



TENDER NO	DESCRIPTION	LOCATION
UNGA/CST/UHL/MAINTENANCE/001/2017	DISPOSAL OF USED DIESEL GENERATOR	COMMERCIAL STREET, INDUSTRIAL AREA, NAIROBI

**ISSUE OF RFP DOCUMENT: UNGA/CST/UHL/MAINTENANCE/001/2017
TENDER FOR DISPOSAL OF USED DIESEL GENERATOR AT NGANO HOUSE,
COMMERCIAL STREET, INDUSTRIAL AREA**

This form serves as an acknowledgement of receipt of the tender bid document, deposit cheque and participation.

This page is to be completed immediately on downloading/receiving the documents and scan a copy to procurement@unga.com

Firms that do not register their interest immediately in this manner may not be sent the RFP addenda should any arise.

Table 1: Registration of interest to participate

Item	Supplier details
Name of person	
Organization Name	
Postal Address	
Tel no (Personal Mobile no)	
Tel no (Office Mobile no)	
Email address (this email address should be clearly written as communication with bidders shall be through e-mail)	
Signature	
Date	
Company stamp	

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SECTION INVITATION TO TENDER

JANUARY 2018

TENDER NAME	TENDER NO	DESCRIPTION	LOCATION
DISPOSAL OF USED DIESEL GENERATOR	UNGA/CST/UHL/ MAINTENANCE/ 001/2017	DISPOSAL OF USED DIESEL GENERATOR 1500 KVA MAKE:CUMMINS	COMMERCIAL STREET, INDUSTRIAL AREA, NAIROBI

- 1.1 UNGA LIMITED now invites sealed tenders from eligible candidates to purchase of the above item.
- 1.2 Interested eligible candidates may obtain further information by visiting procurement offices during normal working hours 9.00 am to 5.00 pm to view the item.
- 1.3 A complete set of tender documents may be downloaded from the website FREE OF CHARGE.
- 1.4 Tenderers will be required to pay a refundable deposit as indicated in the Appendix to Instructions to tenderers.
- 1.5 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 below location

**Unga Holdings Limited,
Commercial Street Ind. Area,
Ngano House Floor,
Main reception
P.O Box 30386– 00100 GPO,
Tel. +254 020 393300
Nairobi, Kenya**

All proposals should reach the organizations offices on or before 23rd January 2018 at 5.00 pm.

- 1.6 Prices quoted should be net, must be in Kenya Shillings and shall remain valid for 90 days from the closing date of the tender.
- 1.7 Tenders will be opened manually in the presence of bidders representatives who will choose to attend on 24th January 2018 at 10:00am local time, at the above address

- 1.8 The sale of the generator will be on “as is where basis” and all interested bidders are advised to visit the site and carry out their own assessment before making their final quote
- 1.9 All Requests for Clarifications must be done in writing and addressed to Procurement@unga.com:

SECTION II - INSTRUCTIONS TO TENDERERS

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SECTION II - INSTRUCTION TO TENDERERS

2.1 Eligible Tenderers

- 2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Appendix to instructions to tenderers.
- 2.1.2 Tenderers shall not be under a declaration of ineligibility for corrupt or fraudulent practices
- 2.1.3 The procuring entity's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender unless where specifically allowed under section 131 of the Act.

2.2 Cost of Tendering

- 2.2.1 The tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.2.2 The price to be charged for the tender document is NIL
- 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
 - (viii) Tender Deposit Receipt Acknowledgement Form
- 2.3.2 The tenderer is expected to examine all instructions, forms, terms and specifications in the tender documents. Failure to meet all the requirements of the tender will be at the tenderer's risk and may result in the rejection of its tender.

2.4 Clarification of Documents

- 2.4.1 A prospective tenderer requiring any clarification of the tender document may notify the Procuring entity in writing or by post at the entity's address indicated in the Invitation for tenders. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives not later than thirty (30) days prior to the deadline for the submission of tenders, prescribed by the procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers that have received the tender document.

