



EWASO NG'IRO NORTH DEVELOPMENT AUTHORITY

TENDER NO: ENNDA/SUP/DS 001/2022/2023

FINANCIAL YEAR 2022-2023

DISPOSAL OF USED MOTOR VEHICLES

The Managing Director
P O Box 203-60300, Isiolo, Kenya
Tel. +254 2071391
Email: info@ennda.go.ke; md@ennda.go.ke

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TENDER DOCUMENTS FOR DISPOSAL

1) Name: **Ewaso Ng'iro North Development Authority**
P.O. Box 203-60300, Isiolo.
Email address: info@ennda.go.ke / md@ennda.go.ke
Website: www.ennda.go.ke

(2) Invitation to Tender (ITT) No. ENNDA/SUP/DS 001/2022/2023

(3) Tenderer's Name.....
.....

INVITATION TO TENDER

EWASO NG'IRO NORTH DEVELOPMENT AUTHORITY

HOSPITAL ROAD, ISIOLO.

P. O. BOX 203 – 60300,

ISIOLO

Website: www.ennda.go.ke

CONTRACT NAME AND DESCRIPTION: **Disposal of Used Motor Vehicles**

1. The Ewaso Ng'iro North Development Authority now invites sealed tenders from eligible candidates to purchase (*used motor vehicles*).
2. Interested eligible candidates may obtain further information at the address provided below. Items will be sold on the basis of "AS IS WHERE IS BASIS", without any encumbrances.
3. Interested tenderers may inspect the goods to be sold during office hours *0900 to 1600 hours* at the address given below.
4. Tenderers will be required to pay in advance a refundable deposit as indicated in the Appendix to Instructions to tenderers.
5. Completed tenders must be delivered to the address below on *or before 5th June 2023 at 10.00am EAT*. *Only Electronic Tenders will be accepted*
Completed tender documents must be submitted physically in a sealed envelope with the vehicle's details addressed to the following:

EWASO NG'IRO NORTH DEVELOPMENT AUTHORITY

HOSPITAL ROAD, ISIOLO.

P. O. BOX 203 – 60300,

ISIOLO. On or before 5th June 2023 at 10.00am EAT

6. Prices quoted should be net, must be in Kenya Shillings and shall remain valid for the period to be determined by the Procuring Entity from the closing date of the tender.
7. Tenders will be opened immediately after the deadline date and time specified above or any deadline date and time specified later. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address below.

8. Late tenders will automatically be locked out by the system.
9. The addresses referred to above are:

A. Address for obtaining further information, and for inspecting the goods to be sold.

Manager, Supply Chain
Management

Ewaso Ng'iro North
Development Authority

P. O Box 203 – 60300

ISIOLO

E-mail address info@ennda.go.ke
[/ procurement@ennda.go.ke](mailto:procurement@ennda.go.ke)

**TELEPHONE:064-5352002/
064-5352507/08**

- (1) Physical address for hand Courier Delivery to an office or Tender Box (City, Street Name, Building, Floor Number and Room)

**EWASO NG'IRO NORTH DEVELOPMENT AUTHORITY
HOSPITAL ROAD, ISIOLO.
P. O. BOX 203 – 60300,
ISIOLO
TELEPHONE: 064-5352002/5352507/08**

- (2) In case of any queries contact
Manager, Supply Chain
Management,

Abdikadir Mohamed Ali
Tel: 0720977565

B. Address for Submission of Tenders.

Ewaso Ng'iro North Development Authority

Completed tender documents must be submitted physically in a sealed envelope with the vehicle's details addressed to the following:

EWASO NG'IRO NORTH DEVELOPMENT AUTHORITY

HOSPITAL ROAD, ISIOLO.

