



SALE OF BOARDED ITEMS

TENDER NO. UNES/P/DISPOSAL/002/2017-2018

University of Nairobi Enterprises & Services Limited (UNES) is the Commercial arm of the University of Nairobi charged with responsibility of inculcating entrepreneurial and best business practices to the overall University. The Company provides Institutional and Research Consultancy, Professional Trainings and Product Innovations in several thematic areas. Further, UNES provides Bookstores and Hospitality to the University community and the public at large in addition to the Financial Management of other commercial activities of the University.

UNES invites sealed tenders from eligible candidates for the purchase of the various boarded items from the UNES Headquarters - CESSP Headquarters Arboretum Drive, Off State House Road as listed below:-

TENDER NO.	UNES/P/DISPOSAL/002/2017-2018
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Name of Bidder :

Address:

Tel No.

Email Address

Date

S/ No.	ITEM DESCRIPTION		REF NO/SERIAL NO	QTY	Condition	Reserve Price	BIDDER PRICE
LOT 1 - EXECUTIVE TABLES							
1	EXECUTIVE OFFICE DESK		UNES/ED/01	3	Good	90,000.00	
			UNES/ED/02				
			UNES/ED/03				
LOT 2- OTHER TABLES							
1	WORKING TABLES & WOODEN TABLE		UNES/T/01	8	Old/damaged	40,000.00	
			UNES/T/02				
			UNES/T/03				
			UNES/T/04				
			UNES/T/05				
			UNES/T/06				
			UNES/T/07				
			UNES/T/01	2			
			UNES/T/02				
LOT 3 - CHAIRS							
1	FABRIC VISTORS CHAIR		UNES/V/01	9	Old/damaged	4,000.00	
			UNES/V/02				
			UNES/V/03				
			UNES/V/04				
			UNES/V/05				
			UNES/V/06				
			UNES/V/07				
			UNES/V/08				



			UNES/V/09				
2	VISTORS LEATHER CHAIR METALIC		UNES/MT/01	1	Old/damaged	1,000.00	
3	VELVET OFFICE CHAIR		UNES/VC/01	1	Old/damaged	1,000.00	
	TABLE CHAIR CHAIRS		UNES/TC/01	6	Old/damaged	1,500.00	
4			UNES/TC/02				
			UNES/TC/03				
			UNES/TC/04				
			UNES/TC/05				
			UNES/TC/06				
5	FABRIC OFFICE CHAIRS		UNES/FC/01	3	Old/damaged	1,500.00	
			UNES/FC/02				
			UNES/FC/03				
6	LEATHER OFFICE CHAIRS		UNES/LC/01	14	Old/damaged	15,000.00	
			UNES/LC/02				
			UNES/LC/03				
			UNES/LC/04				
			UNES/LC/05				
			UNES/LC/06				
			UNES/LC/07				
			UNES/LC/08				
			UNES/LC/09				
			UNES/LC/10				
			UNES/LC/11				
			UNES/LC/12				
			UNES/LC/13				
			UNES/LC/14				
7	CASHIER CHAIRS		UNES/CC/01	2	Old/damaged/ broken	1,000.00	



8.	VISITORS CHAIRS(3 IN ONE BENCH)		UNES/V/B/01				
			UNES/CC/02				
LOT 4 - METALLIC TABLES							
1.	METALLIC TABLES WITH WOODEN TOPS		UNES/MT/01	4	Good		
			UNES/MT/02		Good	30,000	
			UNES/MT/03		Good		
			UNES/MT/04		Good		
LOT 5 – ELECTRONICS & OTHER EQUIPMENT							
1.	FRIDGE		UNES/F/01	1	Obsolete	3,000.00	
2.	FAN		UNES/F/01	1	Damaged		
3.	WATER DISPENSER		UNES/WD/01	1	Old/damaged	1,000.00	
4.	TEA URNS		UNES/TU/01	2	Old/damaged	2,000.00	
			UNES/TU/02				
LOT 6 – ICT EQUIPMENT							
1.	PANASONIC PHONES		UNES/PP/01	3	Obsolete	1,000.00	
			UNES/PP/02				
			UNES/PP/03				
2.	HP KEY BOARDS		UNES/KB/01	5	Obsolete	1,000.00	
			UNES/KB/02				



