



KENYA INSTITUTE OF CURRICULUM DEVELOPMENT
Nurturing Every Learner's Potential

TENDER

FOR

DISPOSAL OF WASTE PAPERS AND OBSOLETE RECORDS

TENDER NO: KICD/D/01/2024-2025

Tenderer's Name(Firm):.....

THE DIRECTOR/CEO
KENYA INSTITUTE OF CURRICULUM DEVELOPMENT
P.O. BOX 30231 - 00100
NAIROBI.
TELEPHONE: +254 20 3749900-9 or +254 20 3749900-3
E-MAIL: procurement@kicd.ac.ke cc info@kicd.ac.ke

Issuing date: 21st March, 2025
Closing Date: 4th April 2025
Opening Date: 4th April 2025

MARCH, 2025

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INVITATION TO TENDER

PROCURING ENTITY: Kenya Institute of Curriculum Development

CONTRACT NAME AND DESCRIPTION: Tender for Disposal of Waste Papers and
Obsolete Records (TENDER NO: KICD/D/01/2024-2025)

1. The Kenya Institute of Curriculum Development now invites sealed tenders from eligible candidates to purchase **WASTE PAPERS AND OBSOLETE RECORDS**.
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 1500hrs at the address given below:

**THE DIRECTOR/CEO
KENYA INSTITUTE OF CURRICULUM DEVELOPMENT
P.O. BOX 30231 - 00100
NAIROBI.**

4. A complete set of tender documents may be obtained by interested tenderers electronically from the Web (<https://kicd.ac.ke>) free of charge.
- 5.
6. The Tenderer shall chronologically serialize all pages of the tender documents submitted in the sequence of 1, 2, 3....n (n being the last numerical page of the tender document).
7. Tenderers will be required to pay in advance a fundable deposit as indicated in the Appendix to Instructions to tenderers.
8. Completed tenders must be delivered to the address below on or before 11:00 am on 18th January, 2024; as follows:
 - Closing Date: 4th April, 2025 AT 11:00 A.M
 - Opening Date: 4th April, 2025 AT 11:15 A.M
9. 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.
10. As part of mandatory requirements, interested bidders shall be required to view the waste papers and obsolete records on 26th March, 2025 strictly from 11.00 am to 12.00 pm.
11. 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.
12. Late tenders will be rejected.
13. The addresses referred to above are:
 - A. Address for obtaining further information, and for inspecting the goods to be sold.
 - (1) Kenya Institute of Curriculum Development
Physical address Desai Rd, Off Muranga Rd, Nairobi, Kenya.
 - (2) Postal Address – P.O. Box 30231 00100 Nairobi.
 - (3) Tel. +254 20 3749900-9 or +254 20 3749900-3

- (4) E-mail address of the officer to be contacted - Deputy Director Supply Chain Management - Email: procurement@kicd.ac.ke cc info@kicd.ac.ke

B. Address for Submission of Tenders.

- (1) Kenya Institute of Curriculum Development
- (2) Tender Box Located at the Nacece Resource Centre in KICD,
Physical address Desai Rd, Off Muranga Rd, Nairobi, Kenya.
- (3) Postal Address – P.O. Box 30231 00100 Nairobi.
- (4) KICD ,Tel. +254 20 3749900-9 or +254 20 3749900-3
- (5) E-mail address of the officer to be contacted - Deputy Director Supply Chain Management - Email:
procurement@kicd.ac.ke cc info@kicd.ac.ke

C. Address for Opening of Tenders.

NACECE RESOURCE CENTRE,
KENYA INSTITUTE OF CURRICULUM DEVELOPMENT
P.O. BOX 30231 - 00100
NAIROBI.
Email: info@kicd.ac.ke

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

Name _____
(Official of the Procuring Entity issuing the invitation)

Designation _____

Signature _____

Date _____

NOTICE FOR TENDER

Interested applicants are required to obtain tender document with details of the assets for disposal from the KICD website (www.kicd.ac.ke) or Public Procurement Information Portal (PPIP) website free of charge. Completed Tender document in plain sealed envelope, clearly indicating the tender number and name addressed to:

**THE DIRECTOR/CEO
KENYA INSTITUTE OF CURRICULUM DEVELOPMENT
P.O. BOX 30231 - 00100
NAIROBI.**

Should be deposited in the TENDER BOX at the NACECE RESOURCE CENTRE (located at the Institute's reception), not later than 11:00 a.m. on the closing date of 4th April, 2025 AT 11:00 A.M.

The tenders will be opened on the said day and venue at **11:15 a.m.** in the presence of tenderers/representatives who may wish to attend.

Any canvassing in whatever way will render the prospective bidder(s)/applicant(s) ineligible for participation.

NOTE: Late bids shall not be accepted.

**DIRECTOR/CEO
KENYA INSTITUTE OF CURRICULUM DEVELOPMENT**

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 items 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 120 days or as specified in the appendix to instruction to tenderers after date of tender opening prescribed by the Procuring Entity, pursuant to paragraph 2.10. Tender valid for a shorter period shall be rejected by the Procuring Entity as non-responsive.
- 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. Prospective bidders are advised to view the items to be sold in liaison with the procuring entity before they bid for each lot before tendering. In light of this, and as part of mandatory requirements, interested bidders shall be required to view the waste papers and obsolete records on 26th March, 2025 strictly from 11.00 am to 12.00 pm. 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 tendered 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 **4th April,2025 at 11.00 a.m**

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 Entityandtendererspreviouslysubjecttothedeadlinewillthereafterbesubjecttothedeadlineasextended.

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 on **4th April,2025 at 11.15 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.
- 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.

