



Kirinyaga University

KyU/D/001/2020-2021

**SALE OF ASSORTED DISPOSABLE
STORES AND EQUIPMENT**

**CLOSING DATE AND TIME: FRIDAY 20TH NOVEMBER 2020
AT 2.00 P.M.**

**ISSUED BY:
KIRINYAGA UNIVERSITY
P.O.BOX 143-10300 KERUGOYA
TEL: +254 728 499 650
WEBSITE: www.kyu.ac.ke**

OCTOBER 2020

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SECTION I - INVITATION TO TENDER

Tender Ref No. KyU/D/001/2020-2021

Tender Name: SALE OF ASSORTED DISPOSABLE STORES AND EQUIPMENT

- 1.1 The KIRINYAGA UNIVERSITY now invites sealed tenders from eligible candidates to purchase ASSORTED STORES AND EQUIPMENT
- 1.2 Interested eligible candidates may obtain further information from and inspect the tender documents at **KIRINYAGA UNIVERSITY P.O.BOX 143 10300 KERUGOYA, PROCUREMENT OFFICE** during normal working hours).
- 1.3 A complete set of tender documents may be obtained by interested candidates upon payment of non-refundable fees of **KSHS. 500** in cash or banker's cheque payable to **KIRINYAGA UNIVERSITY**
- 1.4 Tenderers will **NOT** be required to pay in advance a refundable deposit as indicated in the Appendix to Instructions to tenderers.
- 1.5 Completed tender documents are to be enclosed in plain sealed envelopes marked with the tender reference number and the tender name and deposited in the Tender Box at **KIRINYAGA UNIVERSITY P.O.BOX 143 10300 KERUGOYA** or addressed to **KIRINYAGA UNIVERSITY P.O.BOX 143 10300 KERUGOYA** so as to be received on or before **Friday 20th November 2020 at 2.00 P.M.**
- 1.6 Prices quoted should be net, must be in Kenya Shillings and shall remain valid for 120 days from the closing date of the tender.
- 1.7 Tenders will be opened immediately thereafter in the presence of the tenderers or their representatives who choose to attend at **KIRINYAGA UNIVERSITY P.O.BOX 143 10300 KERUGOYA**

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 Kirinyaga University'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 Kirinyaga University, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.2.2 The price to be charged for the tender document shall not exceed Kshs.1,000/=
- 2.2.3 The Kirinyaga University 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 Kirinyaga University in writing or by post at the entity's address indicated in the Invitation for tenders. The Kirinyaga University 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 Kirinyaga University. 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 Kirinyaga University not later than 7 days prior to the deadline for submission of tenders.

2.4.3 The Kirinyaga University 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 Kirinyaga University, 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 Kirinyaga University, 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 Kirinyaga University.

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 Kirinyaga University.
- (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 120 days or as specified in the appendix to instruction to tenderers after date of tender opening prescribed by the Kirinyaga University, pursuant to paragraph 2.10 Tender valid for a shorter period shall be rejected by the Kirinyaga University as non-responsive.

2.8.2 In exceptional circumstances, the Kirinyaga University 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 Kirinyaga University 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 **Friday 20th November 2020 at 2.00 P.M.**

2.10.2 Deadline for Submission of Tenders

2.10.3 . Tenders must be received by the Kirinyaga University at the address specified not later than **Friday 20th November 2020 at 2.00 P.M.**

2.11.2 The Kirinyaga University 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 Kirinyaga University 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 Kirinyaga University 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 Kirinyaga University will open all tenders in the presence of tenderers' representatives who choose to attend at KIRINYAGA UNIVERSITY ON **Friday 20th November 2020 at 2.00 P.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 Kirinyaga University, at its discretion, may consider appropriate, will be announced at the opening.

2.13.4 The Kirinyaga University 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 Kirinyaga University 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 Kirinyaga University in the Kirinyaga University'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 Kirinyaga University 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 Kirinyaga University.

