



**KENYA SAFARI LODGES & HOTELS
LIMITED**

**TENDER DOCUMENT FOR
DISPOSAL OF UNSERVICEABLE, OBSOLETE,
OBSOLESCEMENT AND SURPLUS (ASSORTED
ITEMS)**

TENDER NO. KSLH/DSP/01/07/2018

**KENYA SAFARI LODGES & HOTELS LTD
P.O. Box 90414-80110
MOMBASA**

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SECTION I - INVITATION TO TENDER

Tender Ref No: KSLH/DSP/01/07/2018

Tender Name: DISPOSAL OF UNSERVICEABLE, OBSOLETE, OBSOLESCEMENT AND SURPLUS (ASSORTED ITEMS)

- 1.1 Kenya safari Lodges & Hotels Ltd (herein referred to as Company) invites sealed tenders from eligible candidates to purchase obsolete and surplus assets (Used oil, spares, assorted scrap metals and used office equipment).
- 1.2 Interested and eligible candidates may obtain further information from and inspect the tender documents at the office of the Procurement at Kenya Safari Lodge Ltd Head office Mombasa Beach Hotel during normal office working hours.
- 1.3 A complete set of tender documents can be downloaded by interested candidates from Kenya Safari Lodges' website and public procurement information portal(PPIP) or be obtained from company procurement office upon payment of a non-refundable fee of Kshs. 1,000.00 per set of document in cash or bankers cheque payable to Kenya Safari Lodges & Hotels Ltd. *Soft copies of bid documents can be obtained upon request sent to tender@kenya-safari.co.ke*
- 1.4 Completed tender documents are to be enclosed in plain sealed envelopes marked as follows:

**TENDER NO. KSLH/DSP/01/07/2018 - DISPOSAL OF
UNSERVICEABLE, OBSOLETE, OBSOLESCEMENT AND SURPLUS
(ASSORTED ITEMS)
"DO NOT OPEN BEFORE 1000 HOURS ON FRIDAY 24TH AUGUST
2018.**

Addressed to:

**GENERAL MANAGER,
KENYA SAFARI LODGES LTD,
P.O. BOX 90414 - 80110
MOMBASA.**

And SHALL be deposited at the tender box located at the Company Headquarters reception area at Mombasa Beach Hotel 1000 Hours on **FRIDAY 24TH AUGUST 2018.**

- 1.5 Prices quoted should show total cost of ownership, be net inclusive of all taxes and delivery, must be in Kenya Shillings and shall remain valid for 90 days from the closing date of the tender.
- 1.6 Tenders will be opened immediately thereafter in the presence of the candidates or their representatives who choose to attend at Kenya Safari Lodge & Hotels Ltd Headquarters on Links Road Nyali(Mombasa Beach Hotel.
- 1.7 This tender is only open to those who meet the requirements for eligibility
- 1.8 Bidder shall serialize all the pages for each bid submitted to the

**Procurement Officer
For General Manager**

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 166 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.1,000.00
- 2.2.3 The procuring entity shall allow the tenderer 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/lot 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 as 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 90 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 1000 HOURS ON FRIDAY 24TH AUGUST 2018.**

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 **1000 HOURS ON FRIDAY 24TH AUGUST 2018.** 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.

2.11 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 2.12.1. 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

2.12.1.1 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

The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend at **1000 HOURS ON FRIDAY 24TH AUGUST 2018.**

. And in the location specified in the invitation to tender.

The tenderers or representatives who are present shall sign a register evidencing their attendance.

2.13.1.1 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.

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

2.14 Clarification of tenders

2.14.1 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.

2.14.2 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 used 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	Particulars of appendix to instructions to tenderers
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2.1.1	Open to all tenderers eligible as per the Public Procurement and Asset Disposal Act 2015 and subsequent regulations.
2.6.3	Price quoted shall be in Kenya Shillings or any other easily convertible currency.
2.8.1	Validity of tenders – 90 days

SECTION III- SCHEDULE OF ITEMS AND PRICES MANDATORY:

All bidders must pay a deposit as indicated per each unit of item they are bidding for before submitting the tender

Signature of tenderer _____

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

For lot 25, successful bidder will enter into contract with the company for purchase of items at the awarded price for the period of one year renewable.

