CPF

Fulfilling Lives

TENDER FOR THE PROPOSED DISPOSAL OF FURNITURE AND ICT ITEMS AT CPF HQ. 10/2025.

OCTOBER 2025.

CPF House 7th Floor, Haile Selassie Avenue,
P.O Box 28938 - 00200 Nairobi

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TENDER FOR THE PROPOSED DISPOSAL OF FURNITURE AND ICT ITEMS AT CPF HQ 10/2025.

(1) NAME AND CONTACT ADDRESSES OF PROCURING ENTITY.

Name: CPF FINANCIAL SERVICES.

Address: P.O Box 28938-00200 Nairobi Kenya.

Email address: info@cpf.or.ke.

(2) Invitation to Tender (ITT) No……10/2025……..……..

(3) Tenderer's Name……..……..

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INVITATION TO TENDER

Procuring entity: CPF Financial Services P.O Box 28938-00200 Nairobi

Tender description: **TENDER FOR THE PROPOSED DISPOSAL OF FURNITURE AND ICT ITEMS AT CPF HQ 10/2025.**

The CPF Financial services now invites sealed tenders from eligible candidates to purchase of **TENDER FOR THE PROPOSED DISPOSAL OF FURNITURE AND ICT ITEMS AT CPF HQ 10/2025.**

1. Interested eligible candidates may obtain further information at the address provided below. Items will be sold as they are, without any encumbrances.

2. Interested tenderers may inspect the goods to be sold during office hours between 8.00am and 5.00pm Kenyan Time, Monday to Friday except lunchtime between 1.00pm to 2.00pm and on public holidays at the address given below.

3. A complete set of tender documents may be obtained by interested candidates from our Website www.cpf.or.ke
   (Free of charge)

4. Tenderers will be required to pay in advance are fundable deposit as indicated in the Appendix to Instructions to tenderers.

5. Completed tenders must be delivered to the address below on or before **Tuesday *28/10/2025 at 11:00 am*. *There will be an inspection of the furniture and the ICT items on Saturday 25/10/2025.*** Electronic Tenders will not be permitted.

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 be rejected.
9. The addresses referred to above are:

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

      (1) Name of Procuring Entity: CPF Financial services

      (2) Physical address: Procurement office, mezzanine floor CPF House

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(3) Postal Address: P.O Box 28938-00200 Nairobi Kenya.

(4) info@cpf.or.ke /procurement@cpf.or.ke

B. Address for Submission of Tenders.

(1) **Name of Procuring Entity; CPF FINANCIAL SERVICES**

(2) **Postal Address P.O Box 28938-00200 Nairobi**

(3) **Physical address: Procurement office, mezzanine floor CPF House**

C. Address for Opening of Tenders.

(1) Name of Procuring Entity: CPF FINANCIAL SERVICES

(2) Physical address: Procurement office, mezzanine floor CPF House

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[Authorized Official (name, designation, Signature, and date)]

Name_____

(Official of the Procuring Entity issuing the invitation)

Designation _____

Signature _____

Date _____

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SECTION I - INSTRUCTIONS TO TENDERERS.

1. Corruption declaration statement.
2. Valid Tax Compliance Certificate.
3. Dully filled tender document.
4. Well bound document.

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 in eligibility 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 addendum 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,

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v) Form of tender,
vi) Confidential Business Questionnaire Form,
vii) Tender Commitment Declaration Form.

2.1 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 beat 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 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.

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.

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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 in to 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 item sit 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 the item.

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.

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 tender will be required to pay the tender priceless 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 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.

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 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.

10. 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 tender 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 ***Tuesday 28/10/2025 at 11:00 am***

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 on ***Tuesday 28/10/2025 at 11:00 am*** and in the location specified in the invitation to tender. The tenderers or representatives who are present shall sign a register evidencing their attendance.

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.

15.3 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.

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.

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.

17 Award Criteria

- 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.
- Must provide valid tax compliance certificate.

18 Notification of Intention to enter into a Contract/Notification of Award

18.3 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.

18.4 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.

SECTION II - SCHEDULE OF ITEMS AND PRICES.

DESKTOPS AND SCANNERS.

