

***BANKI  
KUU YA  
KENYA***



**CENTRAL  
BANK OF  
KENYA**

**Haile Selassie Avenue  
P.O. Box 60000 - 00200 Nairobi Kenya  
Telephone: 2861000/2863000**

**Email: [supplies@centralbank.go.ke](mailto:supplies@centralbank.go.ke)**

## **TENDER DOCUMENT**

**SALE OF UNSERVICEABLE STORES AND EQUIPMENT/  
SHREDDING AND SALE OF SHREDDED PAPER WASTE FOR  
CENTRAL BANK OF KENYA**

**TENDER NO. CBK/52/2015 - 2016**

**CLOSING DATE: 22<sup>ND</sup> JUNE, 2016 AT 10:30AM.**

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## SECTION I: INVITATION TO TENDER

1. The Central Bank of Kenya invites sealed tenders from eligible candidates for purchase of unserviceable stores and equipment/shredding and purchase of shredded paper waste.
2. Further information as pertains to this tender and viewing of the items may be obtained during working hours (Monday to Friday) between 9:00 am and 5:00 pm using the following address: **The Ag. Director, Procurement & Logistics Services Department, Central Bank of Kenya, Haile Selassie Avenue, Nairobi, Tel: +254 20 2861000/2860000, Email: [supplies@centralbank.go.ke](mailto:supplies@centralbank.go.ke)** . Viewing of the items at Mombasa Branch may be arranged by contacting the Branch Manager, Central Bank of Kenya - Mombasa Branch along Nkrumah Road Mombasa, Tel: 254 041 2121000.
3. A complete set of the tender document containing detailed information may be obtained from Central Bank of Kenya, Head Office, along Haile Selassie Avenue, Procurement and Logistics Services Department on 5<sup>th</sup> Floor upon payment of Non-refundable fee of KShs.1,000 in cash or Bankers Cheque payable to Central Bank of Kenya OR downloaded from the IFMIS website: [www.supplier.treasury.go.ke](http://www.supplier.treasury.go.ke) OR Central Bank of Kenya website: [www.centralbank.go.ke](http://www.centralbank.go.ke) for free. Bidders who download the tender document are advised to sign a tender register at Procurement Division on 5<sup>th</sup> Floor CBK Building or email their contact address using the email: [supplies@centralbank.go.ke](mailto:supplies@centralbank.go.ke) before the tender closing date.
4. Prices quoted should be net and must be expressed in Kenya shillings and shall remain valid for a period of **120 days** from the closing date of the tender.
5. No Tender Deposit shall be required for this tender.
6. Completed Tender Documents in plain sealed envelopes **marked with the tender number and title** should be deposited in **the Green Tender Box No. 3** located at the **main entrance to the CBK Building** on Haile Selassie Avenue OR posted using the address, **Central Bank of Kenya, P. O. Box 60000 - 00200, Nairobi** to be received on or before **22<sup>nd</sup> June, 2016 at 10.30am**. Late bids will not be accepted and will be returned unopened.
7. Tenders will be opened immediately thereafter, i.e on **22<sup>nd</sup> June, 2016 at 10:30am** in the presence of the tenderers representatives who may choose to attend the opening at the **Central Bank of Kenya Head Office, DPLS Conference Room on 5<sup>th</sup> Floor**.

**Ag. DIRECTOR,  
PROCUREMENT & LOGISTICS SERVICES DEPARTMENT**

## 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 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.5,000/=
- 2.2.3 The procuring entity shall allow the tender to review the tender document free of charge before purchase.

### **2.3 The Tender Document**

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

requirements of the tender will be at the tenderer's risk and may result in the rejection of its tender.

## **2.4. Clarification of Documents**

- 2.4.1 A prospective tenderer requiring any clarification of the tender document may notify the Procuring entity in writing or by post at the entity's address indicated in the Invitation for tenders. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives not later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers that have received the tender document.
- 2.4.2 Clarification of tenders shall be requested by the tenderer to be received by the procuring entity not later than 7 days prior to the deadline for submission of tenders.
- 2.4.3 The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

## **2.5 Amendment of Documents**

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

## **2.6 Tender Prices and Currencies**

- 2.6.1 The tenderer shall indicate on the appropriate Price Schedule the unit prices and total tender price of the items it proposes to purchase under the contract

2.6.2 Prices quoted by the tenderer shall be fixed during the tender validity period and not subject to variation on any account. A tender submitted with an adjustable price quotation will be treated as non responsive and will be rejected

2.6.3 The Price quoted shall be in Kenya Shillings.

## **2.7 Tender deposit**

2.7.1 The tenderer shall put a deposit for every item tendered for in the amount indicated in the schedule of items and prices.

