

REPUBLIC OF KENYA



THE NATIONAL TREASURY AND PLANNING STATE DEPARTMENT FOR PLANNING

TENDER NO. TNT/SDP/08/2021-2022

FOR

SALE OF BOARDED MOTOR VEHICLES AND
ASSORTED ITEMS

Launch Date: - Tuesday 8th March 2022

Closing Date: - Friday 18th March 2022 at 11.00 am

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SECTION I - INVITATION TO TENDER

Date: 8th March 2022

Tender Ref. No.: TNTP/SDP/08/2021-2022

Tender Name: Sale of Boarded Motor Vehicles and Assorted Items

- 1.1 The State Department for Planning now invites sealed tenders from eligible candidates to **Purchase Boarded Motor Vehicles and Assorted Items**.
- 1.2 Interested eligible candidates may obtain further information from and inspect the tender documents at State Department for Planning, Harambee Avenue, The National Treasury Building, Procurement Office Room 716 during normal working hours.
- 1.3 A complete set of tender documents may be obtained by interested candidates and downloaded free on charge from the State Department for Planning website www.planning.go.ke. Those who download the document and intend to participate should inform the State Department via email: procurement@planning.go.ke
- 1.4 Tenderers will be required to **pay in advance a refundable deposit** as indicated in Section III Schedule of Terms and Prices of this tender document.
- 1.5 Completed tender documents are to be enclosed in plain sealed envelopes marked with the tender reference number and the tender name and deposited in the Tender Box at 9th Floor, The National Treasury Building, Harambee Avenue or addressed to:-

*The Principal Secretary
State Department for Planning
The National Treasury and Planning
P.O. Box 30005 00100
NAIROBI*

so as to be received on or before **Friday 18th March 2022 at 11.00 a.m.**

- 1.6 The client has organized for viewing of the boarded items, to be held on **Friday 11th March 2022 at 11.00 am** at The Treasury Building 10th Floor Boardroom.
- 1.7 Prices quoted should be net, must be in Kenya Shillings and shall remain valid for 90 days from the closing date of the tender.

- 1.8 Tenders will be opened immediately thereafter in the presence of the tenderers or their representatives who choose to attend at The Treasury Building, 10th Floor Board Room.

Head, Supply Chain Management Services
FOR: PRINCIPAL SECRETARY

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SECTION II - INSTRUCTION TO TENDERERS

2.1 Eligible Tenderers

- 2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Appendix to instructions to tenderers.
- 2.1.2 Tenderers shall not be under a declaration of ineligibility for corrupt or fraudulent practices
- 2.1.3 The procuring entity's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender unless where specifically allowed under section 131 of the Act.
- 2.1.4 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.

2.2 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 procuring entity shall allow the tender to review the tender document free of charge before purchase.

2.3 The Tender Document

- 2.3.1 The tender document comprises the documents listed below and any addenda issued in accordance with clause 2.5 of these instructions to tenderers.
 - (i) Invitation to tender
 - (ii) Instructions to tenderers
 - (iii) Schedule of items and price
 - (iv) Conditions of Tender
 - (v) Form of tender
 - (vi) Confidential Business questionnaire Form
 - (vii) Tender Commitment Declaration Form
- 2.3.2 The tenderer is expected to examine all instructions, forms, terms and specifications in the tender documents. Failure to meet all the requirements of the tender will be at the tenderer's risk and may result in the rejection of its tender.

2.4. Clarification of Documents

- 2.4.1 A prospective tenderer requiring any clarification of the tender document may notify the Procuring entity in writing or by post at the entity's address indicated in the Invitation for tenders. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives not later than thirty (30) days prior to the deadline for the submission of tenders, prescribed by the procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers that have received the tender document.
- 2.4.2 Clarification of tenders shall be requested by the tenderer to be received by the procuring entity not later than 7 days prior to the deadline for submission of tenders.
- 2.4.3 The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

2.5 Amendment of Documents

- 2.5.1 At any time prior to the deadline for submission of tenders, the Procuring entity, for any reasons, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by amendment
- 2.5.2 All prospective candidates that have received the tender documents will be notified of the amendment in writing or by post and will be binding on them.
- 2.5.3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the Procuring entity, at its discretion, may extend the deadline for the submission of tenders.

