



KENYA FORESTRY RESEARCH INSTITUTE

TENDER NO: KEFRI/OPT/001/2021-2022

**TENDER NAME: DISPOSAL OF UNSERVICEABLE,
OBSOLETE AND OBSOLESCENT ASSETS**

RELEASE DATE: TUESDAY 12th APRIL, 2022

CLOSING DATE: FRIDAY 29TH APRIL, 2022

CLOSING TIME: 11:30AM



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TENDER DOCUMENTS FOR DISPOSAL

(1) NAME AND CONTACT ADDRESSES OF KEFRI

Kenya Forestry Research Institute Headquarters,
Muguga, off Nairobi – Naivasha Road,
Supply Chain Management Division,
P.O Box 20412-00200, Nairobi

(2) Invitation to Tender (ITT) No: KEFRI/OPT/001/2021-2022

(3) Tenderer's Name: Disposal of Unserviceable, Obsolete and
Obsolescent Assets

INVITATION TO TENDER

NAME: KENYA FORESTRY RESEARCH INSTITUTE (KEFRI)

DESCRIPTION: DISPOSAL OF UNSERVICEABLE, OBSOLETE, OBSOLESCENT AND ASSETS

1. KEFRI now invites sealed tenders from eligible candidates to purchase various unserviceable 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 ***“AS WHERE IT IS AND THE CONDITION IT IS IN”***
Starting from Wednesday, 13th APRIL 2022 to 28th APRIL, 2022 between 9.00am – 4.30pm daily at all KEFRI Centres
4. Tender documents may be viewed and downloaded for free from the website <https://www.kefri.org/components/tenders/tenders.html> or Public Procurement Information Portal (www.tenders.go.ke). Tenderers who download the tender document and intent to submit the tender must forward their particulars immediately to tenders@kefri.org to facilitate any further clarification or addendum. The procedure to be followed by tenders in registering their particulars will be as follows:
Tenderers shall indicate; Tender reference No; Tender Name; official Email Address and the Telephone number and the complete name and Designation of the Person to be contacted. KEFRI will not be liable for failure of delivery of the Clarification/Addenda to the indicated Contacts, therefore the tenderers are reminded to re-confirm their contacts before they emailed.
5. Tenderers will be required to pay in advance a fundable deposit as indicated in the Appendix to Instructions to tenderers.
6. Completed tenders must be delivered to the address below on or before **Friday 29th April, 2022 by 11.30am**. Electronic Tenders will not be permitted.
7. Prices quoted should be net, must be in Kenya Shillings and shall remain

valid for the period to be determined by the KEFRI from the closing date of the tender.

8. Tenders will be opened immediately after the deadline date and time specified above or any deadline date and time specified later. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address below.
9. Late tenders will be rejected.
10. The addresses referred to above are:

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

KENYA FORESTRY RESEARCH INSTITUTE

- (1) Physical address for hand Courier Delivery;
Tender Box; The tenders will be dropped in the Tender Box located at KEFRI Headquarters, just outside the Director's Office
- (2) Postal Address; **20412 – 00200 Nairobi**
- (3) Contact; **Head of Supply Chain Management, Tel: +254724 259 781/2. 722157 414**
- (4) e-mail address; tenders@kefri.org/directors@kefri.org

B. **Address for Submission of Tenders.**

The Director

KENYA FORESTRY RESEARCH INSTITUTE

P.O Box 20412 – 00200 Nairobi.

Physical address for hand Courier Delivery to;

Tender Box; The tenders will be dropped in the Tender Box located at KEFRI Headquarters, just outside the Director's Office

C. **Address for Opening of Tenders.**

KENYA FORESTRY RESEARCH INSTITUTE

Auditorium Room at KEFRI Headquarters, immediately after the tender closing date on **Friday 29th April, 2022 by 11.30am**

Director - KEFRI

KENYA FORESTRY RESEARCH INSTITUTE

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 KEFRI'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 KEFRI, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.2 The KEFRI 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 KEFRI in writing or by post at the entity's address indicated in the Invitation for tenders. The KEFRI 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 KEFRI. 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 KEFRI not later than 7 days prior to the deadline for submission of tenders.

4.3 The KEFRI 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 KEFRI, 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 into account in preparing their tenders, the KEFRI, 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 it proposes to purchase under the contract.

6.2 Prices quoted by the tenderer shall be fixed during the tender validity period and not subject to variation on any account. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.

6.3 The Price quoted shall be in Kenya Shillings.

7 Tender deposit

7.1 The tenderer shall put a deposit for every item tendered for in the amount indicated in the schedule of items and prices, to the Bank account indicated in Section III - Schedule of Items and Prices

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

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

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

7.5 The tender deposit shall be forfeited:

- a) If a tenderer withdraws its tender during the period of tender validity specified by the KEFRI.
- b) In the case of a successful tenderer, if the tenderer fails to pay the balance of the tender price.

8 Validity of Tenders

8.1 Tenders shall remain valid for **120 days** or as specified in the appendix to instruction to tenderers after date of tender opening prescribed by the KEFRI, pursuant to paragraph 2.10. Tender valid for a shorter period shall be rejected by the KEFRI as non-responsive.

