



**TENDER NO. RFX 1000000257**

## **DISPOSAL OF MOTOR VEHICLES**

**CLOSING DATE: 21<sup>st</sup> FEBRUARY 2020 at 10.00Am**

Rural Electrification & Renewable Energy Corporation  
House, Red Cross Road-South C, Off Popo Road,  
Next to Boma Hotel  
P.O. 34585 – 00500  
NAIROBI, KENYA  
Tel: 0719 193 000  
Email: [info@rea.co.ke](mailto:info@rea.co.ke)

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## **INTRODUCTION**

- 1.1 This Standard tender document for Sale of disposable Stores and Equipment has been prepared for use by public entities in Kenya in the disposal stores and equipment as provided by part X of the Public and Disposal Act, 2005.
- 1.2 The following general directions should be observed when using the document.
  - (a) Specific details should be furnished in the tender notice. The final document to be provided to the tenderers should not have blank spaces or give options
  - (b) The instructions to the tenderers should remain unchanged. Any necessary amendments to these parts should be made through the Appendix to instructions to tenderers.
- 1.3 Information contained in the invitation to tender shall conform to the data and information in the tender documents to enable tenderers to decide whether or not to participate in the tender and shall indicate any important tender requirements.

**SECTION I - INVITATION TO TENDER**

**TENDER NO. 1000000257- DISPOSAL OF MOTOR VEHICLES**

Rural Electrification & Renewable Energy Corporation (REREC) Invites Bids from interested Bidders for disposal of motor vehicles

Interested bidders may inspect and download the tender document at [www.rea.co.ke](http://www.rea.co.ke) and submit the same free of charge. Bidders who choose to bid **MUST** register with the Procurement Department by submission of an application letter on their company letter head declaring their intention to bid in this tender.

Bidders are free to contact the office of the **Manager, Procurement - Ground Floor: Kawi House, South C; Off RedCross Road, Behind Boma Hotel Nairobi**, during normal working days between **9.00 am - 12.30 pm and 2.00 -4.30 pm** or contact through e-mail, address **procurement@rea.co.ke** for any clarification regarding the tender. Bidders shall not contact or discuss any aspect of their tender with REA after closing date and before receipt of notification of award of tender or letters of regret as applicable. Any such contact shall lead to disqualification.

Completed tender documents are to be enclosed in plain sealed envelopes marked with Tender Name and Reference Number and be deposited in the Tender Box situated at the Rural Electrification Authority offices and be addressed to:

**The Chief Executive Officer  
Rural Electrification Authority  
Ground Floor: Kawi House, South C Boma Hotel  
P.O. 34585 – 00100  
NAIROBI, KENYA**

So as to be received on or before **21<sup>st</sup> February 2020 at 10.00 a.m.**

The tender opening venue shall in KAWI COMPLEX, immediately after closing, in the presence of the Tenderer's or their representatives who choose to attend.

**CHIEF EXECUTIVE OFFICER  
RURAL ELECTRIFICATION AUTHORITY**

**SECTION II - INSTRUCTIONS TO TENDERERS**

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## **SECTION II - INSTRUCTION TO TENDERERS**

### **2.1 Eligible Tenderers**

- 2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Appendix to instructions to tenderers.
- 2.1.2 Tenderers shall not be under a declaration of ineligibility for corrupt or fraudulent practices
- 2.1.3 The procuring entity's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender unless where specifically allowed under section 131 of the Act.

### **2.2 Cost of Tendering**

- 2.2.1 The tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.2.2 The price to be charged for the tender document shall not exceed Kshs.2,000/=
- 2.2.3 The procuring entity shall allow the tender to review the tender document free of charge before purchase.