NO.	BARCODE/TAG NUMBER	DESCRIPTION.	MODEL	SERIAL NO.	CONDITION	DEPRECIATION	FAIR MARKET VALUE (KES.)	Quoted amount.
1	LAPT01567	DELL	OPTIPLEX 390	9DHHTSI	BAD	80%	2,200.00	
2	LAPT01576	DELL	OP 390	8QYCVSI	BAD	80%	2,200.00	
3	LAPT01547	DELL	OP 390	28MBTSI	BAD	80%	2,200.00	
4	CPF00415	DELL	OPTIPLEX 3010	DWYKNWI	BAD	80%	2,800.00	
5	CPF00652	DELL	OPTIPLEX 3010	N/A	BAD	80%	2,800.00	
6	CPF01011	DELL	OPTIPLEX 3010	ISXZCYI	BAD	80%	2,800.00	
7	CPF01015	DELL	OPTIPLEX 3010	N/A	SALVAGE	90%	1,400.00	
8	N/A	DELL	OPTIPLEX 3010	B3KNNWI	SALVAGE	90%	1,400.00	
9	CPF01894	DELL	OP 3010	45XZCYI	BAD	80%	2,800.00	
10	LAPT01671	DELL	OP 3010	4CGWLVI	BAD	80%	2,800.00	
11	CPF00235	DELL	OP 3010	3Z2M4YI	BAD	80%	2,800.00	
12	CPF00502	DELL	OP 3010	9RXZCYI	BAD	80%	2,800.00	
13	CPF00386	DELL	OP 3010	703M4YI	BAD	80%	2,800.00	
14	CPF00433	DELL	OP 3010	7P4V8XI	BAD	80%	2,800.00	
15	LAPT02196	DELL	OP 3010	INXZCYI	OBSOLETE	95%	700.00	
16	LAPT02141	DELL	OP 3010	9XHWLVI	BAD	80%	2,800.00	

17	LAPT01670	DELL	OP 3010	JZHW LVI	BAD	80%	2,800.00	
18	N/A	DELL	OP 3010	B3KN NWI	BAD	80%	2,800.00	
19	LAPT01550	DELL	OP 3010	FZJW LVI	BAD	80%	2,800.00	
20	LAPT02089	DELL	OP 3010	7PXZ CYI	BAD	80%	2,800.00	
21	CPF00058	DELL	OP 3010	4R5J 4YI	BAD	80%	2,800.00	
22	CPF00204	DELL	OPTIPLE X 3020	8D8 ZP02	BAD	80%	7,800.00	
23	LAPT01530	DELL	OPTIPL EX 790	8Y8Y YRI	BAD	80%	2,560.00	
24	LAPT00662	DELL	OPTIPL EX 760	5SFV H4J	BAD	80%	1,560.00	
25	LAPT00373	DELL	OP 760	N/A	BAD	80%	1,560.00	
26	LAPT01040	DELL	OP 780	78JN 6BS	BAD	80%	900.00	
27	LAPT01226	DELL	OP 780	2KS J7BS	BAD	80%	900.00	
28	LAPT01239	DELL	OP 780	N/A	BAD	80%	900.00	
29	LAPT01669	DELL	OP 780	N/A	BAD	80%	900.00	
30	CPF00355	DELL	OP 780	N/A	BAD	80%	900.00	
31	LAPT01655	DELL	OP 780	N/A	BAD	80%	900.00	
32	LAPT00999	DELL	OP 755	7BMD JBX	BAD	80%	2,600.00	
33	LAPT00403	DELL	OP 360	IPS2 12S	BAD	80%	1,400.00	
34	LAPT00401	DELL	OPTIPL EX 360	IPS2 12S	BAD	80%	1,400.00	
35	LAPT01646	DELL	OP 380	2HL BTSI	BAD	80%	2,000.00	

36	LAPT01625	DELL	OP 380	3L8 8BS	BAD	80%	2,000.00	
37	LAPT01622	DELL	OP 380	27L BTSI	BAD	80%	2,000.00	
38	N/A	HP	280 GT MT	TRF52 3IIFR	BAD	80%	6,800.00	
39	CPF01392	HP	280 GT MT B USINESS PC	TRF52 3IIZW	BAD	80%	6,800.00	
40	CPF01048	HP	280 GT MT BUSINESS PC	TRF510 0YKX	BAD	80%	6,800.00	
41	CPF00671	HP	280 GT MT BUSINESS PC	TRF553 50GZG	BAD	80%	6,800.00	
42	CPF00034	HP	280 GT MT BUSINESS PC	TRF510 0TQP	BAD	80%	6,800.00	
43	CPF00416	HP	280 GT MT BUSINESS PC	TRF523 IIZ3	OBSOLETE	95%	1,700.00	
44	CPF00891	HP	280G2 MT BUSINESS PC	CZC709 9CHR	BAD	80%	6,800.00	
45	CPF00886	HP	280G2 MT BUSINESS PC	CZC709 9N3G	BAD	80%	6,800.00	
46	CPF01083	HP	280G1 MT BUSINESS PC	TRF510 0YL5	BAD	80%	6,800.00	
47	CPF00473	HP	280G1 MT BUSINESS PC	N/A	BAD	80%	6,800.00	
48	CPF001648	HP	280G1 MT BUSINESS PC	N/A	BAD	80%	6,800.00	