8.2 In exceptional circumstances, the KEFRI may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses there to shall be made in writing. The tender deposit provided under paragraph 2.7 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender deposit. A tenderer granting the request will not be required nor permitted to modify its tender.

9. Viewing of Tender Items

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

10. Sealing and Marking of Tenders

10.1 The Tenderer shall deliver the Tender in a single, sealed envelope bearing the name and Reference number of the Tender, addressed to the KEFRI 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 KEFRI; and
- d) Attach a payment slip or certified banking details from a bank, warranting the deposit payment made for the items tender for.

10.2 If all envelopes are not sealed and marked as required, the *KEFRI* 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.

11. Deadline for Submission of Tenders

Tenders must be received by the KEFRI at the address specified not later than

Friday 29th April, 2022 by 11.30am.

The KEFRI 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 KEFRI 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 KEFRI 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.

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

13 Withdrawals and tenders

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

14 Opening of Tenders

14.1 The KEFRI will open all tenders in the presence of tenderers' representatives who choose to attend at **the Auditorium Room at KEFRI Headquarters immediately after the tender closing date on Friday 29th April, 2022 by 11.30am.** 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 KEFRI, at its discretion, may consider appropriate, will be announced at the opening.

14.3 The KEFRI will prepare minutes of the tender opening.

15 Clarification of tenders

15.1 To assist in the examination, evaluation and comparison of tenders the KEFRI 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.

15.2 Any effort by the tenderer to influence the KEFRI in the KEFRI'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 KEFRI 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 KEFRI.

16.2 Provided that the Tender is substantially responsive, the KEFRI 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 KEFRI 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 KEFRI 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

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

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

18 Canvassing/Contacting the KEFRI

18.1 No tenderer shall contact the KEFRI 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 KEFRI in its decisions on tender evaluation, tender comparison, or contract award may result in the rejection of the tenderer's tender.

EVALUATION CRITERIA

The evaluation will be carried out in two stages as follows;

1. Mandatory Requirement
2. Financial Requirement

MR No.	Mandatory Requirement	Must Submit
1.	Submit a Copy of Certificate of Registration/Incorporation for a company and or National ID for Individual applicant	
2.	Copy of Current KRA Tax Compliance Certificate for Registered/ Incorporated company/ Individual applicant	
3.	Must duly fill, and Sign the Form of Tender in the Format provided (Form 1)	
4.	Must duly fill, sign and stamp Confidential Business Questionnaire Form indicating the names of all the shareholders/Directors (Form 2)	
5.	Must duly Complete the Self-Declaration Form - Sign and Stamp (Form 4)	
6.	Must Fill the Declaration and Commitment to the Code of Ethics. (Form 5)	
7.	Must duly fill the schedule of items& prices in the format provided in the tender document	
8.	Bidders should have their documents paginated and tape bound consistently to ensure compliance with Section 74 (1) (i) Public Procurement and Assets Disposal Act, 2015 (in format 1,2,3,4.....to the last page).	
Financial Evaluation		
1.	The Highest evaluated Tender will be recommended for award for each item	

SECTION II - SCHEDULE OF ITEMS AND PRICES

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.

SCHEDULE OF ITEMS AND PRICES

NO:	DESCRIPTION	UOM	QTY	RESERVATION PRICES	UNIT TENDER PRICE	TOTAL TENDER PRICE	REQUIRED DEPOSIT
KEFRI Lamu office - Mukowe, along the Malindi – Lamu road, next to the Lamu county offices – Office of the Procurement Officer							
1	Car Battery Charger (Free Batt Technology)	No.	1	300.00			None
2	Car Battery Charger	No.	1	300.00			None
3	Battery Chloride Exide	No.	1	300.00			None
4	HD DSTV Decoders	No.	10	2,500.00			None
5	Water Pump Machine (Model Ovarem)	No.	1	3,000.00			None
6	Old/Used Tyres	No.	4	400.00			None
7	AC Compressor Unit	No.	1	5,000.00			None
8	HP LaserJet 1320	No.	1	1,500.00			None
9	Assorted Plastic Bottles	Kg	165	15/@/kg			None
10	HP CPU Hewlett-Packard Pro3500	No.	1	3,000.00			None
11	Old Wheelbarrows	No.	2	1,000.00			None
Dry Land Eco –Regional Research Programme - KITUI CENTRE –KITUI TOWN – Office of the Procurement Officer							
1	Old Ceiling Boards	Lot	1	10/@/kg			None
2	Old Metal	Lot	1	20/@/kg			None
3	Chain Link Old	Roll	2	10,000.00			None
4	Fridge 2 Door Fuji	No.	2	30,000.00			None
5	Motor Bike	No.	2	60,000.00			None
6	Computers and Accessories	lot	1	500.00			None
7	Metal Cabinets	No.	4	800.00			None
8	Wooden Doors	No.	20	5,000.00			None