### **2.3 The Tender Document**

- 2.3.1 The tender document comprises the documents listed below and any addenda issued in accordance with clause 2.5 of these instructions to tenderers.
  - (i) Invitation to tender
  - (ii) Instructions to tenderers
  - (iii) Schedule of items and price
  - (iv) Conditions of Tender
  - (v) Form of tender
  - (vi) Confidential Business questionnaire Form
  - (vii) Tender Commitment Declaration Form
- 2.3.2 The tenderer is expected to examine all instructions, forms, terms and specifications in the tender documents. Failure to meet all the requirements of the tender will be at the tenderer's risk and may result in the rejection of its tender.

## **2.4. Clarification of Documents**

- 2.4.1 A prospective tenderer requiring any clarification of the tender document may notify the Procuring entity in writing or by post at the entity's address indicated in the Invitation for tenders. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives not later than 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.
- 2.4.2 Clarification of tenders shall be requested by the tenderer to be received by the procuring entity not later than 7 days prior to the deadline for submission of tenders.
- 2.4.3 The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

## **2.5 Amendment of Documents**

- 2.5.1 At any time prior to the deadline for submission of tenders, the Procuring entity, for any reasons, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by amendment
- 2.5.2 All prospective candidates that have received the tender documents will be notified of the amendment in writing or by post and will be binding on them.
- 2.5.3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the Procuring entity, at its discretion, may extend the deadline for the submission of tenders.

## **2.6 Tender Prices and Currencies**

- 2.6.1 The tenderer shall indicate on the appropriate Price Schedule the unit prices and total tender price of the items it proposes to purchase under the contract
- 2.6.2 Prices quoted by the tenderer shall be fixed during the tender validity period and not subject to variation on any account. A tender submitted with an adjustable price quotation will be treated as non responsive and will be rejected
- 2.6.3 The Price quoted shall be in Kenya Shillings.

## **2.7 Tender deposit**

- 2.7.1 The tenderer shall put a deposit for every item tendered for in the amount indicated in the schedule of items and prices.
- 2.7.2 Failure to put the required deposit for any item tendered for will lead to disqualification of the bid for the item.
- 2.7.3 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.
- 2.7.4 The successful Tenderer's tender deposit will be credited to his bid price so that it forms part of the amount of the bid and the tender will be required to pay the bid price less the deposit security.
- 2.7.5 The tender deposit may be forfeited:
  - (a) if a tenderer withdraws its tender during the period of tender validity specified by the procuring entity.
  - (b) in the case of a successful tenderer, if the tenderer fails to pay the balance of the bid price.

## **2.8 Validity of Tenders**

- 2.8.1 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.
- 2.8.2 In exceptional circumstances, the Procuring entity may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender deposit provided under paragraph 2.7 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender deposit. A tenderer granting the request will not be required nor permitted to modify its tender.

## **2.9 Viewing of Tender Items**

- 2.9.1 Prospective bidders are advised to view the items, stores/equipment in liaison with the procuring entity before they bid for each lot. This will enable them to arrive at the most reasonable and competitive bids. Bids are based on AS WHERE IS CONDITION and the conditions of the items are not warranted by the seller.



## **2.10 Sealing and Marking of Tenders**

2.10.1 The tenderer shall seal the tender and mark it with the number and name of the tender and “DO NOT OPEN BEFORE **21<sup>st</sup> February 2020 at 10.00 a.m.**”

## **2.11 Deadline for Submission of Tenders**

2.11.1. Tenders must be received by the Procuring entity at the address specified not later than **21<sup>st</sup> February 2020 at 10.00 a.m.**

2.11.2 The procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.5. in which case all rights and obligations of the procuring entity and tenderers previously subject to the deadline will thereafter be subject to the deadline as extended.

## **2.12 Modifications And Withdrawals Of Tenders**

### **2.12.1 Modification of tenders**

2.12.1.1 The tenderer may modify or withdraw its tender after the tender’s submission, provided that written notice of the modification, including substitution or withdrawal of the tenders, is received by the Procuring entity prior to the deadline prescribed for submission of tenders.

