

**NAKURU COUNTY GOVERNMENT**



**DEPARTMENT OF HEALTH SERVICES**

**TENDER NO: NCG/MOH/PGH/T/24/2018-2020**

**DISPOSAL OF IDLE AND UNSERVICEABLE ASSETS**

**CLOSING DATE: 17<sup>TH</sup> OCTOBER 2018**

**THE COUNTY SECRETARY**

**NAKURU COUNTY GOVERNMENT - MINISTRY OF HEALTH**

**P.O. BOX 2860 NAKURU.**

**F/Y 2018-2020**

## **TABLE OF CONTENTS**

### **PAGE**

INTRODUCTION .....	3
SECTION I INVITATION TO TENDER.....	4
SECTION II : INSTRUCTIONS TO TENDERERS.....	5
Appendix to Instructions to tenderers.....	12
SECTION III : SCHEDULE OF ITEMS AND PRICE.....	14
SECTION IV : CONDITIONS OF TENDER.....	16
Appendix to Conditions of Tender.....	17
SECTION V : STANDARD FORMS.....	19
5.1 FORM OF TENDER.....	20
5.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM.....	21
5.3 TENDER COMMITMENT DECLARATION FORM.....	22

## **Introduction**

1.1 This Standard Tender Document has been prepared for use by public entities in Kenya

1.2 The following general directions should be observed when using the document.

(a) Specific details should be furnished in the Invitation to Tender and in the special conditions of contract. The final documents to be provided to the tenderers should not have blank spaces or give options

(b) The Instructions to Tenderers and the general conditions of contract should remain unchanged. Any necessary amendments to these parts should be made through the special conditions of contract and the appendix to instructions to tenderers.

1.3 (a) Information contained in the Invitation to Tender shall conform the data and information in the tender documents to enable potential tenderers to decide whether or not to participate and shall indicate any important tender requirements.

(b) The Invitation to tender shall be issued as an advertisement in accordance with the regulations or a letter of invitation addressed to tenderers who have expressed interest following the invitation for expression of interest for which the invitation is issued.

**SECTION II – INSTRUCTIONS TO TENDERERS**  
**TABLE OF CLAUSES**

Page		
2.1	Eligible tenderers.....	6
2.2	Eligible goods.....	6
2.3	Cost of tendering.....	6
2.4	Contents of Tender document.....	7
2.5	Clarification of documents.....	7
2.6	Amendment of documents.....	8
2.7	Language of tender.....	8
2.8	Documents comprising the tender.....	8
2.9	Tender forms.....	9
2.10	Tender prices.....	9
2.11	Tender currencies.....	9
2.12	Tenderers eligibility and qualifications.....	10
2.13	Goods’ eligibility and conformity to tender documents.....	10
2.14	Tender security.....	11
2.15	Validity of tenders.....	12
2.16	Format and signing of tenders.....	13
2.17	Sealing and marking of tenders.....	13
2.18	Deadline for submission of tender .....	14
2.19	Modification and withdrawal of tenders.....	14
2.20	Opening of tenders.....	15
2.21	Clarification of tenders.....	15
2.22	Preliminary examination.....	15
2.23	Conversion to single currency.....	16
2.24	Evaluation and comparison of tenders.....	16
2.25	Contacting the procuring entity.....	17
2.26	Award of contract.....	17
(a)	Post qualification.....	17
(b)	Award criteria.....	17
(c)	Procuring entity’s right to vary quantities....	18
(d)	Procuring entity’s right to accept or Reject any or all tenders .....	18
2.27	Notification of award.....	18
2.28	Signing of contract.....	18
2.29	Performance security.....	19
2.30	Corrupt or fraudulent practices.....	19

## **SECTION II - INSTRUCTIONS TO TENDERERS**

### **2.1 Eligible Tenderers**

2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Invitation to Tender. Successful tenderers shall complete the supply of goods by the intended completion date specified in the Schedule of Requirements Section VI.

2.1.2 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.

2.1.3 Tenderers shall provide the qualification information statement that the tenderer (including all members of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this Invitation for tenders.

2.1.4 Tenderers shall not be under a declaration of ineligibility for corrupt and fraudulent practices.

Tender document to be obtained from the county government of Nakuru website- [www.nakuru.go.ke](http://www.nakuru.go.ke) for free.

