



**TENDER NAME: DISPOSAL OF MOTOR VEHICLES, MOTOR BIKES,  
UNSERVICEABLE EQUIPMENT'S AND OTHER SCRAP ITEMS.**

**AGRICULTURE AND FOOD AUTHORITY**

Tea House| Naivasha Road, Off Ngong Road,  
P.O. Box 37962– 00100 NAIROBI  
Tel: 254 700 638672/+254 737 454618  
Email: [info@afa.go.ke/ tenders@afa.go.ke](mailto:info@afa.go.ke)  
Website: [www.afa.go.ke](http://www.afa.go.ke)

 AFA Kenya  @kenya\_afa

**TENDER NO: AFA/DISPOSAL/01/2022-2023**

**CLOSING DATE: TUESDAY, 27<sup>TH</sup> JUNE 2023**

**TIME: 11.00 AM**

**PUBLISHED FRIDAY 13<sup>TH</sup> JUNE 2023**

## **INVITATION TO TENDER**

PROCURING ENTITY: Agriculture and Food Authority

CONTRACT NAME AND DESCRIPTION: **Disposal of Motor Vehicles, Assorted, Unserviceable Equipment's and other Scrap Items**

1. The **Agriculture and Food Authority** now invites sealed tenders from eligible candidates for **Disposal of Motor Vehicles, Motor bikes, Unserviceable Equipment's and other Scrap Items**.
2. Interested eligible candidates may obtain further information at the address provided below. Items will be sold as they are, without any encumbrances.
3. Interested tenderers may inspect the goods to be sold during office hours **0900 to 1500 hours at the address given below on each category per region**
4. A complete set of tender documents may be obtained by interested candidates upon payment of non-refundable fees of (Kshs.N/A) in cash or banker's cheque payable
5. Tenderers will be required to pay in advance a refundable deposit as indicated in the Appendix to Instructions to tenderers **Applicable to Motor vehicles and Motor cycles**
6. Completed tenders must be delivered to the address below on or before **27<sup>TH</sup> JUNE 2023 AT 11.00am**. Electronic Tenders **will not** be permitted.
7. Prices quoted should be net, must be in Kenya Shillings and shall remain valid for the period to be determined by the Procuring Entity from the closing date of the tender.
8. Tenders will be opened immediately after the deadline date and time specified above or any deadline date and time specified later. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address below.
9. Late tenders will be rejected.
10. The addresses referred to above are:

**A. Address for obtaining further information.**

AGRICULTURE AND FOOD AUTHORITY

Tea House| Naivasha Road, Off Ngong Road,

P.O. Box 37962– 00100 NAIROBI

Tel: 254 700 638672/+254 737 454618

Email: [info@afa.go.ke](mailto:info@afa.go.ke)/ [tenders@afa.go.ke](mailto:tenders@afa.go.ke)

Website: [www.afa.go.ke](http://www.afa.go.ke)



AFA Kenya



@kenya\_afa

Contact Ag. Deputy Director, Supply Chain for more information.

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

AGRICULTURE AND FOOD AUTHORITY

Tea House| Naivasha Road, Off Ngong Road,  
P.O. Box 37962– 00100 NAIROBI  
Tender Box – Ground Floor

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

AGRICULTURE AND FOOD AUTHORITY

Tea House| Naivasha Road, Off Ngong Road,  
Conference Room Ground Floor

## SECTION I - INSTRUCTIONS TO TENDERERS

### 1 Eligible Tenderers

- 1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Appendix to instructions to tenderers.
- 1.2 Tenderers shall be under a declaration of in eligibility for corrupt or fraudulent practices
- 1.3 The 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 **Tuesday 27<sup>th</sup> June 2023 11.00am**

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 **11.00 am Tuesday 27<sup>th</sup> June 2023** 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:
- a) Any error detected if considered a major deviation that affects the substance of the tender, shall lead to disqualification of the tender as non-responsive.
  - b) Any errors in the submitted tender arising from a miscalculation of unit price, quantity, subtotal and total bid price shall be considered as a major deviation that affects the substance of the tender and shall lead to disqualification of the tender as non-responsive .and
  - c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.
- 16.3 The 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 and Comparison of Tenders

No.	Mandatory Requirements	Responsive or Not Responsive
MR1	Must fill the price in the Format provided	
MR2	Must fill the Schedule of items, and bid prices in the format provided.	
MR3	Must submit a duly filled Confidential Business Questionnaire Form in the format provided	
MR4	Must submit a Deposit slip of having paid 20% of the reserve price for the lot(s) quoted <b>ONLY APPLICABLE FOR MOTOR VEHICLES AND MOTOR BIKES.</b>	
MR5	Must fill the Tender Deposit Commitment Declaration Form in the format provided. <b>ONLY APPLICABLE FOR MOTOR VEHICLES AND MOTOR BIKES.</b>	
MR6	Must fill the Self Declaration that the Person/Tenderer is not debarred in the Matter of the Public Procurement and Asset Disposal ACT 2015 in the format provided	
MR7	Self-Declaration that The Person/Tenderer will not engage in any Corrupt or fraudulent practice in the format provided	
MR8	Must fill and sign the form of Declaration and Commitment to The Code of Ethics in the format provided in the format provided	

### 17 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.

### 18 Notification of Intention to enter into a Contract/Notification of Award

18.3 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.