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49	CPF00782	HP	280G1 MT BUSINESS PC	N/A	BAD	80%	6,800.00	
50	N/A	HP	290G1 MT BUSINESS PC	N/A	BAD	80%	9,800.00	
51	CPF01056	HP	290G1 MT BUSINESS PC	N/A	BAD	80%	9,800.00	
52	CPF00603	HP	290G2 MT BUSINESS PC	4CE8 16228Q	BAD	80%	9,800.00	
53	N/A	HP	290G2 MT BUSINESS PC	4CE72 23JXK	BAD	80%	9,800.00	
54	CPF00799	HP	290G2 MT BUSINESS PC	4CE81 68239Z	BAD	80%	9,800.00	
55	CPF01930	HP	PRO SERIES 3500 MT	TRF448 0Z5F	BAD	80%	11,900.00	
56	CPF00662	HP	PRO SERIES 3500 MT	TRF449 19PJ	BAD	80%	11,900.00	
57	CPF00672	HP	PRO SERIES 3500 MT	TRF449 19MQ	BAD	80%	11,900.00	
58	CPF01943	HP	PRO SERIES 3500 MT	TRF450 06K4	BAD	80%	11,900.00	
59	CPF00950	HP	PRO SERIES 3500 MT	TRF425 0R6F	BAD	80%	11,900.00	
60	CPF00201	HP	PRO SERIES 3500 MT	TRF450 02BP	BAD	80%	11,900.00	
61	CPF00154	HP	PRO SERIES 3500 MT	TRF425 0R35	BAD	80%	11,900.00	

62	CPF00407	HP	PRO SERIES 3500 MT	TRF448 0ZG4	BAD	80%	11,900.00	
63	CPF00429	HP	PRO SERIES 3500 MT	TRF448 0SZT	BAD	80%	11,900.00	
64	CPF00041	HP	PRO SERIES 3500 MT	TRF450 022N	BAD	80%	11,900.00	
65	CPF00002	HP	PRO SERIES 3500 MT	TRF450 0276	BAD	80%	11,900.00	
66	CPF00168	HP	PRO SERIES 3500 MT	TRF425 0QZ9	BAD	80%	11,900.00	
67	CPF00450	HP	PRO SERIES 3500 MT	TRF448 0Z7J	BAD	80%	11,900.00	
68	N/A	HP	PRO SERIES 3500 MT	TRF450 06LH	BAD	80%	11,900.00	
69	CPF00896	HP	PRO DESK 400G3 MT BUSINESS PC	SGH719 TW2H	BAD	80%	9,000.00	
70	CPF00573	HP	ELITE DESK 800G2 TOWER	CND18 D9317	BAD	80%	6,000.00	
71	CPF00551	HP	ELITE DESK 800G2 TOWER	CND18 O9348	BAD	80%	6,000.00	
72	CPF01201	HP	ELITE DESK 800G2 SFF	SGH644 QL55	BAD	80%	6,000.00	
73	LAPT00283	HP	COMPAQ SX2290 MT	CNX80 70D5K	BAD	80%	2,400.00	
74	LAPT02435	LENOVO	Lenovo Think Center	S5SHT MF	BAD	80%	8,000.00	

75	CPF00498	LENOVO	N/A	ES1314 2101	BAD	80%	8,000.00	
76	CPF00181	LENOVO	N/A	ES1314 2090	BAD	80%	8,000.00	
77	CPF00254	LENOVO	N/A	ES13142 218	BAD	80%	8,000.00	
78	CPF00035	LENOVO	N/A	ES131 42076	BAD	80%	8,000.00	
79	N/A	LENOVO	N/A	ES1342 6612	BAD	80%	8,000.00	
80	CPF00468	LENOVO	N/A	ES1314 2100	BAD	80%	8,000.00	
81	CPF00264	LENOVO	N/A	ES131 42217	BAD	80%	8,000.00	
82	CPF00278	LENOVO	N/A	ES131 42085	BAD	80%	8,000.00	
83	LAPT01740	HCL	Infiniti L A330 Pro	4121AA 233148	BAD	80%	5,200.00	
84	LAPT01746	HCL	Infiniti L A330 Pro	4121A A22908S	BAD	80%	5,200.00	
85	LAPT00684	N/A	N/A	F0C085 0Y0AD	SALVAGE	90%	1,400.00	
86	LAPT01196	N/A	N/A	CNT05 461BP	SALVAGE	90%	1,400.00	
Total amount.								

SCREENS AND PRINTERS.