2.12.1.2 The Tenderer’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.9.1. A withdrawal notice may also be sent by fax but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

2.12.1.3 No tender may be modified after the deadline for submission of tenders

### **2.12.2 Withdrawals and tenders**

2.12.2.1 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer. Withdrawal of a tender during this interval may result in the tenderer’s forfeiture of its tender deposit, pursuant to paragraph 2.7.5

## **2.13 Opening of Tenders**

2.13.2 The Procuring entity will open all tenders in the presence of tenderers’ representatives who choose to attend at **21<sup>st</sup> February 2020 at 10.00 a.m.**

and in the location specified in the invitation to tender. The tenderers or representatives who are present shall sign a register evidencing their attendance.

2.13.3 The tenderers' names, tender modifications or withdrawals, tender prices, and the presence or absence of requisite tender deposit and such other details as the Procuring entity, at its discretion, may consider appropriate, will be announced at the opening.

2.13.4 The Procuring entity will prepare minutes of the tender opening.

## **2.14 Clarification of tenders**

2.14.2 To assist in the examination, evaluation and comparison of tenders the Procuring entity may, at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted.

2.14.3 Any effort by the tenderer to influence the Procuring entity in the Procuring entity's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

## **2.15 Evaluation and Comparison of Tenders**

2.15.1 The Procuring entity will examine the tenders to determine whether they are complete, whether any computation errors have been made, whether required deposits have been furnished, whether documents have been properly signed and whether the tenders are generally in order. After examination a tender that will be determined to be substantially non responsive, will be rejected by the procuring entity.

2.15.2 The Procuring entity will evaluate and compare the tenders, which have been determined to be substantially responsive.

2.15.3 The tender evaluation committee shall evaluate the tender within 30 days of the validity period from the date of opening the tender.

## **2.16 Award Criteria**

2.16.1 The Procuring entity will award the contract to the successful tenderer(s) whose tender has been determined to be substantially responsive and has been determined to be the highest evaluated tender, subject to the reserves price.

## **2.17 Notification of Award**

2.17.2 Prior to the expiration of the period of tender validity, the Procuring entity will notify the successful tenderer in writing that its tender has been accepted.

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

## **2.18 Contacting the Procuring entity**

2.18.1 No tenderer shall contact the Procuring entity on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

2.18.2 Any effort by a tenderer to influence the Procuring entity in its decisions on tender evaluation, tender comparison, or contract award may result in the rejection of the tenderer's tender.

## APPENDIX TO INSTRUCTIONS TO TENDERERS.

The following information for sale of boarded stores and equipment shall complement, supplement or amend the provisions of the instructions to tenderers. Whenever there is a conflict between the provisions of the instructions to tenderers and the provisions of the Appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers.

INSTRUCTIONS TO TENDERERS REFERENCE	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERERS
2.1.1	All tenderers eligible to participate in all government tenders and have not been barred as per the Public Procurement & Assets Disposal Act 2015.
2.6.3	Tender Currency to be in Kenya Shillings or any other freely convertible currency.
2.7	<p>Tender Deposit shall be <b>KES 100,000.00</b></p> <p>The deposit shall be paid in the REREC account: <b>Kenya Commercial Bank, Milimani Branch, and Account No. 110320 1557</b>. The payment slip will then be submitted to the cash office, mezzanine Floor, The Chancery, and the payment voucher submitted to REA for issuance of an official receipt. A copy of the receipt shall be included in the Tender Documents. The tenderer shall keep the original receipt for any further transactions that may arise as proof of payment.</p>
2.8.1	Validity of Tenders is 90 days.
2.9.	<p><b>The Motor Vehicles can be viewed in the following locations:</b></p> <ul style="list-style-type: none"> <li>• Nairobi: REREC Central Stores. Next to Nice &amp; Lovely, Mombasa Road. Adjacent to the JKIA-Mombasa Road Interchange.</li> </ul>
2.9.1	Bids are based on <b>AS WHERE IS CONDITION</b> and the conditions of the items are not warranted by the seller.
2.10	Sealing of Tenders. Tenders shall be sealed in one Outer Envelope bearing the Tender No. and Description.
2.11	Deadline for Submitting tenders. <b>21st February 2020 at 10.00AM.</b>
2.13	Opening of Tenders. To be done at <b>REREC</b> offices on ground Floor. <b>KAWI COMPLEX, South C</b>