9	Old Batteries	No.	8	2,400.00		None
10	Plough 3 Disk	No.	1	30,000.00		None
11	Gas Range 2 Burners Fabricated	No.	1	15,000.00		None
12	Tea Urns	No.	5	22,500.00		None
13	Brush Cutter	No.	4	10,000.00		None
14	Manual Meat Mincer	No.	1	1,000.00		None
15	Micro Wave	No.	2	4,000.00		None
16	Lab Refrigerator	No.	2	30,000.00		None
17	HP Color LaserJet 2605	No.	1	2,000.00		None
18	500Ltr Old Metallic Tanks	No.	3	15,000.00		None
19	Scanner Apple One	No.	1	1,500.00		None
20	Panasonic 10kg Washing Machine	No.	1	15,000.00		None
21	Newspaper	Kg	214	15@kg		None
22	Assorted Tyres	No.	33	3,300.00		None
23	Old Car Battery	No.	4	1,200.00		None
24	Sanyo Fridge	No.	2	30,000.00		None
25	Old Iron Sheet	Lot	1	500.00		None
26	Wooden Windows	No.	2	2,000.00		None
27	Metal Window Frame	Lot	1	10,000.00		None
28	Metal Door	No.	2	1,000.00		None
29	Opaque Projector EP 7000 Elmo	No.	1	500.00		None
30	Triformat Color Video Projector (TC -10010PSN)	No.	1	1,500.00		None
31	Stapler Sorter ASF10(GR7)	No.	1	500.00		None
32	Cannon Photocopier	No.	1	500.00		None
33	Laminator	No.	2	500.00		None
34	Binding Machine(CB400)	No.	1	500.00		None
35	Typewriter	No.	2	300.00		None
36	IBM Monitor	No.	5	500.00		None
37	TFT Monitor	No.	2	600.00		None
38	Canoword x335	No.	1	800.00		None

39	UPS-APC-650 KVA/1.5 KVA	No.	1	500.00			None
40	UPS-Mecev-850 KVA	No.	1	600.00			None
41	Video Recorder Cassette - National AG 6200	No.	1	700.00			None
42	APC UPS 1.5 KVA	No.	1	900.00			None
43	IBM CPU	No.	5	1,250.00			None
44	48X Max CPU	No.	3	1,500.00			None
45	Assorted Printers	No.	2	800.00			None
46	Overhead Projector HP A380 ZOOM Machine	No.	2	3,000.00			None
47	Assorted Projector	No.	5	1,250.00			None
48	Weighing Scale	No.	2	500.00			None
49	Fax Machine	No.	1	300.00			None
KIBWEZI SUB CENTRE							
1	HP LaserJet 1300 Printer	No.	1pc	3,500.00			None
2	Olivette Typewriter	No.	1	2,000.00			None
3	IBM Wheel writer 3000	No.	1	1,000.00			None
4	HP Deskjet 3515 Printer	No.	1	2,000.00			None
5	4 Drawers Steel Cabinet	No.	1	2,000.00			None
6	Ariston 6ft 2doors Refrigerator	No.	1	5,000.00			None
7	Bicycle Size 22	No.	1	1,500.00			None
8	Car Tyres Size 245/70 R16	No.	4	400.00			None
9	Car Tyres Size 255/70 R15	No.	6	600.00			None
10	Car Tyres 265/70 R16	No.	1	100.00			None
11	Car Tyres 31×10.5 R15	No.	2	400.00			None
12	Motor Bike Tyres 275-21	No.	8	200.00			None
13	Motor Bike Tyres 410-18	No.	3	75.00			None
14	Car Batteries N70/12V	No.	3	900.00			None

15	Slide Projector	No.	1	1,000.00		None
16	Video Camera	No.	1	2,000.00		None
17	Binding Machine	No.	1	500.00		None
18	Overhead Projector	No.	1	1,500.00		None
19	Newspapers	Kg	100	15/-@kg		None
GARISSA SUB CENTRE - Garissa County - Office of the Procurement Officer						
1	Photocopier Machine (Sofem) Big	No.	1	3,000.00		None
2	Type Writer Electric	No.	1	500.00		None
3	Type Writer Manual	No.	1	500.00		None
4	HP Printer	No.	1	1,500.00		None
5	Orient Fan	No.	1	200.00		None
6	Car Battery N90	No.	1	300.00		None
7	Shocks For Vehicle	No.	3	900.00		None
KEFRI CERP – Gede, Kilifi County, Next to Kenya Forest Service Gede - Office of the Procurement Officer						
1	Laptop HP Core i7	No.	1	5,000.00		None
2	Laptop HP Core i7	No.	1	5,000.00		None
3	Laptop Toshiba	No.	1	3,000.00		None
4	Laptop Dell Core i5	No.	1	5,000.00		None
5	Desktop Computer Lenovo CPU	No.	1	1,500.00		None
6	Desktop Computer Lenovo Monitor	No.	1	1,000.00		None
7	Desktop Computer HP CPU	No.	1	1,500.00		None
8	Printer HP	No.	1	1,500.00		None
9	Camera Casio	No.	1	800.00		None
10	Camera Sony	No.	1	900.00		None
11	GPS	No.	1	4,000.00		None
12	Microwave-Wave-Dome LG	No.	1	2,000.00		None
13	Binoculars	No.	3	1,050.00		None
14	Office Chairs	No.	7	500.00		None
15	Over Head Projector	No.	1	1,500.00		None
16	Fire Extinguisher	No.	1	500.00		None
17	Electrical Kettle	No.	1	200.00		None
18	Paper Cutter A3	No.	1	150.00		None

