



**GEOHERMAL DEVELOPMENT
COMPANY LIMITED**

GDC/SC/OT/032/2019-2020

**TENDER FOR DISPOSAL OF OBSOLETE ICT
EQUIPMENT, ASSORTED FURNITURE &
KITCHEN EQUIPMENT**

CLOSING DATE AND TIME: 25th MARCH, 2020 AT 2.00PM

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

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INTRODUCTION

- 1.1 This Standard tender document for Sale of disposable Stores and Equipment has been prepared for use by public entities in Kenya in the disposal stores and equipment as provided by part XIV of the Public Procurement and Disposal Act, 20015.
- 1.2 The following general directions should be observed when using the document.
 - (a) Specific details should be furnished in the tender notice. The final document to be provided to the tenderers should not have blank spaces or give options
 - (b) The instructions to the tenderers should remain unchanged. Any necessary amendments to these parts should be made through the Appendix to instructions to tenderers.
- 1.3 Information contained in the invitation to tender shall conform to the data and information in the tender documents to enable tenderers to decide whether or not to participate in the tender and shall indicate any important tender requirements.

SECTION I: INVITATION TO TENDER

TENDER REF NO: GDC/SC/OT/032/2019:2020

TENDER FOR DISPOSAL OF OBSOLETE ICT EQUIPMENT, ASSORTED FURNITURE & KITCHEN EQUIPMENT

Geothermal Development Company (GDC) invites sealed tenders from eligible candidates for “**Disposal of obsolete ICT Equipment, Assorted Furniture and Kitchen Equipment**” 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 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.

SITE VISIT

NB: There will be a mandatory site visit at Polo Centre Nakuru & Menengai Geothermal project on **13th March 2020 at 10.00am**. Bidders are required to assemble at GDC Polo Center Offices at 9.00am.

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 **25th March, 2020 at 2.00pm (1400Hrs).**

SECTION II - INSTRUCTIONS TO TENDERERS

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SECTION II - INSTRUCTION TO TENDERERS

2.1 Eligible Tenderers

2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Appendix to instructions to tenderers.

2.1.2 Tenderers shall not be under a declaration of ineligibility for corrupt or fraudulent practices

2.1.3 The procuring entity's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender unless where specifically allowed under section 131 of the Act.

2.2 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/=

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 **10% deposit** for every 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 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 (25th March 2020 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 (25th March 2020 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 **25th March 2020 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.

Notes on the appendix to the Instructions to Tenderers.

1. The Appendix to Instructions to tenderers is intended to assist the procuring entity in providing specific information in relation to the corresponding clauses in the instructions to tenderers included in Section II and the appendix has to be prepared for each specific tender.
2. The procuring entity should specify in the appendix, information and requirements specific to the circumstances of the procuring entity, the procuring of the tender, the nature of items being sold and the evaluation criteria that will apply to the tender.
3. In preparing the appendix, the following aspects should be taken into consideration:
 - (a) the information that specifies and complements provisions of Section II to be incorporated
 - (b) amendments and or supplements if any, to provisions of Section II as necessitated by the circumstances of specific items to be also incorporated.
4. Section II should remain unchanged and can only be amended through the appendix.

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
Accessibility	<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 MUST 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. GDC will respond in writing (e-mail in PDF format) to any</p>

	request for clarification received at least seven (7) days prior to the deadline for the submission of tenders.
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 shall be rejected .
Currency	Prices quoted shall be in Kenya Shillings
Tender deposit	Bidders must pay 10% of the total tender sum 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	Tenderers should submit an Original and one (1) copy 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 Wednesday 25th March 2020 at 2:00pm
Evaluation criteria	At the preliminary evaluation stage, the following mandatory requirements that determines a bidder's responsiveness will be assessed :- 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) Method statement including activity, personnel and duration. h) 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	The unsuccessful tenderers' deposit will be refunded within

refund	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 13th March 2020 in Menengai . Bidders shall meet at GDC office at Polo Center Nakuru at 9.00am for viewing of disposal material then proceed to Menengai Geothermal project.
Transport	Bidders are requested to arrange their own transport.
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

SECTION III - SCHEDULE OF TERMS AND PRICES**Lot1 ICT Equipment**

S/no	Item	Specification	Qty	Reserve price
1	Printers	Kyocera FS C5250DN printer	4	Kshs.10,000.00
2		Kyocera FS C5300DN printer	1	
3		HP color Laserjet CP 1515N	1	
4		Xerox work center 5745	1	
5		HP Laserjet pro 400 color MFP	1	
6		Canon IR1020	1	

Lot 2 ICT Equipment

S/no	Item	Specification	Qty	Reserve price
1	UPS batteries	Various	86	Kshs.16,000.00