2.7.2 Failure to put the required deposit for any item tendered for will lead to disqualification of the bid for the item.

2.7.3 Unsuccessful Tenderer's tender deposit will be discharged or returned as promptly as possible but not later than Seven (7) days after the expiration of the period of tender validity prescribed by the procuring entity.

2.7.4 The successful Tenderer's tender deposit will be credited to his bid price so that it forms part of the amount of the bid and the tender will be required to pay the bid price less the deposit security.

2.7.5 The tender deposit may be forfeited:

- (a) if a tenderer withdraws its tender during the period of tender validity specified by the procuring entity.
- (b) in the case of a successful tenderer, if the tenderer fails to pay the balance of the bid price.

## **2.8 Validity of Tenders**

2.8.1 Tenders shall remain valid for **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 (*day, date and time*).

## **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 ..... (*day, date and time*)

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

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

### **2.12.1 Modification of tenders**

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

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

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

### **2.12.2 Withdrawals and tenders**

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



## **2.13 Opening of Tenders**

2.13.2 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend at .... (*time, Day and Date*) and in the location specified in the invitation to tender.

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

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

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

## **2.14 Clarification of tenders**

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

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

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

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

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

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

## **2.16 Award Criteria**

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

**2.17 Notification of Award**

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

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

**2.18 Contacting the Procuring entity**

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

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

## Appendix to Instructions to tenderers.

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

Instructions to tenderers	Particulars of appendix to Instructions to Tenderers
2.1.1	(i). Eligible Tenderers shall be individuals or registered firms
2.2.2	The price to be charged for hard copy tender document shall be <b>Kshs.1,000.00 and free for downloading from the websites.</b>
2.4.1	Clarification may be sought 7 days before deadline for submission of tenders.
2.6	<b>Price quoted shall be net and in Kenya shillings</b>
2.7	No tender deposit shall be required for this tender
2.8	The validity period of the Tender shall be <b>90 days</b> from the closing date of Tenders.
2.9	Viewing of the items may be arranged during working hours (Monday to Friday) between 9:00 am and 4:00 pm using the following address: <b>The Ag. Director, Procurement &amp;Logistics Services Department, Central Bank of Kenya, Haile Selassie Avenue, Nairobi, Tel: +254 20 2861000/2860000, Email: <a href="mailto:supplies@centralbank.go.ke">supplies@centralbank.go.ke</a></b>
2.10.1	The tenderer shall seal the tender and mark it with the number and name of the tender and <b>“DO NOT OPEN BEFORE 22<sup>nd</sup> June, 2016 at 10:30am.</b>
2.11.1	Tenders must be received by the Procuring entity at the address specified not later than 22 <sup>nd</sup> June, 2016 at 10:30am.

## **Clause 2.15: EVALUATION CRITERIA**

Evaluation will be carried out through two stages as follows:

Stage 1: Compliance with the Mandatory Requirements

Stage 2: The Financial Evaluation

### **Stage 1: Compliance with the Mandatory Requirements (MR)**

The following mandatory requirements must be met notwithstanding other requirements in the documents:

No	Requirements	COMPLIANCE
MR 1	Provide copy of certificate of incorporation or business registration certificate of copy of identification certificate (ID) for bidders bidding as a natural person	
MR 2	Provide a duly filled and signed confidential business questionnaire provided in this tender document in	

### **Stage 2. FINANCIAL EVALUATION**

Financial Evaluation will involve checking the financial bid and analysis of prices quoted by tenderers. The recommendation of award will then be based on the highest price quoted for each lot by any bidder that meets the mandatory requirements above provided that the price quoted is equal or above the respective reserve price for that lot.