			UNES/KB/03				
			UNES/KB/04				
			UNES/KB/05				
3.	DIGITAL KEYBOARD		UNESDBK/01	1			
4.	DELL KEYBOARD		UNESKBD01	1			
5.	CASHIER REGISTERS		UNES/CR/01	3	Obsolete	6,000.00	
			UNES/CR/02				
			UNES/CR/03				
6.	DELL CPU		3L3RR1J (NO1)	8	Obsolete	24,000.00	
	HP CPU		CZC6202GZN (NO2)				
	HP CPU		CZC6202G1Y(N O3)				
	HP CPU		CZC81751QR (NO4)				
	HP CPU		CZC6202GOQ(N O5)				
	HP CPU		CZC81751Q5(NO 6)				
	HP CPU		NO 7				
	VENTURIS CPU		PC73616743				
7.	EPSON PRINTER (NO 1)		G8GY533100	8	Obsolete	10,000.00	
	EPSON PRINTER (NO2)		G8GY437505				
	EPSON PRINTER (NO3)		CE2Y081413				
	EPSON PRINTER (NO4)		G8GY446367				
	EPSON PRINTER (NO5)		G8GY539271				
	EPSON PRINTER (NO6)		-				
	HP SCANJET 5590 NO 7		UNES/NSK/MG R/FA000120				



	EPSON PRINTER (NO8)		-				
8.	HP MONITOR(NO1)		6CM4071LFC	5	Obsolete	10,000.00	
	ACER MONITOR(NO2)		71604694741				
	HP MONITOR(NO3)		CNC739PF9N				
	HP MONITOR(NO4)		CNC742NNRC				
	COMPAQ MONITOR (NO5)		250BK42LM397				
9.	USED TONERS/SPENT CATRIDGES		-	9	Spent/used	5,000.00	
10.	BATTERIES		-	3	Spent/used	5,000.00	
	AC/DC CONVERTER		-	5	Good		
	<u>LOT 7- OTHER EQUIPMENT</u>						
1.	METALLIC CABINETS		UNES/MC/01	1	Old/damaged	3,000.00	
	METTALIC DISPLAY STAND		UNES/DS/01	3		1,000.00	
	PLASTIC STAND		UNES/PS/01	1		200.00	
	METAL CURTAIN RAILS		UNES/CR/01	3		2,000.00	
	CURTAINS		UNES/C/01	1			
	<u>LOT 8- ASSORTED STATIONERY</u>						
1.	ASORTED STATIONERY		UNES/LT/01	1 LOT	Old	500.00	



LOT 9 – WASTE PAPER & OLD NEWSPAPER							
1.	WASTE PAPER		UNES/WP/01	1LOT	Old	500.00	
2.	OLD NEWSPAPERS		UNES/ONW/01	1 LOT	Old		

NOTE/INSTRUCTIONS

1. **Award shall be made to the overall highest bidder for each lot.**
2. Viewing of the items is scheduled for **30th and 31st May,2018 at 2.00 p.mat UNES Head Quarters on Kolobort Drive off Arboretum Drive (Lower State House Road)**
3. You are invited to quote for the purchase of the items listed above. Please **do not use pencil to complete the form.**
4. Note that this is **not an order.**
5. Give all details as required in this form; failure to comply may lead to disqualification.
6. Return one copy of the quotation and retain the other for your records.
7. This quotation form must be signed by a responsible person and rubber stamped.
8. If you do not wish to quote, please endorse the reasons on the form and return it.
9. Please seal your quotation in a plain sealed envelope, indicate **Quotation No.** on the envelope, address it to **The Managing Director, P.O. Box 68241 – 00200 Nairobi**, and drop it in the Quotation Box at the **Unes Consultancy, Lower State House Road** or post it so as to be received before the closing time.
10. Quotations should be submitted so as to reach the **University of Nairobi Enterprises & Services Ltd** by **10.00am on Monday 04/06/2018.**
11. Quotations will be opened immediately after closing time.