2.6 Tender Prices and Currencies

- 2.6.1 The tenderer shall indicate on the appropriate Price Schedule the unit prices and total tender price of the items it proposes to purchase under the contract
- 2.6.2 Prices quoted by the tenderer shall be fixed during the tender validity period and not subject to variation on any account. A tender submitted

with an adjustable price quotation will be treated as non-responsive and will be rejected

2.6.3 The Price quoted shall be in Kenya Shillings.

2.7 Tender deposit

2.7.1 The tenderer shall put a deposit for every item tendered for in the amount indicated in the schedule of items and prices.

2.7.2 Failure to put the required deposit for any item tendered for will lead to disqualification of the bid for the item.

2.7.3 Unsuccessful Tenderer's tender deposit will be discharged or returned as promptly as possible but not later than Seven (7) days after the expiration of the period of tender validity prescribed by the procuring entity.

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

2.7.5 The tender deposit may be forfeited:-

- (a) if a tenderer withdraws its tender during the period of tender validity specified by the procuring entity.
- (b) in the case of a successful tenderer, if the tenderer fails to pay the balance of the bid price.

2.8 Validity of Tenders

2.8.1 Tenders shall remain valid for 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 IT IS AND THE CONDITION IT IS IN*” 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 **Wednesday 16th March 2022 at 11.00 a.m.**”

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 **Friday 18th March 2022 at 11.00 a.m.**

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.

2.12 Modifications and Withdrawals of Tenders

2.12.1 Modification of tenders

2.12.1.1 The tenderer may modify or withdraw its tender after the tender’s submission, provided that written notice of the modification, including substitution or withdrawal of the tenders, is received by the Procuring entity prior to the deadline prescribed for submission of tenders.

2.12.1.2 The Tenderer’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.9.1. A withdrawal notice may also be sent by fax but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

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

2.12.2 Withdrawals and tenders

2.12.2.1 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer. Withdrawal of a tender during this interval may result in the tenderer’s forfeiture of its tender deposit, pursuant to paragraph 2.7.5.

2.13 Opening of Tenders

- 2.13.2 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend on **Friday 18th March 2022 at 11.00 a.m** and in the location specified in the invitation to tender.

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

- 2.13.3 The tenderers' names, tender modifications or withdrawals, tender prices, and the presence or absence of requisite tender deposit and such other details as the Procuring entity, at its discretion, may consider appropriate, will be announced at the opening.

- 2.13.4 The Procuring entity will prepare minutes of the tender opening.

2.14 Clarification of tenders

- 2.14.2 To assist in the examination, evaluation and comparison of tenders the Procuring entity may, at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted.

- 2.14.3 Any effort by the tenderer to influence the Procuring entity in the Procuring entity's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

2.15 Evaluation and Comparison of Tenders

- 2.15.1 The Procuring entity will examine the tenders to determine whether they are complete, whether any computation errors have been made, whether required deposits have been furnished, whether documents have been properly signed and whether the tenders are generally in order. After examination a tender that will be determined to be substantially non responsive, will be rejected by the procuring entity.

- 2.15.2 The Procuring entity will evaluate and compare the tenders, which have been determined to be substantially responsive.

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

2.16 Award Criteria

2.16.1 The Procuring entity will award the contract to the successful tenderer(s) whose tender has been determined to be substantially responsive and has been determined to be the highest evaluated tender, subject to the reserves price.

2.17 Notification of Award

2.17.2 Prior to the expiration of the period of tender validity, the Procuring entity will notify the successful tenderer in writing that its tender has been accepted.

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

2.18 Contacting the Procuring entity

2.18.1 No tenderer shall contact the Procuring entity on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

2.18.2 Any effort by a tenderer to influence the Procuring entity in its decisions on tender evaluation, tender comparison, or contract award may result in the rejection of the tenderer's tender.

Appendix to Instructions to tenderers

The following information for sale of boarded stores and equipment shall complement, supplement or amend, the provisions of the instructions to tenderers. Whenever there is a conflict between the provisions of the instructions to tenderers and the provisions of the Appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers.

