



P.O. BOX 30131 NAIROBI, TEL: 020-3980 000/222
Email: info@newkcc.co.ke ; procurement@newkcc.co.ke
Website: www.newkcc.co.ke

TENDER NO: NKCC/T/DIS/008/ 2023-2024

**TENDER FOR DISPOSAL OF OBSOLETE ENGINEERING SPARES, EQUIPMENTS &
SCRAP MATERIALS**

CLOSING/OPENING DATE: 15th FEBRUARY 2024 AT 11AM

INVITATION TO TENDER

PROCURING ENTITY: NEW KCC LIMITED

1. The New KCC Ltd now invites sealed tenders from eligible candidates to purchase Assorted Engineering Spare Parts, Equipment's, and Scrap Metals.
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 MUST inspect the goods to be sold on **February 9th 2024**

Venue; **1. New KCC Central Maintenance Workshop, Enterprise Road – Changamwe Road at 10am.**
2. New KCC Dandora Factory along Kangundo Road at 1200hrs

Tenderers will be allowed to gain access to the unserviceable stores or surplus or obsolete assets or equipment to make their own assessment of the items.

4. A complete set of tender documents may be obtained by interested candidates upon payment of non-refundable fees of (Kshs. 1000) in banker's cheque payable to New KCC Limited.
5. Tenderers will be required to pay in advance a fundable deposit as indicated in the Appendix to Instructions to tenderers and in the mandatory requirements number 1.
6. Completed tenders must be delivered to the address below on or before *Thursday 15th, 2024 at 11am*. Electronic Tenders will not be permitted.
7. Prices quoted should be net, must be in Kenya Shillings and shall remain valid for 120days from the closing date of the tender.
8. Tenders will be opened immediately after the deadline date and time specified above. 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.

New KCC Ltd

P.O. Box 30131-00100

Creamery House Dakar Road Off Enterprise RD

Industrial Area ,Nairobi

Head of Procurement : 0725634497/0729550681

Email; Sheila.akala@newkcc.co.ke : Cc: james.mukui@newkcc.co.ke

B. Address for Submission of Tenders.

New KCC Ltd
P.O. Box 30131-00100
Creamery House Dakar Road Off Enterprise RD
Industrial Area, Nairobi.
Addressed to :The Managing Director

C. Address for Opening of Tenders.

New KCC Ltd
P.O. Box 30131-00100
Creamery House Dakar Road Off Enterprise RD
Industrial Area
Nairobi

[Authorized Official (name, designation, Signature and date)]

Name: **Sheila Akala**

Designation_Signature: **Head of Procurement**

Date: **February 1st, 2024**

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 eligibility for corrupt or fraudulent practices.
- 1.3 The Procuring Entity'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 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 The Procuring Entity 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 Procuring Entity in writing or by post at the entity's address indicated in the Invitation for tenders. The Procuring Entity will respond in writing to any request for clarification of the tender documents, which it receives not later than thirty (30) days prior to the deadline for the submission of tenders, prescribed by the Procuring Entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers that have received the tender document.
- 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.
- 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.

5 Amendment of Documents

- 5.1 At any time prior to the deadline for submission of tenders, the Procuring Entity, 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 in to account in preparing their tenders, the Procuring Entity, 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 but not later than Seven (7) days after the expiration of the period of tender validity prescribed by the Procuring Entity.
- 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 Procuring Entity.
 - 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 60 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.
- 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 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 Procuring Entity 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 Procuring Entity; 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 *Procuring Entity* 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.

Deadline for Submission of Tenders

Tenders must be received by the Procuring Entity at the address specified not later than 08/12/2023 at 11am.

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.

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 Procuring Entity 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.
- 12.2 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 Procuring Entity will open all tenders in the presence of tenderers' representatives who choose to attend at **Wednesday 15th, 2024 at 11am** and in the location specified in the invitation to tender. 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 Procuring Entity, at its discretion, may consider appropriate, will be announced at the opening.
- 14.3 The Procuring Entity will prepare minutes of the tender opening.

