



**GEOHERMAL DEVELOPMENT
COMPANY LIMITED**

GDC/SC/OT/008/2019-2020

**TENDER FOR DISPOSAL OF USED
TYRES, USED BATTERIES, EMPTY
PACKAGING DRUMS AND OLD
NEWSPAPERS**

**CLOSING DATE AND TIME: 3rd OCTOBER, 2019 AT
2.00PM**

**Geothermal Development
Company Ltd
P.O. Box 100746-00101
NAIROBI
Website: www.gdc.co.ke**

TABLE OF CONTENTS

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

SECTION I: INVITATION TO TENDER

TENDER REF NO: GDC/SC/OT/008/2019:2020

TENDER DESCRIPTION: TENDER FOR DISPOSAL OF USED TYRES, USED BATTERIES, EMPTY PACKAGING DRUMS AND OLD NEWSPAPERS

Geothermal Development Company (GDC) invites sealed tenders from eligible candidates for “**Disposal of used tyres, used batteries, empty packaging drums and old newspapers**” whose specifications are detailed in the tender document.

Interested eligible candidates may obtain further information and inspect the tender document from the office of Manager, Supply Chain at Kawi House Office, located at South C Bellevue, Off Mombasa Road, Red Cross Road between 9.00am and 4.00pm during weekdays. An electronic copy of the tender document may be obtained by interested firms upon payment of a non-refundable fee of Kshs. 1000 payable to our accounts office in cash or bankers Cheque.

The document can also be viewed and downloaded from the website www.gdc.co.ke or [PIIP Portal www.tenders.go.ke](http://www.tenders.go.ke) free of charge. Bidders who download the tender document from the website must forward their particulars immediately for records and any further tender clarifications and addenda issued

Any additional information, addendums or clarifications in respect to this tender will be available in GDC website www.gdc.co.ke or PPIP Portal. All bidders are advised to regularly check the website during the bidding period.

The completed tenders in plain sealed envelopes clearly marked with **Tender No. and Tender reference name; shall be addressed to:**

The Managing Director & CEO
Geothermal Development Company Ltd (GDC)
P.O. Box 100746 – 00101
NAIROBI, KENYA

and deposited in the tender box at GDC Kawi House Office Ground Floor, located at South C Bellevue, Off Mombasa Road, Red Cross Road, not later than **3rd October, 2019 at 2.00pm (1400Hrs).**

SITE VISIT

NB: There will be a mandatory site visit at Menengai Geothermal project on **25th September 2019 at 10.00am.** Bidders are required to assemble at GDC Polo Center Offices, Kenyatta Avenue Nakurru County at 9.00am.

NB: Tenderers should arrange to come with a four wheel (4WD) off road Vehicle for ease of accessibility of the rough terrains.

Each tenderer shall complete the certificate of tenderers visit for the site and sign the attendance register.

MANAGER, SUPPLY CHAIN

SECTION II - INSTRUCTIONS TO TENDERERS

Table of Clauses

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

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.

2.2 Cost of Tendering

2.2.1 The tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

2.2.2 The price to be charged for the tender document shall not exceed Kshs.1,000/= or free of charge for bidders that download from the website.

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 seven **(7) 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/lot tendered for in the amount indicated in the schedule of items and prices **OR** as otherwise instructed in the tender document

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

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

2.7.4 The successful Tenderer's tender deposit will be refunded once the tenderer has collected the materials and cleaned the site to the satisfaction of GDC

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 full bid price within the stipulated timeframe.

2.8 Validity of Tenders

2.8.1 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 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 IS 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 (3rd October, 2019 at 2.00PM)**

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 (**3rd October, 2019 at 2.00PM**)

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 at (**3rd October, 2019 at 2.00PM**) 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.

