



## HIGHER EDUCATION LOANS BOARD

*Financing Higher Education now and in the future*

Higher Education Loans Board  
Anniversary Towers, 18<sup>th</sup> floor  
P. O. Box 69489 – 00400  
Nairobi – Kenya

**Tel:** 0711052308/297/307/485/486/487

**Email:** [procurement@helb.co.ke](mailto:procurement@helb.co.ke)

**Website:** [www.helb.co.ke](http://www.helb.co.ke)

## SALE OF BOARDED STORES AND EQUIPMENT

**HELB/T/08/2020 - 2021**

**Tender closing date:** Completed tender documents to be received on or before **11.00 a.m** on **Wednesday 30<sup>th</sup> June 2021**

**TENDER DOCUMENT TO BE DROPPED IN THE TENDER BOX  
LOCATED ON 18<sup>TH</sup> FLOOR LIFT LOBBY, ANNIVERSARY  
TOWERS, UNIVERSITY WAY**

## TABLE OF CONTENTS

		PAGE
INTRODUCTION .....		3
SECTION I	INVITATION TO TENDER.....	5-9
SECTION II :	INSTRUCTIONS TO TENDERERS.....	10
	Appendix to Instructions to tenderers.....	19
SECTION III :	SCHEDULE OF ITEMS AND PRICE.....	20-22
SECTION IV :	CONDITIONS OF TENDER.....	23-24
	Appendix to Conditions of Tender.....	25
SECTION V :	STANDARD FORMS.....	26-38
5.1	FORM OF TENDER.....	28
5.2	PRICE SCHEDULE BIDDING FORM.....	29-31
5.3	TENDER COMMITMENT DECLARATION FORM.....	32
5.4	CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM.....	33-34
5.5	REQUEST FOR REVIEW FORM.....	38

## **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



### HIGHER EDUCATION LOANS BOARD

### INVITATION TO TENDER

TENDER REF: HELB/T/08/2020 – 2021

### SALE OF BOARDED STORES AND EQUIPMENT

- 1.1 The **Higher Education Loans Board** now invites sealed tenders from eligible candidates for the purchase of **ASSORTED BOARDED STORES AND EQUIPMENT**.
- 1.2 Interested and eligible candidates may obtain further information and inspect the tender documents at **Procurement Office 18<sup>th</sup> floor, Anniversary Towers, University Way, Nairobi** during normal working hours or view and download the tender document from our website [www.helb.co.ke/procurement](http://www.helb.co.ke/procurement) or Public Procurement Information Portal (PIIP) <https://tenders.go.ke>. Bidders who shall download the tender document from the two websites are required to submit their contact details to [procurement@helb.co.ke](mailto:procurement@helb.co.ke) in case of any further tender addendum.
- 1.3 Bidders may view the stores and equipment every **Monday, Wednesday and Friday** between **10.00a.m** and **3.00 p.m.**
- 1.4 Tender documents downloaded from the two websites are **FREE OF CHARGE**. Bidders who shall require a hard copy of the tender document will be required to pay **Kshs.1,000.00** to **Higher Education Loans Board operational account number at Kenya Commercial**

**Bank, University Way Branch.** (Obtain the account number from Procurement office.) HELB shall issue a receipt slip on presentation of the deposit slip.

- 1.5 Tenders for motor vehicles must be accompanied by *a refundable deposit of Kshs.10,000.00 per motor vehicle*. Payments shall be made to **Higher Education Loans Board operational account number at Kenya Commercial Bank, University Way Branch**. HELB shall issue a receipt slip on presentation of the deposit slip.
- 1.6 Tenderers will be required to pay in advance a refundable deposit as indicated in the Appendix to Instructions to tenderers.
- 1.7 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 **18<sup>th</sup> floor lift lobby, Anniversary Towers, University Way** or addressed to **Chief Executive Officer, Higher Education Loans Board, P. O. Box 69489 – 00400, Nairobi** so as to be received on or before **Wednesday 30<sup>th</sup> June 2021 at 11.00 a.m.**
- 1.8 Prices quoted should be net, must be in Kenya Shillings and shall remain valid for 90 days from the closing date of the tender.

Tenders will be opened immediately thereafter in the presence of the tenderers or their representatives who choose to attend and in strict adherence to COVID 19 protocols at **the main Boardroom, 19<sup>th</sup> floor Anniversary Towers, University Way**

SIGNED For Chief Executive Officer  
**Higher Education Loans Board**



## HIGHER EDUCATION LOANS BOARD

### INVITATION TO TENDER

**TENDER REF: HELB/T/08/2020 - 2021**

### SALE OF BOARDED STORES AND EQUIPMENT

The Higher Education Loans Board is a state corporation whose mandate is to source for funds and provide loans, scholarships and bursaries to Kenyans studying in recognized institutions of higher learning.