P. O. BOX 203 – 60300,

ISIOLO. on or before 5th June 2023 at 10.00am EAT

(1) Physical address for hand Courier Delivery to an office or Tender Box (City, Street Name, Building, Floor Number and Room)

**EWASO NG'IRO NORTH DEVELOPMENT AUTHORITY
HOSPITAL ROAD, ISIOLO.
P.O. BOX 203 – 60300,
ISIOLO.**

C. Address for Opening of Tenders.

Ewaso Ng'iro North Development Authority
Address: ENNDA Boardroom, ENNDA HQRS,
Hospital Road, Isiolo.

Name: ABDIKADIR MOHAMED ALI

Designation: MANAGER, SUPPLY CHAIN MANAGEMENT

SECTION I - INSTRUCTIONS TO TENDERERS

1 Eligible Tenderers

- 1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Appendix to instructions to tenderers.
- 1.2 Tenderers shall be under a declaration of ineligibility for corrupt or fraudulent practices
- 1.3 The Procuring Entity's employees, committee members, board members and their Spouses, Child, Parent, Brothers or Sister. Child, Parent, Brother or Sister of a Spouse are not eligible to participate in the tender unless where specifically allowed under section 131 of the Act.
- 1.4 A Kenyan tenderer shall provide evidence of having fulfilled his/her tax obligations by producing a valid tax compliance certificate or tax exemption certificate issued by the Kenya Revenue Authority.

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 Procuring Entity shall allow the tenderer to review the tender document and the goods to be sold free of charge before tendering.

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 prices,
- 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

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 two (2) 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.

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.

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.

5 Amendment of Documents

5.1 At any time prior to the deadline for submission of tenders, the Procuring Entity, may for any reasons, whether at its own initiative or in response to a clarification requested by a prospective tenderer, 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, to the Bank account indicated in Section III - Schedule of Items and Prices

7.2 Failure to put the required deposit for any item tendered for will lead to disqualification of the tender for that item.

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

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

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 tender price.

8 Validity of Tenders

8.1 Tenders shall remain valid for **182 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 there to 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.

9. Viewing of Tender Items

9.1 Prospective tenderers are advised to view the items to be sold before tendering. This will enable them to arrive at the most reasonable and competitive tenders. Vehicles are based on **“AS WHERE IT IS AND THE CONDITION IT IS IN” BASIS** and the conditions of the items are not guaranteed or warranted by the seller.

Sealing and Marking of Tenders

10.1 The Tenderer shall deliver the Tender in a single, sealed envelope bearing the name and Reference number of the Tender, addressed to the Procuring Entity and a warning not to open before the time and date for Tender opening date. Within the single outer envelope, the Tenderer shall place another sealed envelope containing the list of and prices of the items tendered for and addressed as follows.

- a) Bear the name and address (including telephone number and email) of the Tenderer;
- b) Bear the name and Reference number of the Tender;
- c) Bear the name and address of the Procuring Entity; and
- d) Attach a payment slip or certified banking details from a bank, warranting the deposit payment made for the items tendered for.

10.2 If all envelopes are not sealed and marked as required, the *Procuring Entity* will assume no responsibility for the misplacement or premature opening of the Tender, or failure to contact the tenderer in case of advice on the status of the tender or refund of deposit. Tenders that are misplaced or opened prematurely will not be accepted.

Deadline for Submission of Tenders

Tenders must be received by the Procuring Entity at the address specified not later than **(5th June 2023 at 10.30am EAT)**.

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. Modification of tenders

12.1 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.

12.2 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 or email but followed by a signed confirmation copy, post marked not later than the deadline for submission of tenders.

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

13 Withdrawals and tenders

13.1 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

14 Opening of Tenders

14.1 The Procuring Entity will open all tenders in the presence of tenderers' representatives who choose to attend at **ENNDA Headquarters on Monday 5th June 023 at 10:00AM EAT** and in the location specified in the invitation to tender. The tenderers or representatives who are present shall sign a register evidencing their attendance.

14.2 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.

14.3 The Procuring Entity will prepare minutes of the tender opening.

15 Clarification of tenders

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

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

16 Evaluation and Comparison of Tenders

16.1 The Procuring Entity will examine the tenders to determine whether they are complete, whether the tenderer has fulfilled the eligibility criteria, 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.