15 Clarification of tenders

- 15.1 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.
- 15.3 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.

16 Evaluation and Comparison of Tenders

- 16.1 The Procuring Entity 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 Procuring Entity.
- 16.2 Provided that the Tender is substantially responsive, the Procuring Entity shall handle errors on the following basis:
- 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.
 - 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
 - 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 Procuring Entity 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.

Evaluation Criteria/ eligibility criteria.

Preliminary examination for Determination of Responsiveness

Tenderers MUST comply with all the mandatory requirements to qualify for the Technical Evaluation stage.

No	Mandatory Requirement	YES/NO
MR 1	Required Deposit of Kes 100,000.00 in favor of New KCC Limited and a copy of the same furnished together with the tender document. Note: <i>i. For successful bidders, the deposit shall form part of sale price and those who decline the award shall forfeit deposit paid.</i> <i>ii. For unsuccessful bidders, the deposit shall be refunded in-line with the provisions of the bid document.</i>	Mandatory
MR 2	Certificate of Registration/Incorporation	Mandatory
MR 3	Provide valid copy of Kenya Revenue Authority Tax Compliance Certificate.	Mandatory
MR 4	Valid License By Scrap Metal Council of Kenya (SMC-KE) or equivalent	Mandatory
MR 5	Valid Scrap Metal License By NEMA	Mandatory

MR 6	Current and valid copy of business license from the county Government where the business is located	Mandatory
MR 7	Completed, Dully Filled, Signed and Stamped form of tender	Mandatory
MR 8	Duly filled, stamped and signed Confidential Business Questionnaire	Mandatory
MR 9	Duly filled Form SD1 Self declaration confirming that the person/tenderer is not debarred in the matter of the Public Procurement and Asset Disposal Act 2015	Mandatory
MR 10	Duly filled Form SD2 Self Declaration confirming that the person/tenderer will not engage in any corrupt or fraudulent practice	Mandatory
MR 11	Declaration and commitment to the code of ethics	Mandatory
MR 12	Properly bound (spiral or perfect cover, hard cover or case bound), serialized tender document.	Mandatory
MR 13	Dully filled, signed, and stamped commitment to provide Beneficial Ownership(BO) Information	Mandatory
MR 14	Completed, Dully Filled, stamped, and signed Certificate of the Cite Visit by the Tenderer and New KCC Representative. (KCC Dandora and KCC Central Maintenance Workshop) Note: Site Visit date and Venue 1. New KCC Central Maintenance Workshop, Enterprise Road – Changamwe Road on 9th February 2024 at 1000 am.	Mandatory

2. New KCC Dandora Factory along Kangundo Road on 9th February 2024 at 1200hrs

Mandatory Technical Specifications

INSTRUCTION TO BIDDERS

1. Bidders **MUST** complete the Table below in the format provided.
2. Bidders are allowed to use **I UNDERSTAND AND AGREE** as response.
3. Use of Yes, No, tick, compliant or blank spaces per line item in these Tables will be considered Non Responsive for the item tendered for.
4. Tenderers **MUST** meet all requirements in the Table below in order to be considered for further evaluation.

	Description of Item	Unit of Issue	Estimated Quantity	Tenderers Response (I understand/Agree)
	Sale will be on-as-is-where-is basis			
	Successful Tenderers will be required to pay for the goods awarded and collect immediately failure to which the same will attract daily storage charges of			

