

**BANKI
KUU YA
KENYA**



**CENTRAL
BANK OF
KENYA**

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**TENDER FOR SALE OF MOTOR VEHICLES
TENDER NO.CBK/37/2012–2013.**

**NATIONAL COMPETITIVE TENDER
TENDER NO: CBK/37/2012/2013
FOR:
SALE OF MOTOPR VEHICLES**

**CLOSING DATE 14TH JUNE, 2013 AT 11.00
AM**

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INTRODUCTION

- .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.
- .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.
- .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

Date 23rd May, 2013

Tender Ref No CBK/37/2012-2013

Tender Name: SALE OF MOTOR VEHICLES

- .1 The Central Bank of Kenya now invites sealed tenders from eligible candidates to purchase Motor Vehicles manufactured in 2006 & 2007 and in running condition. The motor vehicles will be sold “as is where is basis” and may be viewed between **9.00 a.m. and 12 p.m.**, from **Monday to Friday**, at the Central Bank of Kenya, on Haile Selassie Avenue, Nairobi through appointment with Transport office on Tel: 2863415/2863429/2863424.
- .2 Interested eligible candidates may obtain further information from and inspect the tender documents at the Office of the Director, Department of Estates, Supplies and Transport (DEST) (Tel: 254 20 2861000/2860000 Fax:: +254 20 2863497, +25420310604), Fifth Floor, Central Bank of Kenya, Haile Selassie Avenue, Nairobi during working hours from Monday to Friday, comms@centralbank.go.ke.
- .3 A complete set of tender documents may be obtained by interested candidates o from the Director, Department of Estates, Supplies & Transport, 5th floor Central Bank of Kenya Head Office, Nairobi from Monday to Friday, between 9.00 a.m. and 2.00 pm upon payment of a non-refundable fee of KShs 2,000/= in cash or Banker’s cheque OR be downloaded from the **CBK website; www.centralbank.go.ke** and a payment of Kshs 1,000.00 for those who choose to download from the website.
- .4 Tenderers will be required to pay in advance a refundable deposit as indicated in the Appendix to Instructions to tenderers.
- .5 Completed tender documents are to be enclosed in plain sealed envelopes marked with the tender reference number **CBK/37/2012/2013** and the tender name Sale of Motor Vehicles and deposited in the **Green Tender Box No.3** on the Ground Floor of the Main Entrance of the CBK Building on Haile Selassie Avenue Nairobi on or before **14th June 2013 at 11.00 am**. Late bids will not be accepted and will be returned unopened.
- .6 Prices quoted should be net, must be in Kenya Shillings and shall remain valid for 90 days from the closing date of the tender.
- .7 Tenders will be opened immediately thereafter in the presence of the tenderers or their representatives who choose to attend at the Motor Gallery Haille Selassie Avenue.

DIRECTOR,

ESTATES, SUPPLIES & TRANSPORT DEPARTMENT

SECTION II - INSTRUCTIONS TO TENDERERS

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SECTION II - INSTRUCTION TO TENDERERS

2.1 Eligible Tenderers

- .1 This Invitation for Tenders is open to all tenderers eligible as described in the Appendix to instructions to tenderers.
- .2 Tenderers shall not be under a declaration of ineligibility for corrupt or fraudulent practices
- .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 131 of the Act.

.2 Cost of Tendering

- .2.1 The tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- .2.2 The price to be charged for the tender document shall not exceed Kshs.5,000/=
- .2.3 The procuring entity shall allow the tender to review the tender document free of charge before purchase.

.3 The Tender Document

- .3.1 The tender document comprises the documents listed below and any addenda issued in accordance with clause 2.5 of these instructions to tenderers.
 - (i) Invitation to tender
 - (ii) Instructions to tenderers
 - (iii) Schedule of items and price
 - (iv) Conditions of Tender
 - (v) Form of tender
 - (vi) Confidential Business questionnaire Form
 - (vii) Tender Commitment Declaration Form

- .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.