HELB invites sealed tenders from interested bidders for the purchase of the following under listed Boarded Stores and Equipment on as-is-where-basis:-

LOT NO.	Item Description	Unit Of Issue	Total Qty	Required Deposit	Reserve Price	Location
1	KBQ 632D Volkswagen Passat 1800cc	Pcs	1	10,000.00	200,000.00	Anniversary Towers
2.	KCD 441G Cherry Tiggo 1597cc	Pcs	1	10,000.00	300,000.00	Anniversary Towers
3.	KCD 440G Cherry Tiggo 2000c.c	Pcs	1	10,000.00	300,000.00	Anniversary Towers
4A	Office Sofa 6-Seater Set	Pcs	1	None	5,000.00	Upper Hill-Mara Road
4B	Office Sofa (5seater Set)	Pcs	1	None	2,000.00	Upper Hill-Mara Road
4C	Office Sofa Fabric (5-Seater Set)	Pcs	1	None	2,000.00	Upper Hill-Mara Road
4D	Office Sofa 4-seater	pcs	1	None	1,000.00	Upper HILL-Mara Road
4E	Office Sofa Fabric 6-Seater Set	Pcs	1	None	500.00	Upper Hill-Mara Road
4F	Sofa 3-Seater Leather Executive	Pcs	1	None	200.00	Upper Hill-Mara Road
5A	Wooden Cabinet/Bookshelf	Pcs	2	None	1,000.00	Upper Hill-Mara Road
5B	Shelf 5 Tier	Pcs	3	None	5,000.00	Upper Hill-Mara Road
5C.	Shelf 5 Tier	Pcs	3	None	5,000.00	Upper Hill-Mara Road
5D	Shelf 3 Tier with Glass	Pcs	1	None	200.00	Upper Hill-Mara Road
5E	Bookshelf Wooden	Pcs	2	None	1,000.00	Upper Hill-Mara Road
6.A	Boardroom Table	Pcs	2	None	400.00	Upper Hill-Mara Road
6B	Office Desks	Pcs	7	None	2,000.00	Upper Hill-Mara Road
7A	Wooden Cabinet (Two Door)	Pcs	9	None	2,000.00	Upper Hill-Mara Road
7B	Wooden Cabinet	Pcs	7	None	1,000.00	Upper Hill -Mara Road

8.	CPU Trolleys	Pcs	15	None	3,000.00	Upper Hill-Mara Road
9.A	Chair Midback Swivel Fabric	Pcs	27	None	3,000.00	Upper Hill-Mara Road
9.B	Chair High back Swivel Leather	Pcs	19	None	2,500.00	Upper Hill -Mara Road
9C	Chair Midback Swivel Fabric	Pcs	22	None	2,500.00	Upper Hill -Mara Road
9D	Chair High back Swivel Leather Executive	Pcs	12	None	2,000.00	Upper Hill -Mara Road
9E	Chair Midback Visitors Fabric	Pcs	16	None	2,000.00	Upper Hill -Mara Road
9F	Chair High back Swivel Fabric	Pcs	7	None	2,500.00	Upper Hill -Mara Road
9G	Chair Midback Leather Wooden Frame	Pcs	8	None	800.00	Upper Hill -Mara Road
9H	Security Stools (Metallic Frame)	Pcs	8	None	2,000.00	Upper Hill- Mara Road
9I	3 Link Visitors Chairs	Pcs	5	None	3,000.00	Upper Hill -Mara Road
9J	Wooden Benches/ In- Out Trays	Pcs	4	None	500.00	Upper Hill -Mara Road
10A	Filing Metallic Cabinets 4 & 2 Drawers	Pcs	5	None	3,000.00	Upper Hill -Mara Road
10B	Filing Metallic Cabinets 2 Door 5 Tier	Pcs	5	None	3,000.00	Upper Hill -Mara Road
11.	Assorted Water Dispensers	Pcs	7	None	No reserve price	Upper Hill-Mara Road
12.	Tea Urns	Pcs	4	None	500.00	Upper Hill-Mara Road
13.	Vacuum Cleaners	Pcs	2	None	500.00	Upper Hill-Mara Road
14.	Fan Stand Sanyo	Pcs	3	None	No reserve price	Upper Hill-Mara Road
15.	Microwave Oven Samsung	Pcs	1	None	500.00	Upper Hill-Mara Road
16A	Telephone Headsets - Avaya 1608, 1616 &9611,	Pcs	71	None	500.00	Upper Hill-Mara Road
16B	Telephone Headsets - Avaya 1608, 1616 &9611,	Pcs	71	None	500.00	Upper Hill-Mara Road
17A	Computer CPU Hp Compaq Dc7900	Pcs	15	None	5,000.00	Upper Hill-Mara Road
17B	Computer CPU Dell OptiPlex Gx520	Pcs	16	None	2,000.00	Upper Hill-Mara Road
17C	Computer CPU Dell OptiPlex 960	Pcs	12	None	4,000.00	Upper Hill-Mara Road
17D	Computer CPU OptiPlex 760&780	Pcs	13	None	2,000.00	Upper Hill-Mara Road
17E	Computer CPU Dell OptiPlex 980	Pcs	13	None	2,000.00	Upper Hill-Mara Road
17F	Computer CPU Dell OptiPlex 755/750	Pcs	12	None	2,000.00	Upper Hill-Mara Road
17G	Dell OptiPlex Gx 260/270/ 280 CPU	Pcs	45	None	No reserve price	Upper Hill-Mara Road
18.	Server Dell Poweredge 600sc,2800	Pcs	4	None	4,000.00	Upper Hill-Mara Road
19.	Ups Backup	Pcs	3	None	1,000.00	Upper Hill-Mara Road
20.	Dell OptiPlex Computers (All In One)	Pcs	10	None	5,000.00	Upper Hill-Mara Road
21A	Computer Monitor Hp L1710	Pcs	10	None	No reserve price	Upper Hill-Mara Road
21B	Computer Monitor Dell	Pcs	10	None	No reserve price	Upper Hill-Mara Road
21C	Computer Monitor Dell	Pcs	10	None	No reserve price	Upper Hill-Mara Road
21D	Computer Monitor Dell	Pcs	10	None	No reserve price	Upper Hill-Mara Road