However, in case of shredding of Paper waste award will be to the bidder with the highest net price that will be calculated as follows: Purchase price per kilogram (Kg) less Cost of shredding one kilogram (kg) of paper waste. In the event that none of the responsive bidders bids for both shredding and purchase of shredded paper then the bidder quoting the lowest cost for shredding and the bidder offering the highest purchase price of the shredded paper will be considered for award.

## SECTION III - SCHEDULE OF ITEMS AND PRICES

### A: Schedule of Items for Sale at CBK Head Office

Lot Number	Description	Units	Reserve Value	Quoted Price	Remarks
Lot Number 1	Tonners (Used)	lot	5,000.00		
Lot Number 2	Cabinet Filing Metal 3 Drawer	11	13,500.00		
Lot Number 3	Reception Chairs 3 Seater	2	5,000.00		
Lot Number 4	Wood Assorted	lot	8,000.00		
Lot Number 5A	Aluminum Profile	lot	22,000.00		
Lot Number 5B	Scrap Metal	lot	5,000.00		NEMA License required
Lot Number 6	Carpet Assorted	lot	1,500.00		
Lot Number 7	Battery	16	8,000.00		
Lot Number 8	Car Accessories & Car Bumper	lot	5,000.00		
Lot Number 9	Machine Floor Scrubbing Numatic - 7 units & Machine Sucking Numatic - 2 units	Lot	120,000.00		
Lot Number 10	Chair Dental Dansereau , Strecher , Pump Vacuum Dental & Chair Wheel - 2 units	Lot	64,725.00		
Lot Number 11	Door - 11 units & Door Frames - 4 units	Lot	15,000.00		
Lot Number 12	Wall Clocks	8	400.00		
Lot Number 13	Television Sony Trinitron - 5 units & Radio Stereo Double Deck Cassette	Lot	10,000.00		
Lot Number 14	Gunny Bags	lot	5,000.00		
Lot Number 15	Wires Assorted	lot	3,000.00		
Lot Number 16	Computer CPU IBM Netvista & Thinkcentre	121	64,375.00		
Lot Number 17	Teller Counter Top	lot	2,000.00		
Lot Number 18	Trolley Glass Metal Frame	2	2,100.00		

Lot Number 19A	Chair Midback Wooden	6	7,250.00		
Lot Number 19B	Sofa Sets	10	13,575.00		
Lot Number 19C	Chair Lowback Without Armrest	43	34,875.00		
Lot Number 19D	Chair Dining Metal Frame & High Back Executive Chair	31	44,570.00		
Lot Number 19E	Chair Highback Swivel- 15 Units & 3 Swivels	Lot	15,525.00		
Lot Number 19F	Chair Highback Fabric Swivel, Chair Midback Fabric Swivel - 28Units & 4 swivels	Lot	34,425.00		
Lot Number 19G	Chair Cashier Swivel , Chair Highback Leather Swivel - 8 Units	Lot	12,700.00		
Lot Number 19H	Chair Midback Metal Frame	28	11,300.00		
Lot Number 19I	Chair Highback Swivel Without Armrest	6	5,850.00		
Lot Number 19J	Chair Midback	17	11,025.00		
Lot Number 19K	Chair Midback	10	8,100.00		
Lot Number 19L	Chair Midback Swivel	19	19,425.00		
Lot Number 19M	Chair Lounge 1 Seater	7	8,100.00		
Lot Number 20A	Desk Wooden Double / Single Pedestal	8	9,450.00		
Lot Number 20B	Desk Wooden Double / Single Pedestal	8	8,775.00		
Lot Number 20C	Desk Wooden Double / Single Pedestal	8	11,200.00		
Lot Number 20D	Desk Wooden Double / Single Pedestal	8	8,550.00		
Lot Number 20E	Desk Wooden Double / Single Pedestal	8	10,125.00		
Lot Number 20F	Desk Wooden Double / Single Pedestal	8	9,450.00		
Lot Number 20G	Desk Wooden Double / Single Pedestal	8	11,700.00		
Lot Number 20H	Desk Wooden Double / Single Pedestal	8	10,125.00		