19	Binding Machine	No.	1	300.00			None
20	Laminator	No.	1	500.00			None
21	Sealing Machine	No.	1	600.00			None
22	Used Newspapers	Kg	100	15/@/kg			None
23	Water Distiller	No.	1	200.00			None
24	Stevens Screen	No.	1	500.00			None
25	UPS-TRIPP-LITE	No.	4	2,000.00			None
26	Used Car Batteries	No.	1	300.00			None
27	Used Tyres	No.	24	2,400.00			None
KEFRI Lodwar - Turkana County - Office of the Procurement Officer							
1	Photocopier Kyocera KM-1635	No.	1	2,500.00			None
2	Printer Color LaserJet Pro MFP M377dw	No.	1	4,000.00			None
3	Printer HP LaserJet 1320	No.	1	2,000.00			None
4	LaserJet Pro MFP M402dn	No.	1	5,000.00			None
5	Printer LaserJet Pro M402dn	No.	1	2,000.00			None
6	Printer HP Color LaserJet 2600n	No.	1	5,000.00			None
7	Samsung Component Audio System Model Mx- Hs8000/Zn	No.	1	4,000.00			None
8	Samsung Speaker System Model Ps- Hs 8000	No.	2	2,000.00			None
9	Washing Machine Samsung 2-2.6kw 8kg Model Wf1802wpv	No.	1	15,000.00			None
10	Safe SP 15001212	No.	1	2,000.00			None
11	HP Scanner Model GRLYB-0209	No.	1	600.00			None
12	Scanjet Pro 3000 S3	No.	2	4,000.00			None
13	HP CPU Core I3	No.	4	3,000.00			None
14	HP CPU Core I5	No.	2	3,500.00			None
15	HP CPU Intel Pentium	No.	2	900.00			None
16	Dell CPU Intel Pentium	No.	2	900.00			None

17	APC Ups 650VA	No.	1	500.00			None
18	APC Ups 750VA	No.	2	1,200.00			None
19	APC Ups 1500VA	No.	1	900.00			None
20	Mercer UPS 850VA	No.	2	1,200.00			None
21	Mecer UPS 1000VA	No.	2	1,800.00			None
22	HP Monitor	No.	7	500.00			None
23	Dell Monitor	No.	2	450.00			None
24	Computer Keyboard	No.	12	1,200.00			None
25	Assorted Calculators	No.	7	100.00			None
26	Assorted Desktop Phones	No.	4	200.00			None
27	Car Batteries	No.	18	5,400.00			None
28	Sony Projector	No.	2	4,000.00			None
29	Ram tons Water Dispenser Model RM442	No.	2	2,000.00			None
30	Water Dispenser Model RM/4260	No.	1	1,000.00			None
31	HP-5500 Monitor	No.	1	600.00			None
32	HP I5 Laptop	No.	1	5,000.00			None
33	Acer Core I3 Laptop	No.	2	9,000.00			None
34	Cisco Switch 24 Port Catalyst 2950 Series	No.	2	4,000.00			None
35	Emachine Laptop Intel Atom	No.	1	2,000.00			None
36	Power saw	No.	2	20,000.00			None
37	Dayliff Water pump Model Dc 50h	No.	2	1,000.00			None
38	Scarlet Comfort Fan SC 379	No.	2	500.00			None
39	Armco Fan Model No AFS 16mhx	No.	1	500.00			None
40	Ram tons Corded Kettle Model RM/115	No.	1	500.00			None
41	Ramtons Kettle	No.	1	500.00			None
42	Black And Decker Blender BX225	No.	1	500.00			None

	300W						
43	Ramtons Blender 50W Model RM/308	No.	1	500.00			None
44	Solster Toster Model TP 28-PB55	No.	1	500.00			None
45	Electric Frier	No.	1	500.00			None
46	Toner Cartridges	No.	15	200.00			None
47	IBM Type Writer 6747-2	No.	1	800.00			None
48	100A On Load Change Over Switch	No.	1	5,000.00			None
49	Katko 2188 Binding Machine	No.	1	1,000.00			None
50	Laminating Machine	No.	1	500.00			None
51	Okem 600W Blower	No.	1	500.00			None
52	Mercury 130 ETR Machine	No.	1	2,000.00			None
53	4 Drawer Cabinet	No.	2	500.00			None
54	Water Closet	No.	2	400.00			None
55	Water Hand Basin	No.	2	400.00			None
56	Cooker/Oven	No.	2	1,000.00			None
57	Vehicle Light Fitting	No.	3	300.00			None
58	Door Locks	No.	11	600.00			None
59	Assorted Charger	Lot	1	1,000.00			None
60	Assorted Computer Mouse	No.	8	40.00			None
61	Dell Speakers	No.	2	1,000.00			None
62	Vehicle Old Spare Parts	Lot	1	5,000.00			None
63	Office Chairs	No.	4	2,000.00			None
64	Tyres Size R15	No.	7	700.00			None
65	Tyres Size R16	No.	2	200.00			None
KAKAMEGA SUB CENTRE							
1	Wheel Barrows	No	3	1,500.00			None
2	Tyres	No	15	1,500.00			None
3	Scraps	No	50	15/@kg			None
KEFRI Marigat office - Marigat town, Baringo County (Opposite KALRO Apiculture center - Office of the Procurement Officer							