4. Clarification of Documents

- .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 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.
- .3 The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

.5 Amendment of Documents

- .5.1 At any time prior to the deadline for submission of tenders, the Procuring entity, 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
- .5.2 All prospective candidates that have received the tender documents will be notified of the amendment in writing or by post and will be binding on them.
- .5.3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the Procuring entity, at its discretion, may extend the deadline for the submission of tenders.

.6 Tender Prices and Currencies

- .6.1 The tenderer shall indicate on the appropriate Price Schedule the unit prices and total tender price of the items it proposes to purchase under the contract
- .6.2 Prices quoted by the tenderer shall be fixed during the tender validity period and not subject to variation on any account. A tender submitted with an adjustable price quotation will be treated as non responsive and will be rejected
- .6.3 The Price quoted shall be in Kenya Shillings.

.7 Tender deposit

- .7.1 The tenderer shall put a deposit for every item tendered for in the amount indicated in the schedule of items and prices.
- .7.2 Failure to put the required deposit for any item tendered for will lead to disqualification of the bid for the item.
- .7.3 Unsuccessful Tenderer's tender deposit will be discharged or returned as promptly as possible but not later than Seven (7) days after the expiration of the period of tender validity prescribed by the procuring entity.
- .7.4 The successful Tenderer's tender deposit will be credited to his 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.
- .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.

.8 Validity of Tenders

- .8.1 Tenders shall remain valid for 60 days or as specified in the appendix to instruction to tenderers after date of tender opening prescribed by the Procuring entity, pursuant to paragraph 2.10 Tender valid for a

shorter period shall be rejected by the Procuring entity as non responsive.

- .8.2 In exceptional circumstances, the Procuring entity may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses 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

- .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

- .1 The tenderer shall seal the tender and mark it with the number and name of the tender and "DO NOT OPEN BEFORE Friday, 14th June, 2013 at 11.00am.

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 11.00am, 14th June, 2013.
- .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.

.12 Modifications And Withdrawals Of Tenders

2.12.1 Modification of tenders

- 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 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.
- .3 No tender may be modified after the deadline for submission of tenders

2.12.2 Withdrawals and tenders

- .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

.13 Opening of Tenders

- .2 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend at 11.00am Friday, 14th June, 2013 in the location specified in the invitation to tender. The tenderers or representatives who are present shall sign a register evidencing their attendance.
- .13.2 The tenderers' names, tender modifications or withdrawals, tender prices, and the presence or absence of requisite tender deposit and such other details as the Procuring entity, at its discretion, may consider appropriate, will be announced at the opening.
- .13.3 The Procuring entity will prepare minutes of the tender opening.

.14 Clarification of tenders

- .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.

- .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.

.15 Evaluation and Comparison of Tenders

- .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 The Procuring entity will evaluate and compare the tenders, which have been determined to be substantially responsive.
- .3 The tender evaluation committee shall evaluate the tender within 30 days of the validity period from the date of opening the tender.

.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.

.17 Notification of Award

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

.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.
- .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 Reference	<i>Particulars of appendix to Instructions to tenderers</i>
2.1.1	Individual Persons and/ or corporates
2.7.1	Bidders will put a refundable deposit of Kshs 20,000.00 for every item tendered for.
2.8.1	<i>Tender validity shall be 90 days after the opening date.</i>

SECTION III - SCHEDULE OF TERMS AND PRICES

The motor vehicles will be sold “as is where is basis” and may be viewed between **9.00 a.m. and 12 p.m.**, from **Monday to Friday**, at the Central Bank of Kenya, on Haile Selassie Avenue, Nairobi through appointment with Transport office on Tel: 2863415/2863429/2863424.