18.4 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**

1	2	3	4	5	6	7
Item No.	Description of Item	Unit of Issue	Total Quantity	Unit price (KSH)	Total Tender Price	Required Deposit
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

**The Deposit(s) Shall be been made to the Account as detailed below**

**Name of Account Holder - Agriculture and Food Authority**

**Name of the Bank- National Bank of Kenya Limited**

**Branch Name - Harambee**

**City- Nairobi**

**Account Number- 01003000906900**

**MOTOR VEHICLES /MOTOR CYCLES****A. HORTICULTURAL CROPS DIRECTORATE (HCD) HEADQUARTERS – JKIA****A. MOTOR VEHICLES**

<b>LOT.N O</b>	<b>VEH. REG . NO</b>	<b>MAKE/MODEL</b>	<b>YEAR MANUFACTUR E</b>	<b>RESERV E PRICE</b>	<b>REQUIRE D DEPOSIT 20% OF THE RESERVED PRICE</b>	<b>TOTAL TENDE R PRICE</b>
<b>1</b>	KAN 175U	MITSUBISHI/GALANT	2002	140,000	<b>28,000</b>	
<b>2</b>	KAN 922U	MITSUBISHI/PAJERO	2002	280,000	<b>56,000</b>	
<b>3</b>	KAL 324U	MITSUBISHI/L200	2000	105,000	<b>21,000</b>	
<b>4</b>	KAN 158U	MITSUBISHI/L200	2001	154,000	<b>30,800</b>	
<b>5</b>	KAN 653U	TOYOTA/HILUX D/CAB	2002	225,000	<b>45,000</b>	
<b>TOTAL</b>				<b>904,000</b>	<b>180,800</b>	

**B. HORTICULTURAL CROPS DIRECTORATE (HCD) HEADQUARTERS – JKIA****B. MOTOR CYCLES**

<b>LOT.NO</b>	<b>VEH. REG. NO</b>	<b>MAKE/MODEL</b>	<b>YEAR MANUFACTURE</b>	<b>RESERVE PRICE</b>	<b>REQD DEP 20% OF THE RESERVED PRICE</b>	<b>TOTAL TENDER PRICE</b>
<b>1</b>	KAY 986V	YAMAHA/DT125	2008	20,000	<b>4,000</b>	
<b>2</b>	KAY 970V	YAMAHA/DT125	2007	25,000	<b>5,000</b>	
<b>3</b>	KAN 368U	YAMAHA/DT125	2002	20,000	<b>4,000</b>	
<b>4</b>	KAY 982V	YAMAHA/DT125	2008	25,000	<b>5,000</b>	
<b>5</b>	KAY 985V	YAMAHA/DT125	2008	25,000	<b>5,000</b>	
<b>6</b>	KAN 366U	YAMAHA/DT125	2002	20,000	<b>4,000</b>	

<b>7</b>	KAN 367U	YAMAHA/DT125	2002	20,000	<b>4,000</b>	
<b>TOTAL</b>				<b>155,000</b>	<b>27,000</b>	

<b>C. HORTICULTURAL CROPS DIRECTORATE HQ - JKIA</b>						
<b>NO</b>	<b>ITEM DESCRIPTION</b>	<b>QTY</b>	<b>UNIT</b>	<b>RATE</b>	<b>RESERVE PRICE (KSHS)</b>	<b>TOTAL TENDER PRICE</b>
<b>1</b>	Metal filling cabinet	9	NO.	500	4,500	
<b>2</b>	Assorted Chairs:(high back, low back, secretarial and orthopaedic chairs)	120	NO.	150	18,000	
<b>3</b>	Assorted plastics crates	3	Tonnes	3000	9,000	
<b>4</b>	Assorted Pallets	97	NO.	20	1,940	
<b>5</b>	Assorted Ceramics	500	KG	5	2,500	
	<b>TOTAL</b>				<b>35,940</b>	

<b>D. HCD- NSSF BUILDING MOMBASA</b>						
<b>NO</b>	<b>ITEM DESCRIPTION</b>	<b>QTY</b>	<b>UNIT</b>	<b>RATE</b>	<b>RESERVE PRICE (KSHS)</b>	<b>TOTAL TENDER PRICE</b>
<b>1</b>	Nobel water dispenser	1	NO	300	300	
<b>2</b>	Evernal 4 speed table fan	1	NO	300	300	
<b>3</b>	Panasonic telephone headset	9	NO	100	900	
<b>4</b>	1 litre Ramtons electric kettle	1	NO	300	300	
<b>5</b>	Computer keyboard	2	NO	100	200	
<b>6</b>	Computer mouse	1	NO	20	20	
<b>7</b>	1100VA APC UPS	1	NO	200	200	
<b>8</b>	HP Deskjet printer F2483	1	NO	500	500	
<b>9</b>	Dell CPU	1	NO	400	400	
<b>10</b>	Voshvo CPU	1	NO	300	300	

<b>11</b>	TFT HP monitor	3	NO	300	300	
	<b>TOTAL</b>				<b>3,720.00</b>	

<b>E. HCD- NAKURU MILIMANI</b>						
<b>NO</b>	<b>ITEM DESCRIPTION</b>	<b>QTY</b>	<b>UNIT</b>	<b>RATE</b>	<b>RESERVE PRICE (KSHS)</b>	<b>TOTAL TENDER PRICE</b>
<b>1</b>	HP PRO complete computer with CPU and 15" TFT Monitor. S/NO. CZC023PD7M	1	NO	7,000	7,000	
<b>2</b>	HP 2515 Deskjet ink advantage printer S/NO. CZ28080006 S/NO. CZ28080006	1	NO	1,500	1,500	
<b>3</b>	Rotary telephone head	2	NO	50	100	
<b>4</b>	Assorted electrical and telephone cables	LOT			300	
	<b>TOTAL</b>				<b>8,900</b>	

<b>F. HCD-LIMURU- NGARARIGA</b>						
<b>NO</b>	<b>ITEM DESCRIPTION</b>	<b>QTY</b>	<b>UNIT</b>	<b>RATE</b>	<b>RESERVE PRICE (KSHS)</b>	<b>TOTAL TENDER PRICE</b>
<b>1</b>	30kg top pan weighting scale S/NO. 1.82418E+11-2000	1	NO	2,000	2,000	
<b>2</b>	Kubota digital weighting scale S/NO. CC999788-0-9	1	NO	1,000	1,000	
<b>3</b>	Huawei wifi 3G CDMA S/NO. 096B12D7	1	NO	100	100	
<b>4</b>	Panasonic fax machine S/NO. 2FBHA002299	1	NO	200	200	
<b>5</b>	Panasonic telephone head	1	NO	100	100	
<b>6</b>	Hp Computer keyboard	1	NO	100	100	
<b>7</b>	HP L1706 TFT Monitor	1	NO	500	500	
<b>8</b>	HP computer CPU S/NO. 0002688	1	NO	500	500	
	<b>TOTAL</b>				<b>4,500</b>	