21E	Computer Monitor Dell	Pcs	10	None	No reserve price	Upper Hill-Mara Road
21F	Computer Monitor Dell	Pcs	10	None	No reserve price	Upper Hill-Mara Road
21G	Computer Monitor Hp L1710	Pcs	10	None	No reserve price	Upper Hill-Mara Road
21H	Computer Monitor Dell	Pcs	11	None	No reserve price	Upper Hill-Mara Road
21J	CRU Dell Monitors	Pcs	4	None	No reserve price	Upper Hill-Mara Road
22	Projector	Pcs	1	None	No reserve price	Upper Hill-Mara Road
23A	Network Switches	Pcs	8	None	1,000.00	Upper Hill-Mara Road
23B	Fire Wall Device	Pcs	2	None	No reserve price	Upper Hill-Mara Road
24	Fax Machine	Pcs	1	None	No reserve price	Upper Hill-Mara Road
25	Assorted Printers	Pcs	1	None	500.00	Upper Hill-Mara Road
26	JVC TV, S	Pcs	4	None	1,000.00	Upper Hill-Mara Road
27	Video Recorder/DVR	Pcs	3	None	No reserve price	Upper Hill-Mara Road
28A	Assorted Dell Keyboards	Pcs	40	None	No reserve price	Upper Hill-Mara Road
28B	Assorted Dell Keyboards	Pcs	40	None	No reserve price	Upper Hill-Mara Road
28C	Heavy Duty Paper Shredder	Pcs	1	None	No reserve price	Upper Hill-Mara Road
29	Air Conditioner	Pcs	1	None	500.00	Upper Hill-Mara Road
30	Assorted Ups	Pcs	138	None	No reserve price	Upper Hill-Mara Road
31	Switch Cabinets	Pcs	9	None	2,000.00	Upper Hill-Mara Road
32	Assorted Tyers	Pcs	42	None	5,000.00	Upper Hill-Mara Road
33A	Assorted Wood (Broken Furniture)	Pcs	1	None	3,000.00	Upper Hill-Mara Road
33B	Assorted Wood (Broken Furniture)	Pcs	1	None	3,000.00	Upper Hill-Mara Road
33C	Assorted wood (rotten)	Pcs	1	None	No reserve price	Upper Hill-Mara Road
33D	Assorted Chairs (Broken Chairs)	Pcs	1	None	2,000.00	Upper Hill-Mara Road
34	Assorted Banners	Pcs	1	None	No reserve price	Upper Hill-Mara Road
35	Assorted Cables	Pcs	1	None	No reserve price	Upper Hill-Mara Road
36	Assorted Metal Pieces	Pcs	1	None	No reserve price	Upper Hill-Mara Road
37	Old power backup Batteries	Pcs	30	None	No reserve price	Upper Hill-Mara Road

Interested and eligible bidders may obtain further information by viewing and downloading the respective **detailed tender advert with the full list of items on disposal on each lot** and the **tender document** from our website [www.helb.co.ke/tenders](http://www.helb.co.ke/tenders) or the Public



Procurement Information Portal (PIIP) <https://tenders.go.ke> or inspect the tender document at the Procurement office on 18<sup>th</sup> floor of Anniversary Towers, University Way, Nairobi during normal working hours. Tender document downloaded from the 2 websites are free of charge while hard copies will be issued at a cost of Kshs.1,000.00 All bidders interested in participating in the tender must notify HELB of their participation in the tender by emailing their contact details to [procurement@helb.co.ke](mailto:procurement@helb.co.ke) in case of any further tender addendum.

Bidders may view the items under disposal every **Monday, Wednesday and Friday** between **10.00 a.m** and **3.00 p.m**. Interested bidders are required to submit **one (1) original copy** of their tender submission proposal.

The tender proposal submission, wrapped in one envelope clearly marked: **HELB/T/08/2020-2021: 'SALE OF BOARDED STORES AND EQUIPMENT'** should be deposited in the tender box located at Anniversary Towers 18<sup>th</sup> floor lift lobby, University Way or sent by post to:

**The Chief Executive Officer  
Higher Education Loans Board  
P. O. Box 69489 – 00400  
NAIROBI**

so as to be received not later than **Wednesday 30<sup>th</sup> June 2021** at **11.00 a.m**. Opening of the submitted tenders will take place immediately on the same date in the main boardroom on 19<sup>th</sup> floor, Anniversary Towers at **11.15 a.m** in the presence of tenderers representatives who choose to attend the opening and in strict adherence to COVID 19 protocols.