SCREENS AND PRINTERS.								
NO	**BARCODE /TAG NUMBER**	**ITEM**	**MODEL**	**SERIAL NO**	**CON DITI ON**	**DEPRE CIATION**	**FAIR MARKET VALUE (KES.)**	**QUOTED AMOUNT.**
1	LAPT00968	SCREEN	IN191 0Nb	CN-OG4 92GN-74 261-976-8UKS	BAD	80%	3,800.00	

2	LAPT01109	SCREEN	IN19 10Nb	CN-OG 492N-74 261-972- FR8S	BAD	80%	3,800.00	
3	LAPT00731	SCREEN	SE17 8WPc	CM-0PK 256-641 80-7BD -4ZPL	BAD	80%	3,800.00	
4	LAPT00451	SCREEN	E190 9WF	CN-OF5 34F-728 72-92C -OU5S	BAD	80%	3,800.00	
5	CPF00084	SCREEN	E194 1HeF	CN-ON JVXM-7 2872-45 7-A41B	BAD	80%	3,800.00	
6	CPF00437	SCREEN	E191 2Hc	CN-OV O48Y-6 4180-36 R-2GTU	BAD	80%	3,800.00	
7	LAPT01684	SCREEN	E191 2Hc	CN-02N 00N-641 80-282-1 U3M	BAD	80%	3,800.00	
8	LAPT01599	SCREEN	E191 2Hc	CN-02N 00N-641 80-282- OVNM	BAD	80%	3,800.00	
9	LAPT-01676	SCREEN	E191 2Hc	CN-02N 00N-64 180-27R -OGBL	BAD	80%	3,800.00	
10	LAPT01682	SCREEN	E191 2Hc	N/A	BAD	80%	3,800.00	
11	CPF00670	SCREEN	E191 2Hf	CN-07 C2R4-72 872-33N -AO5M	BAD	80%	3,800.00	

12	CPF00769	SCREEN	E191 2Hf	CN-OK CCCP-72872-36R-DWVB	BAD	80%	3,800.00	
13	CPF01896	SCREEN	E191 2Hf	CN-OK CCCP-72872-36R-E1RB	BAD	80%	3,800.00	
14	LAPT01618	SCREEN	E191 0Hc	CN-OR 735N-64180-11U-033M	BAD	80%	3,800.00	
15	LAPT01595	SCREEN	E191 0Hc	CN-OR 735N-64180-11U-1RJM	BAD	80%	3,800.00	
16	LAPT01060	SCREEN	E191 0Hc	CN-OR 735N-64180-9BD-O7LU	BAD	80%	3,800.00	
17	LAPT00308	SCREEN	E191 0Hc	CN-OR 735N-64180-02P-00FM	BAD	80%	3,800.00	
18	N/A	SCREEN	E191 0Hc	CN-02N00N-64180-27R-OEDL	BAD	80%	3,800.00	
19	LAPT01630	SCREEN	E191 0Hc	CN-OD176P-64180-OCK-OPKM	BAD	80%	3,800.00	
20	LAPT1548	SCREEN	E191 0Hc	CN-OR 735N-64180-11U-OJOM	BAD	80%	3,800.00	
21	LAPT00303	SCREEN	E191 0Hc	CN-OT571R-64180-98G-	BAD	80%	3,800.00	

				1A4L				
22	LAPT00348	SCREEN	E191 0Hc	CN-0R3 75N-641 80-95B- OL6U	BAD	80%	3,800.00	
23	LAPT1221	SCREEN	E191 0Hc	CN-OD 176P-6 4180-0 6S-OAOS	BAD	80%	3,800.00	
24	LAPT01225	SCREEN	E191 0Hc	CN-OD 176P-64 180-06T -006U	BAD	80%	3,800.00	
25	LAPT01681	SCREEN	IN19 30c	CN-09J WYX-64 180-23L -023S	BAD	80%	3,800.00	
26	LAPT01621	SCREEN	IN19 30c	CN-09J WYX-64 180-23L -OK2S	BAD	80%	3,800.00	
27	LAPT00403	SCREEN	E190 Wb	CN-0M 055F-74 261-925 -4HMM	BAD	80%	3,800.00	
28	CPF00297	SCREEN	W19 72a	6CM43 300VZ	SALVAGE	90%	550.00	
29	CPF00511	SCREEN	W19 72a	6CM43 204WY	BAD	80%	1,100.00	
30	CPF00404	SCREEN	W19 72a	6CM43 206SH	BAD	80%	1,100.00	
31	CPF00457	SCREEN	W19 72a	6CM40 202TD	BAD	80%	1,100.00	
32	CPF01926	SCREEN	W19 72a	6CM43 206T8	BAD	80%	1,100.00	
33	CPF00493	SCREEN	V193	3CQ52 104LY	BAD	80%	1,000.00	

