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# **KENYA POST OFFICE SAVINGS BANK**

**TENDER FOR DISPOSAL OF OBSOLETE ITEMS**

**KPOSB/DISP003/2020**

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<b>Release Date</b>	<b>8<sup>th</sup> December 2020</b>
<b>Closing Date</b>	<b>23<sup>rd</sup> December 2020</b>

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## INVITATION TO TENDER

**Date: 8<sup>th</sup> December, 2020**

**Tender Ref: KPOSB/DISP003/2020**

**Tender Name: Tender for Disposal of Obsolete Items**

- 1.1 The Kenya Post Office Savings Bank (Postbank) now invites sealed tenders from eligible vendors to purchase obsolete, idle and excess items located at Postbank Head Office, Nairobi.
- 1.2 Interested eligible candidates may obtain further information from and collect the tender documents at Procurement Office located on 4<sup>th</sup> floor, Southern Wing Postbank House Nairobi during normal working hours. In addition, the bidders can view and download the bid document from Postbank Website [www.postbank.co.ke](http://www.postbank.co.ke). Bidders who download the bid document must register their details with Procurement office. For any clarification send to; [procurement@postbank.co.ke](mailto:procurement@postbank.co.ke)
- 1.3 Bidders are **strictly advised to view the items** before quoting.
- 1.4 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 located at Ground Floor, Postbank House and addressed to:

Managing Director,  
Kenya Post Office Savings Bank,  
P.o.Box 30311-00100,  
Nairobi

**So as to be received on or before 23<sup>rd</sup> December 2020 at 10.00.a.m.**

Prices quoted should be net, **must** be in Kenya Shillings and shall remain valid for 90 days from the closing date of the tender

- 1.5 Tenders will be opened immediately thereafter at the Conference Room located on 5<sup>th</sup> Floor Postbank House.

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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.

### **2.2 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 bid document is issued free of charge
- 2.2.3 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 five (5) 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 five (5) 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 remain 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 Validity of Tenders**

2.7.1 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.

2.7.2 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. Note this will enable them to arrive at the most reasonable and competitive bids. Bids are based on AS WHERE IS CONDITION and the conditions of the items are not warranted by the seller.

## 2.10 Sealing and Marking of Tenders

**2.10.1** The tenderer shall seal the tender and mark it with the number and name of the tender and **“DO NOT OPEN BEFORE 23<sup>rd</sup> December 2020 at 10.00 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 23<sup>rd</sup> December 2020 **at 10.00 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 **23<sup>rd</sup> December 2020 at 10.00 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. The successful vendor will be required to make payments for the items in cash and collect the items within 14 days from the date of the award letter.

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.

Instructions to Tenderers Reference	<i>Particulars of appendix to Instructions to tenderers</i>
2.1.1	All eligible bidders
2.8.1	90 Days

Lot No.	Item Description	Qty	Total Reserve Price (Kshs)	Location		Bid Price per Lot	Total Bid Price	Remarks
1.	CISCO CATALYST	LOT	500	POSTBANK	HOUSE-			
2	CCTV MONITOR	2	1,000	POSTBANK	HOUSE-			
3	CISCO SWITCH	10	5,000	POSTBANK	HOUSE-			
4	CLERICAL CHAIR	33	6,600	POSTBANK	HOUSE-			
5	COPY PRINTER	1	5,000	POSTBANK	HOUSE-			
6	COUNTER CHAIR	11	5,500	POSTBANK	HOUSE-			
7	CPU	98	48,700	POSTBANK	HOUSE-			
8	LAPTOP	4	8000	POSTBANK	HOUSE-			
9	DTU	35	17,500	POSTBANK	HOUSE-			
10	DVD PLAYER	1	500	POSTBANK	HOUSE-			
11	DVR	8	4,000	POSTBANK	HOUSE-			
12	ELECTRIC FAN	1	500	POSTBANK	HOUSE-			