<b>COMPUTERS, PRINTERS, ELECTRONICS AND SCRAP METAL</b>						
<b>G. HCD HEADQUARTERS NAIROBI-JKIA</b>						
<b>NO</b>	<b>ITEM DESCRIPTION</b>	<b>QTY</b>	<b>UNIT</b>	<b>RATE</b>	<b>RESERVE PRICE (KSHS)</b>	<b>TOTAL TENDER PRICE</b>
<b>1</b>	Ricoh printer, Aticioh 3 in 1 S/NO. J8353902645	1	NO	15,000	15,000	

2	35'' Sony TV Trinitron S/NO. 2023790	1	NO	7,000	7,000	
3	15'' CRT computer monitor.	29	NO	200	5,800	
4	15'' TFT HP monitor	10	NO	300	3,000	
5	HP computer CPU	26	NO	1000	26,000	
6	Xerox photocopier 5915 S/NO.50P50237	1	NO	5000	5000	
7	Canon laser jet printer MF650PL.	1	NO	500	500	
8	1000VA APC UPS	6	NO	200	1,200	
9	650VA APC UPS	19	NO	200	3,800	
10	SONY DVD HCD 0000212	1	NO	500	500	
11	Assorted telecommunication cables.	10	KG	10	100	
12	Assorted steel scrap metal (pallet trucks)	3000	KG	20	60,000	
13	HP Scanjet scanner 7400c	1	NO	500	500	
14	Panasonic fax machine MD772	1	NO	200	200	
15	Kyocera photocopier Machine HCDA 2766	1	NO	4,500	4,500	
16	Dust blower machine	1	NO	250	250	
17	Computer keyboard	18	NO	100	1,800	
18	Panasonic telephone head	15	NO	50	750	
19	Epson typewriter	1	NO	300	300	
20	Huawei CDMA	4	NO	50	200	
21	Computer mouse	12	NO	50	600	
22	Lamination machine	2	NO	300	600	
23	Hp laserjet printer HCD 0002997	1	NO	500	500	
24	Hp laserjet printer HCD 0002788 HCD 0002788	1	NO	500	500	
25	Hp printers laserjet printer HCD 0000025	1	NO	500	500	
26	Hp laserjet printer HCD 000394	1	NO	500	500	
27	Hp laserjet printer HCD 0002963	1	NO	500	500	
28	Hp laserjet printer HCD 0002275	1	NO	500	500	
29	Hp laserjet printer HCD 000365	1	NO	500	500	
30	Hp laserjet printer HCD 0002797	1	NO	500	500	
31	Hp laserjet printer HCD 000391	1	NO	500	500	
32	Hp laserjet printer HCD 0002889	1	NO	500	500	
33	Hp laserjet printer HCD 000792	1	NO	500	500	
34	Hp laserjet printer HCD 000283	1	NO	500	500	

35	Hp laserjet printer HCD 000274	1	NO	500	500	
36	Hp laserjet printer HCD 0002022	1	NO	500	500	
37	Microwave HCD 0000282	1	NO	500	500	
38	Internet switch	5	NO	50	250	
39	SONY projector	1	NO	2000	2,000	
	<b>TOTAL</b>				<b>147,350</b>	

<b>H. HORTICULTURAL CROPS DIRECTORATE – NAKURU MILIMANI</b>						
<b>NO</b>	<b>ITEM DESCRIPTION</b>	<b>QTY</b>	<b>UNIT</b>	<b>RATE</b>	<b>RESERVE PRICE (KSHS)</b>	<b>REMARKS</b>
1	Filling Cabinets – Serial Nos. HCDA-3.314 HCDA/NRK/003/014 HCDA/NRK/003/01 HCDA/NRK/003/013	4	No	500	2000	
2	Waiting 3-Seater Chair - Serial No. SAT/HQ/713//F01/136	1	No	400	400	
3	Executive Chair – Serial No. AFA/CD/05/2017/18	2	No	300	600	
4	Wooden Chair – Serial No HCDA/NRK/003/008	1	No	200	200	
5	Wheel Tyre – R15	20	No	1000	20000	
	<b>TOTAL</b>				<b>23,200</b>	

<b>A. AFA HEADQUARTERS – NAIVASHA ROAD</b>						
<b>LOT NO</b>	<b>VEH. REG. NO</b>	<b>MAKE/MODEL</b>	<b>YEAR MANUFACTURE</b>	<b>RESERVE PRICE</b>	<b>REQUIRED DEPOSIT 20% OF THE RESERVED PRICE</b>	<b>TOTAL TENDER PRICE</b>
1	KBJ 680U	VOLKSWAGEN/ PASSAT	2009	400,000	80,000	
<b>TOTAL VALUE</b>				<b>400,000</b>		

<b>B. AFA HEADQUARTERS NAIVASHA ROAD</b>						
<b>NO</b>	<b>ITEM DESCRIPTION</b>	<b>QTY</b>	<b>UNIT</b>	<b>RATE</b>	<b>RESERVE PRICE (KSHS)</b>	<b>TOTAL TENDER PRICE</b>
1	HP Laserjet printer S/NO. CNGTDBXUVB	1	NO	15,000	15,000	
2	HP laserjet printer S/NO. CNCTF3LOFX	1	NO	15,000	15,000	
3	4-way Power extension cable	1	NO	50	50	
4	650VA APC UPS	10	NO	200	2,000	
5	2200VA APC UPS	1	NO	200	200	