2.15.2 The Kirinyaga University 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 Kirinyaga University 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 Kirinyaga University 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 Kirinyaga University

2.18.1 No tenderer shall contact the Kirinyaga University 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 Kirinyaga University 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	<i>Particulars of appendix to Instructions to tenderers</i>
2.1.1: Eligible tenderers	<i>Sale of assorted disposable stores is eligible to all persons in Kenya (above 18 years of age)</i>
2.2: Cost of tendering	<i>The disposal documents shall be charged Ksh. 500</i>
2.4: Clarification of documents	<i>All clarifications on disposal should be written and sent to the following email addresses; procurement@kyu.ac.ke CC endirangu@kyu.ac.ke</i>
2.6: Tender prices and currencies	<i>All prices should be in Kenyan Shillings</i>
2.7: Tender deposit	NOT REQUIRED
2.8: Validity of tenders	<i>Tender prices should remain valid for 120 days</i>
2.9: Viewing of tender items	<i>Prospective bidders are advised to view the items, stores/equipment in liaison with the Kirinyaga University, Procurement Department 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.</i>
2.10: Sealing and marking of tenders	<i>This is a bid envelope system. No copies of tender documents are required. Tenders in sealed envelopes clearly marked 'DISPOSAL OF ASSORTED DISPOSABLE STORES AND EQUIPMENT KyU/D/001/2020-2021 DO NOT OPEN BEFORE Friday 20th November 2020 at 2.00 P.M.</i> <i>addressed to;</i> <i>The Vice Chancellor, Kirinyaga University</i>

	P.O.Box 143-10300 Kerugoya
2.11: Deadline for submission	2.10.1 Friday 20th November 2020 at 2.00 P.M.
2.15: Evaluation of tenders	<p><i>The following shall be the mandatory requirements for evaluation;</i></p> <ol style="list-style-type: none"> 1. Bidder MUST indicate their full names and attach a copy of their National ID card or passport 2. Bidder MUST indicate their phone number, and an alternative phone number 3. Bidder MUST indicate their email address 4. Bidder MUST indicate their physical address 5. Bidder MUST sign EACH PAGE OF THE PRICE QUOTATION PAGE 6. Bidder Must sign the form of tender and indicate the total amount quoted in the form of tender 7. Bidder must fill and sign the confidential business questionnaire form <p>NB any bidder who shall not provide ANY of the above details shall not be considered for award.</p>
2.16: Award criteria	<ol style="list-style-type: none"> 1 The prices quoted by each bidder shall be checked for arithmetical errors 2 In case of discrepancy between the unit cost and the total cost, the unit cost shall prevail 3 In case of discrepancy between the amount quoted in words and the amount quoted in figures, the amount quoted in words shall prevail 4 The bidder prices shall then be compared with prices quoted by other bidders and ranked from the highest to the lowest bidder 5 The highest bidder shall be the bidder who has the highest quotation per unit per item. 6 The disposal items shall be awarded per item to the highest bidder in each item 7 The highest bidders shall be notified of the award through an award letter. 8 The unsuccessful bidders shall also be notified of the outcome of the award.

SECTION III - SCHEDULE OF ITEMS AND PRICES

S/NO	DISCRIPTION	LOCATION	QTY	Unit Price
1.	Wooden bed	Farm House	4pcs. Bidders to quote per piece	
2.	Old newspaper	Central store	To be weighed. Bidders to quote per Kg.	
3.	Carpentry Machine(scrap)	Central store	To be weighed. Bidders to quote per Kg of scrap metal	
4.	Hp LaserJet 1217 nfp	Central store	1pc Bidders to quote per piece	
5.	Food waste	Catering dept.	To be weighed. Bidders to quote per Kg.	
6.	Old tyres	Farm House	7pcs: 295/80R22.5 (To be quoted as LOT; all of them)	
7.	Old tyres	Farm house	30pcs Assorted sizes (To be quoted as LOT; all of them)	
8.	Metallic boxes	Farm House	To be weighed. Bidders to quote per Kg of scrap metal.	
9.	Thicknezza machine (scrap metal)	Engineering workshop	To be weighed. Bidders to quote per Kg of scrap metal.	
10.	Old Aluminium sufuria	Central store	12pcs To be weighed. Bidders to quote per Kg of scrap metal.	
11.	Microwave	Catering dept	1pcs Bidders to quote per piece	
12.	Electric kettle	Catering dept	1pcs Bidders to quote per piece	