<i>Instructions to Tenderers Reference</i>	<i>Particulars of appendix to Instructions to tenderers</i>
2.1.1	<i>The tender is open to all interested bidders (Individuals and firms)</i>
2.2.2	<i>Tender document may be downloaded free on charge from the Department's website www.planning.go.ke</i>
2.8.1	<i>Tender validity period shall be 90 days from the date stated for tender submission</i>
2.7.1	<i>as indicated in Section III Schedule of Terms and Prices of this tender document. Items are to be sold on an "AS WHERE IT IS AND THE CONDITION IT IS IN" basis</i>
2.8.1	<i>Tender validity shall be 90 days from the date set for tender submission</i>
2.9	<i>The Client has scheduled a viewing exercise to be held on Friday 11th March 2022 at 11.00 am starting 11.00 a.m.at the treasury building 10th floor boardroom. Interested bidders should make prior arrangements with the State Department for the viewing of the tender items to allow for proper planning of the exercise in view of the COVID-19 containment measures.</i>
2.15.1	<i>The tender evaluation criteria shall be</i> <i>Stage 1: Preliminary consideration</i> <ul style="list-style-type: none"> <i>i. Copy of registration certificate for firms and/or National Identification card (ID) for individual bidders</i> <i>ii. Filled and signed Form of Tender</i> <i>iii. Filled and signed Tender deposit commitment declaration form</i> <i>iv. Copy of deposit payment receipt</i> <i>v. Filled and signed Price schedule in the format attached</i> <i>vi. Copy of a valid tax compliance certificate for the individual or firm</i> <i>vii. Duly filled confidential business questionnaire in the attached format (not applicable for individual</i>

	<p><i>bidders)</i></p> <p>viii. <i>Filled and signed declaration and commitment to the code of ethics</i></p> <p>ix. <i>Filled and signed self-declaration forms</i></p> <p><i>Stage 2: Bids Comparison</i> <i>The prices quoted by the bidders found to be responsive in Stage 1 will be compared.</i></p> <p><i>Stage 3: Award Criteria</i> <i>The highest quoting evaluated bidder shall be considered for award for each respective item/lot</i></p>
2.16	<i>Award shall be made to the highest evaluated bidder per item/lot</i>

SECTION III - SCHEDULE OF TERMS AND PRICES

A: Motor Vehicles - “As Where It Is and The Condition It Is In” Basis

LOT No	Item Description	Qty	Total Reserve Price KES	Required Deposit KES	Total Tender Price KES	Remarks
1.	GKA 028R MITSUBISHI PAJERO	1 No.	225,000	22,000		
2.	GKA 120U VW PASSAT	1 No.	240,000	24,000		
3.	GKA 300U MITSUBISHI PAJERO	1 No.	247,000	24,000		
4.	GKA 346M NISSAN X-TRAIL	1 No.	180,000	18,000		
5.	GKA376M MITSUBISHI PAJERO	1 No.	200,000	20,000		
6.	GKA 489E MITSUBISHI PAJERO	1 No.	110,000	11,000		
7.	GKA 624K TOYOTA PRADO	1 No.	160,000	16,000		

B: Assorted Furniture - “As Where It Is and The Condition It Is In” Basis

Lot No.	Item Description	Qty	Reserve Price KES	Required Deposit KES	Total Tender Price KES	Remarks
8	Assorted Office Furniture	Assorted	20,000	2,000		
9	Assorted wooden Doors and Broken Wooden Door Frames	29 No	29,000	2,000		

D: STEEL CABINETS - “As Where It Is and The Condition It Is In” Basis

Item No.	Item Description	Total Quantity	Reserve Price KES	Required Deposit KES	Total Tender Price KES	Remarks
10	Steel Cabinets	9 No	8,000	1,000		

E: ASSORTED CARPETS - “As Where It Is and The Condition It Is In” Basis

Item No.	Item Description	Total Quantity	Reserve Price KES	Required Deposit KES	Total Tender Price KES	Remarks
11	Assorted Carpets	Assorted	5,000	None		

Name/Company Name of the Bidder:-.....

Postal Address of the Bidder:-.....

Email Address of the Bidder:-.....

Telephone No’s of the Bidder:-.....

Signature of the Bidder:-.....Date:-.....