	Kes 3,000			
	Assorted Engineering Spares Ref; Central Maintenance Workshop (CMW) Lot No 1.	kg	5,000	
	Assorted Engineering Spares – stainless steel machine chippings and iron sheets Ref; Central Maintenance Workshop (CMW) LOT 2	kg	100	
	Assorted Engineering Spares- mild steel Ref; Central Maintenance Workshop (CMW) Lot No 3	kg	800	
	Assorted Engineering Spares- Ref; Central Maintenance Workshop (CMW) Lot No 4	kg	1800	
	Assorted Engineering Spares- Ref; Central Maintenance Workshop (CMW) Lot No 5	kg	10000	
	Assorted Engineering Spares- Ref; Central Maintenance Workshop (CMW) Lot No 6	kg	5000	
	Assorted scrap metals Ref; Dandora Lot No 7	kg	2500	
	Assorted scrap metals Ref; Motor Vehicle Workshop Lot No 8	kg	700	
	Assorted Batteries Ref; Motor Vehicle Workshop Lot No 9	pc	170	
	Assorted Tyres Ref; Motor Vehicle Workshop Lot No 10	pc	450	
	Assorted Damaged Plastic Crates Ref; Dandora Lot No 11	pc	22993	

Technical Evaluation Stage

No	Technical Requirement	Marks
TR 1	<p>A statement of technical requirements.</p> <p>Attach Curriculum Vitae of two Key personnel.</p> <p><i>i. Bachelor Degree in Mechanical/Electrical Engineering – Must provide evidence Academic Certificate from Recognised Institution and must be a member of Engineers</i></p>	50

Each Staff 25 Marks

TR 2	Ownership of Physical Presence Evidence; Lease Agreement or Business Permit	20
TR 3	Past Performance /Experience in similar Work/Assignment (Scrap Metal Dealers) Evidence 1. Valid Licence By Scrap Metal Council of Kenya (SMC-KE), Contracts, Award Letters or LPOs.	30
	Total Marks	100
Pass Mark	60/100	

Tenderers MUST Score 60 marks and Above to Qualify for the Financial Evaluation Stage

Award Criteria

17.1 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 tendered price.** subject to the reserve price. **Award per Lot is permitted.**

17 Notification of Intention to enter into a Contract/Notification of Award

17.3 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.

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

18 Canvassing/Contacting the Procuring Entity

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.

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.

SECTION II - SCHEDULE OF ITEMS AND PRICES

Notes on schedule of Items and Prices

1. The Procuring Entity will prepare the schedule of items being sold, marking each item with a unique number. Where items are to be sold as a lot, the lots must be clearly indicated in the schedule.
2. The schedule of items and prices will include a column for the deposit to be paid by the tenderer for the item and lot. The deposit amount should be indicated by the Procuring Entity.
3. 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. The Procuring Entity will complete columns 1-4 and 7 and the Tenderer will complete columns 5 and 6, and sign as indicated below.

SCHEDULE OF ITEMS AND PRICES

Item No.	Description of Item	Unit of Issue	Estimated Quantity	Unit price (KSH)	Total Tender Price
1	Assorted Engineering Spares Ref; Central Maintenance Workshop (CMW) Lot No 1.	kg	5,000		
2	Assorted Engineering Spares – stainless steel machine chippings and iron sheets Ref; Central Maintenance Workshop (CMW) LOT 2	kg	100		
3	Assorted Engineering Spares- mild steel Ref; Central Maintenance Workshop (CMW) Lot No 3	kg	800		
4	Assorted Engineering Spares- Ref; Central Maintenance Workshop (CMW) Lot No 4	kg	1800		
5	Assorted Engineering Spares- Ref; Central Maintenance Workshop (CMW) Lot No 5	kg	10000		
6	Assorted Engineering Spares- Ref; Central Maintenance Workshop (CMW) Lot No 6	kg	5000		
7	Assorted scrap metals Ref; Dandora Lot No 7	kg	2500		

8	Assorted scrap metals Ref; Motor Vehicle Workshop Lot No 8	kg	700		
9	Assorted Batteries Ref; Motor Vehicle Workshop Lot No 9	pc	170		
10	Assorted Tyres Ref; Motor Vehicle Workshop Lot No 10	pc	450		
11	Assorted Damaged Plastic Crates Ref; Dandora Lot No 11	pc	22993		
GRAND TOTAL KSHS					

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 she/she wishes.
- 1.2 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.
- 1.3 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.
- 1.4 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.
- 1.5 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.
- 1.6 The Procuring Entity will retain confidential reserve prices for all the items. Items tendered for below the reserve price will be retained by the Procuring Entity.