6	HP pavilion 23'' monitor S/NO. CZC5150J5X Laptop	1	NO	13,000	13,000	
7	64GB apple Ipad S/NO. DLXH75BBDVGJ	1	NO	16,000	16,000	
8	64GB apple Ipad S/NO. FCCIDBCGA1460	1	NO	16,000	16,000	
9	Surface pro Ipad SNO. 013240442953	1	NO	16,000	16,000	
10	Ricoh MP C35042X photocopier	1	NO	1,000	1,000	
11	5KVA smart pro UPS S/No. 2909FY0SM877700Z35	3	NO	100	300	
12	HP keyboards	1	NO	200	200	
13	1400VA back-up UPS	1	NO	100	100	
14	700VA back-up UPS	1	NO	300	300	
15	HP monitor S/No. 5CM4400B25-1	1	NO	300	300	
16	HP monitor S/No. 5CM4400B5R	1	NO	300	300	
17	HP monitor S/No. 5CM4400B74	1	NO	300	300	
18	HP monitor (No serial No.)	1	NO	3,000	3,000	
19	64GB Apple Ipad S/No. DMPP422CG5YM	1	NO	3,000	3,000	
20	Mac book Pro laptop S/No. C02GF4MMLDV14	1	NO	50	50	
21	HP protect smart laptop S/No. HPBCM943142HM	50	NO	20	1,000	
22	24 Port internet switch	1	NO	15,000	15,000	
<b>TOTAL</b>					<b>118,100</b>	

<b>C. AFA HEADQUARTERS -NAIVASHA ROAD</b>						
<b>NO</b>	<b>ITEM DESCRIPTION</b>	<b>QTY</b>	<b>UNIT</b>	<b>RATE</b>	<b>RESERVE PRICE (KSHS)</b>	<b>TOTAL TENDER PRICE</b>
1	Tender box (wooden)	1	NO.	400	400	
2	Assorted office tables	17	NO.	300	5,100.00	
3	Assorted wheel tyres	36	NO.	500	18,000.00	
4	Visitor Chair 3 seater	3	NO.	400	1,200.00	
5	Flush door and frame 900x2100mm high	1	NO.	2,500.00	2,500.00	
6	Toilet seat	4	NO.	4,000.00	16,000.00	
<b>TOTAL</b>					<b>43,200.00</b>	



<b>A. COFFEE DIRECTORATE- COFFEE PLAZA NAIROBI</b>						
<b>SCRAP METALS</b>						
<b>LOT NO.</b>	<b>DESCRIPTION</b>	<b>QTY</b>	<b>UNIT</b>	<b>UNIT PRICE</b>	<b>TOTAL AMOUNT (KSHS)</b>	<b>TOTAL TENDER PRICE</b>
<b>1</b>	Assorted steel scrap metal	4000	KG	20	80,000	
<b>2</b>	120/N90/MF55559 AH batteries scrap	7	NO	200	1,400	
<b>3</b>	Assorted old hand driers	13	NO	50	650	
	<b>TOTAL</b>				<b>82,050</b>	

<b>B. COMPUTERS, PRINTERS AND ACCESSORIES</b>						
<b>NO</b>	<b>ITEM DESCRIPTION</b>	<b>QTY</b>	<b>UNIT</b>	<b>RATE</b>	<b>RESERVE PRICE (KSHS)</b>	<b>TOTAL TENDER PRICE</b>
<b>1</b>	Toshiba printer, studio 167-AFA/CD/230.	1	NO	23,000	23,000	
<b>2</b>	HP laser jet -61 printer	1	NO	500	500	
<b>3</b>	Assorted computer monitors.	10	NO	200	2,000	
<b>4</b>	HP laser jet 4100N printer.	1	NO	2000	2,000	
<b>5</b>	Compaq computer CPU	3	NO	1000	3,000	
<b>6</b>	Sensys MF4150 Canon printer	1	NO	400	400	
<b>7</b>	Canon laser jet printer MF6560PL.	1	NO	750	1,800	
<b>8</b>	1000VA APC UPS	6	NO	300	750	
<b>9</b>	650VA APC UPS	2	NO	200	400	
<b>10</b>	Canon Scanner	1	NO	250	<b>250</b>	
	<b>TOTAL</b>				<b>34,100</b>	

<b>C. FANS, DISPENSERS AND AIR CONDITIONING</b>						
<b>NO</b>	<b>ITEM DESCRIPTION</b>	<b>QTY</b>	<b>UNIT</b>	<b>RATE</b>	<b>RESERVE PRICE (KSHS)</b>	<b>TOTAL TENDER PRICE</b>
<b>1</b>	Snow life table fan	1	NO	300	300	
<b>2</b>	Ashton Meyers water dispenser	1	NO	300	300	
<b>3</b>	HP Lazerjet P2015	1	NO	1,000	1,000	
<b>4</b>	Futechi Toaster	1	NO	100	100	
<b>5</b>	HP Lazerjet 1320	1	NO	1,000	1,000	

6	Aqualac 3000 Hoover	1	NO	300	300	
7	Windsor Room Heater	1	NO	200	200	
8	HP Lazerjet Printer C3906	1	NO	100	100	
9	Wang perforated printer	1	NO	300	300	
10	IBM 6400 Printer	1	NO	300	300	
11	IBM CPU A8/400	1	NO	300	300	
12	Epson DFX 8000perforated printer	1	NO	500	500	
13	IBM CRT 17'' monitor	2	NO	200	400	
14	Assorted CPUs	4	NO	1,000	1,000	
15	Assorted keyboards	13	NO	600	600	
16	Epson LX 300	1	NO	50	50	
17	Victron power supply unit.	1	NO	100	100	
18	Loc 61 Siemens perforated printer	1	NO	50	50	
19	IBM 6746 Typewriter	1	NO	300	300	
	<b>TOTAL</b>				<b>7,200</b>	

<b>D. TV, DVD, TELEPHONE HEAD, FAX AND CALCULATOR</b>						
	ITEM DESCRIPTION	QTY	UNIT	RATE	RESERVE PRICE (KSHS)	TOTAL TENDER PRICE
1	Assorted Telephone Heads/ Calculator Faxes	1	NO	500	500	
2	Panasonic telephone headset	12	NO	50	600	
3	Casio DR-120X Calculator	2	NO	100	200	
	<b>TOTAL</b>				<b>1,300.00</b>	