**CHIEF EXECUTIVE OFFICER**  
**HIGHER EDUCATION LOANS BOARD**

**SECTION II - INSTRUCTIONS TO TENDERERS**

**Table of Clauses**

	Page
2.1 Eligible tenderers.....	11
2.2 Cost of tendering.....	11
2.3 Tender documents.....	11
2.4 Clarification of documents.....	12
2.5 Amendments of documents.....	12
2.6 Tender prices and currencies.....	13
2.7 Tender deposit.....	13
2.8 Validity of tenders.....	13
2.9 Viewing of the tender items.....	14
2.10 Sealing and marking of tenders.....	14
2.11 Deadline for submission of tenders.....	14
2.12 Modification and withdrawal of tenders.....	14-15
2.13 Opening of tenders.....	15
2.14 Clarification of tenders.....	15-16
2.15 Evaluation and comparison of tenders.....	16-17
2.16 Award of tender criteria.....	17
2.17 Notification of award.....	17
2.18 Contacting HELB.....	17

## **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 HELB's employees, committee members, board members and their relatives (spouse and children) are eligible to participate in the tender pursuant to Regulation 202 (3) of the Public Procurement and Asset Disposal Regulations, 2020.

### **2.2 Cost of Tendering**

2.2.1 The tenderer shall bear all costs associated with the preparation and submission of its tender, and HELB, 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 tender document down loaded from the 2 websites [www.helb.co.ke/procurement](http://www.helb.co.ke/procurement) and Public Procurement Information Portal <https://tenders.go.ke> are **FREE OF CHARGE**. Hard copies issued from the Procurement Office shall be charged at **Kshs.1,000.00**

2.2.3 HELB 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 HELB in writing or by post at the HELB's address indicated in the Invitation for tenders. HELB 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 HELB. 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 HELB not later than 7 days prior to the deadline for submission of tenders.

2.4.3 HELB 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, HELB, 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, HELB, 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 motor vehicles tendered for in the amount indicated in the schedule of items and prices.

2.7.2 Failure to put the required deposit for motor vehicles 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 HELB.

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 HELB.
- (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 HELB, pursuant to paragraph 2.10 Tender valid for a shorter period shall be rejected by HELB as non responsive.

2.8.2 In exceptional circumstances, HELB 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 HELB 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 **Wednesday 30<sup>th</sup> June 2021 at 11.00 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 **Wednesday 30<sup>th</sup> June 2021 at 11.00 a.m.**

2.11.2 HELB 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 HELB 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 on **Wednesday 30<sup>th</sup> June 2021** 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.

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 HELB, at its discretion, may consider appropriate, will be announced at the opening.

2.13.4 HELB 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 HELB 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 HELB in the HELB'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 HELB 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 HELB 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.



## Evaluation Criteria

S/No.	Requirements	Remarks
1.	Whether you have filled and submitted the price schedule bidding form	
2.	Whether you have submitted the payment receipt of Kshs. 10,000 refundable deposit per vehicle	

At this stage, the tenderer's submission will either be responsive or non-responsive. The non responsive submissions will be eliminated from the entire evaluation process and will not be considered further.

### (a) Financial Evaluation

The contract will be awarded to the person/firm with the highest financial quote/bid as indicated in the form of tender or price schedule bidding form.

#### 2.16 Award Criteria

2.16.1 HELB 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 reserve prices.

#### 2.17 Notification of Award

2.17.2 Prior to the expiration of the period of tender validity, HELB 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 HELB

2.18.1 No tenderer shall contact HELB 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 HELB 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	<b>Eligible bidders:</b> The tender is open to all Interested eligible bidders. AGPO registered firms are encouraged to participate
2.8.1	<b>Tender Validity:</b> 120 days