SECTION IV - STANDARD FORMS

Note on Standard Forms

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.

1. Form of Tender

Date:.....

Tender No.....

To:

.....
[Name and address of Procuring Entity]

Gentlemen and/or Ladies:

1. Having examined the tender documents including addenda and having examined the items on sale, we the undersigned, offer to purchase and collect all the items offered to us in conformity with the said tender documents for the sum of.....
[total tender amount in words and figures] or such other sums as may be ascertained in accordance with the Schedule of Items and Prices attached here with and made part of this Tender.
2. We undertake, if our Tender is accepted, to pay for and collect the items in accordance with the requirements of the tender.
3. We agree to adhere by the tender price for a period of...[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

Item No.	Description of Item	Unit of Issue	Estimated Quantity	Unit price (KSH)	Total Tender Price
1	Assorted Engineering Spares Ref; Central Maintenance Workshop (CMW) Lot No 1.	kg	5,000		
2	Assorted Engineering Spares – stainless steel machine chippings and iron sheets Ref; Central Maintenance Workshop (CMW) LOT 2	kg	100		
3	Assorted Engineering Spares- mild steel Ref; Central Maintenance Workshop (CMW) Lot No 3	kg	800		
4	Assorted Engineering Spares- Ref; Central Maintenance	kg	1800		

	Workshop (CMW) Lot No 4				
5	Assorted Engineering Spares- Ref; Central Maintenance Workshop (CMW) Lot No 5	kg	10000		
6	Assorted Engineering Spares- Ref; Central Maintenance Workshop (CMW) Lot No 6	kg	5000		
7	Assorted scrap metals Ref; Dandora Lot No 7	kg	2500		
8	Assorted scrap metals Ref; Motor Vehicle Workshop Lot No 8	kg	700		
9	Assorted Batteries Ref; Motor Vehicle Workshop Lot No 9	pc	170		
10	Assorted Tyres Ref; Motor Vehicle Workshop Lot No 10	pc	450		
11	Assorted Damaged Plastic Crates Ref; Dandora Factory Lot No 11	pc	22993		
GRAND TOTAL KSHS					

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 Seal.....

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

6. 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:-

ITEM No. or Lot No.	Item Description	Deposit (Kshs.)	Receipt No. and Date
1 - 11			

Authorizing Official _____

(Name)

Designation _____

(Signature)

(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 Procuring entity) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
3. THAT what is deponed to 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 Procuring
entity*) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its servants and/or agents/subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of.....(*insert name of the Procuring entity*) which is the procuring entity.
3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of(*name of the procuring entity*).
4. THAT the aforesaid Bidder will not engage/has not engaged in any corrosive practice with other bidders participating in the subject tender
5. THAT what is deponed to 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.....

COMMITMENT TO PROVIDE BENEFICIAL OWNERSHIP INFORMATION

I, of P. O. Box
being a resident of in the Republic of do hereby make
a state as follows: -

1. THAT I am the Chief Executive Officer/Managing Director/Principal Officer/Director/
Authorized Officer of..... (*Insert name of the
Company*) who is a Bidder in respect of **Tender No.....** for
(*Insert tender title/description*) advertised by (*Insert name of the Procuring entity*)
(the **Procuring Entity**) and duly authorized and competent to make this statement.

2. THAT I do hereby commit to provide Beneficial Ownership Information in conformity with the
Beneficial Ownership Disclosure Form to the procuring entity upon receipt of notification of award
in the event we are the successful tenderer in this subject procurement proceeding. I fully
understand that failure to furnish the procuring entity with the Beneficial Ownership Information
within the period provided for in the letter of award shall invalidate my award and may considered
as refusal to enter into a written contract which is punishable under Section 41(1) (e) of the Public
Procurement and Asset Disposal Act, 2015.

Name of the Firm/Company.....

Registered Physical Address of the Company.....

Posta Address.....

Telephone No..... Mobile Number

Email Address

Name of Authorised Signatory.....

Designation

Signatory.....