16.2 Provided that the Tender is substantially responsive, the Procuring Entity shall handle errors on the following basis:

- a) Any error detected if considered a major deviation that affects the substance of the tender, shall lead to disqualification of the tender as non-responsive.
- b) Any errors in the submitted tender arising from a miscalculation of unit price, quantity, subtotal and total bid price shall be considered as a major deviation that affects the substance of the tender and shall lead to disqualification of the tender as non-responsive .and
- c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.

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

16.4 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

17.1 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 tendered price, subject to the reserve price.

17 Notification of Intention to enter into a Contract/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 Canvassing/Contacting the Procuring Entity

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.

18.3 Collection of Items

Before release of the items purchased and paid for, the Tenderer shall present the following documents: - a) The original receipt of payment of the Tender Deposit.

- b) The original receipt of payment of the balance of the Purchase Price

- c) The Letter of Notification of Award
- d) ENNDA original release letter/Gate pass signed by an authorized person, where applicable e)
Any other document required

18.4 ***Collection Period and Storage Charges***

The Purchaser shall be required to collect the items they have paid for within the prescribed period as indicated in the Special Conditions of Contract after making the required payment.

ENNDA shall charge storage charges from the Purchaser for failure to collect the items they have paid for within the prescribed period. The storage charges are as indicated in the Special Conditions of Contract.

Transfer of Vehicles

18.5 The awarded bidder will be responsible for reregistration of the used motor Vehicle(s) with NTSA

APPENDIX TO INSTRUCTION TO TENDERERS

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
ITT 1.1	<p>This is an open Tender.</p> <p>The name of the contract is Disposal of Used Motor Vehicles</p> <p>The reference number of the Contract is ENNDA/SUP/DS 001/2022/2023</p>
9.1	<p>Viewing of Tender Items</p> <p>Prospective tenders are advised to view the items to be sold before tendering. This will enable them to arrive at the most reasonable and competitive tenders. Tenders are based on “AS WHERE IT IS AND THE CONDITION IT IS IN” and the conditions of the items are not guaranteed or warranted by the seller. Viewing Certificate duly filled and stamped will be issued by ENNDA Stores Officer in Charge</p>
9.2	<p>Viewing will be done from 24th to 26th May 2023. Viewing certificate must be signed and stamped by a Supply Chain Officer in Charge of Stores in ENNDA.</p>
ITT4.1	<p>Address where to send enquiries: The Tenderer will submit any request for clarifications in writing at the Address: procurement@ennda.go.ke to reach the Procuring Entity not later than 7 days before the closing date The Procuring Entity shall publish its response on the website: www.ennda.go.ke</p>
ITT5.2	<p>The Procuring Entity shall publish its response to clarification on the website: www.ennda.go.ke</p>

10.1 and 14.1	<p>Sealing and Marking of Tenders</p> <p>Hard copies of tender documents will be submitted to:</p> <p>EWASO NG'IRO NORTH DEVELOPMENT AUTHORITY HOSPITAL ROAD, ISIOLO. P.O. BOX 203 – 60300, ISIOLO.</p> <p>The deadline for Tender submission is: Date: 5th June 2023 at 10:00 A.M Time: 10:00AM EAT</p>
ITT7.1	<p>The tenderer shall put a deposit of 10% for every vehicle tendered for by means of bankers' cheque in favour of Ewaso Ng'iro North Development Authority</p>
ITT10.1	<p>For <u>Tender submission purposes</u> only, the Procuring Entity's address is:</p> <p>Ewaso Ng'iro North Development Authority ENNDA HQRS Boardroom, Hospital road, ISIOLO.</p>
18.3	<p><i>Collection of Items</i></p> <p>Before release of the items purchased and paid for, the Tenderer shall present the following documents: -</p> <ul style="list-style-type: none"> f) The original receipt of payment of the Tender Deposit. g) The original receipt of payment of the balance of the Purchase Price h) The Letter of Notification of Award i) ENNDA original release letter/Gate pass signed by an authorized person, where applicable j) Any other document required