<b>E. COFFEE DIRECTORATE - THIKA OFFICE</b>						
NO	ITEM DESCRIPTION	QTY	UNIT	RATE	RESERVE PRICE (KSHS)	TOTAL TENDER PRICE
1	IBM typewriter	1	NO	300	300	
2	Sagem Perforated Printer	1	NO	300	300	
3	Panasonic fax machine KX-F230	1	NO	150	150	
4	650 VA APC UPS	1	NO	150	150	
5	IBM Perforated printer	1	NO	300	300	
	<b>TOTAL</b>				<b>1,200.00</b>	

<b>F. COFFEE DIRECTORATE HEAD QUARTERS - COFFEE PLAZA</b>						
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NO	ITEM DESCRIPTION	QTY	UNIT	RATE	RESERVE PRICE (KSHS)	TOTAL TENDER PRICE
1	Wooden cotton finish chairs	20	NO.	200	4,000	
2	Executive chairs	30	NO.	300	9,000	
3	Office chairs	70	NO.	250	17,500	
4	Wooden leather finish chairs	11	NO.	200	2,200	
5	Filling Cabinet	28	NO.	500	14,000	
6	Assorted Used Toner Casings	Lot	Lot	3,000.00	3,000	
7	Wooden Tables	28	NO.	200	5,600	
8	Assorted wheel tyres	12	NO.	300	3,600	
9	Heavy duty Carpet	3	NO.	3,000.00	9,000	
10	Plastic jerry cans	15	NO.	50	750	
11	2x1.7 ft wall mirror	38	NO.	1,000.00	38,000	
12	Ceramic Urinal Basin	24	NO.	2,500.00	60,000	
13	Ceramic cistern	25	NO.	2,000.00	50,000	
14	Hand wash basin	40	NO.	2,000.00	80,000	
15	Toilet seat	40	NO.	4,000.00	160,000	
16	Soap dispenser	20	NO.	1,000.00	20,000	
17	2.5 m 28gauge roof sheets	380	NO.	600	228,000	
18	Cabro tiles/kerbs	6	Tonnes	500	3,000	
19	Assorted timber	4	Tonnes	200	800	
	<b>TOTAL</b>				<b>708,450</b>	

A. FIBRE CROPS DIRECTORATE MOMBASA – MOZAMBIQUE ROAD SHIMANZI						
NO	ITEM DESCRIPTION	QTY	UNIT	RATE	RESERVE PRICE (KSHS)	TOTAL TENDER PRICE
1	N70 12V used batteryB250:B278B250:B280A2B250:B277	3	NO	100	300	
2	Assorted steel metal	30kg	KG	20	600	
3	Pedrollo water pump booster	1	NO	200	200	
4	9kg Fire Extinguisher Cylinders	25	NO	300	7,500	
5	Panasonic telephone heads	5	NO	50	250	
6	Xerox electric typewriter	1	NO	200	200	
7	Panasonic electric typewriter	1	NO	300	300	
8	HP laserjet printer 1020	1	NO	1,000	1,000	

9	HP laserjet printer P1005	1	NO	1,000	1,000	
10	HP laserjet printer 1010	1	NO	1,000	1,000	
11	3-In-1 HP laserjet printer	1	NO	2,000	2,000	
12	SYNC monitor S/No. SX-7755	1	NO	200	200	
13	HP monitor S/No. CNN34300WH	1	NO	100	100	
14	EPRO CPU S/No. S32006020963	1	NO	500	500	
15	SYNCO CPU S/No. KSB/SECDRCT/COMP/8	1	NO	500	500	
16	KSB/SEC/CPU/01	1	NO	500	500	
17	Lenovo CPU S/No. L3A4054	1	NO	500	500	
18	Dell monitor S/No. CN-0M8VPV-72872-22D-1R8L	1	NO	200	200	
19	HP Compaq monitor S/No. CNC940QM7M	1	NO	200	200	
20	HP 1502 monitor S/No. CNC5212QVT	1	NO	200	200	
21	650VA APC UPS	4	NO	50	200	
22	HP computer keyboards	3	NO	100	300	
23	Computer D-Link port	1	NO	50	50	
24	LG microwave S/No. 003TANS00151	1	NO	300	300	
	<b>TOTAL</b>				<b>18,100</b>	

#### B. FIBRE DIRECTORATE –MERU OFFICE

NO	ITEM DESCRIPTION	QTY	UNIT	RATE	RESERVE PRICE (KSHS)	TOTAL TENDER PRICE
1	HP laserjet printer F1319F CODA/OE/0008	1	NO	3,000	3,000	
	<b>TOTAL</b>				<b>3,000.00</b>	

#### C. FIBRE DIRECTORATE- NAIROBI RIVERSIDE DRIVE

NO	ITEM DESCRIPTION	QTY	UNIT	RATE	RESERVE PRICE (KSHS)	TOTAL TENDER PRICE
1	HP LaserJet color printer cp3525dn	1	NO	8,000	8,000	
2	HP LaserJet printer 2600dn	1	NO	1500	1,500	
3	Panasonic fax machine	1	NO	100	100	
4	HP LaserJet printer 4250DYMMOA/ICT/COMP/006	1	NO	1,500	1,500	
5	HP DeskJet printer 3550 KSB/ACCTS/PR+/003	1	NO	500	500	