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 - EVALUATION CRITERIA

Evaluation of duly submitted tenders will be conducted along the following three main stages:

- Preliminary Evaluation (Mandatory Requirements)
- Technical Evaluation (Mandatory Requirements)
- Financial Evaluation

1.PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

Bidder expected to provide the listed documents and fill in forms as provided.

No.	CRITERIA	YES/ NO
1.	Must attach a copy of Certificate of Registration/Incorporation from the Registrar of Companies or County Council. For companies incorporated through an Act of Parliament, must attach an extract of Kenya Gazette Notice or any other relevant documentary proof.	
2.	In the format provided, must submit duly filled, signed and stamped Price Schedule	
3.	Must Attach A Copy Of Valid County Business Permit	
4.	Must Attach A Copy Of Valid Tax Compliance Certificate From Kenya Revenue Authority (Valid As At The Date Of Tender Opening)	
5.	Must Submit Duly Filled, Signed and Stamped Form of Tender in The Format Provided (In The Tender Document)	
6.	Must deposit the required amount in cash. The deposit/s (in KSH) required must be deposited in cash at the Institute’s Cash Office. Copy of Cash Receipt from the Institute must be attached as evidence that deposit has been paid by the bidder.	
7.	Must submit duly filled, signed and stamped Tenderer’s Eligibility- Confidential Business Questionnaire Form in the format provided (in the tender document)	
8.	Must submit bid document that is properly Tape Bound, paginated (in sequence) and has table of content.	
9.	Must submit duly filled, signed and stamped SD1 Form (in the format provided) on self-declaration that the person/tenderer is not debarred in the matter of the Public Procurement and Asset Disposal Act, 2015 (FORM SD1)	
10.	Must submit a duly filled, signed and stamped SD2 Form (in the format provided) on self-declaration that the person/ tenderer will not engage in any corrupt or fraudulent practice (FORM SD2).	
11.	Must submit One Original Tender bid document clearly marked “ORIGINAL”; and one Copy, clearly marked “COPY”. All bid documents submitted must be properly Tape Bound, paginated (in sequence) in each page and should have table of content. Note: loose copies, spiral bound documents, use of spring files and box files will not be accepted	
12.	Must Provide a detailed Methodology on how the disposal process shall be carried out, clearly indicating the timelines	
13.	Must Provide a written undertaking that the documents shall be destroyed/pulped and shall not be found in circulation thereafter. This undertaking must be certified by an Advocate and Commissioner of Oaths, High Court of Kenya.	

14.	Must Provide Power of attorney, giving the name of person who should be signing the Bid, authorizing him to submit/execute this agreement as a binding document	
15.	Must Provide documentary evidence (from KICD) confirming that they have viewed Waste Papers and Obsolete Records earmarked for disposal. (Site visit form to be provided to bidders who have viewed the Waste Papers and Obsolete Records earmarked for disposal (as documentary evidence) must be duly filled, signed and stamped by KICD representative)	
16.	Must Provide a written undertaking that full payment against the Waste Papers and Obsolete Records earmarked for disposal shall be made within 3 days from the date of collecting the same from KICD premises.	

Note:

- **Bidders must meet all the mandatory requirements to qualify for Financial Evaluation**

2.TECHNICAL EVALUATION (MANDATORY REQUIREMENTS)

Bidder expected to provide the listed documents and fill in forms as provided.

No.	CRITERIA	YES/ NO
1	Must attach at least five (5) recommendation letters from state corporation's/government entities in Kenya stating that the bidder has provided services of disposed off government records.	
2	Must Provide documentary evidence and recommendation letter from Kenya National Archives stating that they have satisfied the requirements to handle and dispose of government records in accordance with the required policies and procedures.	
3	Must Provide a written undertaking confirming that the disposal process shall be witnessed and conducted in the presence of at least 3 officers appointed by KICD.	

3 FINANCIAL EVALUATION

- Bidder who qualify for financial evaluation will be ranked according to their offer price per KG
- Contract will be awarded 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 reserve price.

SECTION III - SCHEDULE OF ITEMS AND PRICES

Notes on schedule of Items and Prices

1. 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 Tenderer is expected to complete column 6, and sign as indicated below.
2. Bidders are required to indicate the offer price for each item they are interested to buy and transfer the totals for all the quoted items to the form of tender. Deposit are required for all these items.

SCHEDULE OF ITEMS AND PRICES

1	2	3	4	5	6	7
Item No.	Description of Item	Unit of Issue	Estimated Total Quantity	Estimated Reserve Value(KSH) (PER KG)	Tender Price PER KG <i>(Bidders To Fill)</i>	Required Deposit (Ksh)
1	Waste Papers and Obsolete Records	Lot.	To be established	5.00 Per Kg		20,000
TOTAL TENDER PRICE (TO BE TAKEN TO FORM OF TENDER) KSH:						

NOTE: Estimated quantity of Waste Papers and Obsolete Records may change. However, **Price Per KG** quoted by the bidder shall remain the same; and the same shall be considered in tender evaluation and award decisions.

The Deposit(s) To be deposited in cash at the Institute's Cash Office.

Name of Tenderer (Firm/company) _____

Name of Authorized official(from the firm) paying Deposit _____

Signature _____

Date _____

SECTION IV - 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.
- 1.7 Estimated quantity of Waste Papers and Obsolete Records may change. However, Price Per KG quoted by the bidder shall remain the same; and the same shall be considered in tender evaluation and award decisions.

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

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

Date:.....
Tender No.....

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..... **120 days** 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 _____

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 ofdated the...day of20.....in the matter of Tender No.....of20..... for(Tender description).

REQUEST FOR REVIEW

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

- 1.
- 2.

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

- 1.
- 2.

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

FOR OFFICIAL USE ONLY Lodged with the Secretary Public Procurement Administrative Review Board on.....day of20.....

SIGNED

Board Secretary