18.4	<p><i>Collection Period and Storage Charges</i></p> <p>ENNDA shall charge storage charges from the Purchaser for failure to collect the items they have paid for within the prescribed period. The storage charges are as indicated in the Special Conditions of Contract. Kshs 1,000 storage charges will be charged per month.</p> <p>Items not collected within one month after award will be disposed of as per the provisions of PPADA 2015 and PPADR2020.</p>
18.5	<p><i>Transfer of Vehicles</i></p> <p><i>The awarded bidder will be responsible for reregistration of the used motor Vehicle(s) with NTSA.</i></p>

EVALUATION CRITERIA

NO.	CRITERIA	BIDDER NAME Complied/Not complied
1	Copy of Certificate of Incorporation/Registration Certificate or National Identification card for individual bidders	
2	Copy of a Valid KRA Tax Compliance Certificate. These will be verified using the online KRA Tax Compliance Checker.	
3	CR 12 Form for Companies. Sole Proprietors are exempt from this requirement.	
4	Duly filled, signed and stamped Self Declaration that the person/tenderer is not debarred in the matter of the public procurement and asset disposal act. – SD 1 form.	
5	Duly filled, signed and stamped Self Declaration that the person/tenderer will not engage in any corrupt or fraudulent practice. – SD 2 Form	
6	Original Tender Deposit Banker's Cheque of 10% for the total bid amount must be included in the tender documents to be dropped at the Tender Box situated at ENNDA HQRS on or before 5th June 2023 at 10:00 A.M	
7	Duly filled and signed and stamped form of tender with prices inclusive of all taxes.	
8	Viewing Certificate issued by a Stores Officer.	
9	Duly filled, signed and stamped Confidential Business Questionnaire form	

10	Duly filled Certificate of Independent Tender Determination form	
11	Duly filled Declaration and commitment to the Code of Ethics form	
12	Power of Attorney signed and stamped by a Commissioner for Oaths. The person lawfully authorized by the Power of Attorney shall sign all forms and documents in the tender. A power of Attorney shall not be required where the bidder is a sole-proprietor or the only shareholder/director of a company.	

SECTION II - SCHEDULE OF ITEMS AND RESERVE PRICES

SCHEDULE OF ITEMS AND PRICES

NO.	REG.NO.	Description of Item	LOCATION	YEAR OF MANUFACTURE	ORIGIN VALUE	STATE WHETHER UNSERVICEABLE	RESERVE PRICE	Total Tender Price in Kes	Required Deposit-10%
1.	KBN 580E	ISUZU Water Boozer	Isiolo	2010	9,800,000	Unserviceable	1,300,000.00		
2.	GKA 775Q	NISSAN UD mobile	Isiolo	2008					
3.	KCH 351Q	FARM TRACTOR	Isiolo	2010	9,800,000	Unserviceable	540,000.00		
4.	KCH 333Q	FARM TRACTOR	ISIOLO	2010	9,800,000	Unserviceable	670,000.00		
5.	KAW 994Z	NISSAN PATROL	ISIOLO	2007	4,000,000	Unserviceable	128,000.00		
6.	KAW 887Z	NISSAN PATROL	ISIOLO	2007	4,000,000	Unserviceable	200,000.00		

The Deposit(s) have been made to the Account as detailed below (details to be completed by the Procuring Entity).

Name of Account Holder _____

Name of the Bank _____ Branch Name ___ and City _____

Account Number _____

Code SWIFT _____

Sort code _____

Banking correspondent (If any) _____

Name of Tenderer _____

Name of Authorized official _____

Signature _____

Date _____

SECTION III - CONDITIONS OF TENDER

- 1.1 A tenderer may tender for each item or each lot and may tender for as many items or lots she/she wishes.
- 1.2 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.
- 1.3 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.
- 1.4 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.
- 1.5 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.
- 1.6 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.