6	HP LaserJet printer 1200 series KSB/DIR/PRT/006	1	NO	1,500	1,500	
7	CISCO internet switch	1	NO	100	100	
8	HP Lazerjet 1319	1	NO	400	400	
9	HP color LaserJet printer	1	NO	1,500	1,500	
10	HP LaserJet printer m1319f CODA/OE/0013	1	NO	1,500	1,500	
11	Ramtons microwave CODA/S/OE/05	2	NO	1,000	2,000	
12	Fixed telephone wireless terminal	1	NO	100	100	
13	Ramtons Water dispenser	1	NO	300	300	
14	HP Scanjet G3110	1	NO	300	300	
15	EBA shredder CODA/3/OE/12	1	NO	300	300	
16	HP Scanjet G2710	1	NO	300	300	
17	HP Laserjet 1018	1	NO	1000	1,000	
18	Kyocera mita printer/photocopier KSB/BRDROM/COOP /00 KM- 2030	1	NO	15,000	15,000	
19	Pacit typewriter	1	NO	300	300	
20	Assorted monitors	6	NO	100	600	
21	Cast iron scrap metal	20	KG	10	200	
22	Steel scrap metal 50kg	50	KG	20	1,000	
23	Victor land mower	1	NO	200	200	
24	Fax machine (scrap)	1	NO	50	50	
25	Jiedisi shredder scrap	1	NO	50	50	
26	Computer Keyboards	3	NO	50	150	
27	HP CPU CODA/5/DE/12	1	NO	100	100	
28	HP scanner G2710	1	NO	200	200	
29	HP scanner G3110	1	NO	200	200	
30	Hotpoint dispenser scrap CODA/OE/0197	1	NO	100	100	
	<b>TOTAL</b>				<b>39,050</b>	

<b>D. FIBRE CROPS DIRECTORATE – MOMBASA MOZABIQUE ROAD SHIMANZI</b>						
<b>NO</b>	<b>ITEM DESCRIPTION</b>	<b>QTY</b>	<b>UNIT</b>	<b>RATE</b>	<b>RESERVE PRICE (KSHS)</b>	<b>TOTAL TENDER PRICE</b>
1	Filling Cabinet – Serial No. AFA/FCD/FURN/101	1	No	500	500	
2	Office Desks – Serial No. AFA/FCD/FURN/092 AFA/FCD/FURN/093	2	No	500	1,000	
3	Kitchen Counter -	1	No	500	500	
4	Fire Extinguisher -	25	No	1500	37,500	
5	Office chairs	16	No	400	6,400	
	<b>TOTAL</b>				<b>45,900</b>	

<b>E. FIBRE DIRECTORATE HEAD QUARTERS- RIVERSIDE DRIVE</b>						
<b>NO</b>	<b>ITEM DESCRIPTION</b>	<b>QTY</b>	<b>UNIT</b>	<b>RATE</b>	<b>RESERVE PRICE (KSHS)</b>	<b>TOTAL TENDER PRICE</b>
1	Assorted wheel tyre	118	NO.	300	35,400	
2	Visitors chair	4	NO.	400	1,600	
3	Executive chair	2	NO.	300	600	
4	File Cabinet	1	NO.	500	500	
5	Assorted sofa seats	1	NO.	200	200	
6	Safe guard box lock 300x300mm high	1	NO.	1,000.00	1,000	
7	50-seater tent	1	NO.	5,000.00	5,000	
8	Laminated board 50mm thick 900x2200mm high	1	NO.	800	800	
	<b>TOTAL</b>				<b>45,100</b>	

<b>A. NUTS AND OIL CROPS DIRECTORATE-MOMBASA NSSF BUILDING 6TH FLOOR</b>						
<b>NO</b>	<b>ITEM DESCRIPTION</b>	<b>QTY</b>	<b>UNIT</b>	<b>RATE</b>	<b>RESERVE PRICE (KSHS)</b>	<b>TOTAL TENDER PRICE</b>
1	TFT HP 15'' Computer monitor	20	NO	300	6,000	
2	Pentium 5 HP CPU	2	NO	400	800	
3	Epson printer S/NO. MJZ4013485	1	NO	750	750	
4	Epson printer S/NO. JNSY053116	1	NO	500	500	
5	Epson printer S/NO. LQ2190	1	NO	500	500	
6	Ideal type shredder	1	NO	300	300	
7	650VA APC UPS	14	NO	100	1,400	
8	1100VA APC UPS	4	NO	200	800	
9	Kyocera Taskalfa 181 DP-420 Photocopier M/NO. QPF 2860375	1	NO	15,000	15,000	
10	HP Computer keyboard	25	NO	100	2,500	
11	Internet firewall	1	NO	50	50	
12	TOSHIBA laptop KCDA00185	2	NO	5,000	10,000	
13	HP Pro book laptop 6560b	1	NO	10,000	10,000	
14	CISCO System 24 port switch	1	NO	50	50	
15	Sony TV 32'' Set	1	NO	5,000	5,000	
16	HP Laserjet printer Pro MFD M225dn	1	NO	2,000	2,000	
17	Hotpoint deep freezer	1	NO	15,000	15,000	
18	1.5kw Tea urn	1	NO	1,000	1,000	
19	Caterina tea dispenser	1	NO	1,000	1,000	
20	HP L1710 monitor	1	NO	300	300	
21	HP laserjet Pro printer MFP 1777W	1	NO	2,000	2,000	
22	HP Laserjet Pro printer 400MFP	1	NO	5,000	5,000	

23	HP laserjet printer 2055D	1	NO	4,000	4,000	
24	Ramtons tea dispenser	2	NO	1,000	2,000	
26	Cisco telephone head	1	NO	50	50	
27	100A blank distribution board	1	NO	100	100	
28	Ashton Meyers tea dispenser	1	NO	1,000	1,000	
30	Ideal type cross-cut shredder	1	NO	300	300	
31	Sony projector	1	NO	4000	4,000	
32	Wall clock	1	NO	50	50	
33	Casio calculator	1	NO	50	50	
34	Panasonic telephone head	7	NO	50	350	
35	Epson stylus photo 1410 printer	1	NO	1,500	1,500	
36	HP laserjet printer S/NO. CP3525DN	1	NO	3,000	3,000	
37	Kyocera photocopier model KM4050	1	NO	15,000	15,000	
38	Samsung R522 15'' Monitor laptop	1	NO	7,000	7,000	
	<b>TOTAL</b>				<b>109,800</b>	