13	ELECTRIC HEATER	1	500	POSTBANK NAIROBI	HOUSE-			
14	EPSON PRINTER	22	22,000	POSTBANK NAIROBI	HOUSE-			
15	PRINTER BROTHER	4	4,000	POSTBANK NAIROBI	HOUSE-			
16	EPSON PRINTER	13	13,000	POSTBANK NAIROBI	HOUSE-			
17	FACID CALCULATER	27	13,500	POSTBANK NAIROBI	HOUSE-			
18	FAX MACHINE	19	19,000	POSTBANK NAIROBI	HOUSE-			
19	GESTETNER COPIER	1	5,000	POSTBANK NAIROBI	HOUSE-			
20	IBM TYPE WRITER	2	1,000	POSTBANK NAIROBI	HOUSE-			
21	KEY BOARD	397	39,700	POSTBANK NAIROBI	HOUSE-			
22	MONITORS	561	280,500	POSTBANK NAIROBI	HOUSE-			
23	NOTE COUNTER	6	3,000	POSTBANK NAIROBI	HOUSE-			
24	BURNED SAFE	1	500	POSTBANK NAIROBI	HOUSE-			
25	PHOTOCOPIER	2	10,000	POSTBANK	HOUSE-			

				NAIROBI			
26	PRINTERS	82	82,000	POSTBANK NAIROBI	HOUSE-		
27	ROUTE CISCO	29	14,500	POSTBANK NAIROBI	HOUSE-		
28	SCANNER	4	2,000	POSTBANK NAIROBI	HOUSE-		
29	SECURITY MODULE	1	500	POSTBANK NAIROBI	HOUSE-		
30	SERVERS	5	2,500	POSTBANK NAIROBI	HOUSE-		
31	SWITCH BOARD	1	2,000	POSTBANK NAIROBI	HOUSE-		
32	SWITCH/HUB	25	7,500	POSTBANK NAIROBI	HOUSE-		
33	TALLY PRINTERS	15	15,000	POSTBANK NAIROBI	HOUSE-		
34	TELEPHONE HEAD	19	3,800	POSTBANK NAIROBI	HOUSE-		
35	TYPE WRITERS	6	3,000	POSTBANK NAIROBI	HOUSE-		
36	UPS	58	29,000	POSTBANK NAIROBI	HOUSE-		
37	UPS BATTRIES	LOT	2,000	POSTBANK NAIROBI	HOUSE-		
38	MOTOR VEHICLE BATTRIES	LOT	5,000	POSTBANK NAIROBI	HOUSE-		
39	PRINTER	3	3,000	POSTBANK	HOUSE-		

				NAIROBI			
40	CCTV MONITOR	1	5,00	POSTBANK HOUSE-NAIROBI			
41	MOTOR VEHICLE TYRES	LOT	1,000	POSTBANK HOUSE-NAIROBI			
42	ASSORTED SCRAP	LOT	1,500	POSTBANK HOUSE-NAIROBI			
43	CLERICAL SEATS	6	1,200	KISII			
44	TABLES	4	1400	KISII			
45	CASHIER CHAIRS	5	1,000	KIISI			
46	OPEN WOODEN SHELVES	1	500	KIISI			
47	CUSTOMER BENCHES/CUSHIONS	4	4,000	KIISI			
48	METAL CABINET	1	1,500	KIISI			
49	WOODEN DOOR	1	300	KISII			
50	SCRAP METAL	1	500	KISII			
51	MANTRAP DOOR(2)	2	2,000	SIAYA			
52	BROKEN CHAIRS	LOT	400	SIAYA			
53	CUSTOMER SEATS	2	300	KAKAMEGA			
54	METAL CABINETS	2	1500	KAKAMEGA			
55	COUNTER CHAIRS	4	400	KAKAMEGA			
56	SCRAP METAL	LOT	500	KAKAMEGA			
57	MANTRAP DOORS	2	2000	LUANDA			
58	SCRAP	LOT	500	LUANDA			
59	MANTRAP DOORS	2	1000	WEBUYE			

60	SCRAP	LOT	500	WEBUYE			
61	CUSTOMER BENCH	1	500	WEBUYE			
62	SCRAP	LOT	500	NYAMIRA			
63	MANTRAP DOORS	2	2000	BUSIA			
64	CUSTOMER SEAT	1	500	BUSIA			
65	SCRAP	1	500	BUSIA			
66	14INCH SCREEN FOR CCTV	1	500	MIGORI			
67	CUSTOMER SEAT	1	500	MIGORI			
68	SCRAP	LOT	500	MIGORI			
69	MANTRAP DOORS	2	1,000	HOMABAY			
70	SCRAP	LOT	500	HOMABAY			
71	SCRAP	LOT	1000	KISUMU			
72	CUSTOMER SEATS	2	1000	KISUMU			
73	FILING CABINETS	3	4,500	KISUMU			
74	COMPUTER DESKS	1	300	KISUMU			
75	MOTOR VEHICLE TYRES	2	2000	KISUMU			
76	SCRAP	LOT	1000	KISUMU			
77	CCTV MONITOR	1	500	KISUMU			
78	NETWORK CABINET	2	500	KISUMU			
79	AIR CONDITIONER	1	5,000	KISUMU			
80	COUNTER CHAIRS	2	1,000	OYUGIS			
81	MANTRAP DOOR	2	1,000	BUNGOMA			
82	SCRAP	LOT	500	BUNGOMA			
83	CLERICAL CHAIR	4	800	KEROKA			