**SECTION III- SCHEDULE OF ITEMS AND PRICES**

**SECTION FOUR - SCHEDULE OF REQUIREMENTS FOR DISPOSAL OF  
MOTOR VEHICLES.**

Bidders must quote each schedule must in completeness.

No.	Description Of Goods	Quantity	Estimated Reserve Value - Kshs
1	Daihatsu Terios KBG 808C	1	300,000.00
2	Daihatsu Terios KBG 809C	1	400,000.00
3	Daihatsu Terios KBG 810C	1	400,000.00
4	Daihatsu Terios KBG 812C	1	300,000.00
5	Daihatsu Terios KBG 813C	1	400,000.00
6	Daihatsu Terios KBG 815C	1	400,000.00
7	Daihatsu Terios KBG 816C	1	400,000.00
8	Daihatsu Terios KBG 818C	1	350,000.00
9	Daihatsu Terios KBG 819C	1	300,000.00
10	Daihatsu Terios KBG 820C	1	400,000.00
11	Daihatsu Terios KBG 821C	1	400,000.00
12	Daihatsu Terios KBG 822C	1	400,000.00
13	Daihatsu Terios KBG 823C	1	400,000.00
14	Daihatsu Terios KBG 844C	1	400,000.00
15	Daihatsu Terios KBG 845C	1	400,000.00
16	Chery Tiggo KBR 984U	1	800,000.00
17	Chery Tiggo KBR 985U	1	700,000.00
18	Chery Tiggo KBR 986U	1	900,000.00
19	Chery Tiggo KBR 987U	1	900,000.00
20	Chery Tiggo KBR 988U	1	800,000.00
21	Chery Tiggo KBR 989U	1	830,000.00
22	Chery Tiggo KBR 990U	1	900,000.00
23	Chery Tiggo KBR 992U	1	650,000.00
24	Chery Tiggo KBR 993U	1	900,000.00
25	Chery Tiggo KBR 994U	1	900,000.00
26	Chery Tiggo KBR 995U	1	900,000.00
27	Chery Tiggo KBR 996U	1	800,000.00
28	Chery Tiggo KBR 997U	1	650,000.00
29	Chery Tiggo KBR 998U	1	800,000.00

**The Motor Vehicles can be viewed in the following locations:**

**Nairobi: REREC Central Stores.** Next to Nice & Lovely, Mombasa Road. Adjacent to the JKIA-Mombasa Road Interchange.

**SECTION FIVE - Price Schedule for Goods.**

**TENDER NO. 100000257; TENDER FOR DISPOSAL OF MOTOR VEHICLE.**

<b>No.</b>	<b>Description Of Goods</b>	<b>Quantity</b>	<b>Total Offered Price Inclusive of Taxes</b>
1	Daihatsu Terios KBG 808C	1	
2	Daihatsu Terios KBG 809C	1	
3	Daihatsu Terios KBG 810C	1	
4	Daihatsu Terios KBG 812C	1	
5	Daihatsu Terios KBG 813C	1	
6	Daihatsu Terios KBG 815C	1	
7	Daihatsu Terios KBG 816C	1	
8	Daihatsu Terios KBG 818C	1	
9	Daihatsu Terios KBG 819C	1	
10	Daihatsu Terios KBG 820C	1	
11	Daihatsu Terios KBG 821C	1	
12	Daihatsu Terios KBG 822C	1	
13	Daihatsu Terios KBG 823C	1	
14	Daihatsu Terios KBG 844C	1	
15	Daihatsu Terios KBG 845C	1	
16	Chery Tiggo KBR 984U	1	
17	Chery Tiggo KBR 985U	1	
18	Chery Tiggo KBR 986U	1	
19	Chery Tiggo KBR 987U	1	
20	Chery Tiggo KBR 988U	1	
21	Chery Tiggo KBR 989U	1	
22	Chery Tiggo KBR 990U	1	
23	Chery Tiggo KBR 992U	1	
24	Chery Tiggo KBR 993U	1	
25	Chery Tiggo KBR 994U	1	
26	Chery Tiggo KBR 995U	1	
27	Chery Tiggo KBR 996U	1	
28	Chery Tiggo KBR 997U	1	
29	Chery Tiggo KBR 998U	1	