<b>B. NUTS AND OIL CROPS DIRECTORATE – MOMBASA NSSF BUILDING</b>						
NO	ITEM DESCRIPTION	QTY	UNIT	RATE	RESERVE PRICE (KSHS)	REMARKS
1	Waiting 3-Seater Chair – Serial Nos. KCDA 0052, KCDA 0018, KCDA 0055, KCDA 00149, NO SERIAL	5	No	500	2500	
2	Plastic Table	1	No	300	300	
3	Reception Desk – Serial No. KCDA 00012	1	No	2000	2000	
4	10FT Fabricated Tent – Serial No. KCDA/TENT/001	1	No	5000	5000	
	<b>TOTAL</b>				<b>9,800</b>	

<b>A. SUGAR DIRECTORATE HQS-SUKARI PLAZA WAIYAKI WAY- NAIROBI</b>						
LOT NO	VEH. REG. NO	MAKE/ MODEL	YEAR MANUFACTURE	RESERVE PRICE	REQUIRED DEPOSIT 20% OF THE RESERVED PRICE	TOTAL TENDER PRICE
1	KBN 227E	ISUZU/ DMAX	2010	250,000	50,000.00	
2	KAT 700X	TOYOT A RAV 4	2005	270,000	54,000.00	
3	KBB 471S	ISUZU/ DMAX	2008	250,000	50,000.00	
	<b>TOTAL</b>			<b>770,000</b>		

<b>B. SUGAR DIRECTORATE –MOMBASA NSSF BUILDING 6TH FLOOR</b>						
<b>NO</b>	<b>ITEM DESCRIPTION</b>	<b>QTY</b>	<b>UNIT</b>	<b>RATE</b>	<b>RESERVE PRICE (KSHS)</b>	<b>TOTAL TENDER PRICE</b>
1	Cisco telephone head	3	NO	50	150	
2	Evernal table fan	1	NO	400	400	
3	Khind table fan	1	NO	400	400	
4	Panasonic PABX switchboard	1	NO	300	300	
5	HP Computer CPU	2	NO	300	600	
6	Nashuatec Aticio MP2100 photocopier KSB/1.1/EO7/01.	1	NO	10,000	10,000	
7	HSM Classic 125.2 shredder	1	NO	300	300	
8	Server cabinet	1	NO	200	200	
9	1.6 KVA Kasten generator	1	NO	3,000	3,000	
11	Panasonic PABX switchboard	1	NO	300	300	
12	TFT HP Computer monitor	1	NO	100	100	
	<b>TOTAL</b>				<b>15,750</b>	

<b>C. SUGAR DIRECTORATE-NAIROBI SUKARI PLAZA</b>						
<b>NO</b>	<b>ITEM DESCRIPTION</b>	<b>QTY</b>	<b>UNIT</b>	<b>RATE</b>	<b>RESERVE PRICE (KSHS)</b>	<b>TOTAL TENDER PRICE</b>
1	HP Compag computer complete with TFT monitor and CPU	21	NO	500	10,500	
2	HP inkjet 1200 printer	1	NO	500	500	
3	HP l1200 printer	1	NO	1,000	1,000	
4	HP inkjet l3005dn printer	1	NO	1,000	1,000	
5	HP inkjet printer l5	1	NO	1,000	1,000	
6	HP inkjet printer L4250DN	1	NO	1,000	1,000	
7	HP inkjet printer L5	1	NO	1,000	1,000	
8	HP inkjet L1200 Printer	1	NO	1,000	1,000	
9	HP inkjet L1200	1	NO	1,000	1,000	
10	HP inkjet 4050 printer	1	NO	1,000	1,000	
11	HP inkjet l3005dn printer	1	NO	1,000	1,000	
12	HP inkjet l2420dn printer	1	NO	1,000	1,000	
13	HP deskjet 1220 printer	1	NO	1,000	1,000	
14	HP inkjet 1200 printer	1	NO	1,000	1,000	
15	HP inkjet l2420dn printer	1	NO	1,000	1,000	
16	HP laserjet printer P3005DN	1	NO	1,000	1,000	
17	HP deskjet 950c printer	1	NO	1,000	1,000	
18	HP inkjet l2420dn printer	1	NO	1,000	1,000	
19	HP inkjet 1200 printer	1	NO	1,000	1,000	
20	HP inkjet printer l2420dn	1	NO	1,000	1,000	
21	HP inkjet printer 400dn	1	NO	1,000	1,000	
22	HP laserjet 1200 printer	1	NO	1,000	1,000	
23	Fax machine KSB/HQ/2.6/E09/03	1	NO	100	100	
24	24 port computer server	1	NO	100	100	
25	Assorted telephone heads	87	NO	50	4,350	



26	650VA APC UPS	15	NO	100	1,500	
27	Shredder	1	NO	200	200	
28	Typewriter	1	NO	200	200	
29	Ramtons Dry Vacuum Cleaner RM/175	1	NO	300	300	
30	Assorted electrical cables	LOT		300	300	
31	Keyboards	18	NO	100	1,800	
32	HP Laserjet printer C3916A	1	NO	1,500	1,500	
33	Comix shredder	1	NO	300	300	
34	Feloves shredder	1	NO	300	300	
35	Laminator	1	NO	300	300	
36	24 port internet switch	1	NO	100	100	
37	Server cabinet housing	1	NO	300	300	
38	Facit c340 calculator	2	NO	50	100	
39	2 burner electric cooker	1	NO	300	300	
40	Assorted Plastic 5Litre Jerricans	40	NO	15	600	
41	HP Color Laserjet 3700DN	1	NO	2000	2,000	
42	Telephone switchboard with console	1	NO	200	200	
43	Epson XP-880 printer.	1	NO	500	500	
44	24 Port CISCO internet switch	1	NO	100	100	
45	Assorted steel scrap metal	10	KG	25	250	
46	1.45kw single phase grandfos water pump.	1	NO	300	300	
47	HP laptop S/NO. CNU8387P90	1	NO	2,000	2,000	
48	Pressure pump cylinders	2	NO	500	1,000	
49	Borehole steel pipes	9	NO	300	2,700	
50	Assorted Scrap batteries	7	NO	150	1,050	
51	Satellite Toshiba laptop M/No. 9110045	1	NO	1,500	1,500	
52	HP 620 laptop	1	NO	5,000	5,000	
53	HP laptops	4	NO	4,000	16,000	
	<b>TOTAL</b>				<b>76,250</b>	