84	PHOTO COPIERS	6	30,000	KARURA			
85	KEYBOARDS	4	400	KARURA			
86	RECEPTION DESK	2	2000	KARURA			
87	CUP BOARD	1	2000	KARURA			
88	NOTE COUNTER	1	500	KARURA			
89	AIR CONDITIONER	1	5,000	KARURA			
90	DESK	4	4,000	KARURA			
91	SAFES	3	700,000	KARURA			
92	SMALL SAFES	2	50,000	KARURA			
93	SCRAP METAL	LOT	500	KARURA			
94	BROKEN TIMBER	LOT	500	KARURA			
95	STAND	1	500	KARURA			
96	OCR-1Z7M ONITOR	1	5,000	KARURA			
97	SCANNER	1	1,000	KARURA			
98	SHELVE	1	1,000	KARURA			
99	PRINTER	18	18,000	KARURA			
100	FACIT CALCULATOR	8	500	KARURA			
101	ARM CHAIRS	12	2,400	KARURA			
102	3 ARM CHAIRS	3	600	KARURA			
103	CABINETS(SMALL)	7	9,750	KARURA			
104	CABINET(MEDIUM )	18	27,000	KARURA			
105	CABINET (LARGE)	1	1,500	KARURA			
106	STOOLS	4	2,000	KARURA			
107	DESKS	12	12,000	KARURA			
108	CHAIRS	35	7,000	KARURA			



109	DESKS	2	3,000	KARURA			
110	COUNTER CHAIRS	7	3,500	KARURA			
111	5 CASH BOXES	5	2,500	KARURA			
112	STEEL GATE	1	2,000	KARURA			
113	2 PLASTIC CHAIRS	2	200	KARURA			
114	PANEL	3	600	KARURA			
115	SUGGESTION BOX	2	200	KARURA			
116	SECRETARIAL CHAIR	2	400	KARURA			
117	RECEPTION SOFAS	3	3000	KARURA			
118	3 SOFAS	3	2000	KARURA			
119	TELEPHONE HEAD	6	1,200	KARURA			
120	CONDEMNED FIRE EXTINGUISHERS	10	100	KARURA			
121	NETWORK UNIT	1	1,500	KARURA			
122	FILLING CABINETS	2	3,000	MOMBASA-MOI AVEN			
123	TEA URN	1	5,000	MOMBASA-MOI AVEN			
124	2-BURNER GAS COOKER	1	500	MOMBASA-MOI AVEN			
125	BIG SUFURIA	1	300	MOMBASA-MOI AVEN			
126	13KG GAS CYLINDER	1	3,000	MOMBASA-MOI AVEN			
127	2 SUPERVISORY TABLES	2	500	MOMBASA-MOI AVEN			

128	2 SUPERVISORY SEATS	2	1000	MOMBASA-MOI AVEN			
129	SCRAP: UPS BATTERIES, GENERATOR BATTERIES, WATER PIPES, CARPET, TYRES, USED GENERATOR AIR AND OIL FILTERS, OLD AD-BOARDS ALL USED.	LOT	2,000	MOMBASA-MOI AVEN			
130	TELEPHONE FAX	1	1000	KISAUNI			
131	3 TELLER SEATS	3	200	KISAUNI			
132	CUSTOMER SEATS CUSHIONS	5	100	KISAUNI			
133	MEKO GAS	1	3,000	KISAUNI			
134	SUFURIAS	2	400	KISAUNI			
135	TELEPHONE HEADS	2	400	KISAUNI			
136	CABINET	1	1500	KISAUNI			
137	SCRAP: 6 AIR CONS, STAND FAN, 2 VISA CARD MACHINES ALL USED.	LOT	500	SAVANI			