SECTION IV - STANDARD FORMS

Date:.....

Tender No.....

1. Form of Tender

To:

.....

... [Name and address of Procuring Entity]

Gentlemen and/or Ladies:

1. Having examined the tender documents including addenda and having examined the items on sale, 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 Items and Prices attached here with 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 adhere by the tender price 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 _____

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.

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 License
No.....Expiring date.....
Maximum value of business which you can handle at any one time
Kenya shillings..... (In
words).....
Name of your BankersBranch.....

Part 2 (a) – Sole Proprietor or Individual

Your Name in fullAge

Nationality.....Country of origin

Citizenship details (*ID and or Passport Number*).....

Name and

Signature.....

Part 2 (b) Partnership

Given details of partners as follows:

Name	Nationality	Citizenship Details	Shares
1.			

.....2
.
.....3
.

[Name, Designation and Signature of Tenders Representative in the Company] Name

Designation.....

Signature and Company stamp or

Seal.....

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.			
ETC			

[Name, Designation and Signature of Tenders Representative in the
Company]Name

Designation

Signature and Company stamp or

Seal.....

Date

6. 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.	Item Description	Deposit (Kshs.)	Cheque No. and Date
1			
2			
3			
4			
5			

Authorizing Official _____
(Name)

Designation _____

(Signature)

(Date)

SELF-DECLARATION FORMS

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 Post Office 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 here in above is true to the best of my knowledge, information and belief.

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

Bidder's Official Stamp

FORM SD2

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/PrincipalOfficer/Director of... *(Insert name of the Company)* who is a Bidder
2. 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.
3. 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.
4. 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)*.
5. THAT the aforesaid Bidder will not engage/has not engaged in any corrosive practice with other bidders participating in the subject tender
6. THAT what is deponed to here in above is true to the best of my knowledge information and belief.

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

Bidder's Official Stamp

DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I..... (person) on behalf of *(Name of the Business/ Company/Firm)*..... declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act, 2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal Activities in Kenya and my responsibilities under the Code.

I do here by commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of Authorized

signatory.....

Sign.....

Position.....

Office

Address.....Telephone.....

E-mail.....

Name of the

Firm/Company.....Date.....

(Company Seal/ Rubber Stamp where applicable)

Witness

Name.....

Sign..... Date.....

LETTER OF NOTIFICATION OF AWARD

*[Letter head paper of the
ProcuringEntity] [Date]*

To: *[name and address of the Contractor]* This is to notify you that your Tender dated *[date]* for the purchase of the items and at prices listed on the table below is here by accepted by..... *(Name of Procuring Entity)*.

Please acknowledge receipt of this letter of notification by signing the attached copy and returning it to us within 14 days of the issue of the notification to signify your acceptance of this award. Your signing the attached copy will constitute a contract between us and yourselves for sale of the said items.

On signature of the copy of the letter of notification, you are required to pay the balance of the tender price within 14 days and collect the items.

In connection with this award, you may contact the Officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

Authorized
Signature:.....

Name and Title of
Signatory:.....

Name of Procuring
Entity.....

COPY OF THE LETTER OF NOTIFICATION OF AWARD

(To be signed by the Purchaser)

*[Letterhead paper of the
ProcuringEntity] [Date]*

To: *[name and address of the Purchaser]*

This is to notify you that your Tender dated *[date]* for the purchase of the items and at prices listed on the table below is hereby accepted by... *(name of Procuring Entity)*.

Please acknowledge receipt of this letter of notification by signing the attached copy and returning it to us within 14 days of the issue of the notification to signify your acceptance of this award. Your signing the attached copy will constitute a contract between us and yourselves for sale of the said items.

On signature of the copy of the letter of notification, you are required to pay the balance of the tender price within 14 days and collect the items.