2.4.2 Clarification of tenders shall be requested by the tenderer to be received by the procuring entity not later than 7 days prior to the deadline for submission of tenders.

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

2.5 Amendment of Documents

2.5.1 At any time prior to the deadline for submission of tenders, the Procuring entity, for any reasons, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by amendment

2.5.2 All prospective candidates that have received the tender documents will be notified of the amendment in writing or by post and will be binding on them.

2.5.3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the Procuring entity, at its discretion, may extend the deadline for the submission of tenders.

2.6 Tender Prices and Currencies

2.6.1 The tenderer shall indicate on the appropriate Price Schedule the tender price 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 of Kenya shillings one hundred thousand (Ksh. 100,000) for item tendered for. The deposit shall be strictly by a banker's cheque in favor of **Unga Limited, Barclays bank Account No: 0705008914**. The deposit will accompany the tender document.

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 shall be forfeited:

- (a) If a tenderer withdraws its tender during the period of tender validity specified by the procuring entity.

- (b) In the case of a successful tenderer, if the tenderer fails to pay the balance of the 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 item 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 IS WHERE IS' 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 24th January 2018 at 10.00 am. Tender deposit shall be delivered separately to procurement department where the Tender deposit receipt acknowledgement form will be stamped and a copy given back to the tenderer.

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 23rd January 2018 at 5.00 pm
- 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 2.10.1. A withdrawal notice may also be sent by email 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 tender

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 24th January 2018 at 10.00 am 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 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	Particulars of appendix to Instructions to tenderers
2.1.1	Eligible tenderers are individuals and firms provided that they meet the requirements.
2.8.1	Tender Validity is 90 days
Nature of items being sold	As listed in the list of items
Unit Prices and Total Prices	Bidders Should indicate the unit prices and Total Prices. Items that are in groups/lots will be sold as lots
Viewing of Items	Bidders should contact Maintenance Supervisor (Att:Mr.Watuku) on 0721278568 to arrange for viewing of the items. Bidders can also visit the offices. Viewing will be every Monday-Friday 9.00am-1.00pm and 2.00pm to 4.00pm. Bidders who view the items should records their particulars in the Tender/Disposal Viewing Register.

EVALUATION CRITERIA

1. Stage 1: The Following are the Mandatory Requirements

- Duly completed form of tender,
- Duly completed confidential business questionnaire form
- Duly completed tender deposit commitment declaration form
- Tender deposit in form of a banker's cheque raised in Favor of Unga Limited

TENDER NAME	TENDER NO	DESCRIPTION	Mandatory Tender Deposit to be enclosed in the Tender Document in form of bankers cheque.
DISPOSAL OF USED DIESEL GENERATOR	UNGA/CST/UHL/ MAINTENANCE/01/2017	DISPOSAL OF USED DIESEL GENERATOR 1500 KVA MAKE:CUMMINS	Ksh 100,000.00

(The names and contact numbers of the authorized persons of the bidders/firm should be indicated on the reverse of the cheque. The persons indicated on the reverse of the bankers cheque will be issued with the cheque should be bidder be unresponsive).

Failure to provide the above will lead to the disqualification of the tenderer.

2. Stage 2: The Most Competitive Bidder

The most competitive bidder for each item will be the bidder who quotes the highest amount subject to reserve prices as necessary

SECTION III - SCHEDULE OF ITEMS AND PRICES

Item No/ LOT NO	ITEM DESCRIPTION	Unit of Issue	Total Quantity	Tendered price	Required Deposit (Indicate amount and Bankers Cheque No
1	<p>USED DIESEL GENERATOR</p> <p><u>Location</u> Ngano house, Commercial street, industrial area, Nairobi</p>	EA	1		<p align="center">Ksh.100,000</p> <p>Bankers cheque no:----</p> <p>-----</p>

Authorized official _____
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 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 equipment shall complement, supplement, or amend, the provisions of the conditions of the tender. Whenever there is a conflict between the provisions of the conditions of tender and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the conditions of tender

Conditions of tender reference	Particulars of the appendix to Conditions of tender
4.5	Tenderers who do not collect the items awarded within 14 days as indicated in clause 4.5 will be charged a storage charge of Ksh 1,000 per item per day until the items are collected.