Date.....

Witnessed by

Signature of Witness.....

Date.....

BENEFICIAL OWNERSHIP DISCLOSURE FORM

INSTRUCTIONS TO TENDERERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM

This Beneficial Ownership Disclosure Form (“Form”) is to be completed by the successful tenderer pursuant to Regulation 4 of the Companies (Beneficial Ownership Information) (Amendment) Regulations, 2022. In case of joint venture, the tenderer must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission.

For the purposes of this Form, a Beneficial Owner of a Tenderer is any natural person who ultimately owns or controls the legal person (tenderer) or arrangements or a natural person on whose behalf a transaction is conducted and includes those persons who exercise ultimate effective control over a legal person (Tenderer) or arrangement.

Tender Reference No.: _____ [insert identification no] Name of the Tender Title/Description: _____
 _____ [insert name of the assignment] to: _____ [insert complete name of Procuring Entity]

In response to the requirement in your notification of award dated __ [insert date of notification of award] to furnish additional information on beneficial ownership:
 _____ [select one option as applicable and delete the options that are not applicable]

D) We here by provide the following beneficial ownership information.

Details of beneficial ownership

	Details of all Beneficial Owners		% of shares a person holds in the company Directly or indirectly	% of voting rights a person holds in the company	Directly or indirectly having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer (Yes / No)	directly or indirectly exercises significant influence or control over the tenderer /company (Yes / No)
1.	Full Name		Directly----- % of shares	Directly.....% of voting rights		
	National identity card number or Passport number					
	Personal Identification Number (where applicable)		Indirectly----- % of shares	Indirectly-----% of voting rights		
	Nationality					
	Date of birth [dd/mm/yyyy]					
	Postal address					
	Residential address					
	Telephone number					
	Email address					
	Occupation or profession					

Details of all Beneficial Owners		% of shares a person holds in the company Directly or indirectly	% of voting rights a person holds in the company	Directly or indirectly having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer (Yes / No)	directly or indirectly exercises significant influence or control over the tenderer /company (Yes / No)
2.	Full Name	Directly----- % of shares	Directly.....% of voting rights		
	National identity card number or Passport number				
	Personal Identification Number (where applicable)	Indirectly----- % of shares	Indirectly-----% of voting rights		
	Nationality				
	Date of birth [dd/mm/yyyy]				
	Postal address				
	Residential address				
	Telephone number				
	Email address				
	Occupation or profession				
3.					
e.t.c					

II) Am fully aware that beneficial ownership information above shall be reported to the Public Procurement Regulatory Authority together with other details in relation to contract awards and shall be maintained in the Government Portal, published, and made publicly available pursuant to Regulation 5 of the Companies (Beneficial Ownership Information) (Amendment) Regulations, 2022

III) What is stated to herein above is true to the best of my knowledge, information and belief.

Name of the Tenderer:*[insert complete name of the Tenderer]_____

Name of the person duly authorized to sign the Tender on behalf of the Tenderer: ** [insert complete name of person duly authorized to sign the Tender]

Designation of the person signing the Tender: [insert complete title of the person signing the Tender]

Signature of the person named above: [insert signature of person whose name and capacity are shown above]

Date this [insert date of signing] day of..... [Insert month], [insert year]

Bidder Official Stamp/ Company Seal.

CERTIFICATE OF SITE VISIT – DANDORA FACTORY

1. This is to certify that I _____
(Name of bidder or his Representative) of _____ (Name of Firm of tendering) in the company
of _____ (Name of New Kenya Co-operative Creameries Ltd Representative conducting the
visit) visited the site to view and verify items declared for Disposal in connection to the tender for: - DISPOSAL OF OBSOLETE ENGINEERING
SPARES, EQUIPMENTS & SCRAP MATERIALS ; **TENDER NO: NKCC/T/DIS/008/ 2023-2024**

2. Having studied the above referenced tender document, I gained access to the unserviceable stores or obsolete assets or equipment to make my own
assessment of the items.