**TOTAL PRICE OFFERED .....KES, TAXES INCLUSIVE.**

**Authorized official**

**NAME** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

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

- 4.1 A tenderer may tender for each item or each lot and may tender for as many items or lots as he/she wishes.
- 4.2 A tenderer will pay a deposit in advance before the closing date of the tender for each item or lot tendered for as indicated in the schedule of items and prices.
- 4.3 Tenderers who will be awarded contracts will be required to pay for the items after 14 days and not later than 21 days failure to which the contract award will be cancelled and the deposit forfeited. If there is an administrative review, the review procedures shall be followed.
- 4.4 Tenderers who will not be awarded contracts will be refunded the deposits fourteen (14) days after notification of the communication of the contract awards.
- 4.5 Tenderers will be required to collect the items they have paid for within fourteen (14) days after making the payment failure to which storage charges will be charged as indicated in the appendix to Conditions of tender.
- 4.6 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 V - STANDARD FORMS**

**5.1 Form of Tender**

Date: \_\_\_\_\_  
Tender No. \_\_\_\_\_

To: .....  
.....  
*[name and address of procuring entity]*

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda.  
Nos. ....[insert numbers]. The receipt of which is hereby duly acknowledged, we the undersigned, offer to purchase and collect all the items offered to us in conformity with the said tender documents for the sum of .....[total tender amount in words and figures] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.
  
2. We undertake, if our Tender is accepted, to pay for and collect the items in accordance with the requirements of the tender.
  
3. We agree to abide by the tender for a period of ...[number] days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
  
4. We understand that you are not bound to accept the highest or any tender that you may receive.

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

\_\_\_\_\_  
*[signature]* \_\_\_\_\_  
*[in the capacity of]*

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



**5.2 Confidential Business Questionnaire Form**

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

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

Part 1 – General

Business Name  
 .....

Location of business Premises  
 .....

Plot No. .... Street/Road  
 .....

Postal Address ..... Tel No.  
 .....

Nature of business  
 .....

Current Trade Licence No. .... Expiring date  
 .....

Maximum value of business which you can handle at any one time Kshs  
 .....

Name of your bankers ..... Branch  
 .....

Part 2 (a) – Sole Proprietor

Your Name in full ..... Age  
 .....

Nationality ..... Country of origin .....

\* Citizenship details .....

Part 2 (b) Partnership

Given details of partners as follows:

	Name	Nationality	Citizenship Details	Shares
1.	.....	.....	.....	.....
1	.....	.....	.....	.....

2	.....																												
3	.....																												
<b>Part 2 (c) – Registered Company</b>																													
Private or Public ..... State the nominal and issued capital of company – Nominal Kshs. Issued Kshs. Given details of all directors as follows																													
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%; text-align: left;">Name</th> <th style="width: 25%; text-align: left;">Nationality</th> <th style="width: 30%; text-align: left;">Citizenship Details</th> <th style="width: 20%; text-align: left;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>...</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>5.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares	1.	.....	.....	.....	2.	.....	.....	.....	...				3.	.....	.....	.....	4.	.....	.....	.....	5.	.....	.....	.....
Name	Nationality	Citizenship Details	Shares																										
1.	.....	.....	.....																										
2.	.....	.....	.....																										
...																													
3.	.....	.....	.....																										
4.	.....	.....	.....																										
5.	.....	.....	.....																										
Date ..... Seal/Signature of Candidate ..... .....																													