1	Newspapers	Kg	289	<u>15/@kg</u>		None
2	Tyres	No	51	5,100.00		None
3	Compaq CPU + Keyboard	No	1	500.00		None
4	Monitor (Compaq)	No	1	400.00		None
5	UPS	No	5	7,500.00		None
6	Battery N70 - 12V	No	10	3,000.00		None
7	HP Laptop -HP 630	No	1	4,000.00		None
KEFRI RVERP - LONDIANI - Londiani County, Next to KFS College - Office of the Procurement Officer						
1	Tyres	No	90	9,000.00		None
2	Old Fume Chamber	No	1	10/@/kg		None
3	Incubator (Low Pressure)	No	1	1,000.00		None
4	Type Writer Olympia International	No	1	500.00		None
5	Compaq Computer Monitor	No	5	3,000.00		None
6	APC Power Back Up 1500	Pc	4	3,600.00		None
7	Assorted APC Power Back Up 750/650	Pc	6	3000		None
8	Compaq Computer CPU	Pc	7	3,150.00		None
9	Toshiba Laptop	Pc	1	1,500.00		None
10	Gram Antic Balance	Pc	1	1,000.00		None
11	Photocopier LaserJet	Pc	1	3,500.00		None
12	Fax Machine	Pc	1	300.00		None
13	Keyboard	Pc	7	700.00		None
14	Hewlett Officejet G55 Scanner	Pc	1	2,000.00		None
15	HP Laser 5L (Model C3941A)	Pc	1	2,000.00		None
16	HP Deskjet 3325	Pc	1	2,000.00		None
17	Printer HP Laser 1300	Pc	1	3,500.00		None
18	Binding Machine	Pc	1	500.00		None
19	Old Car Batteries	Pc	4	1,200.00		None

20	High Back Chair	Pc	2	500.00			None
21	Secretary Chair	Pc	1	300.00			None
22	Scrap Metal	Kg	20	20/@/kg			None
23	Old News Papers	Kg	30	15/@/kg			None
KEFRI Turbo center, Uasin Gishu County, Next to Kenya Forest Service - Office of the Procurement Officer							
1	Wooden Cupboard Small	No	1	200.00			None
2	Wall Drop	No	1	200.00			None
3	Tyres	Pc	30	3,000.00			None
4	Book Shelf	No	1	200.00			None
5	Differential Lock (Diff) For Nissan H/B	No	1	3,000.00			None
KEFRI FPRC Karura - Office of the Procurement Officer							
1	Computer Monitor	No	1	600.00			None
2	Old Fire Extinguisher Cylinder	No	1	500.00			None
3	UPS 1KVA	No	8	6,400.00			None
4	Computer Printer No. 1300	No	1	3,500.00			None
5	Safe (Metal Small Size)	No	2	1,000.00			None
6	Tyres Assorted Sizes	No	44	4,400.00			None
7	Keyboards	No	7	700.00			None
8	Scanner Flat Bed 1480	No	1	1,500.00			None
9	Binding Machine	No	1	500.00			None
10	Extension Cable 6 Way	No	1	10.00			None
11	Batteries	No	16	4,800.00			None
12	Scrap Plastic (Assorted)	No	9	10/@/kg			None
13	Black Leather Office Chairs	No	4	500.00			None
14	Dust Blowing Machine	No	1	10/@/kg			None
15	Floor Cleaning Machine	No	1	10/@/kg			None
16	Computer CPUs	No	5	1,500.00			None
17	Flood Lights 100wts	No	3	500.00			None
SEED UNIT - MUGUGA CHERP							

1	Digital Weighing Balance YHT3	Pc	1	500.00			None
2	Wall Clock	Pc	1	200.00			None
3	Oven BTL	Pc	1	1,000.00			None
4	Tables Wooden	Pc	2	500.00			None
5	Assorted CPU's	Nos.	7	3,150.00			None
6	Photocopier Cannon IR 2200	Pc	1	1,500.00			None
7	Back Ups	Pc	22	11,000.00			None
8	BACK UP APC KVA 1500	Pc	1	900.00			None
9	Assorted Monitors	Pc	8	6,600.00			None
10	Backup Meccer 1000VA	Pc	1	800.00			None
11	Old Ceiling Boards	Lot	1	10/@/kg			None
12	Old Metal	Lot	1	20/@/kg			None
13	Metal Cabinets	Pcs	1	20/-/kg			None
14	Brush Cutter	Pc	1	500.00			None
15	Micro Wave	Pcs	1	500.00			None
16	Lab Refrigerator	Pc	1	5,000.00			None
17	Metallic Door Frames	Pcs	2	20/@/kg			None
18	Metallic Window	Pcs	2	20/@/kg			None
19	Assorted Tyres	Pcs	33	3,300.00			None
KEFRI LBERP – Maseno, Kisumu County, 1 Km past Maseno University - Office of the Procurement Officer							
1	Wheel Barrows	No	3	1,500.00			None
2	Tyres	No	15	1,500.00			None
3	Old Metals	No	50	20/@/kg			None
4	Manual Type Writer	Pc	1	500.00			None
5	Printer Brother	Pc	2	2,000.00			None
6	Printer HP LaserJet 1300	Pc	1	3,500.00			None
7	Printer Pro 400 Color	Pc	1	3,500.00			None
8	Weighing Balance	Pc	1	500.00			None
9	Assorted Computers and Accessories	Lot	1	2,000.00			None
10	Scanner HP G2410	Pc	1	1,500.00			None
11	Typewriter Manual	Pc	1	500.00			None
12	Micro Wave	Pc	1	1,000.00			None