INSTRUCTIONS TO TENDERERS REFERENCE	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
Eligibility	The tender is eligible to all bidders
Receipt of tender document	<p>An electronic copy of the tender document may be obtained by interested firms upon payment of a non-refundable fee of Kshs. 1000 payable to our accounts office in cash or bankers cheque.</p> <p>The document can also be viewed and downloaded from the website www.gdc.co.ke or www.tenders.co.ke free of charge or at no cost. Bidders who download the tender document from the website <u>MUST</u> forward their particulars immediately to procurement@gdc.co.ke for records and any further tender clarifications and addenda</p>
Clarification	<p>A prospective tenderer requiring any clarification of the tender document may notify GDC in writing (email in PDF format or by facsimile) at the following address:</p> <p>One copy to: - Manager, Supply Chain Geothermal Development Company Limited, Kawi House, South C P.O. Box 100746 – 00101 NAIROBI, KENYA E-mail: procurement@gdc.co.ke dkyaka@gdc.co.ke & pouma@gdc.co.ke</p>

	<p>NB: Any request for clarification must be in the firm's letterhead and signed, and must be in reference to the specific parts of the tender document properly numbered.</p> <p>GDC will respond in writing (e-mail in PDF format) to any request for clarification received at least seven (7) days prior to the deadline for the submission of tenders.</p>
Taxes	The prices should include all taxes
Validity	The tender validity period is 120 days from the date of tender opening. A tender valid for a shorter period shall be considered as non-responsive and <u>shall be rejected</u> .
Currency	Prices quoted shall be in Kenya Shillings
Tender deposit	Bidders must pay through cash OR Bankers' cheque at any GDC pay office and obtain a receipt. A copy of the receipt must be attached in the bid document (personal cheques not accepted)
Submission	The tenderer should submit an Original and two (2) copies of the tender. All pages of the tender, except for unamended printed literature, shall be paginated, serialized, well bound with table of content and initialed by the person or persons signing the tender.
Tender closing/opening date	The tender closing date is; on Thursday 3rd October, 2019
Evaluation criteria	<p>At the preliminary evaluation stage, the following mandatory requirements that determines a bidder's responsiveness will be assessed :-</p> <ol style="list-style-type: none"> a) Duly filled, Signed & Stamped Tender Form b) Duly filled, signed and stamped bidding summary c) Certificate of Incorporation/ Registration in Kenya d) Attach a copy of PIN Certificate e) Tax compliance certificate valid at the time of opening, the certificate shall be verified from KRA tax checker. f) Duly filled and signed "Mandatory Confidential Business Questionnaire"; g) Correct amount of Tender deposits effected(attach GDC payment receipt(s) obtained from any GDC pay office

	NB: Bidders who will not meet the above requirements will be declared non-responsive
Storage Charges	This will be at the rate of Kshs. 1,000.00 per day effective from the last date allowed for collection
Tender deposit refund	The unsuccessful tenderers' deposit will be refunded within seven (7) days after the expiration of the period of tender validity period prescribed in the tender document, while the winning tenderers' deposit shall be refunded after collection of the materials and clean-up of the yard.
Site Visit	There shall be a mandatory site visit on the 25th September, 2019 . Bidders shall meet at GDC office at Polo Center Nakuru at 9.00am and viewing of disposal material shall proceed at Menengai Geothermal project.
Transport	Bidders are requested to arrange their own transport. Four wheel vehicles are advised due to the terrain of the Menengai Project area
Notification	The unsuccessful tenderers will be notified on the outcome of the tender at the same time the successful tenderer is notified.
Payment and collection	Sum total of the bid price must be made before collection of the materials. Collection period begins seven (7) days after the date of the letter of award.
Reserve price	Sale is subject to reserve price indicated in the tender document
Award	The award shall be made to the highest bid per lot

SECTION III - SCHEDULE OF TERMS AND PRICES**LOT 1 USED BATTERIES**

Item Description	Unit of Issue	Total Quantity	Reserve price per Kg in Kshs.
Used batteries N70	Kilograms	2688.05	20.00
Reserve Price	Kshs.53,761.00		

LOT 2 USED BATTERIES

Item Description	Unit of Issue	Total Quantity	Reserve price per Kg in Kshs.
Used batteries N40	Kilograms	89.4	20.00
Used batteries N120	Kilograms	2571.24	20.00
Reserve Price	Kshs.53,212.80		

LOT 3 USED BATTERIES

Item Description	Unit of Issue	Total Quantity	Reserve price per Kg in Kshs.
Used batteries N200	Kilograms	696.16	20.00
Used batteries N50	Kilograms	2219.75	20.00
Reserve Price	Kshs.58,318.20		

LOT 4 EMPTY PACKAGING DRUMS

Item Description	Unit of Issue	Total Quantity	Reserve price for each in Kshs.
Empty Plastic packaging drums(210 lts) Damaged	Each	58	400.00
Empty Plastic packaging drums (210 Lts) –Good condition	Each	53	800.00
Steel metallic drums(208 lts)	Each	36	700.00