In connection with this award, you may contact the Officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

Authorized

Signature:.....

Name and Title of

Signatory:.....

Name of Procuring

Entity:.....

Officer(s) to be contacted

Name of Officer _____

Postal Address _____ Telephone Number _____ email Address _____

Physical Address (City, Street, Building, Floor number and room number)

SIGNED BY THE PURCHASER

I/we, the undersigned accept the award and will execute the sale of the items as per conditions of the award. We understand that the award will remain cancelled and no deposits will be refunded if we do not: a) Return this letter signed within 14 days; or

- b) Pay the balance of the tender amount within fourteen (14) days after notification of the award.

We further understand that if we do not collect the items we have paid for within fourteen (14) days after making the payment, you charge storage charges at rates to be determined by yourselves.

Name of Purchaser

Authorized Signature: _____ Date _____

Name and Title of Signatory

VIEWING CERTIFICATE

VIEWING OF ITEMS –SCHEDULE FOR TENDER NO.

ENNDA/SUP/DS 001/2022/2023– Tender Disposal of Used Motor Vehicles

ENNDA Procurement Officer, Sign and Stamp the form after Tenderer views items in the respective location:

NO.	STORE	NAME OF THE STORES INCHARGE OR ASSISTANT	SIGN	STAMP	DATE
1.					

We confirm that we have viewed **ALL** the Unserviceable vehicles on Tender No. **ENNDA/SUP/DS 001/2022/2023** are at the Locations indicated:

TENDERER'S NAME

SIGN & STAMP

DATE

FORM NO. 8 BENEFICIAL OWNERSHIP DISCLOSURE FORM

(Amended and issued pursuant to PPRA CIRCULAR No. 02/2022)

INSTRUCTIONS TO TENDERERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM

This Beneficial Ownership Disclosure Form ("Form") is to be completed by the successful tenderer pursuant to Regulation 13 (2A) and 13 (6) of the Companies (Beneficial Ownership Information) Regulations, 2020. In case of joint venture, the tenderer must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission. For the purposes of this Form, a Beneficial Owner of a Tenderer is any natural person who ultimately owns or controls the legal person (tenderer) or arrangements or a natural person on whose behalf a transaction is conducted, and includes those persons who exercise ultimate effective control over a legal person (Tenderer) or arrangement.

Tender Reference No.: _____ [*insert identification no*]

Name of the Tender Title/Description: _____ [*insert name of the assignment*]
to: _____ [*insert complete name of Procuring Entity*]

In response to the requirement in your notification of award dated [*insert date of notification of award*] to furnish additional information on beneficial ownership: [*select one option as applicable and delete the options that are not applicable*]

1) We here by provide the following beneficial ownership information.

Details of beneficial ownership

	Details of all Beneficial Owners	% of shares a person holds in the company Directly or indirectly	% of voting rights a person holds in the company	Whether remove directors of the company or an equivalent governing body of the Tenderer (Yes / No)	Whether				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Full Name</td> <td style="width: 50%;"></td> </tr> <tr> <td>National identity card number or Passport</td> <td></td> </tr> </table>	Full Name		National identity card number or Passport		Directly-- -----% of shares	Directly.....	1. Having the right to appoint a majority of the board of the directors or	1. Exercises significant influence or control over
Full Name									
National identity card number or Passport									

Details of all Beneficial Owners		% shares	% of voting rights a person holds in the company	Whether remove directors of the company or an equivalent governing body of the Tenderer (Yes / No)	Whether a person directly or indirectly exercises significant influence or control over the Company (tenderer) (Yes /No)
number		Indirectly- ----- % of shares% of voting rights Indirectly--- -- -----% of voting rights	an equivalent governing body of the Tenderer: Yes -- ---No---- 2. Is this right held directly or indirectly?: Direct..... ... Indirect.....	the Company body of the Company (tenderer) Yes -----No---- 2. Is this influence or control exercised directly or indirectly? Direct..... Indirect..... ...
Personal Identification Number (where applicable)					
Nationality					
Date of birth [dd/mm/yyyy]					
Postal addresses					
Residential address					
Telephone number					
Email addresses					
Occupation or profession					
Full Name		Directly	Directly..... -----% of voting rights	1. Having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer: Yes -- ---No---- 2. Is this right held directly or	1. Exercises significant influence or control over the Company body of the Company (tenderer) Yes -----No-- -- 2. Is this influence or
National identity card number or Passport number		-- ----- % of shares	Indirectly..... -----% of		
Personal Identification Number (where applicable)		Indirect			