13	Used Car Tyres	Pc	6	600.00		None
14	Used Car Battery	Pc	1	300.00		None
15	Assorted Wooden Material	Lot	1	1,000.00		None
16	Purite (Water Distiller)	Pc	1	1,000.00		None
17	Water Softener	Pc	1	1,000.00		None
18	Reciprocating Shaker	Pc	1	500.00		None
19	PH Meter	Pc	1	500.00		None
20	Milton Ray Spectrophotometer	Pc	1	500.00		None
21	Assorted Old Metal	Pc	1	20/@/kg		None
22	Fridge Gold Star	Pc	1	500.00		None
23	Newspaper (Nation And Standard)	Kg	63	15@kg		None
24	Assorted Vehicle Spare Parts(Various)	Lots	140	20/@/kg		None
25	Slashers Old	Pc	35	350.00		None
26	Pangas Old	Pc	3	150.00		None
27	Jembe	Pc	1	50.00		None
28	Rakes	Pc	5	750.00		None
29	Assorted Batteries	Pc	5	1,500.00		None
30	Vehicle Tyres Old 205 R16	Pc	16	1,600.00		None
31	Motorbike Tyres	Pc	2	50.00		None
32	Sharpening File	Pc	30	300.00		None
33	Type Writer Machine	Pc	1	500.00		None
34	Laserjet Printer	Pc	1	1,500.00		None
35	PVC Watering Can	Pc	2	200.00		None
36	Office High Back Chair Fabric	Pc	1	500.00		None
37	Old Bicycle	Pc	1	1,000.00		None
38	Toilet Set	Set	1	300.00		None
Headquarters – Muguga, off Nairobi – Naivasha Road						
1	Assorted Furniture	lot	1	10,000.00		None
2	Old Newspapers	Kg	300	15@kg		None
3	Machine Winding	Pcs	3	3,000.00		None
4	Body Mounting UBS 69	Pcs	2	2,000.00		None

5	Switch Relay	Pcs	2	1,000.00		None
6	Bushes Suspension	Pcs	3	1,500.00		None
7	Tray Ash	Pcs	5	1,000.00		None
8	Brake Calliper Kit	Pcs	1	1,000.00		None
9	Tail Lamp Right	Pcs	1	1,000.00		None
10	Fan Belt	Pcs	1	500.00		None
11	Propeller Shaft York-Bearing	Pcs	1	300.00		None
12	Tractor Head Lamp Assy	Pcs	1	500.00		None
13	Lamp Front Corner	Pcs	1	1,000.00		None
14	Signal Lens	Pcs	3	900.00		None
15	Battery Terminals	Pcs	4	1,200.00		None
16	Assorted Tyres	Pc	87	8,700.00		None
17	Old Lawn Mower	Pc	1	10,000.00		None
18	Old Photocopier Machine	No	2	20,000.00		None
19	Old Fridge	No	2	2,000.00		None
20	Wooden Cabinets	No	2	500.00		None
21	Old Oven	No	1	1,000.00		None
22	Old Incubator	No	1	10,000.00		None
23	Old Hose Pipe	No	1	10,000.00		None
24	Metal Cabinets (Old)	No	3	900.00		None
25	Old Office Desks	No	4	800.00		None
26	Old Wooden Tables	No	3	600.00		None
27	Old Wooden Door	No	1	5,000.00		None
28	Old Fire Extinguisher	No	5	500.00		None
29	Old Hose Reel	No	1	5,000.00		None
30	Epson Printer- Fx2190 Colour	Pc	1	600.00		None
31	Visitors Leather Chair	No	1	500.00		None
32	Secretarial Chair	No	1	500.00		None
33	Highback Office Leather Chair	No	1	500.00		None
34	HP Desktop Monitor	No	1	600.00		None
35	Fabric Chair	No	1	300.00		None
36	Highback Office Leather Chair	No	1	500.00		None
37	Visitors Leather	No	1	300.00		None