34	CPF00027	SCREEN	V193	3CQ52 1148H	BAD	80%	1,000.00	
35	CPF00650	SCREEN	V193	3CQ514 27CO	BAD	80%	1,000.00	
36	CPF00075	SCREEN	V193	3CQ514 27VW	BAD	80%	1,000.00	
37	CPF00783	SCREEN	V193	N/A	BAD	80%	1,000.00	
38	CPF00067	SCREEN	V193	N/A	BAD	80%	1,000.00	
39	CPF00474	SCREEN	V193	N/A	BAD	80%	1,000.00	
40	CPF00452	SCREEN	V193	N/A	BAD	80%	1,000.00	
41	CPF00406	SCREEN	V193	3CQ52 1065B	BAD	80%	1,000.00	
42	CPF00339	SCREEN	V193	3CQ52 106272	BAD	80%	1,000.00	
43	CPF00033	SCREEN	V19 3b	3CQ51 90M6C	BAD	80%	1,000.00	
44	CPF00123	SCREEN	V19 3b	3CQ51 90MB4	BAD	80%	1,000.00	
45	CPF00127	SCREEN	V19 3b	3CQ51 90M9B	BAD	80%	1,000.00	
46	CPF00553	SCREEN	V194	3CQ7 461R4X	BAD	80%	2,800.00	
47	CPF00527	SCREEN	V194	3CQ74 61R3W	SALVAGE	90%	1,400.00	
48	CPF00566	SCREEN	V194	3CQ74 61R4Z	BAD	80%	2,800.00	
49	CPF00765	SCREEN	V194	3CQ71 52NBN	BAD	80%	2,800.00	
50	CPF00574	SCREEN	V194	3CQ80 21G21	BAD	80%	2,800.00	
51	CPF00043	SCREEN	V194	N/A	SALVAGE	90%	1,400.00	
52	CPF00509	SCREEN	V194	N/A	BAD	80%	2,800.00	

53	CPF00703	SCREEN	V194	3CQ8021GRO	SALVAGE	90%	1,400.00	
54	CPF00797	SCREEN	V197	3CQ8150PGL	SALVAGE	90%	1,100.00	
55	CPF00842	SCREEN	V198	3CQ80416M1	BAD	80%	2,200.00	
56	CPF00863	SCREEN	V107	3CQ6461MDQ	BAD	80%	1,300.00	
57	CP00371	SCREEN	V201a	3CQ4242L1Z	SALVAGE	90%	880.00	
58	LAPT00549	SCREEN	L1706	CNN7311CXX	BAD	80%	1,100.00	
59	LAPT00485	SCREEN	L1706	N/A	SALVAGE	90%	550.00	
60	LAPT00486	SCREEN	L1706	CNN7311DL3	OBSOLETE	95%	275.00	
61	CPF00943	SCREEN	Compaq LE1711	3CQ3260F2M	BAD	80%	760.00	
62	LAPT00115	SCREEN	Compaq LE1711	CNC942QWPW	BAD	80%	760.00	
63	CPF00031	SCREEN	Compaq LE1711	3CQ3260F2F	BAD	80%	760.00	
64	CPF00037	SCREEN	Pro Display P17A	3CQ41302TZ	BAD	80%	3,500.00	
65	CPF00261	SCREEN	65A1-AB1	4ML125 3E18N0168	BAD	80%	2,400.00	
66	CPF00431	SCREEN	65A1-AB1	4ML1253E18N0155	BAD	80%	2,400.00	
67	CPF00019	SCREEN	65A1-AB1	4ML1253E15N1590	BAD	80%	2,400.00	

68	LAPT01800	SCREEN	N/A	B861 211 03510	BAD	80%	2,400.00	
69	LAPT01762	SCREEN	N/A	B861 2110 1941	BAD	80%	2,400.00	
70	LAPT02433	SCREEN	V193 HQV	1511 0835 785	BAD	80%	1,100.00	
71	LAPT00364	PRINTER	La serJet 1018	N/A	OBSOLETE	95%	750.00	
72	CPF00776	PRINTER	Lase rJet Pro M 102a	VNC3T 48124	OBSOLETE	95%	1,000.00	
73	LAPT00421	PRINTER	Las erJet 1020	CNC J369982	OBSOLETE	95%	2,400.00	
74	CPF00215	PRINTER	La Ser Jet P11 02w	VNC6 J20854	OBSOLETE	95%	850.00	
75	LAPT01942	PRINTER	La SerJet P110 2w	VNF3 727251	OBSOLETE	95%	850.00	
76	CPF00722	PRINTER	Office Jet Pro 8600	N/A	OBSOLETE	95%	3,200.00	
77	CPF00257	PRINTER	Office Jet Pro 8600	N/A	OBSOLETE	95%	3,200.00	
78	LAPT02258	PRINTER	Office Jet Pro 8600	N/A	OBSOLETE	95%	3,200.00	
79	CPF00528	PRINTER	Color LaserJet Pro	MFP M77FW	OBSOLETE	95%	8,200.00	

80	LAPT000995	PRINTER	KM2050	200 812	OBSOLETE	95%	3,500.00	
81	CPF02752	PRINTER	TAS KAL FA 180	N/A	OBSOLETE	95%	3,400.00	
Total amount.								