Lot Number 20i	Desk Wooden Double / Single Pedestal	8	13,500.00		
Lot Number 20J	Desk Wooden Double / Single Pedestal	8	10,800.00		
Lot Number 20K	Desk Wooden Double / Single Pedestal	4	4,050.00		
Lot Number 20L	Table Computer Metal Frame	20	16,950.00		
Lot Number 20M	Stool Wooden	10	4,500.00		
Lot Number 20N	Pedestal Wooden 3 Drawer	6	6,300.00		
Lot Number 21	Counter Wooden	lot	4,000.00		
Lot Number 22	Shelf	4	3,000.00		
Lot Number 23A	Cupboard Wooden 2 Door Sliding Half Size	12	14,625.00		
Lot Number 23B	Cupboard Wooden 4 Door Sliding Half Size	12	14,400.00		
Lot Number 23C	Cupboard Wooden 4 Door Sliding Half Size	14	17,775.00		
Lot Number 23D	Cupboard Wooden 4 Door Sliding Half Size	8	11,700.00		
Lot Number 23E	Cupboard Metal 1 Door Folding & Cupboard Metal 2 Door	5	6,750.00		
Lot Number 23F	Bench Metal Frame 3 Compartments	1	1,000.00		
Lot Number 23G	Cupboard Wooden 2 Door Small	5	9,450.00		
Lot Number 23H	Cupboard Wooden 2 Door Half Size, Cabinet Wooden 3 Shelf Half Covered Glass Door	10	8,550.00		
Lot Number 23i	Cupboard Wooden 2 Glass Door	14	21,825.00		
Lot Number 24	Fridge LG Small	1	1,800.00		
Lot Number 25A	Printer Mainframe	3	7,000.00		
Lot Number 25B	Printer HP Laserjet, Epson LQ- 2170	30	29,150.00		
Lot Number 25C	Fax Machine Ricoh	1	2,000.00		
Lot Number 26	Paper Shredder	3	18,750.00		

Lot Number 27	Tyre Vehicles	77	38,500.00		
Lot Number 28	Water Dispenser	3	3,700.00		
Lot Number 29	White Board Tri Stand & Projector Screen	2	1,800.00		
Lot Number 30	Pool Table	1	3,750.00		
Lot Number 31	Banking Table top metallic counter	15	3,000.00		
Lot Number 32	Fan Stand National	1	450.00		
Lot Number 33	Rower Machine Johnson - Gym equipment	1	9,375.00		
Lot Number 34	Pot Plant Wooden	3	750.00		
Lot Number 35	Telephone Headset Alcatel 4010 & Panasonic	30	2,880.00		
Lot Number 36	Curtain Box	36	6,000.00		
Lot Number 37	Computer Server	lot	49,575.00		
Lot Number 38	Calendars & Diaries Assorted	lot	5,000.00		
Lot Number 39	Table Coffee Wooden	6	3,725.00		
Lot Number 40	Kitchen Trolley	4	4,000.00		
Lot Number 41	Scale Weighing Avery 250Kg	1	2,500.00		
Lot Number 42	Machine car wash	1	3,000.00		
Lot Number 43	Kitchen accessories - kettle - 2, Tea Urn -1, Thermos - 1	Lot	2,000.00		
Lot Number 44	Ladder 2 tier	2	2,000.00		
Lot Number 45	Office tray in/ out Metallic	1	500.00		
Lot Number 46	Projectors	3	1,500.00		
Lot Number 47	Coat Hanger	3	1,125.00		



Lot Number 48	Verifier UV Light	3	3,000.00		
Lot Number 49	Assorted plastic pipes	lot	2,000.00		
Lot Number 50	Marble table top	1	2,500.00		
<b>Lot Nos. 51 to 79 are New Items</b>					
Lot Number 51	<b>Binders Ribbon / Tape</b>				
Lot Number 51	Computer Binders Standard Size	1,291	108,045.50		
	Original IBM Ribbon 1299845	14			
	Original IBM Tapes No 137765	3			
	Panasonic Fax Rolls KS-136A	60			
	Panasonic Ink Roll KX FA57	90			
	Ultra Film Carbon Paper Black	69			
	Epson Ribbon For DFX 8500	8			
Lot Number 52	Toner Cartridge TN-2025 for Brother Fax	23	57,500.00		
Lot Number 53	HP Tonner C4195A	17	37,400.00		
Lot Number 54	Toner For Canon Copier C-EXV 3	17	8,500.00		
Lot Number 55	Toner Kyocera TK 110	7	17,500.00		
Lot Number 56	Toner TK 715 for Kyocera	9	18,000.00		
Lot Number 57	Tonner TK 330 for Kyocera FS-4000DN	31	155,000.00		
Lot Number 58	Magenta Catridge S020126 MJIC9M	1	4,500.00		
Lot Number 59	Q6000A Black Toner for Colour Laserjet	2	10,000.00		
Lot Number 60	Q6001a Cyan Toner for Colour Laserjet	2	10,000.00		
Lot Number 61	Q6002A Yellow Toner for Colour Laserjet	2	10,000.00		

