



TENDER NO: UNES/DISPOSAL/02/2018-2019

DISPOSAL OF OBSOLETE AND UNSERVICEABLE STORES

UNIVERSITY OF NAIROBI ENTERPRISES AND SERVICES LTD

ARBORETUM DRIVE, OFF STATE HOUSE ROAD

P.O BOX 68241 -00200 NAIROBI KENYA

E-MAIL unes-procurement@uonbi.ac.ke

Website: www.unes.co.ke

Contents

SECTION I: INVITATION TO TENDER TENDER REF NO. UNES/DISPOSAL/02/2018-2019.....2

SECTION II -INSTRUCTIONS TO TENDERERS.....3

2.1 Eligible Tenderers3

2.2 Cost of Tendering3

2.3 The Tender Document.....3

2.4. Clarification of Documents4

2.5 Amendment of Documents4

2.6 Tender Prices and Currencies.....5

2.7 Validity of Tenders.....5

2.8. Viewing of Tender Items5

2.9 Sealing and Marking of Tenders.....5

2.10 Deadline for Submission of Tenders.....6

2.11 Modifications And Withdrawals Of Tenders6

2.12 Opening of Tenders.....6

2.13 Clarification of tenders7

2.14 Evaluation and Comparison of Tenders7

2.15 Award Criteria.....8

2.16 Notification of Award.....8

2.17 Contacting the Procuring entity8

SECTION III- SCHEDULE OF ITEMS AND PRICES.....9

SECTION IV - CONDITIONS OF TENDER11

SECTION V STANDARD FORMS.....12

**SECTION I: INVITATION TO TENDER TENDER REF NO.
UNES/DISPOSAL/02/2018-2019**

TENDER NAME: DISPOSAL OF OBSOLETE STORES AND EQUIPMENT

1.1 University of Nairobi Enterprises and Services Ltd now invite sealed tenders from eligible candidates to purchase obsolete stores and equipment.

1.2 Interested eligible candidates may obtain further information from and inspect the tender documents at University of Nairobi Enterprises and Services, P.O Box 68241-00200 Nairobi-Procurement UNES Consultancy Block Lower State House Road Opposite Sate House Girls during normal working hours.

1.3 **Viewing is scheduled for 1st and 2nd November 2018 between 10:0am-4:00pm**

1.4 A complete set of tender documents may be obtained by interested candidates upon payment of non-refundable fees of Kshs.1, 000.00 to be deposited in:

Barclays Bank of Kenya

Acc Name, UNES Corporate Account

No. 03-0732255303

Branch. Westlands

OR

Download the tender documents free of charge at UNES website www.unes.co.ke free of charge. Bidders who opt to download MUST send their contacts details to unes-procurement@uonbi.ac.ke

Those who buy the tenders are advised to take the banking slip to UNES (Finance office) for an official receipt thereafter you can collect the tender documents from Procurement.

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 University of Nairobi Enterprises and Services Ltd Consultancy Block Reception, Lower State House Road Opp State House Girl P.O Box 682414-00200 GPO** Nairobi so as to be received on or before **Monday, 5th November, 2018 at 10.00am.**

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 immediately thereafter in the presence of the tenderers or their representatives who choose to attend at UNES Consultancy -Boardroom.

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 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 shall not exceed Kshs.5,000/=

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

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 Validity of Tenders

2.7.1 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

2.7.2 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.

2.8. Viewing of Tender Items

2.8.1 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.

2.9 Sealing and Marking of Tenders

2.9.1 The tenderer shall seal the tender and mark it with the number and name of the tender and **“DO NOT OPEN BEFORE Monday, 5th November, 2018 at 10.00am.**

2.10 Deadline for Submission of Tenders

2.10.1 Tenders must be received by the Procuring entity at the address specified not later than

Monday, 5th November, 2018 at 10.00am.

2.10.2 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.

2.11 Modifications and Withdrawals Of Tenders

2.11.1 Modification of tenders

2.11.2 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.

2.11.3 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.

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

2.11.5 Withdrawals and tenders

2.11.6 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

2.12 Opening of Tenders

2.13.2 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend at **10.00am, Monday, 5th November, 2018** 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.

2.13 Clarification of tenders

2.13.1 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.

2.13.2 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.

2.14 Evaluation and Comparison of Tenders

2.14.1 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.

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

2.14.3 The tender evaluation committee shall evaluate the tender within 30 days of the validity period from the date of opening the tender.

2.15 Award Criteria

2.15.1 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 reserve price.

2.16 Notification of Award

2.16.1 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.

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

2.17 Contacting the Procuring entity.

2.17.1 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.

2.17.2 Any effort by a tenderer to influence the Procuring entity in its decisions on tender evaluation, tender comparison, or contract award may result in the rejection of the tenderer’s tender.

Appendix to Instructions to tenderers.

The following information for sale of boarded stores and equipment shall complement, supplement or amend, the provisions of the instructions to tenderers. Whenever there is a conflict between the provisions of the instructions to tenderers and the provisions of the Appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers.