MOMBASA BEACH HOTEL DISPOSAL LIST

LOT	Items Description	Qty	Estimate Sale Ksh	Remarks
1	350 KVA Perkins Engine 2000 series Generator-set	1	1,400,000.00	Required; Deposit of Ksh 28,000.00
2	Assorted scrap metal/ motors Vehicle Batteries & tyres	Lot	150,000.00	
	Split Air Conditioning (obsolete)	50pc		
3	Assorted fibre glass / plastic	Lot	10,000.00	
4	Assorted bottles and grasses	Lot	3,000.00	

5	Assorted Telephone heads	115 Pcs	23,000.00	
6	Concrete debris 8 tons Assorted broken timbers pieces	Lot	13,000.00	

TVS' UNIT: ALL TVS @ 42,000.00

LOT.	DEVICE NAME	MODEL NO.	SERIAL NO.	Estimate Sale Ksh	REMARK
7	LG	GTMC	0087	42,000.00	
	LG	GTELL	00156		
	LG	N\A	910GTGB00271		
	LG	N\A	910GTKL00277		
	LG	N\A	910GTPQ00096		
	LG	N\A	910GTVE143		
	LG	N\A	GTED00283		
	LG	N\A	910GTLG0008		
	LG	N\A	910GTUS000398		
	LG	N\A	910GTNE00143		
	SONY	N\A	2016333		
	SONY	N\A	2556263		
	SONY	N\A	2044236		
	SONY	N\A	1523464		
	SONY	N\A	N\A		
	SONY	N\A	1515453		
	SONY	N\A	0463		
	SONY	N\A	0452		
	SONY	N\A	0260		
	SONY	N\A	0107		
	SONY	N\A	1523352		
	SONY	N/A	1523354		
	SONY	N/A	2044897		
	SONY	N/A	2508489		
	SONY	N/A	2562889		
	SONY	N/A	2460415		
	SONY	N/A	2520434		
	SONY	N/A	2044905		
	SONY	N/A	1012558		
	PANASONIC	N6524	MA9660145		
	FUJICO	-	14 PC		
	HOT POINT	-	0288		
	H.P	-	0432		
H.P	-	0436			
H.P	-	0295			
H.P	-	0317			
H.P	-	0676			
H.P	-	0162			

H.P	-	0037		
H.P	-	0463		
H.P	-	0329		
H.P	-	0452		
H.P	-	0260		
H.P	-	0107		
H.P	-	0140		
H.P	-	0033		
H.P	-	0334		
H.P	-	0301		
H.P	-	0425		
H.P	-	0489		
H.P	-	0644		
H.P	-	0125		
H.P	-	0105		
H.P	-	0313		
H.P	-	0439		
H.P	-	0041		
H.P	-	0421		
H.P	-	0308		
H.P	-	0167		
H.P	-	0090		
H.P	-	0272		
H.P	-	0348		
H.P	-	0345		
PANASONIC	N/A	TC14515R		

ICT DEPARTMENT DISPOSAL LIST

LOT	ITEMS DESCRIPTION/SERIAL NO.	QTY	ESTIMATE SALE KSH	REMARKS
8	HP PRO 3400 series MT TRF2040JDY	1	10,000.00	
	HP PRO 3500 series MTTRF 4200301	1		
	HP PRO 3500 series MTTRF 4110WMY	1		
	HP COMPAQ500B MTTRF 12034QQ	1		
	HP COMPAQ500B MT3CB 02725CN	1		
	HP COMPAQ500B MTTRF 12034U0	1		
	HP COMPAQDX6120MSAA6250H0H	1		
	DELL OPTIPLEX 360FFWDKBX	1		
	HP COMPAQDX6120MSAA6250CFX	1		
	HP COMPAQGCMHY9DH4J (Product key)	1		
	COMPAQ SERVER 7J26KH3BX003	1		

QUANTUM CPU388	1
IBM NETVISTA	1
HP PRO	1
HP COMPAQ	1
HP COMPAQ	1
DELL OPTIPLEX	1
DELL VOSTRO	1
MONITORS	1
HP 7540	1
HP 7540	1
HP 7540	1
HP	1
DELL	1
DELL	1
DELL	1
DELL	1
DELL	1
DELL	1
PROJECTORS	
SONY VPL-EX100 5086622	1
SONY VPL-EX100 5080209	1
PRINTERS	
HP COLOR LASERJET 1600S CNBJ71P0ZQ	1
HP DESKJET6943 MY929CK4JZ	1
HP LASERJET1020 CNCJ373852	1
HP DESKJET6943 MY873CS20N	1
HP DESKJET D4163 TH746D500Q	1
HP LASERJET2055 CNCJN01341	1
SCANNERS	
HP SCANJET3400 CN0BT1D094	1
HP SCANJETG4010 CN1AVAC0JS	1
HP SCANJETG2410 CN84RS20J4	1
BACK UPS	
CS 500500VA BB0431001516	1
CS 500500VA BB0431003576	1