SECTION V - STANDARD FORMS

Notes on Standard Forms

The form of tender, the confidential business questionnaire form and the Tender deposit commitment declaration form must be completed by the tenderers and returned with the tender. Failure to complete any of these forms will lead to the disqualification of the tenderer

5.1 Form of Tender

To:
.....
[name and address of procuring entity]

Date:
Tender No.
.....

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda.
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 [number] days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. We understand that you are not bound to accept the highest or any tender that you may receive.

Dated this _____ day of _____ 20_____

[signature]

[in the capacity of]

Duly authorized to sign tender for and on behalf of _____

5.2 Confidential Business Questionnaire Form

You are requested to give the particulars indicated in Part 1; either part 2(a), 2(b) or 2(c) whichever applies to your type of business and part 3.

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

No	Part 1 – General
1.1	Business Name
1.2	Location of Business Premises
1.3	Plot No.Street/Road..... Postal Address Telephone Numbers..... Fax Number E-mail Address
1.4	Nature of Business
1.5	Registration Certificate No.
1.6	Maximum value of Business which you can handle at any one time. Kshs Name of your Bankers.....Branch.....
1.7	Confirm credit period extended your to clients
	Part 2 (a) – Sole Proprietor
2a. 1	Your Name in Full Age..... Nationality Country of Origin.....

	Citizen Details.....
	Part 2 (b) – Partnership
2b.1	Given details of partnership as follows:- 2b.2
	Name..... Nationality.....Citizenship Details..... Share.....
	1.....
	2.....
	3.....
	4.....
	Part 2 (C) – Registered Company
2c.1	Private or Public State the Nominal and issued Capital or Company
2c.2	Nominal Kshs Issued Kshs Given details of all Directors as follows:-
2c.3	Name..... Nationality.....Citizenship Details.....,, Share.....
	1.....
	2.....
	3.....
	4.....
	5.....

Part 3 – Eligibility Status

3.1	<p>Does an Employee, Committee Member, Board Member of Unga Holdings sit in The Board of Directors or Management of your Organization, subsidiaries or Joint Venture?</p> <p>Yes.....No.....</p>
3.2	<p>If Answer in ‘3.1’ above is Yes give details</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
3.3	<p>Has your Organization, Subsidiary Joint Venture or Sub-contractor been involved in the past directly or indirectly with a firm or any of its affiliates that have been engaged by Unga Holdings to provide consulting services for preparation of design, specifications and other documents to be used for procurement of the goods under this invitation?</p> <p>Yes.....No.....</p>
3.4	<p>If answer in ‘3.3’ above is Yes give details</p> <p>.....</p> <p>.....</p> <p>.....</p>
3.5	<p>.....</p> <p>Are you under a declaration of ineligibility for corrupt and fraudulent Practices?</p> <p>Yes No.....</p>
3.6	<p>If answer in ‘3.5’ above is Yes give details</p>
3.7	<p>.....</p> <p>.....</p>

Have you offered or given anything of value to influence the analysis process?

YesNo.....

3.8 If answer in '3.7' above is **Yes** give details

.....
.....
.....

I/We Declare that the information given on this form is correct to the best of My/our knowledge.

Date.....Signature of Candidate.....

If a Kenyan citizen, indicate under "citizenship Details," whether by Birth, Naturalization of registration

5.3 Tender deposit commitments 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 strictly vide a banker's cheque for the items tendered for as supported by the attached copies of receipts as follows:-

ITEM 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 PROCUREMENT MANAGER

5.5. TENDER DEPOSIT RECEIPT ACKNOWLEDGEMENT FORM

BIDDERS NAME.....

ADDRESS.....

MOBILE NUMBER.....

VALUE OF BANKERS CHEQUE.....

BANKERS CHEQUE NUMBER.....

BANK ISSUING.....

DATE.....

SUBMITTED BY

NAME

DATE

SIGN.....

RECEIVED BY

NAME

DATE

SIGN