Lot 3 ICT Equipment

S/no	Item	Specification	Qty	Reserve price
1	UPS	Mecer –ME650BK UPS	11	Kshs.10,000.00
2		APC-BK650 UPS	6	
3		APC-BR650CI UPS	1	
4		APC- BR1100CI UPS	1	
5		APC –SC 1500I UPS	1	
6		SUA 15001 UPS	1	

Lot 4 ICT Equipment

S/no	Item	Specification		Reserve price
1	CPU	HP COMPAQ DC7900 CPU	3	Kshs.40,000.00
2		ACER Veriton M288 CPU	1	
3		HP PRO-3010MT CPU	1	
4		FUJISTU M14W CPU	1	
5		HP Pro 3010 MT	28	
6		Lenovo	9	
7		Acer	5	

Lot 5 ICT Equipment

S/no	Item	Specification	Qty	Reserve price
1	Monitors	Acer	2	Kshs.1,000.00
2		HP	1	

Lot 6 ICT Equipment

S/no	Item	Specification	Qty	Reserve price
1	Printers	HP Laserjet 2055	6	Kshs.10,000.00
2		HP Laserjet P1005	1	
3		Kyocera 2026	1	
4		Kyocera 5300DN	2	
5		HP Laserjet 1215	1	
6		HP Laserjet 1515	1	
7		Kyocera 5250DN	2	

Lot 7 ICT Equipment

S/no	Item	Specification	Qty	Reserves price
1	UPS batteries	Various	60	Kshs.10,000.00

Lot 8 ICT Equipment

S/no	Item	Specification	Qty	Reserve price
1	Monitors	Lenovo	7	Kshs.10,000.00
2		Dell	1	
4		Acer	2	
4		HP	4	
5		Calculator casio DR 220HD	2	
6		Horn speaker	2	

Lot 9 Assorted furniture

S/no	Item	Specification	Reserve price
1	Assorted furniture	Table tops	Kshs.4,000.00

Lot 10 Assorted furniture

S/no	Item	Specification	Reserve price
1	Assorted furniture	Assorted	Kshs.15,000.00

Lot 11 Kitchen equipment

S/no	Item	Specification	Qty	Reserve price
1	Kitchen equipment	Refrigerator	1	Kshs.15,000.00
2		Four banner gas cooker	1	
3		Electric kettle jugs	4	
4		Flasks	11	
5		Water dispenser	3	
6		Tea urn 15ltrs & 10 ltrs	3	

Lot 12 Kitchen equipment

S/no	Item	Specification	Qty	Reserve price
1	Kitchen equipment	Refrigerator	6	Kshs. 12,000.00
2		Water dispenser	4	

Lot 13 Kitchen equipment

S/no	Item	Specification	Qty	Reserve price
1		Sterilizer	3	Kshs.8,000.00
2		Gas cooker	1	

Lot 14 Kitchen equipment

S/no	Item	Specification	Qty	Reserve price
1	Kitchen equipment	Rice steamer	4	Kshs.10,000.00
2		Electrical cooker	1	
3		Kitchen water boiler	2	

Lot 15 Kitchen equipment

S/no	Item	Specification	Qty	Reserve price
1	Kitchen equipment	Oven	2	Kshs.10,000.00
2		Cabinets	2	

TENDERERS' BIDDING SUMMARY

Tender for disposal of obsolete ICT equipment, assorted furniture & kitchen equipment

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	Polo Centre/Menengai Geothermal Project			
Lot 2	Polo Centre/Menengai Geothermal Project			
Lot 3	Polo Centre/Menengai Geothermal Project			
Lot 4	Polo Centre/Menengai Geothermal Project			
Lot 5	Polo Centre/Menengai Geothermal Project			
Lot 6	Polo Centre/Menengai Geothermal Project			
Lot 7	Polo Centre/Menengai Geothermal Project			
Lot 8	Polo Centre/Menengai Geothermal Project			
Lot 9	Polo Centre			

Tender for disposal of obsolete ICT equipment, assorted furniture and kitchen equipment

Lot 10	Polo Centre			
Lot 11	Polo Centre/Menengai Geothermal Project			
Lot 12	Polo Centre/Menengai Geothermal Project			
Lot 13	Polo Centre/Menengai Geothermal Project			
Lot 14	Polo Centre/Menengai Geothermal Project			
Lot 15	Polo Centre/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.

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 10% 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 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: 10%;"></th> <th style="width: 30%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> <th style="width: 10%;">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					
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	<p>Part 2 (c) – Registered Company</p> <p>Private or Public</p> <p>State the nominal and issued capital of company –</p> <p 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: 10%;"></th> <th style="width: 30%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> <th style="width: 10%;">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.
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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 obsolete ICT equipment, assorted furniture & kitchen equipment

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

Authorizing Official _____
(name)

(signature)

(Date)

5.4 Method Statement

No	Activity	Duration in days	Number of Personnel

Failure to include a method statement will lead to disqualification

5.5. 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) _____

SIGNED FOR ACCOUNTING OFFICER