



MACHAKOS UNIVERSITY

TENDER DOCUMENT
FOR
DISPOSAL OF IDLE/UNSERVICEABLE ASSETS

TENDER NO. MKSU/OT/DISP01/2020-2021

Closing Date: 18/05/2021

Closing time: 10.00 a.m

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SECTION I - INVITATION TO TENDER

Date:

Tender Name: **DISPOSAL OF IDLE/ UNSERVICEABLE ASSETS**

Tender Ref No: MksU/OT/DISP01/2020-2021

1.1 Machakos University now invites sealed tenders from eligible candidates for the tender indicated below;

Tender No.	Item Description
MksU/OT/DISP01/2020-2021	Disposal of Idle Assets/Unserviceable Assets

1.2 Interested eligible candidates may obtain further information from and inspect the tender documents at the Procurement Office, Machakos University Main campus during normal working hours.

1.3 A complete set of tender documents may be obtained by interested candidates upon payment of a non-refundable fee of Ksh. 500.00 in cash or bankers cheque payable to MACHAKOS UNIVERSITY and obtain a receipt at Machakos University Finance Office OR downloaded free from the university website www.machakosuniversity.ac.ke or the treasury portal www.treasury.go.ke

1.4 Tenderers will be required to pay in advance a refundable deposit as indicated in the Appendix to Instructions to tenderers.

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 the Administration Block *and* addressed to
The Vice Chancellor
Machakos University
P.O Box 136-90100
Machakos

So as to be received on or before **Tuesday 18/05/2021 at 10.00am.**

1.6 Prices quoted should be net, must be in Kenya Shillings and shall remain valid for 120 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 Machakos University Conference Room11.

SECTION II - INSTRUCTIONS TO TENDERERS

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SECTION II - INSTRUCTION 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. 500/=
- 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 as 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 90 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 18/05/2021."**

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 **TUESDAY 18/05/2021**

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 immediately in the presence of tenderers' representatives who choose to attend at **10.00 a.m on Tuesday 18th May,2021** in the Conference Room 11.

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.

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.

Instructions to Tenderers Reference	<i>Particulars of appendix to Instructions to tenderers</i>
2.1.1- Eligibility	<i>Proof of capacity to enter into a contract</i>
2.8.1- Validity of tender	<i>120 days</i>
2.9.1 – Viewing of the tender items	Viewing of the items will be conducted on Tuesday 11/05/2021 at 10.00 a.m.
2.2.2 – Cost of tender document	The document can be downloaded from the website at no cost. Hard copy may be obtained from Procurement Office at a cost of Ksh. 500.00
2.7 – Tender deposit	10% of tender sum per item