Lot Number 62	Q6003A Magenta Toner for Colour Laserjet	2	10,000.00		
Lot Number 63	Q7551A Cartidge for Laserjet 3005	13	58,500.00		
Lot Number 64	Tape Catridge Lexmark No. 3490E	91	45,500.00		
Lot Number 65	Toner Cartridge Q6511A for HP 24201N	13	52,000.00		
Lot Number 66	Toner Cartridge No. 92298A	17	59,500.00		
Lot Number 67	Toner for Kyocera FS 4000dn TK 310	26	130,000.00		
Lot Number 68	Toner for Laserjet Q5949A	15	52,500.00		
Lot Number 69	Toner-HP C4127A for 400n Printer	17	73,100.00		
Lot Number 70	Tonner HP Cartridges Laserjet C3900A	6	21,000.00		
Lot Number 71	Tonner Cartridge C4092A HP 1100	10	30,000.00		
Lot Number 72	Epson Computer Ribbons LQ 580 No. 7753	10	500.00		
Lot Number 73	Toner Cartridge C4096A	14	63,000.00		
Lot Number 74	Laser Jet Toner For OKI C711 - Yellow	21	231,000.00		
Lot Number 75	Tonner for Samsung SCX-4521F	1	2,500.00		
Lot Number 76	Toner for Kyocera FS 6970 DN TK 450	1	5,000.00		
Lot Number 77	4 MM Data Cartridge 24GB	1	150.00		
Lot Number 78	Hardware Items				
	Multiplug Adaptors 3 Way	81	8,100.00		
	Telephone Locks	1			
Lot Number 79	Electrical Items				
	Flourescent Tubes 8 Ft	54	2,700.00		

Lot Number 80	Cleaning Items				
	Europa 400 Hard Machine Brushes	1	61,000.00		
	Europa 400 Soft Machine Brushes	8			
	Gumatti Ranger 38	4			
	Hard Machine Brushes Ranger 38	1			
	Soft Machine Brushes Ranger 38	1			
	Soft Machine Brushes Ranger M 200	2			

## B: Schedule of Items at CBK - Mombasa Branch

Lot Number	Description	Unit	Reserve Value	Price Quoted	Remarks
Lot Number 1	7Mattress , 7 Pillows , 4 & Bed Sheets (Beddings)	lot	7,000.00		
Lot Number 2	Assorted broken timber, Cedar ok while Block boards	lot	2,000.00		
Lot Number 3	Water tank 15 no. 500 liters & 1 no, 2300 liters	Lot	5,000.00		
Lot Number 4	Fire Extinguisher H2O, Dry Powder & Co2 - 40 Items	Lot	8,000.00		
Lot Number 5	Chair Dining Wooden, Chair Midback Metal Frame & High Back Executive Chair -74 Items	Lot	40,400.00		
Lot Number 6	UPS, Processor Color Video Copy Mitsubishi, Computer Server IBM Pc 330 & Disc Drive	14	27,000.00		
Lot Number 7	Television, Monitor CCTV & Ups APC 650	8	16,000.00		
Lot Number 8	Shredder Desk Pelican, Compact & Rexel	4	8,000.00		
Lot Number 9	Air Con Spit Daikin	2	2,000.00		
Lot Number 10	Assorted Newspapers approximately 40 kg	lot	2,000.00		
Lot Number 11	Computer CPU IBM Thinkcentre	53	106,000.00		
Lot Number 12	Player VCR, Computer Switch Cisco Catalyst & Processor Color Multivision - 12 Items	Lot	21,000.00		
Lot Number 13	Coin Counter Bilcon Model 3 units & Note counter 1 unit	Lot	6,000.00		
Lot Number 14	Flood light Euromatt, Emergency Lights & Bathroom Bulb - 10 Items	Lot	3,000.00		
Lot Number 15	Extension Cables Four way	7	500.00		
Lot Number 16	Weighing Scale Avery Model	1	500.00		
Lot Number 17	Cooker Gas Simfer 4 Burner	1	1,000.00		
Lot Number 18	Calculator Olivetti & Facit Model, Telephones & Keyboard Console Siemens & Fax Machine - 40 items	Lot	5,200.00		
Lot Number 19	Printer Hp Laserjet, Epson, Telex Machine, Xerox, Type Writter, Ups APC 650 & Cartridges - 29 Items	Lot	10,710.00		
Lot Number 20	Batteries UPS & Batteries Cars	52	1,000.00		