NO.	VEHICLE REG. NO.	MODEL/TYPE	YEAR OF MANUFACTUR E	CONDITION	Quoted Amount (Kshs)
	KAY 939V	Nissan E24D, Van/ Microbus	2007	Running	
	KAV 627E	Toyota-Hiace, Ambulance	2006	Running	
	KAV 628E	Toyota Corolla, Saloon	2006	Running	
	KAV 603E	Toyota Hilux, P/Up-Petrol	2006	Running	
	KAV 391E	Nissan-Almera, Saloon	2006	Running	
	KAV 392E	Nissan-Almera, Saloon	2006	Running	
	KAV 366E	Nissan E-24-DIS, Mini Bus	2006	Running	
	KAV 540E	Peugeot 406, Saloon	2006	Running	
	KAV 523E	Nissan X-Trail, S/Wagon	2006	Running	
	KAV 368E	Nissan Diesel, Mini Bus	2006	Running	
	KAV 496E	Nissan, Nissan P/Up	2006	Running	
	KAY 937V	Nissan E24D, Van	2007	Running	
	KAY 359V	Isuzu MV 123, Bus	2007	Running	
	KAV 629E	Toyota Corolla, Saloon	2006	Running	
	KAY 938V	Nissan E24D, Van	2007	Running	
	KAY 936V	Nissan E24D, Van/Micro	2007	Running	
	KAW 969Z	Toyota Prado, S/Wagon	2007	Running	

Authorized official _____

Name _____

Signature _____

Date _____

SECTION IV - CONDITIONS OF TENDER

- .1 A tenderer may tender for each item and may tender for as many items as he/she wishes.
- .2 A tenderer will pay a deposit in advance before the closing date of the tender for each item tendered for as indicated in the appendix to conditions of tenderer.
- .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 Tenderers who will not be awarded contracts will be refunded the deposits fourteen (14) days after notification of the communication of the contract awards.
- .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.
- .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 motor vehicles 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.

SECTION V - STANDARD FORMS

.1 Form of Tender

Date:.....

Tender ref. number: CBK /37 /2012-2013

Tenderer's full names:

National ID No./ Certificate of Incorporation:

Postal address:

Telephone number (i) Landline:
(ii) Cell
phone:

Ladies and/or Gentlemen:

1. Having examined the tender documents, the receipt of which is hereby duly acknowledged, I/we the undersigned, offer to purchase and collect the vehicle offered to us in conformity with the said tender documents as follows:

LOT NO.	VEHICLE REG. NO.	AMOUNT OFFERED IN KSHS.
Amount in words:		
.....		
.....		

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

3. I/We agree to abide by the tender for a period of 60 days from the date fixed for tender opening of the Instructions to Tenderers, and it shall remain binding upon me/us and may be accepted at any time before the expiration of that period.

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

Dated this day of month year 2013

Signature:

Please note:

1. Only tenderers who have purchased the tender documents are eligible to tender.
2. The Tender Form is valid for only **one** vehicle. Eligible tenderers can photocopy the Tender Form and bid for more than one vehicle on **separate forms**.
3. Pages 1,2,310 of the Tender Document **should not be attached to this form** when submitting the bids.

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

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	Nationality	Citizenship Details	Shares
	1.			
	1.			
	2.			
	3.			
	Part 2 (c) – Registered Company			
	Private or Public			
	State the nominal and issued capital of company –			
	Nominal Kshs.			
	Issued Kshs.			
	Given details of all directors as follows			
	Name	Nationality	Citizenship Details	Shares
	1.			
	2.			
	3.			
	4.			
	5.			

Date Seal/Signature of Candidate

Conditions of Tender Reference	Particulars of the Appendix to Conditions of Tender
4.2	The tenderer will pay a deposit of 20, 000 for each vehicle tendered for.
4.3	The tenderers will be required to pay for the vehicles within 14 days
4.4	Deposits is applicable
4.5	Tenderers to pay for and collect within 14 days otherwise they will pay storage charges at Kshs 1,000/= per day.

Central Bank of Kenya – Sale of Motor Vehicles

5.3 Tender deposit commitment Declaration Form

*Tender No. (as per tender documents)

*As indicated in the schedule of items and prices, we do confirm that we have put deposits for the items tendered for as supported by the attached copies of receipts as follows:-

ITEM No. or Lot No.	Item Description	Deposit Kshs.	Receipt No. and Date

Authorizing Official _____
(name) (signature) (Date)

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 ACCOUNTING OFFICER