**SECTION III - SCHEDULE OF ITEMS ON DISPOSAL**

<b>LOT NO.</b>	<b>Item Description</b>	<b>Unit Of Issue</b>	<b>Total Qty</b>	<b>Required Deposit</b>	<b>Reserve Price</b>	<b>Location</b>
1	KBQ 632D Volkswagen Passat 1800cc	Pcs	1	10,000.00	200,000.00	Anniversary Towers
2.	KCD 441G Cherry Tiggo 1597cc	Pcs	1	10,000.00	300,000.00	Anniversary Towers
3.	KCD 440G Cherry Tiggo 2000c.c	Pcs	1	10,000.00	300,000.00	Anniversary Towers
4A	Office Sofa 6-Seater Set	Pcs	1	None	5000	Upper Hill-Mara Road
4B	Office Sofa (5seater Set)	Pcs	1	None	2000	Upper Hill-Mara Road
4C	Office Sofa Fabric (5-Seater Set)	Pcs	1	None	2000	Upper Hill-Mara Road
4D	Office Sofa 4-seater	pcs	1	None	1000	Upper HILL-Mara Road
4E	Office Sofa Fabric 6-Seater Set	Pcs	1	None	500	Upper Hill-Mara Road
4F	Sofa 3-Seater Leather Executive	Pcs	1	None	200	Upper Hill-Mara Road
5A	Wooden Cabinet/Bookshelf	Pcs	2	None	1000	Upper Hill-Mara Road
5B	Shelf 5 Tier	Pcs	3	None	5000	Upper Hill-Mara Road
5C.	Shelf 5 Tier	Pcs	3	None	5000	Upper Hill-Mara Road
5D	Shelf 3 Tier with Glass	Pcs	1	None	200	Upper Hill-Mara Road
5E	Bookshelf Wooden	Pcs	2	None	1000	Upper Hill-Mara Road
6.A	Boardroom Table	Pcs	2	None	400	Upper Hill-Mara Road
6B	Office Desks	Pcs	7	None	2000	Upper Hill-Mara Road
7A	Wooden Cabinet (Two Door)	Pcs	9	None	2000	Upper Hill-Mara Road
7B	Wooden Cabinet	Pcs	7	None	1000	Upper Hill -Mara Road
8.	CPU Trolleys	Pcs	15	None	3000	Upper Hill-Mara Road
9.A	Chair Midback Swivel Fabric	Pcs	27	None	3000	Upper Hill-Mara Road
9.B	Chair High back Swivel Leather	Pcs	19	None	2500	Upper Hill -Mara Road
9C	Chair Midback Swivel Fabric	Pcs	22	None	2500	Upper Hill -Mara Road
9D	Chair High back Swivel Leather Executive	Pcs	12	None	2000	Upper Hill -Mara Road
9E	Chair Midback Visitors Fabric	Pcs	16	None	2000	Upper Hill -Mara Road
9F	Chair High back Swivel Fabric	Pcs	7	None	2500	Upper Hill -Mara Road
9G	Chair Midback Leather Wooden Frame	Pcs	8	None	800	Upper Hill -Mara Road
9H	Security Stools (Metallic Frame)	Pcs	8	None	2000	Upper Hill- Mara Road
9I	3 Link Visitors Chairs	Pcs	5	None	3000	Upper Hill -Mara Road
9J	Wooden Benches/ In- Out Trays	Pcs	4	None	500	Upper Hill -Mara Road
10A	Filing Metallic Cabinets 4 & 2 Drawers	Pcs	5	None	3000	Upper Hill -Mara Road
10B	Filing Metallic Cabinets 2 Door 5 Tier	Pcs	5	None	3000	Upper Hill -Mara Road
11.	Assorted Water Dispensers	Pcs	7	None	No reserve price	Upper Hill-Mara Road
12.	Tea Urns	Pcs	4	None	500	Upper Hill-Mara Road
13.	Vacuum Cleaners	Pcs	2	None	500	Upper Hill-Mara Road
14.	Fan Stand Sanyo	Pcs	3	None	No reserve	Upper Hill-Mara Road

					price	
15.	Microwave Oven Samsung	Pcs	1	None	500	Upper Hill-Mara Road
16A	Telephone Headsets - Avaya 1608, 1616 &9611,	Pcs	71	None	500	Upper Hill-Mara Road
16B	Telephone Headsets - Avaya 1608, 1616 &9611,	Pcs	71	None	500	Upper Hill-Mara Road
17A	Computer CPU Hp Compaq Dc7900	Pcs	15	None	5000	Upper Hill-Mara Road
17B	Computer CPU Dell OptiPlex Gx520	Pcs	16	None	2000	Upper Hill-Mara Road
17C	Computer CPU Dell OptiPlex 960	Pcs	12	None	4000	Upper Hill-Mara Road
17D	Computer CPU OptiPlex 760&780	Pcs	13	None	2000	Upper Hill-Mara Road
17E	Computer CPU Dell OptiPlex 980	Pcs	13	None	2000	Upper Hill-Mara Road
17F	Computer CPU Dell OptiPlex 755/750	Pcs	12	None	2000	Upper Hill-Mara Road
17G	Dell OptiPlex Gx 260/270/ 280 CPU	Pcs	45	None	No reserve price	Upper Hill-Mara Road
18.	Server Dell Powerededge 600sc,2800	Pcs	4	None	4000	Upper Hill-Mara Road
19.	Ups Backup	Pcs	3	None	1000	Upper Hill-Mara Road
20.	Dell OptiPlex Computers (All In One)	Pcs	10	None	5,000	Upper Hill-Mara Road
21A	Computer Monitor Hp L1710	Pcs	10	None	No reserve price	Upper Hill-Mara Road
21B	Computer Monitor Dell	Pcs	10	None	No reserve price	Upper Hill-Mara Road
21C	Computer Monitor Dell	Pcs	10	None	No reserve price	Upper Hill-Mara Road
21D	Computer Monitor Dell	Pcs	10	None	No reserve price	Upper Hill-Mara Road
21E	Computer Monitor Dell	Pcs	10	None	No reserve price	Upper Hill-Mara Road
21F	Computer Monitor Dell	Pcs	10	None	No reserve price	Upper Hill-Mara Road
21G	Computer Monitor Hp L1710	Pcs	10	None	No reserve price	Upper Hill-Mara Road
21H	Computer Monitor Dell	Pcs	11	None	No reserve price	Upper Hill-Mara Road
21J	CRU Dell Monitors	Pcs	4	None	No reserve price	Upper Hill-Mara Road
22	Projector	Pcs	1	None	No reserve price	Upper Hill-Mara Road
23A	Network Switches	Pcs	8	None	1000	Upper Hill-Mara Road
23B	Fire Wall Device	Pcs	2	None	No reserve price	Upper Hill-Mara Road
24	Fax Machine	Pcs	1	None	No reserve price	Upper Hill-Mara Road
25	Assorted Printers	Pcs	1	None	500	Upper Hill-Mara Road
26	JVC TV, S	Pcs	4	None	1000	Upper Hill-Mara Road
27	Video Recorder/DVR	Pcs	3	None	No reserve price	Upper Hill-Mara Road
28A	Assorted Dell Keyboards	Pcs	40	None	No reserve price	Upper Hill-Mara Road
28B	Assorted Dell Keyboards	Pcs	40	None	No reserve price	Upper Hill-Mara Road