Lot Number 21	Cupboard Metal 2 Door	2	2,000.00		
Lot Number 22	Computer Monitor IBM TFT Thinkvision & Philips & IBM Net vista - 36 Items	Lot	35,000.00		
Lot Number 23	Keyboard & Mouse	lot	300.00		
Lot Number 24	Wall clock	20	100.00		
Lot Number 25	Microwave LG & Kettle - 4 Items	Lot	1,300.00		
Lot Number 26	Cooker Elba White	1	500.00		
Lot Number 27	Rack Network Wall Mounted	3	1,500.00		
Lot Number 28	Fan Wall	5	2,500.00		
Lot Number 29	Machine Vacuum & Machine Sucking	2	2,000.00		
Lot Number 30	Machine Floor Scrubbing	2	3,000.00		
Lot Number 31	Soda Crates - 2 units & Bottles - 27 units	lot	1,000.00		
Lot Number 32	Iron Box Philips Model	1	200.00		
Lot Number 33	Ceiling Boards	220	5,000.00		
Lot Number 34	Picture Frames Assorted sizes	10	200.00		
Lot Number 35	Curtains	40	4,000.00		
Lot Number 36	Food Mats - 58 units & Serving Trays Wooden - 2 units	Lot	2,000.00		
Lot Number 37	Games Kits Assorted Sizes	lot	1,000.00		
Lot Number 38	Beds	4	3,000.00		
Lot Number 39	Stools, Desk Wooden, Table Computer, Trolley Metal - 13 Items	Lot	8,500.00		
Lot Number 40	Metallic Brackets / Cabling for Currency Equipment	lot	300.00		
Lot Number 41	Scrap Metal	lot	1,000.00		
Lot Number 42	Food fryer Moulinex Brand	1	200.00		
Lot Number 43	Cabinet TV	1	200.00		
Lot Number 44	Electricity Cables, Assorted Computer Cables & D link	lot	600.00		
Lot Number 45	Stool Wooden & Table Wooden - 6 Items	Lot	1,200.00		

Lot Number 46	WC Toilets - 3 units & Cistern Flush - 6 units	Lot	1,200.00		
Lot Number 47	Iron Sheets Roofing	2	500.00		
Lot Number 48	Tyres	8	800.00		
Lot Number 49	PVC pipes assorted sizes	lot	1,000.00		
Lot Number 50	Water drums & pales (plastic) & paper trays	lot	500.00		
Lot Number 51	Plastic Tiles	lot	200.00		
Lot Number 52	Air filter - 6 units	lot	300.00		
Lot Number 53	Hydraulic Trolley	1	300.00		
Lot Number 54	Manhole Covers	6	600.00		
Lot Number 55	Aluminium hollow pipes & Water Heater	lot	300.00		
Lot Number 56	Drums metallic	12	2,400.00		
Lot Number 57	Machine Note Punching	1	5,000.00		
Lot Number 58	Machine Note Counting Ibs300Ps	1	5,000.00		
Lot Number 59	Trolley - Nil Tag	1	300.00		
Lot Number 60	Chair Cashier Swivel	2	1,000.00		
Lot Number 61	Cartridge Printer assorted	lot	500.00		
Lot Number 62	Coin Bags Canvass	lot	200.00		
Lot Number 63	Kitchen Utensil assorted	lot	200.00		

**Note: The reserve value indicated is for the entire lot or all units in the lot. Bidders MUST quote for the entire lot or all the items in a lot and may quote for one or more lot or all the lots in any of the three categories above.**