Duly completed tenders, marked with "tender number" should be submitted and dropped at the county headquarters Tender box so as to be received on or before 17<sup>TH</sup> OCTOBER 2018. Addressed to:-

**The Medical Superintendent  
Rift Valley Provincial General Hospital  
P O Box 71  
"NAKURU"**

## **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 tender document shall be downloaded for free in the county website [www.nakuru.go.ke](http://www.nakuru.go.ke)

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 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 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 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.

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 (*Wednesday 17<sup>th</sup> October, 2018 10:00a.m.*).

## **2.11 Deadline for Submission of Tenders**

2.11.1. Tenders must be received by the Procuring entity at the address specified not later than ..... (*Wednesday 17<sup>th</sup> October, 2018 10:0a.m.*)

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.**

**Notes on the appendix to the Instructions to Tenderers.**

1. The Appendix to Instructions to tenderers is intended to assist the procuring entity in providing specific information in relation to the corresponding clauses in the instructions to tenderers included in Section II and the appendix has to be prepared for each specific tender.
2. The procuring entity should specify in the appendix, information and requirements specific to the circumstances of the procuring entity, the procuring of the tender, the nature of items being sold and the evaluation criteria that will apply to the tender.
- 3 In preparing the appendix, the following aspects should be taken into consideration:
  - (a) the information that specifies and complements provisions of Section II to be incorporated
  - (b) amendments and or supplements if any, to provisions of Section II as necessitated by the circumstances of specific items to be also incorporated.
- 4 Section II should remain unchanged and can only be amended through the appendix.

**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.

Instruction to Tenderers Reference	<i>Particulars of appendix to Instructions to tenderers</i>
2.1.1	<i>Indicate eligible tenderers</i>
2.8.1	<i>Indicate tender validity</i>

## **SECTION III - SCHEDULE OF ITEMS AND PRICES**

### **Notes on schedule of Items and Prices**

1. The procuring entity will prepare the schedule of items being sold, marking each item with a unique number. Where items are to be sold as a lot, the lots must be clearly indicated in the schedule.
  
2. The schedule of items and prices will include a column for the deposit to be paid by the tenderer for the item and lot. The deposit amount should be indicated by the procuring entity.

### SECTION III - SCHEDULE OF TERMS AND PRICES

S/No.	ITEM DESCRIPTION	UNIT OF ISSUE	TOTAL QUANTITY	UNIT PRICE	TOTAL TENDER PRICE KSHS	REQUIRED DEPOSIT KSHS	LOT NO.
<b>X-RAY DEPARTMENT</b>							
1	MOBILE X-RAY(PRACTIX 30-PHILIPS)	NO.	2				13
2	C-ARM X-RAY-SIEMENS	NO.	2				14
3	MOBILE X-RAY	NO.	1				15
4	COMPUTER MONITOR	NO.	1				16
5	FLOUROSCOPY MONITOR	NO.	3				17
6	DENTAL X-RAY	NO.	4				18
7	HOPPER	NO.	1				63
8	HIGH TENSION TRANSFORMER	NO.	1				24
9	CABINET DRYERS	NO.	1				23
10	DUAL DIAGNOST X-RAY M/C COMPLETE	NO.	1				25
11	X-RAY TUBE UNDERCOUGH	NO.	1				26
12	OVER COUGH TUBE	NO.	1				63

13	TYPE WRITER	NO.	1				27
14	X-RAY POWER CONTROL PANEL M40 CP	NO.	1				63
15	C-arm	NO.	1				19
16	GENERAL X-RAY COMPLETE(PHILIPS)	NO.	1				20
17	MOBILE X-RAY (PRACTIX 100)-PHILIPS	NO.	1				21
18	Practix 30						22
	<b>DENTAL UNIT</b>						
1	MECHANICAL DENTAL CHAIR	NO.	1				1
2	Refrigrator anon	NO.					3
3	TABLE TOP AUTOCLOVE- TUTTNUER 3140	NO.	1				(7)
4	AIR COMPRESSORS	NO.	2				004/002
5	SCALER MACHINE(WOOD BECKER)	NO.	2				005/006
6	COMPRESSOR HOUSING	NO.	1				8
7	KAVO SUSPENSION MOTOR COMPLETE	NO.	3				9

8	KAVO AIR COPRESSOR	NO.	1				10
9	HORIZONTAL AUTOCLOVE	NO.	1				12
10	OIL FREE COPMRESSOR(PLANT)	NO.	1				11
	<b>HUMAN RESOURCE</b>						
1	Franking machine	NO.	1				51
2	Computer monitor	NO.	1				52
3	Adding machine mannual	NO.	1				63
4	Electrical type writer	NO.	1				54
5	Peugeot 505 saloon (GK P618)	NO.	1				103
6	Nissan premier saloon(GK A428B)	NO.	1				104
7	Steel CCC cabinet	NO.	1				63
8	HP Printer	NO.	1				63
9	Toyota land cruiser(GK 811 londiani)		1				102
10	Incubators canopy	NO.	1				63
11	Anaesthetic machine boyles	NO.	3				59
12	Chairs	NO.	2				67
13	Toyota land cruiser (GK V 668)	NO.	1				68
14	Photocopy machine						53
	<b>WAREHOUSE</b>	NO.					