					price	
28C	Heavy Duty Paper Shredder	Pcs	1	None	No reserve price	Upper Hill-Mara Road
29	Air Conditioner	Pcs	1	None	500	Upper Hill-Mara Road
30	Assorted Ups	Pcs	138	None	No reserve price	Upper Hill-Mara Road
31	Switch Cabinets	Pcs	9	None	2000	Upper Hill-Mara Road
32	Assorted Tyers	Pcs	42	None	5000	Upper Hill-Mara Road
33A	Assorted Wood (Broken Furniture)	Pcs	1	None	3000	Upper Hill-Mara Road
33B	Assorted Wood (Broken Furniture)	Pcs	1	None	3000	Upper Hill-Mara Road
33C	Assorted wood (rotten)	Pcs	1	None	No reserve price	Upper Hill-Mara Road
33D	Assorted Chairs (Broken Chairs)	Pcs	1	None	2000	Upper Hill-Mara Road
34	Assorted Banners	Pcs	1	None	No reserve price	Upper Hill-Mara Road
35	Assorted Cables	Pcs	1	None	No reserve price	Upper Hill-Mara Road
36	Assorted Metal Pieces	Pcs	1	None	No reserve price	Upper Hill-Mara Road
37	Old power backup Batteries	Pcs	30	None	No reserve price	Upper Hill-Mara Road

## **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 the motor vehicles 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 Where there is no responsive bidder, the reserve price shall be revised to ensure expeditious disposal of the assets.

## TERMS AND CONDITIONS OF TENDER

1. The items shall be sold lots on ‘as-is-where-is’ basis.
2. It shall be the responsibility of the tenderer to verify the condition of the items as it is not warranted by the Higher Education Loans Board.
3. The tenderer for motor vehicles must pay a refundable deposit of **Kshs.10,000 per motor vehicle** payable to Higher Education Loans Board operational account number **at Kenya Commercial Bank, University Way Branch**. (Obtain the account details from the Procurement office) .HELB shall issue a receipt slip.
4. The deposit will be refunded to unsuccessful tenderer for the motor vehicle after award of tender or form part of the purchase price to those who are successful.
5. The successful tenderer shall be required to pay the balance in full and collect the item(s) after 14 days and not later than 21 days failure to which the contract award will be cancelled and the deposit forfeited.
6. 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 of kshs.250.00 per day shall be levied after the 5<sup>th</sup> day from the date of final payment for each day the item is not collected.
7. The Higher Education Loans Board is neither bound to accept the highest nor any bid nor is it bound to give reasons for its decision.



## Appendix to conditions of tender

Conditions of tender reference	<i>Particulars of the appendix to Conditions of tender</i>
4.2	<b>Motor Vehicle deposit:</b> <i>Tenderers for motor vehicles must pay a refundable deposit of Ksh.10,000/- per motor vehicle. The bank deposit slip must be presented to HELB for receipting and a copy of the receipt slip must be attached to your tender submission. The deposit will be refunded to unsuccessful tenderers but will form part of the payment for successful tenderers.</i>
4.5	<b>Kshs. 250.00 per day shall be charged as demurrage after the 5<sup>th</sup> day from the date of final payment for each day the item is not collected.</b>

## **SECTION V - STANDARD FORMS**

1. **Form of Tender** - The form of tender should be completed by the tenderer and submitted with the tender documents. It should be filled, by the bidder indicating the contact details: Name of bidder, mobile number and postal address.
2. **Price schedule bidding form;** This form should be filled indicating the name of the bidder, mobile number, postal address and bidding price and submitted with the tender proposal submission.
3. **Confidential Business Questionnaire Form** - This form should be completed by the tenderer and submitted with the tender documents.

## **SECTION V - STANDARD FORMS**

1. Form of tender - page 28
2. Price schedule bidding form- page 29-31
3. Confidential Questionnaire form- page 33-34

## **TENDER SUBMISSION REQUIREMENTS**

1. Fill and submit the price schedule bidding form.
2. Submit payment receipt of Kshs. 10,000 refundable deposit per vehicle bided for.

## **EVALUATION CRITERIA**

<b>S/No.</b>	<b>Requirements</b>	<b>Remarks</b>
1.	Whether you have Filled and Submitted the price schedule bidding form	
2.	Whether you have submitted payment receipt of Kshs. 10,000 refundable deposit per vehicle for those bidding for vehicles.	