FURNITURE								
NO.	**BARCODE/TAG NUMBER**	**DESCRIPTION**	**LOCATION**	**CONDITION**	**NO. OF UNITS**	**DEPRECIATION**	**FAIR MARKET VALUE (KES.)**	**QUOTED AMOUNT.**
1	N/A	L-OFFICE TABLES	FROM KISUMU	BAD	4	80%	13,600.00	
2	N/A	ROUND - OFFICE TABLE	FROM KISUMU	BAD	1	80%	5,400.00	
3	N/A	STRAIGHT-OFFICE TABLE	FROM KISUMU	BAD	4	80%	12,800.00	
4	N/A	BOOKS HELF	FROM KISUMU	BAD	1	80%	3,600.00	
5	N/A	4 IN 1 RECEPTION CHAIR	FROM KISUMU	BAD	1	80%	6,000.00	
6	N/A	WORKSTATIONS	FROM KISUMU	BAD	2	80%	12,800.00	
7	N/A	OFFICE SEATS	FROM KISUMU	BAD	6	80%	19,800.00	
8	N/A	OFFICE SEATS	FROM KISUMU	SALVAGE	6	90%	9,900.00	
9	CPF00166/LAPT01892	OFFICE SEAT	FROM KISUMU	SALVAGE	1	90%	1,650.00	
10	LAPT02457	OFFICE SEAT	FROM KISUMU	SALVAGE	1	90%	1,650.00	

11	CPF00928	OFFICE SEAT	FROM KISUMU	SALVAGE	1	90%	1,650.00	
12	LAPT02115	OFFICE SEAT	FROM KISUMU	SALVAGE	1	90%	1,650.00	
13	N/A	WORKSTATIONS	FROM MAGETA	BAD	5	80%	32,000.00	
14	N/A	BLACK, LEATHER SOFA SET	FROM CPF HQ	SALVAGE	1	90%	19,800.00	
15	N/A	OFFICE SEATS	CPF STORE	SALVAGE	53	90%	87,450.00	
16	N/A	WORKSTATIONS	CPF STORE	SALVAGE	27	90%	86,400.00	
17	N/A	OFFICE CABINETS	CPF STORE	SALVAGE	7	90%	8,400.00	
18	N/A	OFFICE DESKS	CPF STORE	SALVAGE	42	90%	35,700.00	
19	N/A	OFFICE DRAWERS	CPF STORE	SALVAGE	21	90%	22,050.00	
20	N/A	3 IN 1 RECEPTION CHAIR	CPF STORE	SALVAGE	1	90%	2,500.00	
28	LAPT00154	OFFICE SEAT	CPF STORE	SALVAGE	1	90%	1,650.00	
29	CPF00620	OFFICE SEAT	CPF STORE	SALVAGE	1	90%	1,650.00	
30	CPF00811	OFFICE SEAT	CPF STORE	SALVAGE	1	90%	1,650.00	
31	CPF02669	OFFICE SEAT	CPF STORE	SALVAGE	1	90%	1,650.00	
32	CPF01712	OFFICE SEAT	CPF STORE	BAD	1	80%	3,300.00	
33	CPF00956	OFFICE SEAT	CPF STORE	SALVAGE	1	90%	1,650.00	
34	CPF01714	OFFICE SEAT	CPF STORE	SALVAGE	1	90%	1,650.00	

35	CPF00113	OFFICE SEAT	CPF STORE	SALVAGE	1	90%	1,650.00	
36	CPF00305	RECTANGULAR OFFICE TABLE	CPF STORE	BAD	1	80%	3,200.00	
37	LAPT00803	RECTANGULAR OFFICE TABLE	CPF STORE	SALVAGE	1	90%	1,600.00	
38	CPF02693	WOODEN DESK DRAWER	CPF STORE	SALVAGE	1	90%	1,050.00	
39	CPF02733	WOODEN DESK DRAWER	CPF STORE	BAD	1	80%	2,100.00	
40	CPF02724	WOODEN DESK DRAWER	CPF STORE	SALVAGE	1	90%	1,050.00	
41	CPF02734	WOODEN DESK DRAWER	CPF STORE	SALVAGE	1	90%	1,050.00	
42	CPF02731	WOODEN DESK DRAWER	CPF STORE	SALVAGE	1	90%	1,050.00	
43	CPF02723	WOODEN DESK DRAWER	CPF STORE	SALVAGE	1	90%	1,050.00	