138	1 PRINTER	1	1,000	SAVANI			
139	ASSORTED METALS	LOT	100	SAVANI			
140	CLERICAL CHAIRS	5	500	SAVANI			
141	COAT HANGER	1	100	SAVANI			
142	ASSORTED METALS	LOT	100	SAVANI			
143	SPLIT ACS	2	100	SAVANI			
144	SONY BRAVIA LCD TV	1	100	SAVANI			
145	SECRETARIAL CHAIR	1	100	SAVANI			
146	TELEPHONE HEADS	2	400	SAVANI			
147	13 KG GAS CYLINDER	1	3,000	SAVANI			
148	UNIVERSAL GAS REGULATOR	1	800	SAVANI			
149	2M GAS PIPE	2	200	SAVANI			
150	2 BURNER GAS COOKER	1	1,000	SAVANI			
151	MANAGERIAL TABLE	1	4500	SAVANI			
152	SONY DVD	1	100	SAVANI			

	PLAYER						
153	CLERICAL TABLES	2	500	CHANGAMWE			
154	TELLER SEATS	2	300	CHANGAMWE			
155	CLERICAL CHAIR	1	100	CHANGAMWE			
156	SCRAP: 2 SEATS, 2 WALL FANS	LOT	100	CHANGAMWE			
157	TELLER SEATS	3	500	LIKONI			
158	CUSHIONS	3	500	LIKONI			
159	SCRAP: 1 PANASONIC FAX, 2 TEL. HEADS, RUSTED COUNTER CASH TROLLEY	LOT	500	MARIAKANI			
160	SCRAP: MANAGERS CHAIR, 6 OLD SIT CUSHIONS, RUSTED SUFURIA, FAX MACHINE, KEYBOARD	LOT	500	MTWAPA			
161	TELLER CHAIRS	2	100	MTWAPA			
162	MEKO CYLINDER 6 KG	1	3,000	MTWAPA			

163	SCRAP: 5 UPS BATTERIES, CASHIER SEAT, SIGN BOARDS, 2 CASH TROLLEYS, CHANGE-OVER BOX, GENERATOR BATTERY, CUSTOMER SEAT	LOT	1,500	TAVETA			
164	SCRAP: PANASONIC TELEFAX	1	1000	KILIFI			
165	PANASONIC PHONE HEAD	1	200	KILIFI			
166	TELLER SEAT	1	300	KILIFI			
167	CRO SEAT	1	300	KILIFI			
168	SCRAP: LG AC SPLIT UNIT	LOT	300	KILIFI			
169	SCRAP: TELLER SEAT	LOT	200	KILIFI			
170	INCHARGE SEAT	1	500	UKUNDA			
171	CUSTOMER SEATS	4	500	UKUNDA			
172	TELLER SEATS	2	500	UKUNDA			
173	COUNTER SEATS	3	1,500	WATAMU			
174	CLERICAL CHAIRS	7	3,500	WATAMU			
175	POWER/GENERATOR CHANGE OVER	1	1,000	WATAMU			
176	TELEPHONE HEADSET	1	200	WATAMU			

177	TROPHY	1	300	WATAMU			
178	5 UPS STABILIZERS	5	500	WATAMU			
179	STAR TIMES DECORDER	1	200	WATAMU			
180	AIR CONDITIONERS	3	900	MALINDI			
181	CHAIRS	3	500	MALINDI			
182	TELLER SEATS	3	500	MALINDI			
183	KEYBOARD	1	100	MALINDI			
184	UPS BATTERIES	3	300	MALINDI			
185	1 FAX MACHINE	1	1000	MALIND			
186	CHAIRS	3	200	MALINDI			
187	1 TV MONITOR	1	100	MALINDI			
188	1 B/M CHAIR	1	500	VOI			
189	TELLER CHAIRS	3	500	VOI			
190	WOODEN CUSTOMER BENCH	2	3,000	VOI			
191	ASSORTED ITEMS	LOT	1,500	VOI			
192	UPS 2KVA	1	100	VOI			
193	VISA CARD MACHINES	1	100	VOI			
194	COMPUTER TABLE	1	2000	VOI			
195	DRAWER CABINET	4	1,500	REGIONAL OFFICE-			