1	Lawn mower	NO.	1				55
2	Worn out tyres	NO.	4				
3	Photocopy machine	NO.	1				57
4	Water pump	NO.	1				58
5	Anaesthetic machine	NO.	1				60
	<b>KITCHEN/LAUNDRY</b>						
1	Steam Boilers	NO.	8				43
2	Plastic tank	NO.	1				42
3	Incinerator scrap	KGS	1				49
4	Asbestos	NO.	assorted				
5	Celling boards	NO.	40				37
6	Beds	NO.	43				38
7	Washing machine	NO.	1				36
8	Medical cartons	NO.	36				63
9	Weighing scale	NO.	1				28
10	Cabinets	NO.	3				29
11	Beds heavy duty	PCS	8				63
12	Flash doors	PCS	7				40
13	Door grill	PCS	7				41
14	Metalic carbinets	PCS	4				50
	<b>HDU</b>						
1	Assorted Medical Kit	NO.	1				63

2	Anaesthetic Machine	NO.	1				63
	<b>LAUNDRY</b>						
1	Suragts syringes	NO.	1				63
2	Locker	NO.	4				30
3	Cool Box	NO.	1				63
4	Steam Pipes	NO.	1				63
5	X-Ray Machine	NO.	1				32
6	OPG Machine	NO.	1				31
7	Assorted Milesteam window frames	NO.	9				33
8	Dialysis Machine	NO.	1				63
9	Assorted Medical Equipments	KGS	Assorted				34
10	Vertical st	NO.	1				63
11	PBX Communication Equipmwns	NO.	1				35
12	Assorted fridges	NO.	7				44
13	Autoclaves	NO.	1				45
14	Theatre Table	NO.	1				63
15	Dental Chair	NO.	1				46
16	Grilled Windows	NO.	6				63
17	Steam Boilers	NO.	4				63
18	Clay Tiles	NO.	Assorted				
19	Worn out tires	NO.	Assorted				66

20	Scrap metal	KGS	Assorted				47
21	Plastic linnen trolley	NO.	1				48
22	Assorted scrap metals	KGS	Assorted				63
<b>BIO MED UNIT</b>							
1	Steam Water Tank	NO.	1				
2	Glass Louvers	NO.	Assorted				68
3	Theater Battries	NO.	6				63
4	Patient trolley	NO.	8				64
<b>WARD 8</b>							
1	T.V Sony	NO.	1				63

Authorized \_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**N.B Bidders should deposit Ksh 5,000 (Five thousand only) for each item to**

**Mpesa Account**

**Paybill no 579760**

**Account – Disposal                      or**

**Provincial General Hospital**

**Account number 01001089797100**

**National bank**

## **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 of Ksh 5,000 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.

4.7 Unsuccessful bidders will be refunded the amount paid to reserve items in full after completion of the disposal process.

## **Appendix to Conditions of Tender**

### **Notes on appendix to Conditions of tender**

1. The clauses in the appendix to conditions of tender are intended to assist the procuring entity in procuring specific information in relation to Corresponding clauses in the conditions of tender.

2. The Provisions of the appendix complement the conditions of tender included in Section IV. In preparing the appendix, the following aspects should be taken into consideration;

(a) Information that complement provisions of Section IV to be Incorporated

(b) Amendments and or supplements to provisions of Section IV, as necessitated by the circumstances of the specific items of sale must also be incorporated.

(c) Section IV should remain unchanged and can only be amended through the appendix.

**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.

Conditions of tender reference	<i>Particulars of the appendix to Conditions tender</i>
4.5	<i>Indicate storage charge</i>

*(Complete as necessary)*

## **SECTION V - STANDARD FORMS**

### **Notes on Standard Forms**

5.1 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**

Date:

Tender No.

To: .....

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

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 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.

.....

.....

2

.....  
.....

3

.....  
.....

4

.....  
.....

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 .....

.....

### 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:-

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

**5.5 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**