Nationality(ies)		ly- -----		indirectly?:	control exercised directly or indirectly?
Date of birth	o	% of shares		Direct..... ...	

	Details of all Beneficial Owners	% of shares a person holds in the company Directly or indirectly	% of voting rights a person holds in the company	Whether a person directly or indirectly holds a right to appoint or remove a member of the board of directors of the company or an equivalent governing body of the Tenderer (Yes / No)	Whether a person directly or indirectly exercises significant influence or control over the Company (tenderer) (Yes /No)												
	<table border="1"> <tr> <td data-bbox="108 775 368 846">[dd/mm/yy yy]</td> <td data-bbox="368 775 446 846"></td> </tr> <tr> <td data-bbox="108 846 368 965">Postal addresses</td> <td data-bbox="368 846 446 965"></td> </tr> <tr> <td data-bbox="108 965 368 1048">Residential address</td> <td data-bbox="368 965 446 1048"></td> </tr> <tr> <td data-bbox="108 1048 368 1137">Telephone number</td> <td data-bbox="368 1048 446 1137"></td> </tr> <tr> <td data-bbox="108 1137 368 1256">Email addresses</td> <td data-bbox="368 1137 446 1256"></td> </tr> <tr> <td data-bbox="108 1256 368 1375">Occupation or profession</td> <td data-bbox="368 1256 446 1375"></td> </tr> </table>	[dd/mm/yy yy]		Postal addresses		Residential address		Telephone number		Email addresses		Occupation or profession			voting rights	Indirect.....	Direct..... Indirect.....
[dd/mm/yy yy]																	
Postal addresses																	
Residential address																	
Telephone number																	
Email addresses																	
Occupation or profession																	

II) Am fully aware that beneficial ownership information above shall be reported to the Public Procurement Regulatory Authority together with other details in relation to contract awards and shall be maintained in the Government Portal, published and made publicly available pursuant to Regulation 13(5) of the Companies (Beneficial Ownership Information) Regulations, 2020. (Notwithstanding this paragraph Personally Identifiable Information in line with the Data Protection Act shall not be published or made public). *Note that Personally Identifiable Information (PII) is defined as any information that can be used to distinguish one person from another and can be used to deanonymize previously anonymous data. This information includes National identity card number or Passport number, Personal Identification Number, Date of birth, Residential address, email address and Telephone number.*

III) In determining who meets the threshold of who a beneficial owner is, the Tenderer must consider a natural person who in relation to the company:

(a) holds at least ten percent of the issued shares in the company either directly or indirectly;

(b) exercises at least ten percent of the voting rights in the company either directly or indirectly;

(c) holds a right, directly or indirectly, to appoint or remove a director of the company; or

(d) Exercises significant influence or control, directly or indirectly, over the company.

IV) What is stated to herein above is true to the best of my knowledge, information and belief.

*Name of the Tenderer: *[insert complete name of the Tenderer]_____*

*Name of the person duly authorized to sign the Tender on behalf of the Tenderer: ** [insert complete name of
person duly authorized to sign the Tender]*

*Designation of the person signing the Tender:.....[insert complete title of the person signing the
Tender]*

*Signature of the person named above..... [insert signature of person whose name and capacity are
shown*

above]

Date this [insert date of signing] day of.[Insert month], [insert year]

Bidder Official Stamp