5.							

Authorized Signature:.....

Name and Title of Signatory:.....

Name of Procuring Entity.....

COPY OF THE LETTER OF NOTIFICATION OF AWARD

(To be 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..... (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.

1	2	3	4	5	6	7	8
S. NO	ITEMS DESCRIPTION	QTY	LOCATION	ASSET, SERIAL NO.s	KSA RESERVED PRICE (KSH)	Tenderer Unit price (KSH)	Total Tender Price (KSH)
1.							
2.							
3.							
4.							
5.							

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

REQUEST FOR REVIEW

FORM FOR REVIEW (r.203(1))

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 ofdated the...day of20.....in the matter of Tender No.....of20..... for(Tender description).

REQUEST FOR REVIEW

I/We.....,the above named Applicant(s), of address: Physical address.....P. O. Box 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.

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

- 1.
- 2.

SIGNED(Applicant) Dated on.....day of/...20.....

FOR OFFICIAL USE ONLY Lodged with the Secretary Public Procurement Administrative Review Board on.....day of20.....

SIGNED

Board Secretary

Public Procurement Regulatory Authority (PPRA)

KISM Towers, 6th Floor, Ngong Rd

P. O. Box 58535- 00200, Nairobi, Kenya

Telephone: +254 020 3244000, 2213106/7

Email: info@ppra.go.ke

Website: www.ppra.go.ke