**5.1 Form of Tender**

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

To: **Higher Education Loans Board**

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda. Nos. **HELB/T/08/2020-2021**. 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 *[As per the attached schedule of rates and prices ]* 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 *[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.
4. We understand that you are not bound to accept the highest or any tender that you may receive.

**NAME OF BIDDER:** \_\_\_\_\_

**MOBILE NUMBER:** \_\_\_\_\_

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

**P.O.BOX** \_\_\_\_\_

**\*Note: Fill and submit this form with your tender**

## PRICE SCHEDULE TENDER BIDDING FORM

**NAME OF BIDDER:** \_\_\_\_\_

**MOBILE NUMBER:** \_\_\_\_\_

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

**P.O.BOX** \_\_\_\_\_

LOT NO.	Item Description	Unit Of Issue	Total Qty	Required Deposit	Reserve Price	Total tender bid price (Kshs.)
1	KBQ 632D Volkswagen Passat 1800cc	Pcs	1	10,000.00	200,000.00	
2.	KCD 441G Cherry Tiggo 1597cc	Pcs	1	10,000.00	300,000.00	
3.	KCD 440G Cherry Tiggo 2000c.c	Pcs	1	10,000.00	300,000.00	
4A	Office Sofa 6-Seater Set	Pcs	1	None	5,000.00	
4B	Office Sofa (5seater Set)	Pcs	1	None	2,000.00	
4C	Office Sofa Fabric (5-Seater Set)	Pcs	1	None	2,000.00	
4D	Office Sofa 4-seater	pcs	1	None	1,000.00	
4E	Office Sofa Fabric 6-Seater Set	Pcs	1	None	500	
4F	Sofa 3-Seater Leather Executive	Pcs	1	None	200	
5A	Wooden Cabinet/Bookshelf	Pcs	2	None	1,000.00	
5B	Shelf 5 Tier	Pcs	3	None	5,000.00	
5C.	Shelf 5 Tier	Pcs	3	None	5,000.00	
5D	Shelf 3 Tier with Glass	Pcs	1	None	200.00	
5E	Bookshelf Wooden	Pcs	2	None	1,000.00	
6.A	Boardroom Table	Pcs	2	None	400	
6B	Office Desks	Pcs	7	None	2,000.00	
7A	Wooden Cabinet (Two Door)	Pcs	9	None	2,000.00	
7B	Wooden Cabinet	Pcs	7	None	1,000.00	
8.	CPU Trolleys	Pcs	15	None	3,000.00	
9.A	Chair Midback Swivel Fabric	Pcs	27	None	3,000.00	
9.B	Chair High back Swivel Leather	Pcs	19	None	2,500.00	
9C	Chair Midback Swivel Fabric	Pcs	22	None	2,500.00	
9D	Chair High back Swivel Leather Executive	Pcs	12	None	2,000.00	
9E	Chair Midback Visitors Fabric	Pcs	16	None	2,000.00	
9F	Chair High back Swivel Fabric	Pcs	7	None	2,500.00	
9G	Chair Midback Leather Wooden Frame	Pcs	8	None	800	
9H	Security Stools (Metallic Frame)	Pcs	8	None	2,000.00	
9I	3 Link Visitors Chairs	Pcs	5	None	3,000.00	

9J	Wooden Benches/ In- Out Trays	Pcs	4	None	500	
10A	Filing Metallic Cabinets 4 & 2 Drawers	Pcs	5	None	3,000.00	
10B	Filing Metallic Cabinets 2 Door 5 Tier	Pcs	5	None	3,000.00	
11.	Assorted Water Dispensers	Pcs	7	None	No reserve price	
12.	Tea Urns	Pcs	4	None	500	
13.	Vacuum Cleaners	Pcs	2	None	500	
14.	Fan Stand Sanyo	Pcs	3	None	No reserve price	
15.	Microwave Oven Samsung	Pcs	1	None	500	
16A	Telephone Headsets - Avaya 1608, 1616 &9611,	Pcs	71	None	500	
16B	Telephone Headsets - Avaya 1608, 1616 &9611,	Pcs	71	None	500	
17A	Computer CPU Hp Compaq Dc7900	Pcs	15	None	5,000.00	
17B	Computer CPU Dell OptiPlex Gx520	Pcs	16	None	2,000.00	
17C	Computer CPU Dell OptiPlex 960	Pcs	12	None	4,000.00	
17D	Computer CPU OptiPlex 760&780	Pcs	13	None	2,000.00	
17E	Computer CPU Dell OptiPlex 980	Pcs	13	None	2,000.00	
17F	Computer CPU Dell OptiPlex 755/750	Pcs	12	None	2,000.00	
17G	Dell OptiPlex Gx 260/270/ 280 CPU	Pcs	45	None	No reserve price	
18.	Server Dell Poweredge 600sc,2800	Pcs	4	None	4,000.00	
19.	Ups Backup	Pcs	3	None	1,000.00	
20.	Dell OptiPlex Computers (All In One)	Pcs	10	None	5,000.00	
21A	Computer Monitor Hp L1710	Pcs	10	None	No reserve price	
21B	Computer Monitor Dell	Pcs	10	None	No reserve price	
21C	Computer Monitor Dell	Pcs	10	None	No reserve price	
21D	Computer Monitor Dell	Pcs	10	None	No reserve price	
21E	Computer Monitor Dell	Pcs	10	None	No reserve price	
21F	Computer Monitor Dell	Pcs	10	None	No reserve price	
21G	Computer Monitor Hp L1710	Pcs	10	None	No reserve price	
21H	Computer Monitor Dell	Pcs	11	None	No reserve price	
21J	CRU Dell Monitors	Pcs	4	None	No reserve price	
22	Projector	Pcs	1	None	No reserve price	
23A	Network Switches	Pcs	8	None	1,000.00	
23B	Fire Wall Device	Pcs	2	None	No reserve price	
24	Fax Machine	Pcs	1	None	No reserve price	
25	Assorted Printers	Pcs	1	None	500	
26	JVC TV, S	Pcs	4	None	1,000.00	
27	Video Recorder/DVR	Pcs	3	None	No reserve price	
28A	Assorted Dell Keyboards	Pcs	40	None	No reserve price	
28B	Assorted Dell Keyboards	Pcs	40	None	No reserve price	
28C	Heavy Duty Paper Shredder	Pcs	1	None	No reserve price	