Reserve Price	Kshs.90,800.00
----------------------	-----------------------

LOT 5 EMPTY PACKAGING DRUMS

Item Description	Unit of Issue	Total Quantity	Reserve price for each in Kshs.
Empty Plastic packaging drums(210 ltrs) -Damaged	Each	58	400.00
Empty packaging drums (210 ltrs) – Good condition	Each	53	800.00
Steel metallic drums (208ltrs)	Each	36	700.00
Reserve Price	Kshs.90,800.00		

LOT 6 EMPTY PACKAGING DRUMS

Item Description	Unit of Issue	Total Quantity	Reserve price for each in Kshs.
Empty plastic packaging drums (210 lts) -Damaged	Each	58	400.00
Empty Plastic packaging drums(210 lts) –Good condition	Each	54	800.00
Steel metallic drums(208 ltrs)	Each	36	700.00
Reserve Price	Kshs. 91,600.00		

LOT 7 **EMPTY PACKAGING DRUMS**

Item Description	Unit of Issue	Total Quantity	Reserve price for each in Kshs.
Empty Plastic packaging drums(210 ltrs) -Damaged	Each	58	400.00
Empty Plastic packaging drums(210 ltrs) –Good condition	Each	54	800.00
Steel metallic drums (208 ltrs)	Each	36	700.00
Reserve Price	Kshs. 91,600.00		

LOT 8 **EMPTY PACKAGING DRUMS**

Item Description	Unit of Issue	Total Quantity	Reserve price for each in Kshs.
Empty Plastic packaging drums (210 ltrs) -Damaged	Each	58	400.00
Empty Plastic packaging drums(210 ltrs) –Good condition	Each	54	800.00
Steel metallic drums (208 ltrs)	Each	36	700.00
Reserve Price	Kshs. 91,600.00		

LOT 9 EMPTY PACKAGING DRUMS

Item Description	Unit of Issue	Total Quantity	Reserve price for each in Kshs.
Empty Plastic packaging drums (210 Ltrs)-Damaged	Each	59	400.00
Empty Plastic packaging drums(210 ltrs) –Good condition	Each	54	800.00
Steel metallic drums (208 ltrs)	Each	36	700.00
Reserve Price	Kshs.92,000.00		

LOT 10 OLD NEWSPAPERS

Item Description	Unit of Issue	Total Quantity	Reserve price per kilogram in Kshs.
Old newspapers	Kilograms	725	15.00
Reserve Price	Kshs. 10,875.00		

LOT 11 USED TYRES

Item Description	Unit of Issue	Total Quantity	Reserve price for each in Kshs.
255/70R15(31x10.5xR15)	Each	285	50.00
205/65R15	Each	16	30.00
225/65R17	Each	1	150.00
235/70R16	Each	12	30.00
9.00-16NHS	Each	3	200.00
Reserve Price	Kshs.15,840.00		

LOT 12 USED TYRES

Item Description	Unit of Issue	Total Quantity	Reserve price for each in Kshs.
255/70R15(31x10.5xR15)	Each	286	50.00
265/70R19.5	Each	3	150.00
265/70R16	Each	41	50.00
265/65R17	Each	42	150.00
Reserve Price	Kshs.23,100.00		

LOT 13 USED TYRES

Item Description	Unit of Issue	Total Quantity	Reserve price for each in Kshs.
7.50-16	Each	258	100.00
10.00R20	Each	17	200.00
205R16	Each	48	50.00
235/60R16	Each	10	30.00
Reserve Price	Kshs.34,600.00		

LOT 14 USED TYRES

Item Description	Unit of Issue	Total Quantity	Reserve price for each in Kshs.
7.50-16	Each	258	100.00
9.5R17.5	Each	80	150.00
235/75R15	Each	1	30.00
10-20 Forklift(solid)	Each	4	200.00
Reserve Price	Kshs.38,630.00		

LOT 15 USED TYRES

Item Description	Unit of Issue	Total Quantity	Reserve price for each in Kshs.
12.00R20	Each	252	200.00
9.5R17.5	Each	80	150.00
235/75R15	Each	1	30.00
10-20 Forklift(solid)	Each	4	200.00
Reserve Price	Kshs.63,230.00		