3. I have made myself familiar with all the local conditions likely to influence the cost thereof.

4. I further certify that I am satisfied with the description and condition of obsolete engineering items and the explanations given by the said
Representative that will enable me quote.

Signed by Tenderer

Name of Bidder: _____

Date

Tenderers Stamp

Name of KCC Representative: _____

Date: _____

CERTIFICATE OF SITE VISIT – CENTRAL MAINTENANCE WORKSHOP

1. This is to certify that I _____
(Name of bidder or his Representative) of _____ (Name of Firm of tendering) in the company
of _____ (Name of New Kenya Co-operative Creameries Ltd Representative conducting the
visit) visited the site to view and verify items declared for Disposal in connection to the tender for: - **DISPOSAL OF OBSOLETE ENGINEERING
SPARES, EQUIPMENTS & SCRAP MATERIALS ; *TENDER NO: NKCC/T/DIS/008/ 2023-2024***

2. Having studied the above referenced tender document, I gained access to the unserviceable stores or obsolete assets or equipment to make my own
assessment of the items.

3. I have made myself familiar with all the local conditions likely to influence the cost thereof.

4. I further certify that I am satisfied with the description and condition of obsolete engineering items and the explanations given by the said
Representative that will enable me quote.

Signed by Tenderer

Name of Bidder: _____

Date

Tenderers Stamp

Name of KCC Representative: _____

Date: _____

LETTER OF NOTIFICATION OF AWARD

[Letter head paper of the Procuring Entity] [Date]

To: [name and address of the Contractor] This is to notify you that your Tender dated [date] for the purchase of the items and at prices listed on the table below is here by accepted by..... (Name of Procuring Entity).

Please acknowledge receipt of this letter of notification by signing the attached copy and returning it to us within 14 days of the issue of the notification to signify your acceptance of this award. Your signing the attached copy will constitute a contract between us and yourselves for sale of the said items.

On signature of the copy of the letter of notification, you are required to pay the balance of the tender price within 14 days and collect the items.

In connection with this award, you may contact the Officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

OFFERED ITEMS AND PRICES

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 Procuring Entity.....

COPY OF THE LETTER OF NOTIFICATION OF AWARD

*(To be
signed by
the
Purchaser)
[Letterhead
paper of
the
Procuring
Entity]
[Date]*

To: *[name and address of the Purchaser]*

This is to notify you that your Tender dated *[date]* for the purchase of the items and at prices listed on the table below is hereby accepted by..... *(name of Procuring Entity)*.

Please acknowledge receipt of this letter of notification by signing the attached copy and returning it to us within 14 days of the issue of the notification to signify your acceptance of this award. Your signing the attached copy will constitute a contract between us and yourselves for sale of the said items.

On signature of the copy of the letter of notification, you are required to pay the balance of the tender price within 14 days and collect the items.

In connection with this award, you may contact the Officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

OFFERED ITEMS AND PRICES

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 Procuring Entity:.....

Officer(s) to be contacted.

Name _____ of _____ Officer

Postal _____ Address

Telephone _____ Number

email _____ Address

Physical Address (City, Street, Building, Floor number and room number)

SIGNED BY THE PURCHASER

I/we, the undersigned accept the award and will execute the sale of the items as per conditions of the award. We understand that the award will remain cancelled, and no deposits will be refunded if we do not:

- a) Return this letter signed within 14 days: or
- b) Pay the balance of the tender amount within fourteen (14) days after notification of the award.

We further understand that if we do not collect the items we have paid for within fourteen (14) days after making the payment, you charge storage charges at rates to be determined by yourselves.

Name of Purchaser

Authorized Signature: _____ Date

Name and Title of Signatory

REQUEST FOR REVIEW

FORM FOR REVIEW(r.203(1))

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION NO.....OF.....20.....

BETWEEN

.....**APPLICANT**

AND

.....**RESPONDENT (Procuring Entity)**

Request for review of the decision of the..... (Name of the Procuring Entity ofdated the...day of20.....in the matter of Tender No.....of20..... 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/order 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