29	Air Conditioner	Pcs	1	None	500	
30	Assorted Ups	Pcs	138	None	No reserve price	
31	Switch Cabinets	Pcs	9	None	2,000.00	
32	Assorted Tyers	Pcs	42	None	5,000.00	
33A	Assorted Wood (Broken Furniture)	Pcs	1	None	3,000.00	
33B	Assorted Wood (Broken Furniture)	Pcs	1	None	3,000.00	
33C	Assorted wood (rotten)	Pcs	1	None	No reserve price	
33D	Assorted Chairs (Broken Chairs)	Pcs	1	None	2,000.00	
34	Assorted Banners	Pcs	1	None	No reserve price	
35	Assorted Cables	Pcs	1	None	No reserve price	
36	Assorted Metal Pieces	Pcs	1	None	No reserve price	
37	Old power backup Batteries	Pcs	30	None	No reserve price	

**Company stamp:** (If not purchased as an individual)

**\*Note: Fill and submit this price bidding form with your tender**

## Tender deposit commitment Declaration Form

\*Tender No. HELB/T/08/2020 - 2021

\*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.	KBQ 632D Volkswagen Passat 1800cc		
2.	KCD 441G Cherry Tiggo 1597cc		
3.	KCD 440 G Cherry Tiggo 2000cc		

**NAME OF BIDDER:** \_\_\_\_\_

**MOBILE NUMBER:** \_\_\_\_\_

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

**P.O.BOX** \_\_\_\_\_

**\*Note: Fill, sign and submit this form with your tender**



## 5.2 Confidential Business Questionnaire Form

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2 (b) ,2(c) ,2 (d) or 2 (e ) 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>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> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	.....	.....	.....	.....	1	.....	.....	.....	.....	2	.....	.....	.....	.....	3	.....	.....	.....	.....
	Name	Nationality	Citizenship Details	Shares																					
1.	.....	.....	.....	.....																					
1	.....	.....	.....	.....																					
2	.....	.....	.....	.....																					
3	.....	.....	.....	.....																					
<p style="text-align: center;">Part 2 (c) – Registered Company</p>																									

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. ....			

**Part 2 (d) – Co-operative Society**

Given details of Central Management Committee Members as follows

Name	Designation	Nationality	Citizenship Details
1. ....			
2. ....			
3. ....			
4. ....			
5. ....			
6. ....			

**Part 2 (e) – Reservations**

Reservations Category (Tick): Youth/PWD/Women

Name/Co.....

Details of ownership by name.....Age.....

name.....	Age.....
name.....	Age.....
name.....	Age.....

Date ..... Seal/Signature of Candidate .....

**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)* \_\_\_\_\_  
\_\_\_\_\_

SIGNED FOR BOARD SECRETARY/C.E.O

**FORM SD2**

**SELF DECLARATION FORMS (r 62)**

**REPUBLIC OF KENYA**

**PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)**

**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 hereinabove is true to the best of my knowledge information and belief.

.....

(Title)

(Signature)

(Date)

Bidder's Official Stamp

**Note:** This form MUST be filled, signed, rubber stamped and submitted by all the bidders participating in this tender. This is a mandatory requirement under the new Public Procurement Asset and Disposal Act 2015 that came into effect on 7<sup>th</sup> January 2016

**SELF DECLARATION FORMS (r 62)**

**REPUBLIC OF KENYA**

**PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)**

**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 P. O. 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 hereinabove is true to the best of my knowledge, information and belief.

.....  
(Title) (Signature) (Date)

Bidder Official Stamp

**Note:** This form MUST be filled, signed, rubber stamped and submitted by all the bidders participating in this tender. This is a mandatory requirement under the new Public Procurement Asset and Disposal Act 2015 that came into effect on 7<sup>th</sup> January 2016

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