LOT 16 USED TYRES

Item Description	Unit of Issue	Total Quantity	Reserve price for each in Kshs.
12.00R22.5	Each	173	200.00
14R24	Each	4	200.00
195R15C	Each	30	100.00
Reserve Price	Kshs.38,400.00		

LOT 17 USED TYRES

Item Description	Unit of Issue	Total Quantity	Reserve price for each in Kshs.
12.00R22.5	Each	173	200.00
6.00-9HS	Each	4	200.00
225/75/R15	Each	1	50.00
Reserve Price	Kshs.35,450.00		

LOT 18 USED TYRES

Item Description	Unit of Issue	Total Quantity	Reserve price for each in Kshs.
12.00R20	Each	251	200.00
9.00-20	Each	8	200.00
315/80R22.5	Each	5	200.00
Reserve Price	Kshs.52,800.00		

LOT 19 USED TYRES

Item Description	Unit of Issue	Total Quantity	Reserve price for each in Kshs.
12.00R20	Each	251	200.00
255/70R16	Each	11	50.00
16.9-28 IND	Each	2	200.00
Reserve Price	Kshs.51,150.00		

TENDERERS' BIDDING SUMMARY

Tender for disposal of used tyres, used batteries, empty packaging drums and old newspapers

Tenderers **MUST** fill this bidding summary

SUMMARY TABLE

NO.	Location of materials	Tender deposit (Kshs)	No. of days required for collection	Bid Amount(Kshs)
Lot 1	Menengai Geothermal Project			
Lot 2	Menengai Geothermal Project			
Lot 3	Menengai Geothermal Project			
Lot 4	Menengai Geothermal Project			
Lot 5	Menengai Geothermal Project			
Lot 6	Menengai Geothermal Project			
Lot 7	Menengai Geothermal Project			
Lot 8	Menengai Geothermal Project			
Lot 9	Menengai Geothermal Project			
Lot 10	Menengai Geothermal Project			
Lot 11	Menengai Geothermal Project			
Lot 12	Menengai Geothermal Project			
Lot 13	Menengai			

Tender for disposal of used tyres, used batteries, empty packaging drums and old newspapers

	Geothermal Project			
Lot 14	Menengai Geothermal Project			
Lot 15	Menengai Geothermal Project			
Lot 16	Menengai Geothermal Project			
Lot 17	Menengai Geothermal Project			
Lot 18	Menengai Geothermal Project			
Lot 19	Menengai Geothermal Project			

Authorized official _____
Name

Signature

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 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 stores and equipment shall complement, supplement, or amend, the provisions of the conditions of the tender. Whenever there is a conflict between the provisions of the conditions of tender and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the conditions of tender.

Conditions of tender reference	Particulars of the appendix to Conditions of tender
Reserve price	Items tendered for below the reserve price will be retained by the procuring entity.
Tender deposit	As stipulated in the tender document A deposit of 25% of the purchase price must be enclosed in the tender document in the form of a copy of a GDC cash receipt.
Bid price comparison	The highest evaluated bidder for each lot/item will be awarded

SECTION V - STANDARD FORMS

Notes on Standard Forms

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

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

<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 style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 35%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> <th style="width: 20%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>1</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	1	2	3					
	Name	Nationality	Citizenship Details	Shares																											
1.																											
1																											
2																											
3																											
	<p>Part 2 (c) – Registered Company</p> <p>Private or Public</p> <p>State the nominal and issued capital of company –</p> <p style="padding-left: 40px;">Nominal Kshs.</p> <p style="padding-left: 40px;">Issued Kshs.</p> <p>Given details of all directors as follows</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 35%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> <th style="width: 20%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>5.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	2.	3.	4.	5.
	Name	Nationality	Citizenship Details	Shares																											
1.																											
2.																											
3.																											
4.																											
5.																											
<p>Date Seal/Signature of Candidate</p> <p>.....</p>																															

5.3 Tender deposit commitment Declaration Form

*Tender No. (as per tender documents)

*As indicated in the schedule of items and prices, we do confirm that we have put deposits for the items tendered for as supported by the attached copies of receipts as follows:-

Sale of used tyres, used batteries, empty packaging drums and old newspapers

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

Authorizing Official _____
(name)

(signature)

(Date)