Authorized official \_\_\_\_\_  
For Tenderer                      Name                      Signature                      Date

**C: Schedule of Paper Waste for Shredding and Sale**

Lot Number	Paper Waste for Shredding	Unit	Qty	Cost of Shredding per Kg	Purchase price for shredded paper waste per Kg
Lot Number 81	80 Gms Duplicating Paper A4 Size Yellow	Rem	1		
	Registered Envelopes	Pcs	500		
	Drugs Requisition Pads	Pad	20		
	80 Gms Duplicating Paper Green A4 Size	Rem	2		
	Plotter Paper Size A4	Rem	22		
	Treasury Tags 305/356mm	Pkt	477		
	Bag Content Slip Labels	Bdl	9		
	Bag Content Slip Labels 5 Shs	Bdl	57		
	Blue Labels for Coins 20/=	Bdl	113		
	Coin Bag Label Currency 10 Cts	Bdl	10		
	Carbonated Banking Debit Pads	Pad	37		
	CBK 57 Cash Books	Pcs	45		
	Paper Bags 1/=	Pcs	10,100		
	Paper Bags Cents 05/=	Pcs	20,300		
	Paper Bags Cents 10/=	Pcs	4,000		
	Polythene Bag Government Salaries	Pcs	7,450		
	Post Acknowledgement Cards	Pcs	40		
	Stopping Cheque	Pad	30		
	VT81 Paye	Pad	1,066		
	B.F.I.D. Secret Files	Pcs	1,001		
	Leave Application Forms	Pad	133		
	Plain Invitation Cards	Pad	376		
	Complimentary Slip Pad A6	Pad	1		
	White Headed Paper A4 Size 80gms for RFQ	Rem	95		
	Statement of Accounts	Box	107		

**Note: 1. The items under this category will be awarded as a lot.**

**2. The award of the items will be to the bidder with the highest NET PRICE that will be calculated as, Purchase price of shredded paper waste per Kg less Cost of shredding one kg of paper waste. In the event that none of the responsive bidders submit bids for both shredding and purchase of shredded paper then the bidder quoting the lowest cost for shredding one kg of paper waste and the bidder offering the highest purchase price of one (1) kg of shredded paper waste will be considered for award.**

Authorized official \_\_\_\_\_  
For Tenderer Name

Signature

Date

## SECTION IV - CONDITIONS OF TENDER

- 4.1 A tenderer may tender for each item or each lot and may tender for as many items or lots as he/she wishes.
- 4.2 A tenderer will pay a deposit in advance before the closing date of the tender for each item or lot tendered for as indicated in the schedule of items and prices.
- 4.3 Tenderers who will be awarded contracts will be required to pay for the items after 14 days and not later than 21 days failure to which the contract award will be cancelled and the deposit forfeited. If there is an administrative review, the review procedures shall be followed.
- 4.4 Tenderers who will not be awarded contracts will be refunded the deposits within 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.

<i>Conditions of tender reference</i>	<i>Particulars of the appendix to Conditions of tender</i>
4.2	No deposit shall be made in advance for any item
4.4	The clause is not applicable for this tender as no deposit shall be made in advance for any item
4.5	Storage charges will be charged at a rate of 1% of the total cost per day for each item(s)/lot awarded and not collected after fourteen days.
4.6	The reserve prices for all the items are indicted for each item/lot to guide the interested bidders in preparing their bids. Items tendered below the reserve price will be retained by the procuring entity (Central Bank of Kenya).

## SECTION V - STANDARD FORMS

### Notes on Standard Forms

- 5.1 The form of tender, **MUST** be completed by the tenderers and returned with the tender. Failure to complete this form will lead to the disqualification of the tenderer.
- 5.2 The confidential business questionnaire form **MUST** be completed by the tenderers and returned with the tender. Failure to complete this form will lead to the disqualification of the tenderer.
- 5.3 The letter of notification of award form should not be completed by the tenderers. This is a sample form to be completed by the procuring entity and issued to successful tenderers.
- 5.4 Request for review form (Form RB 1) should not be completed by the tenderers. This is a sample form to be used by the tenderers to launch any review with the Public Procurement Administrative Review Board.