44	CPF02732	WOODEN DESK DRAWER	CPF STORE	OBSOLETE	1	95%	525.00	
45	LAPT00369	WOODEN DESK DRAWER	CPF STORE	SALVAGE	1	90%	1,050.00	
46	CPF02737	WOODEN OFFICE CUPBOARD	CPF STORE	BAD	1	80%	5,800.00	
47	CPF00931	WOODEN OFFICE TABLE	CPF STORE	SALVAGE	1	90%	1,600.00	
48	CPF00942	WOODEN OFFICE TABLE	CPF STORE	SALVAGE	1	90%	1,600.00	
49	CPF00947	WOODEN OFFICE TABLE	CPF STORE	SALVAGE	1	90%	1,600.00	
50	CPF00945	WOODEN OFFICE TABLE	CPF STORE	SALVAGE	1	90%	1,600.00	
51	CPF00399	WOODEN OFFICE TABLE	CPF STORE	SALVAGE	1	90%	1,600.00	
52	CPF00330	WOODEN OFFICE TABLE	CPF STORE	SALVAGE	1	90%	1,600.00	
53	CPF00327	WOODEN OFFICE TABLE	CPF STORE	SALVAGE	1	90%	1,600.00	

54	CPF00933	WOODEN OFFICE TABLE	CPF STORE	SALVAGE	1	90%	1,600.00	
55	CPF00938	WOODEN OFFICE TABLE	CPF STORE	SALVAGE	1	90%	1,600.00	
56	CPF00905	WOODEN OFFICE TABLE	CPF STORE	SALVAGE	1	90%	1,600.00	
57	CPF00907	WOODEN OFFICE TABLE	CPF STORE	SALVAGE	1	90%	1,600.00	
58	CPF00927	WOODEN OFFICE TABLE	CPF STORE	SALVAGE	1	90%	1,600.00	
59	CPF01440	WOODEN OFFICE TABLE	CPF STORE	SALVAGE	1	90%	1,600.00	
60	CPF00353	WOODEN OFFICE TABLE	CPF STORE	SALVAGE	1	90%	1,600.00	
61	CPF00374	1 WAY WORKSTATION	CPF STORE	SALVAGE	1	90%	1,600.00	
62	CPF00378	1 WAY WORKSTATION	CPF STORE	SALVAGE	1	90%	1,600.00	
63	CPF00329	1 WAY WORKSTATION	CPF STORE	SALVAGE	1	90%	1,600.00	
64	CPF00389	1 WAY WORKSTATION	CPF STORE	SALVAGE	1	90%	1,600.00	
65	CPF00359	1 WAY WORKSTATION	CPF STORE	SALVAGE	1	90%	1,600.00	

66	CPF00388	1 WAY WORKSTATION	CPF STORE	SALVAGE	1	90%	1,600.00	
67	CPF00385	1 WAY WORKSTATION	CPF STORE	SALVAGE	1	90%	1,600.00	
68	CPF00361	1 WAY WORKSTATION	CPF STORE	SALVAGE	1	90%	1,600.00	
69	CPF01775	1 WAY WORKSTATION	CPF STORE	SALVAGE	1	90%	1,600.00	
70	CPF00366	1 WAY WORKSTATION	CPF STORE	SALVAGE	1	90%	1,600.00	
71	CPF01701	1 WAY WORKSTATION	CPF STORE	SALVAGE	1	90%	1,600.00	
72	CPF00311	1 WAY WORKSTATION	CPF STORE	SALVAGE	1	90%	1,600.00	
73	CPF00380	1 WAY WORKSTATION	CPF STORE	SALVAGE	1	90%	1,600.00	
74	CPF00382	1 WAY WORKSTATION	CPF STORE	SALVAGE	1	90%	1,600.00	
75	N/A	WORKSTATIONS	CPF STORE	BAD	10	80%	64,000.00	
76	N/A	WORKSTATIONS	CPF STORE	SALVAGE	59	90%	188,800.00	
77	N/A	WORKSTATION	CPF STORE	SALVAGE	1	90%	1,600.00	
78	N/A	WOODEN DESK DRAWER	CPF STORE	BAD	9	80%	18,900.00	
79	N/A	WOODEN DESK	CPF STORE	SALVAGE	32	90%	33,600.00	

		DRAWER						
80	N/A	WOODEN DESK DRAWER	CPF STORE	SALVAGE	5	90%	5,250.00	
81	N/A	WOODEN DESK DRAWER	CPF STORE	OBSOLETE	7	95%	3,675.00	
82	N/A	RECTANGULAR OFFICE TABLE	CPF STORE	BAD	24	80%	76,800.00	
83	N/A	RECTANGULAR OFFICE TABLE	CPF STORE	SALVAGE	9	90%	14,400.00	
84	N/A	OFFICE SEAT	CPF STORE	SALVAGE	40	90%	66,000.00	
85	N/A	WOODEN OFFICE CUPBOARD	CPF STORE	BAD	3	80%	17,400.00	
96	N/A	WHITE WOODEN LAMINATED TABLE TOPS	CPF STORE	BAD	16	80%	32,000.00	
97	N/A	3 DRAWER WOODEN DESK	CPF STORE	SALVAGE	35	90%	36,750.00	