				MBS			
196	DRAWER CABINET	4	1,500	REGIONAL OFFICE-MBS			
197	CLERICAL TABLES	3	1,500	REGIONAL OFFICE-MBS			
198	SUPERVISORY CHAIRS	5	1,500	REGIONAL OFFICE-MBS			
199	ASSORTED ITEMS	LOT	3,000	REGIONAL OFFICE-MBS			
200	WINDOW GRILL	1	3,000	REGIONAL OFFICE-MBS			
201	TELEPHONE HEADS	5	1,000	REGIONAL OFFICE-MBS			
202	FAX MACHINES	2	2,000	REGIONAL OFFICE-MBS			
203	TELEVISION SETS	2	1,500	REGIONAL OFFICE-MBS			
204	TEA URNS	2	1,500	REGIONAL OFFICE-MBS			
205	PRINTER RIBBONS	15	1,500	REGIONAL OFFICE-MBS			
206	FAN	1	1,500	REGIONAL OFFICE-MBS			
207	MEKO	1	3,000	REGIONAL OFFICE-MBS			
208	GAS CYLINDER	1	4,000	REGIONAL OFFICE-			

	13KG			MBS			
209	SMALL SAFE	1	1,500	REGIONAL OFFICE- MBS			

**MOTOR VEHICLES**

<b>NO</b>	<b>DESCRIPTION</b>	<b>RESERVE PRICE(KSHS)</b>	<b>BID PRICE(KSHS)</b>	<b>COMMENTS</b>
1.	Peugeot 406 KAL 763U Located at Postbank House Nairobi	220,000		
2.	Peugeot 406 KAL738U Located at Postbank House.	295,000		
3.	Toyota NZE KAR 662L Located at Coast Region Moi Avenue Branch.	220,000		
4.	Toyota NZE KAR 659L Located at Postbank House Nairobi.	325,000		
5.	VW Passat KBJ 696U Located at Postbank Nairobi.	800,000		
6.	Toyota NZE KAR 660L Located at Postbank House Nairobi.	340,000		
7.	Toyota RAV 4 KAR 721L Located at	450,000		



	Nyeri Regional Office.			
8.	Toyota RAV 4 KAR 663L Located at Coast Regional Office Moi Avenue Branch.	375,000		
9.	Toyota NZE KAR 661L Located at Coast Regional Office Moi Avenue Branch.	365,000		
10.	Mercedes Benz KAJ 078V Located at Postbank House Nairobi.	500,000		

#### **SECTION IV - CONDITIONS OF TENDER**

- 4.1 A tenderer may tender for each lot and may tender for as many lots as he/she wishes. However must indicate the lot and specific lot number quoted for.
- 4.2 Tenderers who will be awarded contracts will be required to pay and collect the items within 7 days failure to which the contract award will be cancelled.
- 4.3 Tenderers will be required to collect the items they have paid for within seven (7) days after making the payment failure to which storage charges will be charged as may be determined by the Bank.

## **SECTION V - STANDARD FORMS**

### **Notes on Standard Forms**

- 5.1 The form of tender, the confidential business questionnaire form and commitment declaration form must be completed by the tenderers and returned with the tender.

**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. Nos. ....[insert numbers]. The receipt of which is hereby duly acknowledged, we the undersigned, offer to purchase and collect all the items offered to us in conformity with the said tender documents for the sum of .....[total tender amount in words and figures] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

2. We undertake, if our Tender is accepted, to pay for and collect the items in accordance with the requirements of the tender.

3. We agree to abide by the tender for a period of ...[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 \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
[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

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

Part 2 (a) – Sole Proprietor	
Your Name in full .....	Age .....
Nationality .....	Country of origin .....
* Citizenship details .....	

Part 2 (b) Partnership				
Given details of partners as follows:				
	Name	Nationality	Citizenship Details	Shares
1.	.....	.....	.....	.....
2	.....	.....	.....	.....
3	.....	.....	.....	.....

4 .....  
.....  
.....

Part 2 (c) – Registered Company

Private or Public

.....

State the nominal and issued capital of company –

Nominal Kshs.

Issued Kshs.

Given details of all directors as follows

	Name	Nationality	Citizenship Details	Shares
1.	.....	.....	.....	.....
2.	.....	.....	.....	.....
3.	.....	.....	.....	.....
4.	.....	.....	.....	.....
5.	.....	.....	.....	.....

**5.4. LETTER OF NOTIFICATION OF AWARD**

Address of Procuring Entity

\_\_\_\_\_  
\_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: Tender No. \_\_\_\_\_

Tender Name \_\_\_\_\_

This is to notify that the contract/s stated below under the above-mentioned tender have been awarded to you.

\_\_\_\_\_  
\_\_\_\_\_

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

*(FULL PARTICULARS)* \_\_\_\_\_  
\_\_\_\_\_