## 5.1 Form of Tender

Date: \_\_\_\_\_

Tender No. CBK/52/2015-2016

To: Central Bank of Kenya  
P. O. Box 60000 – 00200  
NAIROBI.

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda.  
Nos. ....[insert numbers].  
The receipt of which is hereby duly acknowledged, we the undersigned, offer to purchase and collect all the items offered to us in conformity with the said tender documents for the sum of .....  
.....[total tender amount in words and figures] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.
2. We undertake, if our Tender is accepted, to pay for and collect the items in accordance with the requirements of the tender.
3. We agree to abide by the tender for a period of **90 days** from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. We understand that you are not bound to accept the highest or any tender that you may receive.

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

\_\_\_\_\_  
[signature]

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

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

## 5.2 Confidential Business Questionnaire Form

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

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

<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>Part 2 (a) – Sole Proprietor</p> <p>Your Name in full ..... Age .....</p> <p>Nationality ..... Country of origin .....</p> <p>* Citizenship details .....</p>																														
	<p>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	.....	.....	.....	.....					
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	<p>Part 2 (c) – Registered Company</p> <p>Private or Public .....</p> <p>State the nominal and issued capital of company –</p> <p>Nominal Kshs. ....</p> <p>Issued Kshs. ....</p> <p>Given details of all directors as follows</p> <table border="1"> <thead> <tr> <th></th><th>Name</th><th>Nationality</th><th>Citizenship Details</th><th>Shares</th></tr> </thead> <tbody> <tr> <td>1.</td><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr> <td>2.</td><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr> <td>3.</td><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr> <td>4.</td><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr> <td>5.</td><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	.....	.....	.....	.....	2.	.....	.....	.....	.....	3.	.....	.....	.....	.....	4.	.....	.....	.....	.....	5.	.....	.....	.....	.....
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<p>Date ..... Seal/Signature of Candidate .....</p>																															

### 5.3 LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

\_\_\_\_\_  
\_\_\_\_\_

To: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: Tender No. \_\_\_\_\_

Tender Name \_\_\_\_\_

This is to notify that the items 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. You are required to pay for the items not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

(FULL PARTICULARS) \_\_\_\_\_  
\_\_\_\_\_

SIGNED FOR ACCOUNTING OFFICER

## 5.4 REQUEST FOR REVIEW FORM (FORM RB 1)

**REPUBLIC OF KENYA**  
**PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

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

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring Entity*) of  
.....dated the...day of .....20.....in the matter of Tender  
No.....of .....20...

**REQUEST FOR REVIEW**

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

- 1.
- 2.
- etc.

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

- 1.
- 2.
- etc

SIGNED .....(Applicant)

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

---

**FOR OFFICIAL USE ONLY**

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

**SIGNED**  
**Board Secretary**

## GUIDELINES ON PREPARATION OF BID DOCUMENT

In preparing the bid document in response to the tender, bidders are advised to note the following:

1. Read Section I – Invitation to Tender carefully. This section gives guidelines on how and where to seek further clarification pertaining to the tender document; whether Tender Securing Deposit is required or not; where and when the tenders should be submitted; and place where tenders will be opened.
2. Read Section II – Instruction to Tenderers. This section guides tenderers basically on how to prepare their bid and how the tendering process will be carried out upto to the award stage including notification of award to the successful bidder. “Appendix to Instruction to Tenderers” customizes clauses under Section II. Wherever there is a conflict between the provisions of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix prevail.
3. Evaluation Criteria: This gives information on how the tenders will be evaluated. Tenderers should be able to evaluate their bids before submission to determine in advance whether they meet the requirement of the tender or not. By following the evaluation criteria bidders will be able to note all the required documents that should be attached to the bid document.

### Checklist of document required to form bid document:

No.	Documents forming part of the bid	Remarks
1	The main sections of the tender document that includes Section I – Invitation to Tender; Section II – Instruction to Tenderers; and section III – Conditions of Tender	This sections remain as they are in the tender document.
2	Copy of Certificate of Incorporation or Business Registration Certificate or copy of identification document (ID) for bidders bidding as natural persons	
3	Duly filled and signed Form of Tender in the format provided in the tender document as form 5.1	
4	Dully filled and signed Confidential Business Questionnaire in the form or format provided in the tender document as form 5.2	
5	Priced schedules of items bided for.	