		DRAWER						
98	N/A	3 DRAWER WOODEN DESK DRAWER	CPF STORE	BAD	1	80%	2,100.00	
99	N/A	3 DRAWER WOODEN DESK DRAWER	CPF STORE	BAD	2	80%	4,200.00	
100	N/A	3 DRAWER METALLIC DESK DRAWER WITH PEDESTALS	CPF STORE	SALVAGE	2	90%	3,800.00	
101	N/A	4 DRAWER WOODEN DESK DRAWER	CPF STORE	SALVAGE	1	90%	1,250.00	
102	N/A	HIGHBACK ORTHOPEDIC SEAT	CPF STORE	SALVAGE	1	90%	2,650.00	
103	CPF02214	WOODEN	CPF STORE	SALVAGE	1	90%	1,700.00	

		COFFEE TABLE						
104	N/A	WOOD EN OFFICE TABLE	CPF STORE	SALVAGE	5	90%	8,500.00	
105	N/A	ROUND WOOD EN TABLE	CPF STORE	SALVAGE	3	90%	8,100.00	
106	N/A	3 IN 1 RECEPTION CHAIR	CPF STORE	SALVAGE	1	90%	2,500.00	
107	N/A	SINGLE SEATER SOFA SET	CPF STORE	SALVAGE	2	90%	3,900.00	
108	N/A	SINGLE SEATER SOFA SET	CPF STORE	SALVAGE	2	90%	3,900.00	
109	CPF00164	WOOD EN TABLE TOP	CPF STORE	BAD	1	80%	1,700.00	
110	CPF00275	WOOD EN TABLE TOP	CPF STORE	BAD	1	80%	1,700.00	
111	CPF00289	WOOD EN TABLE TOP	CPF STORE	BAD	1	80%	1,700.00	
112	CPF00274	WOOD EN TABLE TOP	CPF STORE	BAD	1	80%	1,700.00	
113	CPF00279	WOOD EN TABLE TOP	CPF STORE	BAD	1	80%	1,700.00	

114	CPF00294	WOOD EN TABLE TOP	CPF STORE	BAD	1	80%	1,700.00	
115	LAPT01983	WOOD EN TABLE TOP	CPF STORE	BAD	1	80%	1,700.00	
116	LAPT01934	WOOD EN TABLE TOP	CPF STORE	BAD	1	80%	1,700.00	
117	LAPT01933	WOOD EN TABLE TOP	CPF STORE	BAD	1	80%	1,700.00	
							Total amount.	

There will be an inspection of the furniture on 18/10/2025.

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.

3. The tenderer shall complete the tender by preparing and completing the Table below, indicating the items tendered for and the prices offered and striking out those not tendered for. The Procuring Entity will complete columns 1-4 and 7 and the Tenderer will complete columns 5 and 6, and sign as indicated below.

SCHEDULE OF ITEMS AND PRICES.

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

Note on Standard Forms

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

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 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.

SCHEDULE OF ITEMS AND PRICES

1	2	3	4	5	6	7
Item No.	**Description of Item**	**Unit of Issue**	**Total Quantity**	**Unit price**	**Total Tender Price**	**Required Deposit**
1						
2						
3						
4						
5						

Dated this_____day of_____20_____

[*Signature*] …… [*In the capacity of*] ……

Duly authorized to sign tender for and on behalf of ……

C 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……
… LocationofbusinessPremises……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 Bankers …… Branch ……

Part 2 (a) – Sole Proprietor or Individual

Your Name in full …… Age …… 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.	……			

[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. or Lot No.	Item Description	Deposit (Kshs.)	Receipt 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/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 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.

3. 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)*.

4. THAT the aforesaid Bidder will not engage/has not engaged in any corrosive practice with other bidders participating in the subject tender

5. 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 Procuring Entity] [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.

OFFERED ITEMS AND PRICES

1	2	4	5	6
Item No.	**Description of Item**	**Total Quantity**	**Unit price**	**Offered Price**
1				
2				
3				
4				
TOTAL PRICE OF ALL ITEMS				xxxxx

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 Procuring Entity] [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 herebyacceptedby…… *(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.

OFFERED ITEMS AND PRICES

1	2	4	5	6
Item No.	**Description of Item**	**Total Quantity**	**Unit price**	**Offered Price**
1				
2				
3				
4				
TOTAL PRICE OF ALL ITEMS				

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.

REQUEST FOR REVIEW

FORM FOR REVIEW (r.203(1))

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…. for .....(Tender description).

REQUEST FOR REVIEW

I/We……, the above-named Applicant(s), of address: Physical address……. P. O. Box 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. ……..

By this memorandum, the Applicant requests the Board for an order/order that:

1. ……..

2. ……

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.