RS 650JB0832016877	1	
RS 650 4B110915742	1	
UPS BATTERIES		
9 UPS BATTERIES	1	

OBSOLETE STORES ITEMS DISPOSAL

LOT	CROCKERY	QTY	ESTIMATE SALE KSH	REMARKS
9	BUTTER SAUCER POT	2	7,000.00	
	REST WHITE PLAIN CUP COFFEE	2		
	REST WHITE SAUCER COFFEE	2		
	SKA CUP	2		
	SKA SAUCER	2		
	SPAGHETI BOWLS	1		
	FISH FORKS	48		
	FISH KNIVES	24		
	OYSTER FORKS	25		
	SNAIL FOLKS LARGE	19		
	SNAIL FORKS SMALL	35		
	SNAIL TWEEZER	9		
	STIRING SPOONS	3		
	HAPPY HOUR GLASS	11		
	ICE CUBE COCKTAIL	24		
	MASQUADADE	11		
	SIGNATURE COCKTAIL STEM GLASS	6		
	WINE CARAFEE 1/2	12		
	BAR TOOL SET S/S	1		
	AIRPORT REFILL	1		
	IRISH COFFEE BURNER	11		
MUFFIN MOULDS	6			
PUMP FITTING FOR AIRPORT	1			
STEW DISHES	7			
TOT MEASURES	3			
WINE BUCKET	5			
SALAD CRESENT	12			
SIDE PLATE MAXIM	12			
10	ELECTRICAL,LAUNDRY & SPARE PART ITEMS			
	PROJECTOR LIGHT R80	3		
	ARMOURED TERMINATOR	6		
	LOCK NUT	1		
	STEAM REDUCING SOCKETS	13		
	CURRENT TRANSFORMERS	2		
CUT OUT	1			

	HEAT CONTROL THERMOSTART/SWITCH	2	5,000.00		
	HRC FUSE	10			
	SPORTLIGHT BULB	8			
	CL200	1			
	QED	1			
	SOFTCARE MED	6			
	TRIMMY CLEANER DISCALANT	1			
	ZERO SPORT	2			
	LAUNDERS LS2	3			
	LAUNDERS LS8	1			
	STARCH	2			
	TUNGSTAN LAMP	2			
	BEARING 6205	1			
	HINGES HEAVY GAUGE 2 INCH	12			
	TELEPHONE MODULARS	10			
	DOOR LOCK	1			
	DOOR HANDLE	1			
	DRAWER HANDLE	6			
	HALOGEN BULBS	5			
	OBSELETE OLD PAPERS				
11	COMPUTER PAPER 1405 BY 11	2	2,000.00		
	CREDIT NOTE	2			
	DEBIT NOTE	42			
	GENERAL FILE	417			
	KSLH COMPLIMENTARY SLIP	500			
	LIST OF CHECKS RECEIVED	16			
	PAID OUT VOUCHERS	35			
	STRATEGIC PLAN	16			
	TONNERS				
12	CATRIDGE 22	2	5,000.00		
	TONNER CATRIDGE 27	3			
	TONNER CATRIDGE 901 BLACK	1			
	TONNER CATRIDGE 901 COLOURED	1			
	TONNER CATRIDGE 15 A	3			

HOUSE KEEPING DEPARTMENT DISPOSAL LIST

LOT	ITEMS DESCRIPTION	QTY	ESTIMATE SALE KSH	REMARKS
			Total amount	

13	Single metal beds (Scrap)	15	5,000.00	
	Mini Fridges	2	8,000.00	
	Mosquito nets	25		
	Bath robes	4		
	Sandals slippers	33		
	Mattress covers	2		
	Shower curtains	37		

NGULIA SAFARI LODGE DISPOSAL LIST

LOT	ITEMS DESCRIPTION	QTY	ESTIMATE SALE KSH	REMARKS
	<i>SCRAP/OBSOLETE ITEMS</i>		Total amount	
	Deep fryer	1		
	Air valve	3		
	Fax machine	1		
	Coffee urn	1		
	Fridges	2		
	Swedder machines	5		
	Stand evanal fan	14		
	Assorted hand basins	4		

14	Assorted furniture	20	3,000.00	
	Old floor polishing machine	1		
	Old wheel barrow	1		
	Old batteries	2		
	Vee belts 2050(new)	7		
	Vee belts A 61(new)	2		
	Vee belts A51(new)	11		
	Vee belts A84(new)	5		
	BB inverter 1000 watts	1		
	Rechargeable torches	27		
	Tumbler dryer	1		
	Vee belt 1730	1		
	Vee belt old assorted			
	Old tyres	13		
	Cash box	1		
	Blender	1		
Tea cups	26			
Juice jugs	1			
15	Wooden crates with bottles	68	3,400.00	
ICT ITEMS				
16	HP desk jet	1	12,000.00	
	Assorted air cleaners	4		
	Computer power backup	10		
	Computer monitors	3		
	Paper shreder	1		
	Table tops	137		
	Laminating machine	1		
	Old scanner jet 3400c	1		
	Fax modernm	1		
	HP laser jet printers 2015	2		
	Epson printer LQ 2180	2		
	Cartridge no. 49	1		
	Ribbon cartridge	2		
	Epson ribbon	1		
	Epson ribbon(tele printer)	1		
	Cartridge no. 57	2		
	Cartridge no. 56	1		
	Cartridge no. 15A	2		
	Cartridge no. 129	2		
Cartridge no. 13	1			
OBSOLETE OLD PAPERS				
	Computer paper	2		
	Computer paper 9.5*11	1		