	Chair					
38	Casio Calculator	No	1	100.00		None
39	Epson Printer	No	1	600.00		None
40	Assorted UPSs	Pcs	6	4,800.00		None
41	CPU	Pcs	2	900.00		None
42	Monitor	Pcs	1	600.00		None
43	Printer	Pcs	1	2,000.00		None
44	HP Keyboard	Pcs	1	100.00		None
45	Extension Cable	Pcs	1	50.00		None
46	High Back Office Chair	Pcs	2	1,000.00		None
47	Secretarial Chair	Pcs	1	500.00		None
48	Assorted Tyres	Pcs	33	3,300.00		None
49	Assorted Batteries	Pcs	13	3,900.00		None
50	Office Chair	Pcs	3	1,500.00		None
51	CPU	Pcs	1	450.00		None
52	Assorted UPS	Pcs	4	3,200.00		None
53	HP Printers	Pc	2	4,000.00		None
54	APC. UPS	Pc	5	4,000.00		None
55	Mecer UPS	Pc	4	3,200.00		None
56	Epson Printer LX300+II	Pc	2	1,200.00		None
57	Calculator Facit	Pc	1	100.00		None
58	A4 PAPER SHREDDER	Pc	1	1,000.00		None
59	Electric Kettle	Pc	1	500.00		None
60	Ramton Kettle	Pc	1	500.00		None
61	Paper Punch	Pc	2	300.00		None
62	Keyboard	Pc	1	100.00		None
63	USB Portable D.Drive	Pc	1	30.00		None
64	AC Power Adaptor	Pc	2	400.00		None
65	Mouse HP	Pc	1	20.00		None
66	Office Chairs	Pc	4	2,000.00		None
67	HP Printer PR 27580	Pc	1	600.00		None
68	HP Computer	Pc	1	450.00		None
69	HP Keyboard	Pc	1	100.00		None
70	Dell UPS	Pc	1	800.00		None
71	IBM Typewriter	Pc	1	500.00		None
72	Meceer UPS	Pc	1	800.00		None
73	APC UPS	Pc	3	2,400.00		None
74	HP Computer	Pc	1	1,500.00		None

75	Monitor Dell	Pc	2	1,200.00		None
76	CBM Calculators	Pc	1	100.00		None
77	Calculators Big Display	Pc	2	200.00		None
78	Arm Chair	Pc	1	500.00		None
79	Examination Lamp	Pc	1	300.00		None
80	Water Dispenser	Pc	1	1,000.00		None
81	Air Fan	Pc	1	500.00		None
82	Dust Bins	Pc	4	200.00		None
83	Mettalic Pedal	Pc	1	100.00		None
84	Pedal Dust Bins (Plastic)	Pc	2	200.00		None
85	UPS	Pc	1	800.00		None
86	Back Up RS 650	Pc	2	1,000.00		None
87	Epson LQ 1170	Pc	2	1,200.00		None
88	Compaq	Pc	2	3,000.00		None
89	SUPOWER Battery ST3000	Pc	4	1,200.00		None
90	Valve Regulated Lead Acid Battery	Pc	2	600.00		None
91	FY Power Valve-Regulated Lead Acid	Pc	1	300.00		None
92	HP Deskjet 3535	Pc	1	3,500.00		None
93	Monitor 3110T-0380A	Pc	1	600.00		None
94	Compaq Keyboard	Pc	4	400.00		None
95	Keyboard HP	Pc	5	500.00		None
96	Toshiba Laptop 1805-5273	Pc	1	3,500.00		None
97	Compaq Laptop PT2211	Pc	1	4,000.00		None
98	Smart UPS 3000	Pc	5	7,500.00		None
99	Smart UPS 750	Pc	6	3,000.00		None
100	APC UPS	Pc	7	5,600.00		None
101	MECER UPS	Pc	5	4,000.00		None
102	Smart PRO UPS	Pc	1	800.00		None
103	APC UPS SUA3000RM12U	Pc	2	10,000.00		None
104	HP Laserjet P2015D	Pc	1	2,500.00		None
105	HP Compaq DC7800P	Pc	2	7,000.00		None
106	ASTVISION 5L	Pc	1	500.00		None

107	DELL Monitor	Pc	1	600.00		None
108	HP Monitor N1706	Pc	3	1,800.00		None
109	DELL CPU	Pc	4	6,000.00		None
110	HP CPU	Pc	1	1,500.00		None
111	IBM 6747-2 Typewriter	Pc	2	1,000.00		None
112	HP Deskjet F380	Pc	1	3,500.00		None
113	HP Laserjet C4127X	Pc	1	3,500.00		None
114	Compaq Server 3892007	Pc	1	3,000.00		None
115	HP Laserjet 1320	Pc	1	3,500.00		None
116	Monitor-Dell - Date Of Manufacture March 2005	Pc	1	600.00		None
117	Dell-CPU - Serial No. 2CFHM1J - Model DCNE - Optiplex Gx280	Pc	1	1,500.00		None
118	Keyboard - Dell Model SK-8115	Pc	1	100.00		None
119	Monitor-Dell - Date Of Manufacture May 2005	Pc	1	600.00		None
120	Dell-CPU - Optiplex Gx280	Pc	1	1,500.00		None
121	Keyboard - Dell Model SK-8115	Pc	1	100.00		None
122	APC UPS (Back Up) -	Pc	1	800.00		None
123	HP Scanner N6350	Pc	1	2,500.00		None
124	UPS (APC UPS 1500VA)	Pcs	1	900.00		None
125	UPS (APC RS 650VA)	Pcs	1	500.00		None
126	UPS (EATON UPS)	Pcs	2	1,600.00		None
127	UPS (MECCER 750VA)	Pcs	2	1,000.00		None
128	WOODEN CARD CATALOGUE CABINET	Pcs	1	700.00		None
129	COMPAQ DESKTOP	Pcs	2	1,200.00		None