**5.3 TENDER DEPOSIT COMMITMENT DECLARATION FORM**

**TENDER NO. 100000257**

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:-

<b>TENDER NO.</b>	<b>DESCRIPTION</b>	<b>DEPOSIT KSHS.</b>	<b>RECEIPT NO. AND DATE</b>
1	<b>TENDER FOR DISPOSAL OF MOTOR VEHICLES</b>	100,000	

**Authorized official**

**NAME** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**5.4. LETTER OF NOTIFICATION OF AWARD**

**To:**

(Name and full address of the Successful Tenderer).....

Dear Sirs/ Madams,

**RE: NOTIFICATION OF AWARD OF TENDER NO. ....**

We refer to your Tender dated..... and are pleased to inform you that following evaluation, your Tender has been accepted as follows: -

.....  
.....

This notification does not constitute a contract. The formal Contract Agreement, which is enclosed herewith shall be entered into upon expiry of fourteen (14) days but not later than thirty (30) days from the date hereof pursuant to the provisions of the Public Procurement and Disposal Act, 2005 (or as may be amended from time to time, or replaced).

Kindly sign, and seal the Contract Agreement. Further, initial and stamp on all pages of the documents forming the Contract. Thereafter return the signed and sealed Contract together with the documents to us within fourteen (14) days of the date hereof for our further action.

Yours faithfully,

**CHIEF EXECUTIVE OFFICER**

5.5

**REQUESTS FOR REVIEW FORM**

**FORM RB 1**

**REPUBLIC OF KENYA**

**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...

**REQUEST FOR REVIEW**

I/We.....,the above named Applicant(s), of address: Physical  
address.....Fax 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. etc

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

- 1.
- 2.etc

SIGNED .....(Applicant)

Dated on.....day of ...../...20...

**FOR OFFICIAL USE ONLY**

Lodged with the Secretary Public Procurement Administrative Review Board on  
..... day of .....20.....

**SIGNED**  
**Board Secretary**

## **SECTION VI: EVALUATION CRITERIA**

**EVALUATION OF DULY SUBMITTED TENDERS WILL BE CONDUCTED ALONG THE FOLLOWING TWO MAIN STAGES: -**

### **1. PRELIMINARY EVALUATION**

The following **SHALL** constitute the evaluation criteria at the Preliminary Evaluation stage:

- i. Confirmation of submission of e- PIN Certificate,
- ii. Confirmation of submission valid tax compliance Certificate and
- iii. Company or Firm's Registration Certificate.
- iv. Confirmation of tender validity period. Tenders **SHALL** be valid for **90 days** from the date of tender opening.
- v. The tenderer **SHALL** dully fill, sign & stamp the tender form provided in the tender document indicating the total tender price, inclusive of all taxes and the price validity period.
- vi. The tenderer **SHALL** dully fill, sign & stamp the Confidential Business Questionnaire form in the format provided in the tender document.
- vii. Confirmation that the Bidder has paid the KES 100,000 Deposit Fee.

### **2. FINANCIAL EVALUATION**

The following **SHALL** constitute the evaluation criteria at the Financial Evaluation stage:-

- i. The Procuring Entity **SHALL** apply the prevailing mean exchange rate at the time of tender opening for purposes of conversion of tender currencies into one common currency for comparison of unit prices. The source of the prevailing exchange rate shall be the Central Bank of Kenya
- ii. Confirmation that the bidder has quoted his prices inclusive of all taxes and as is.
- iii. Confirmation of and considering Price Schedule duly completed and signed.
- iv. Compliance with the stated REREC terms of payments
- v. Evaluation of the tendered price competitiveness amongst bidders. The Competitiveness in this case means the highest price among the evaluated bidders.