17	Overlapped receipts	1950	2,000.00	
	Cash/credit daily restaurant sheet	200		
	Inter -office memo	100		
	Shop paragon	30		
	Serial duplicator	1		
	Black carbon paper	1		
	Connection fluit	2		
	Numbering ink(serial)	3		
18	LINEN			
	Assorted cushion covers	130	12,200.00	
	Assorted pillow foams	21		
	Assorted napkins	1083		
	Assorted blankets	5		
	Assorted mosquito nets	48		
	Mattresses (6*6)	5		

VOI SAFARI LODGE DISPOSAL

LOT	ITEM DESCRIPTION	QTY		
	<i>LINEN</i>			
	Double bed sheets	10	30,500.00	
	Single sheets	34		
	Pillow cases white	32		
	Pillow cases (assorted)	399		
	Curtains	3		
	Hand towels	144		
	Bath mats	75		
	Round mosquito nets	21		
	Square mosquito nets	57		
	Protectors	106		

19	Single blanket	6		
	Drivers bed cover	7		
20	RESTAURANT LINEN			
	Green napkin	18	5,000.00	
	Red Napkins	92		
	White napkin	70		
	Red slip clothes	22		
	White table cloth	35		
	Skirtings	66		
21	Single beds	10		
	Slumber land double mattress	9		
	Slumber lad bed	1		
SCRAP				
22	Wall fans	16	5,000.00	
	Bate burner	1		
	Assorted scrap			
	trailers	1		
	4 way range	1		
	Chest freezer	3		
	Old jacket	1		
	Shower pipes	15		
	Curtain hooks	31		
	v-belt A34	2		
	Oil filter	1		
	v-belt A44	2		
	V-belt A93	1		
	V- belt A84	5		
	Capacitor 50uf	2		
Strip light	8			
Philanga	5			
ICT ITEMS				
23	Printer cartridge hp 17	4	8,000.00	
	Printer cartridge hp 57	2		
	Epison ribbon (lq-1600k3)	4		
	Toner cartridge m 118	2		
	Hp cartridge 121	3		
	Ribbon cartridge (lx- 300+300+11)	1		
	cpu	5		
	Server	1		
	Desktops	2		
	Photocopy machines (c118)	1		
	Old Papers	1		

24	Dish washing machine	1	15,000.00	
25	Empty jericans and plastic bottles	each	Sold per piece Jerican @ 50/= per piece Bottle @ 50 cents per piece	IN ALL UNITES Mombasa Beach Voi Safari Lodge Ngulia Safari Lodge (Framework order for two years)

SECTION IV - CONDITIONS OF TENDER

- 4.1 A tenderer may tender for each lot and may tender for as many lots as he/she wishes.
- 4.2 A tenderer will pay a deposit in advance before the closing date of the tender for each lot tendered for as indicated in the schedule of items and prices where applicable.
- 4.3 Tenderers who will be awarded contracts will be required to pay for the items within 14 days and not later than 21 days failure to which the contract award will be cancelled and the deposit forfeited where applicable. 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.

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>
4.1	<i>Sale will be by complete lots only</i>
4.2	<i>Deposit where required is indicated per lot in the schedule of items</i>
4.5	<i>Tenderers to collect items within 14 days after payment. 5% of the total cost of the item to be charged per each extra day in case of default</i>
4.6	<i>Reserve price for items tendered for is disclosed in the tender document.</i>

SECTION V - 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

Date: _____

Tender No. KSLH/DSP/01/07/2018

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 Lot Numbers*(indicate lot/s bidding for)*. 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 _____

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	Shares	Nationality	Citizenship
1
2
3
4

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	Shares	Nationality	Citizenship
1
2
3
4
5

Date Seal/Signature of
Candidate

5.3 Tender deposit commitment Declaration Form

Tender No. KSLH/DSP/01/07/2018

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:-

NO	LOT	DESCRIPTION	UNIT OF ISSUE	TOTAL QTY	RECEIPT NO	DEPOSIT (KSH)
	1					

Signature of tenderer _____

5.4. LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

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).....

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*) ofdated the...day of20.....in the matter of Tender No.....of20...

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.

By this memorandum, the Applicant requests the Board for 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