	MONITORS (CRT) 14"						
130	SYSTEM UNITS (Cpus)	Pcs	4	6,000.00			None
131	Assorted UPS	Pcs	8	6,400.00			None
132	HP SCANJET 5590	Pcs	1	2,500.00			None
133	HP LASERJET 2100	Pcs	1	3,000.00			None
134	HP OFFICEJET 7130	Pcs	1	3,000.00			None
135	HP KEYBOARD	Pcs	1	100.00			None
136	HP DESKJET 990cxi	Pcs	1	3,000.00			None
137	DELL LCD MONITOR	Pcs	1	600.00			None
138	DELL CPU	Pcs	1	1,500.00			None
139	DELL KEYBOARD	Pcs	1	100.00			None
140	MICROSCOPE	Pcs	1	5,000.00			None
141	HP A380 Zoom ELMO Overhead Projector	Pcs	1	3,000.00			None
142	HP 2450 LV ELMO Overhead Projector	Pcs	1	2,000.00			None
143	GPJ 530R Overhead Projector	Pcs	2	3,000.00			None
144	TC 29GF 10R Panasonic Color Tv	Pcs	1	2,000.00			None
145	Sony VPL EX7 Data Projector	Pcs	1	3,500.00			None
146	Sony VPL EX242 Projector	Pcs	1	3,000.00			None
147	Sony VPL CS7 Projector	Pcs	1	5,000.00			None
148	ELMO 16 CL Projector	Pcs	1	1,500.00			None
149	BT S1460Y Panasonic Colour Tv	Pcs	1	1,500.00			None
150	BT S100Y Panasonic Colour Video Monitor	Pcs	1	2,000.00			None
151	Elmo Ominigraphic 253 slide projector	Pcs	1	3,000.00			None

152	AG B745 E Battery Panasonic Battery Charger+Battery 5	Pcs	1	500.00			None
153	National Camera Model NV M5AM	Pcs	1	4,000.00			None
154	Charger TCR 24II	PC	1	1,000.00			None
155	Panasonic AG 7450 Video Cassette Player	Pcs	1	5,000.00			None
156	Panasonic Tripod Mounting Adapter WV QT700	Pcs	1	700.00			None
157	Panasonic AG 7750HE Recorder	Pcs	1	5,000.00			None
158	WV F700A Color Video Camera	Pcs	1	10,000.00			None
159	Assortment Of Office Chair Frames (Plastic & Metal)	Lot	Lot	1,000.00			None
160	Scanner- HPWO270A	Pc	2	7,000.00			None
161	Power Back-Up - 750V	Pc	1	500.00			None
162	Power Back-Up - 1500V	Pc	1	900.00			None
163	Priner-Hewlett Packard Laserjet 4 Plus	Pc	1	2,500.00			None
164	Printer Epson LQ- 1050+	Pc	1	600.00			None
165	Computer Compaq-Monitor (S510)	Pc	1	600.00			None
166	Computer (IBM)(466Dx2/D)	Pc	1	1,500.00			None
167	Keyboard	Pc	4	400.00			None
168	UPS Black-	Pc	3	2,400.00			None
169	Assortment old Metal	Lot	1	20/@kg			None
170	Hewlett Packard LaserJet 110	Pc	1	3,000.00			None
171	LaserJet P2015d	Pc	1	3,500.00			None

172	Computer/Printer Cabinet With Rubber Caster Wheels Made Of Laminated Boards	Pc	9	15,000.00			None
173	Toto Toilet Seats With Attached Cisterns	Pc	20	1,000.00			None

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 s/he wishes.
- 1.2 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.
- 1.3 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.
- 1.4 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**.

SECTION IV - STANDARD FORMS

Note on Standard Forms

The form of tender and the confidential business questionnaire form and must be completed by the tenderers and returned with the tender. Failure to complete any of these forms will lead to the disqualification of the tenderer.

1. Form of Tender

To:

.....

 [Name
 and address of KEFRI]

Date:.....

Tender
 No.....

Gentlemen and/or Ladies:

1. Having examined the tender documents including addenda and having examined the items on sale, we the undersigned, offer to purchase and collect all the items offered to us in conformity with the said tender documents for the sum of..... [total tender amount in words and figures] or such other sums as may be ascertained in accordance with the Schedule of Items and Prices attached here with and made part of this Tender.
2. We undertake, if our Tender is accepted, to pay for and collect the items in accordance with the requirements of the tender.
3. We agree to adhere by the tender price for a period of....[number] days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. We understand that you are not bound to accept the highest or any tender that you may receive.

SCHEDULE OF ITEMS AND PRICES

1	2	3	4	5	6	
Item No.	Description of Item	Location -	Unit of Issue	Total Quantity	Unit price	Total Tender Price
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 advised that it is a serious offence to give false information on this form.

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

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

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

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

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 KEFRI) 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 KEFRI*) 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 KEFRI*) which is the KEFRI.
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 KEFRI*).
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 KEFRI] [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 KEFRI)*.

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

Authorized

Signature:.....

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 KEFRI] [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 KEFRI)*.

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

Authorized

Signature:.....

Name and Title of Signatory:.....

Name of KEFRI:.....

Officer(s) to be contacted

Name of Officer _____

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 (KEFRI)

Request for review of the decision of the..... (Name of the KEFRI 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