SECTION IV - CONDITIONS OF TENDER

- 4.1 A tenderer may tender for each item or each lot and may tender for as many items or lots as he/she wishes.
- 4.2 A tenderer will pay a deposit in advance before the closing date of the tender for each item or lot tendered for as indicated in the schedule of items and prices.
- 4.3 Tenderers who will be awarded contracts will be required to pay for the items after 14 days and not later than 21 days failure to which the contract award will be cancelled and the deposit forfeited. If there is an administrative review, the review procedures shall be followed.
- 4.4 Tenderers who will not be awarded contracts will be refunded the deposits fourteen (14) days after notification of the communication of the contract awards.
- 4.5 Tenderers will be required to collect the items they have paid for within fourteen (14) days after making the payment failure to which storage charges will be charged as indicated in the appendix to Conditions of tender.
- 4.6 The procuring entity will retain confidential reserve prices for all the items. Items tendered for below the reserve price will be retained by the procuring entity.

Appendix to conditions of tender

The following information for sale of boarded motor vehicles and equipment shall complement, supplement, or amend, the provisions of the conditions of the tender. Whenever there is a conflict between the provisions of the conditions of tender and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the conditions of tender.

Conditions of tender reference	Particulars of the appendix to Conditions of tender
4.3	<i>In case there is no administrative review of the process, Payment should be paid after 14 days and not later than 21 days after notification of award; failure to which the contract award will be cancelled and the deposit forfeited.</i>
4.5	<i>Goods should be collected within 14 days after making the payment, after which a storage charge will be levied as the department deems fit.</i>

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 a copy of the deposit payment receipt) with the tender. Failure to complete any of these forms will lead to the disqualification of the tenderer.

5.1 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 90[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.

Dated this day of _____ 2021

_____ [signature] [in the capacity of]

Duly authorized to sign tender for and on behalf of

5.2 Confidential Business Questionnaire Form

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this form

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

	<p>Part 2 (a) - Sole Proprietor</p> <p>Your Name in full Age</p> <p>Nationality Country of origin</p> <p>* Citizenship details</p>																												
	<p>Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p> <table> <thead> <tr> <th></th> <th>Name</th> <th>Nationality</th> <th>Citizenship Details</th> </tr> </thead> <tbody> <tr> <td>Shares</td> <td></td> <td></td> <td></td> </tr> <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>		Name	Nationality	Citizenship Details	Shares				1.	2	3	4				
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	<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> <thead> <tr> <th></th> <th>Name</th> <th>Nationality</th> <th>Citizenship Details</th> </tr> </thead> <tbody> <tr> <td>Shares</td> <td></td> <td></td> <td></td> </tr> <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>		Name	Nationality	Citizenship Details	Shares				1.	2.	3.	4.	5.
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<p>Date Seal/Signature of Candidate</p>																													

5.3 Tender deposit commitment Declaration Form

Tender No.: TNTP/SDP/08/2021-2022 - Sale of Boarded Motor Vehicles and Assorted Items

*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: -

Lot No.	Item Description	Deposit KES.	Receipt No. and Date

Name/Company Name of the Bidder:-.....

Postal Address of the Bidder:-.....

Email Address of the Bidder:-.....

Telephone No's of the Bidder:-.....

Signature of the Bidder:-.....Date:-.....

(Note To be filled and returned with the Tender)

5.4. DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I (person) on behalf of (*Name of the Business/ Company/Firm/self*)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.....

Office address.....

Telephone.....

E-mail.....

Name of the Firm/Company (where applicable).....

Date.....

(Company Seal/ Rubber Stamp where applicable)

Witness

Name.....

Sign.....

Date.....

5.5 SELF DECLARATION FORMS DEBARRED

(r.47)

FORM SD1 (to be filled and returned with the Tender)

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

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

Bidder Official Stamp (where Applicable)

FORM SD2 (To be filled and returned with the Tender)

**SELF DECLARATION FORMS - CORRUPT OR FRAUDULENT PRACTICE
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 hereinabove is true to the best of my knowledge information and belief.

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

Bidder's Official Stamp (where applicable)

5.6 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

Item No	Item Description	Qty	Offered Price KES	Remarks
1				
2				
3				
Total Price for all Items				

Authorized Signature:

Name and Title of Signatory:

Name of Procuring Entity.....

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 a t prices listed on the table below is Hereby accepted by.....*(nameof ProcuringEntity)*.

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

Item No	Item Description	Qty	Offered Price KES	Remarks
1				
2				
3				
Total Price for all Items				

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

5.7 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*) ofdated the...day of20.....in the matter of Tender No...of20...

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 of20.....

SIGNED
Board Secretary