<b>D. SUGAR DIRECTORATE KISUMU-AL IMRAN PLAZA 5TH FLOOR</b>						
<b>NO</b>	<b>ITEM DESCRIPTION</b>	<b>QTY</b>	<b>UNIT</b>	<b>RATE</b>	<b>RESERVE PRICE (KSHS)</b>	<b>TOTAL TENDER PRICE</b>
1	HP 2050A desk jet printer S/NO. CN17CIDB2	1	NO	2,000	2,000	
2	Toshiba studio 452 photocopier KSB/KSM/2.4/EO7/02 S/NO. CIF731020	1	NO	12,000	12,000	
3	Khind table fan M/NO. SF169	1	NO	400	400	
4	1100VA APC UPS	1	NO	300	300	
5	650VA APC UPS	7	NO	250	1,750	
6	Sanyo stand fan	1	NO	400	400	
7	HP 3210 Photo smart printer S/NO. MYS80820WT	1	NO	1,000	1,000	

<b>8</b>	24 Port internet switch	1	NO	100	100	
<b>9</b>	HP M1319FMFP LaserJet printer (Siaya office) S/NO. CNFZ87WJ9H	1	NO	2,500	2,500	
<b>10</b>	Assorted N91 batteries	5	NO	200	1,000	
<b>11</b>	Ashton Meyers dispenser	1	NO	500	500	
<b>12</b>	Panasonic Typewriter	1	NO	200	200	
<b>13</b>	PABX telephone unit	1	NO	100	100	
<b>14</b>	HP LaserJet printer p2055dn S/No. CNCK77093	1	NO	1,500	1,500	
<b>15</b>	HP photo smart printer 323	1	NO	1,500	1,500	
	<b>TOTAL</b>				<b>25,250</b>	

<b>E. SUGAR DIRECTORATE -KAKAMEGA AFC BUILDING</b>						
<b>NO.</b>	<b>ITEM DESCRIPTION</b>	<b>QTY</b>	<b>UNIT</b>	<b>RATE</b>	<b>RESERVE PRICE (KSHS)</b>	<b>TOTAL TENDER PRICE</b>
<b>1</b>	HP Scanjet scanner KSB/HQ/1.1/EQ5/02	1	NO	3,000	3,000	
<b>2</b>	Panasonic fax machine KSB/KKM/1.5/E06/07	1	NO	500	500	
<b>3</b>	Shredder machine M/NO. CC1540	1	NO	600	600	
<b>4</b>	Computer HP CPU	4	NO	500	2,000	
<b>5</b>	HP 15'' TFT monitor	5	NO	500	2,500	
<b>6</b>	650VA APC UPS	8	NO	250	2,000	
<b>7</b>	Panasonic telephone back-up KSA/KK/EO/04/N/1	1	NO	300	300	
<b>8</b>	HP computer keyboard	3	NO	100	300	
<b>9</b>	Panasonic telephone head	7	NO	100	700	
	<b>TOTAL</b>				<b>11,900</b>	

<b>F. AFA KISUMU OFFICE- SUGAR DIRECTORATE AL IMRAN PLAZA</b>						
<b>NO</b>	<b>ITEM DESCRIPTION</b>	<b>QTY</b>	<b>UNIT</b>	<b>RATE</b>	<b>RESERVE PRICE (KSHS)</b>	<b>TOTAL TENDER PRICE</b>
<b>1</b>	Office Chair	16	No	400	6,400	
	<b>TOTAL</b>				<b>6,400</b>	

### **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

1	2	3	4	5	6	7
Item No.	Description of Item	Unit of Issue	Total Quantity	Unit price	Total Tender Price	Required Deposit
1						
2						
3						
4						
5						

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[In the capacity of]

Duly authorized to sign tender for and on behalf of \_\_\_\_\_

## **Confidential Business Questionnaire Form**

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

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

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

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

### **Part 1 – General**

Business Name.....  
Location of business Premises..... Plot No.....  
Street/Road..... Postal Address..... Tel No..... Nature  
of business..... Current Trade License  
No..... Expiring date.....  
Maximum value of business which you can handle at any one time Kenya  
shillings..... (In words).....  
Name of your Bankers ..... Branch .....

### **Part 2 (a) – Sole Proprietor or Individual**

Your Name in full ..... Age .....  
Nationality ..... Country of origin .....  
Citizenship details (*ID and or Passport Number*).....  
Name..... and signature.....

### **Part 2 (b) Partnership**

Given details of partners as follows:

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

[Name, Designation and Signature of Tenders Representative in the Company]

Name .....  
Designation.....  
Signature and Company stamp or 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			
2			
3			
4			
5			

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.....

## 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 of .....dated the...day of .....20.....in the matter of Tender No.....of .....20..... for .....(Tender description).

#### REQUEST FOR REVIEW

I/We.....,the above named Applicant(s), of address: Physical address.....P. O. Box No..... Tel. No.....Email ....., hereby request the Public Procurement Administrative Review Board to review the whole/part of the above mentioned decision on the following grounds , namely:

- 1.
- 2.

By this memorandum, the Applicant requests the Board for an order/orders that:

- 1.
- 2.

SIGNED .....(Applicant) Dated on.....day of ...../...20.....

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FOR OFFICIAL USE ONLY Lodged with the Secretary Public Procurement Administrative Review Board on.....day of .....20.....

**SIGNED**

**Board Secretary**