SECTION III- SCHEDULE OF ITEMS AND PRICES

| S/No. | ITEM DESCRIPTION | QTY | CONDITION | RESERVE PRICE | BIDDER PRICE |
|--------------------------------------|------------------|-----|-----------|---------------|--------------|
| <u>LOT 1-EXECUTIVE TABLES</u> | | | | | |

| | | | | | |
|---|---|-----|------|-----------|--|
| 1 | EXECUTIVE OFFICE DESK , WORKING TABLES & WOODEN TABLE | LOT | GOOD | 15,000.00 | |
|---|---|-----|------|-----------|--|

LOT 2-CHAIRS

| | | | | | |
|---|------------------------------------|-----|-----|-----------|--|
| 1 | FABRIC VISITORS CHAIR | LOT | OLD | 23,000.00 | |
| 2 | VISITORS LEATHER CHAIR METALLIC | | | | |
| 3 | VELVET OFFICE CHAIR | | | | |
| 4 | TABLE CHAIR CHAIRS | | | | |
| 5 | FABRIC OFFICE CHAIRS | | | | |
| 6 | LEATHER OFFICE CHAIRS | | | | |
| 7 | CASHIER CHAIRS | | | | |
| 8 | VISITORS CHAIRS(3 IN ONE BENCH) | | | | |

LOT 3-METALIC TABLES

| | | | | | |
|---|-----------------------|-----|-----|----------|--|
| 1 | METALIC CABINETS | LOT | OLD | 6,700.00 | |
| 2 | METALIC DISPLAY STAND | | | | |
| 3 | PLASTIC STAND | | | | |
| 4 | METAL CURTAIN RODS | | | | |
| 5 | CURTAINS | | | | |

**LOT 4. ELECTRONIC & OTHER
EQUIPMENTS**

| | | | | | |
|----|-----------------|---|-------------|----------|--|
| 1. | FRIDGE | 1 | Obsolete | 3,000.00 | |
| 2. | WATER DISPENSER | 1 | Old/damaged | 1,000.00 | |

| | | | | | |
|------------------------------|----------------------|---|-------------|-----------|--|
| 3. | TEA URNS | 2 | Old/damaged | 2,000.00 | |
| LOT 5- ICT EQUIPMENTS | | | | | |
| 1. | PANASONIC PHONES | 3 | Obsolete | 1,000.00 | |
| 2. | HP KEY BOARDS | 5 | Obsolete | 1,000.00 | |
| | DIGITAL KEYBOARD | 1 | | | |
| | DELL KEYBOARD | 1 | | | |
| 3. | CASHIER REGISTERS | 3 | Obsolete | 6,000.00 | |
| 4. | DELL CPU | 8 | Obsolete | 24,000.00 | |
| | HP CPU | | | | |
| | HP CPU | | | | |
| | HP CPU | | | | |
| | HP CPU | | | | |
| | HP CPU | | | | |
| | HP CPU | | | | |
| | VENTURIS CPU | | | | |
| 5. | EPSON PRINTER (NO 1) | 8 | Obsolete | 10,000.00 | |
| | EPSON PRINTER (NO2) | | | | |
| | EPSON PRINTER (NO3) | | | | |
| | EPSON PRINTER (NO4) | | | | |
| | EPSON PRINTER (NO5) | | | | |
| | EPSON PRINTER (NO6) | | | | |
| | HP SCANJET 5590 NO 7 | | | | |
| | EPSON PRINTER (NO8) | | | | |
| 6. | HP MONITOR(NO1) | 1 | Obsolete | 10,000.00 | |

| | | | | | |
|----|-----------------------------|-----|------------|-----------|--|
| | ACER MONITOR(NO2) | | | | |
| | HP MONITOR(NO3) | | | | |
| | HP MONITOR(NO4) | | | | |
| | COMPAQ MONITOR (NO5) | | | | |
| 7. | USED TONERS/SPENT CATRIDGES | 9 | Spent/used | 500.00 | |
| 8. | BATTERIES | 3 | Spent/used | 500.00 | |
| | AC/DC CONVERTER | 5 | Good | | |
| 9 | FIREWOOD | LOT | | 20,000.00 | |

SECTION IV - CONDITIONS OF TENDER

4.1 Tenderers are required to tender for items as a lot for those whose quantity is indicated Lot.

4.2 Tenderers who will be awarded contracts will be required to pay for the items within seven days.

4.3 Tenderers will be required to collect the items they have paid for (7) days after making the payment failure to which storage charges will be charged as indicated in the appendix to Conditions of tender.

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 of tender</i> |
| 4.4 | <i>Kshs.5000.00 per month.</i> |

SECTION V STANDARD FORMS

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

Part 1 – General

Name **or** **Business** **Name**

..... **Telephone**

Number..... **Email**

address.....

Location of business Premises

 Plot No. Street/Road

Postal Address

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

information on this form

| | <p>Part 2 (a) – Sole Proprietor</p> <p>Your Name in full Age</p> <p>Nationality Country of origin</p> <p>* Citizenship details</p> | | | | | | | | | | | | | | | | |
|---------|---|---------------------|-------------|---------------------|--------|---------|-------|-------|-------|---------|-------|-------|-------|---------|-------|-------|-------|
| | <p>Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Name</th> <th style="width: 25%;">Nationality</th> <th style="width: 30%;">Citizenship Details</th> <th style="width: 20%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table> | Name | Nationality | Citizenship Details | Shares | 1. | | | | 2. | | | | 3. | | | |
| Name | Nationality | Citizenship Details | Shares | | | | | | | | | | | | | | |
| 1. | | | | | | | | | | | | | | | | | |
| 2. | | | | | | | | | | | | | | | | | |
| 3. | | | | | | | | | | | | | | | | | |

| | |
|--|---|
| | <p>4</p> |
| | <p style="text-align: center;">Part 2 (c) – Registered Company</p> <p>Private or PublicState the nominal and issued capital of company – Nominal Kshs. Issued Kshs. Given details of all directors as follows</p> |