13.	Electric blender	Catering dept	1pcs Bidders to quote per piece	
14.	Paper shredder	Central store	2pcs Bidders to quote per piece	
15.	Water dispenser	Central store	2pcs Bidders to quote per piece	
	GRAND TOTAL			

NOTE: Grand total amount should also be filled in the form of tender

Authorized official _____
Name (attach ID) Signature Date

Phone number.....

Alternative phone number.....

Email address:

Physical address.....

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 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.
- 4.3 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.
- 4.4 The Kirinyaga University will retain confidential reserve prices for all the items. Items tendered for below the reserve price will be retained by the Kirinyaga University.

Appendix to conditions of tender

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

Conditions of tender reference	<i>Particulars of the appendix to Conditions of tender</i>
4.5 storage charge	<i>Storage charges of Ksh. 100 shall be charged per day for items not collected within fourteen (14) days of payment for the goods</i>

SECTION V - STANDARD FORMS

Notes on Standard Forms

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

5.1 Form of Tender (Mandatory)

To The Vice Chancellor
Kirinyaga University
P.O. Box 143-10300
Kerugoya

Dear Madam,

**Re: SALE OF ASSORTED DISPOSABLE STORES AND EQUIPMENT
No. KyU/D/001/2020**

Having examined the tender 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.

We undertake, if our Tender is accepted, to pay for and collect the items in accordance with the requirements of the tender.

We agree to abide by the tender for a period of 120 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.

We understand that you are not bound to accept the highest or any tender that you may receive.

Dated this _____ day of _____ 20 19

[signature]

[in the capacity of]

Duly authorized to sign tender for and on behalf of _____

5.2 Confidential Business Questionnaire Form (Mandatory)

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

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

<p>Part 1 - General</p> <p>Business Name</p> <p>Location of business Premises</p> <p>Plot No. Street/Road</p> <p>Postal Address Tel No.</p> <p>Nature of business</p> <p>Current Trade Licence No. Expiring date</p> <p>Maximum value of business which you can handle at any one time Kshs</p> <p>Name of your bankers Branch</p>
--

	<p style="text-align: center;">Part 2 (a) - Sole Proprietor</p> <p>Your Name in full Age</p> <p>Nationality Country of origin</p> <p>* Citizenship details</p>																									
	<p style="text-align: center;">Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p> <table border="1"> <thead> <tr> <th></th> <th>Name</th> <th>Nationality</th> <th>Citizenship Details</th> <th>Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	2.	3.	4.
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2.																						
3.																						
4.																						
	<p style="text-align: center;">Part 2 (c) - Registered Company</p> <p>Private or Public</p> <p>State the nominal and issued capital of company - Nominal Kshs. Issued Kshs.</p> <p>Given details of all directors as follows</p> <table border="1"> <thead> <tr> <th></th> <th>Name</th> <th>Nationality</th> <th>Citizenship Details</th> <th>Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	2.	3.	4.
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3.																						
4.																						

	1. 2. 3. 4. 5.
Date Seal/Signature of Candidate	

5.4. LETTER OF NOTIFICATION OF AWARD

Address of Kirinyaga University

To: _____

RE: Tender No. _____

Tender Name _____

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

(FULL PARTICULARS) _____

SIGNED FOR ACCOUNTING OFFICER

5.5

REQUEST FOR REVIEW FORM

FORM RB 1

REPUBLIC OF KENYA
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

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

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*Kirinyaga University*)

Request for review of the decision of the..... (*Name of the Kirinyaga University*) of
.....dated the...day of20.....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 of20.....

SIGNED
Board Secretary