SECTION III - SCHEDULE OF TERMS AND PRICES

<i>S/ No</i>	<i>Item Description</i>	<i>Qty</i>	<i>Unit of Issue</i>	<i>Location</i>	<i>Reserve Price per unit (Kshs.)</i>	<i>Bidders Unit Price (Kshs.)</i>	<i>Bidders Total Price (Kshs.)</i>	<i>Required Deposit (Kshs.)</i>
1	21" TV	1	pcs	University Hotel	1000			
2	Bain-marie	1	pcs	University Hotel	500			
3	Jericans (20lts)	200	pcs	University Hotel	30			
4	Jericans (5lts)	50	pcs	University Hotel	10			
5	Wooden door	1	pcs	University Hotel	100			
6	Potato chipper + stand	2	pcs	University Hotel	100			
7	Metallic chairs (with maroon top)	6	pcs	University Hotel	50			
8	Bed sheets	56	pcs	University Hotel	50			
9	Bath towels	5	pcs	University Hotel	50			
10	Floor mats	6	pcs	University Hotel	20			
11	Bath mats	8	pcs	University Hotel	20			
12	Blinders (sheers)	12	pcs	University Hotel	30			
13	White table cloths	4	pcs	University Hotel	10			
14	Green slip cloths	16	pcs	University Hotel	10			
15	Sky blue slip cloths	28	pcs	University Hotel	10			
16	Maroon slip cloths	10	pcs	University Hotel	10			
17	Dark blue slip cloths	7	pcs	University Hotel	10			
18	Maroon napkins	10	pcs	University Hotel	10			
19	Dark blue napkins	11	pcs	University Hotel	10			
20	Sky blue napkins	40	pcs	University Hotel	10			
21	Green napkins	6	pcs	University Hotel	10			
22	Iron box	1	pcs	University Hotel	100			
23	Water dispenser	2	pcs	University Hotel	200			
24	Electric oven	1	Pcs	University Hotel	200			
25	Metal Scraps (Tea urn, Cookers, Potato peeler, Deep freezer, Charcoal jiko, Blender, sufurias, Washing machine)	113	kgs	University Hotel	20			
26	Plastic Scraps (Plastic dustbins , 1000Ltr Plastic tank)	10	kgs	University Hotel	5			
27	chloride battery N70	2	pcs	Procurement Stores Section	200			
28	Tyres (assorted)	35	Pcs	Procurement Stores Section	300			
29	5 Litre Jerrican	18	PCs	Procurement Stores Section	10			
30	Jerrican 20 Litres	40	Pcs	Procurement Stores Section	30			
31	Fire Extinguishers 9 Kgs	2	Pcs	Procurement Stores Section	150			
32	Newspapers	30	Kgs	Procurement Stores Section	15			

33	Water Dispenser	1	Pcs	Procurement Stores Section	200			
34	Scraps (Brake pads, Release bearing, Clutch fork, ECU-passat, Glass rail, Slave cylinder, Brake discs, Pressure plate, Clutch plate, Fuel filter, Air cleaner elements, relay, Piston rings-suzuki bike, Jack-scissors, Steering rack ends	20	kgs	Transport Section	20			
35	Safety belts	10	pcs	Transport Section	10			
36	batteries	5	pcs	Transport Section	100			
37	Wiper blades	1	pcs	Transport Section	100			
38	Blender	4	pcs	Hospitality Department	100			
39	Electric kettle	1	pcs	Hospitality Department	300			
40	Fridge	1	pcs	Hospitality Department	1000			
41	Meat mincer	1	pcs	Hospitality Department	500			
42	PLASTIC CHAIRS	150	pcs	Catering Section	150			
43	Tea urns - 100 ltrs	2	pcs	Catering Section	10000			
44	Tea urns - 15 ltrs	2	pcs	Catering Section	500			
45	Hot plates electrical (SCRAPs)	24	KGS	Catering Section	20			
46	Melamine cups	50	pcs	Catering Section	30			
47	Commercial blender	1	pcs	Catering Section	2000			
48	Fridge	1	pcs	Catering Section	5000			
49	Cooking pots - 250 ltrs	2	pcs	Catering Section	5000			
50	Cooking pots - 50 ltrs	1	pcs	Catering Section	2000			
51	T-Doors 24 x80	23	Pcs	Planning Section	500			
52	T-Doors 32 x80	6	pcs	Planning Section	600			
53	Flush doors 32 x 80	4	pcs	Planning Section	200			
54	Curtain boxes 7 ft	16	pcs	Planning Section	200			
55	Curtain boxes 4 ft	11	pcs	Planning Section	150			
56	Curtain boxes 11 ft	1	pcs	Planning Section	300			
57	Incubators 16 x 24	1	pcs	Planning Section	200			
58	Incubators 24 x 24	1	pcs	Planning Section	150			
59	Incubators 28 x 26	1	pcs	Planning Section	300			
60	Skeleton camphor sofa set	1	pc	Planning Section	400			
61	Kitchen cup board	1	pc	Planning Section	200			
62	Kitchen cabinet	1	pc	Planning Section	200			
63	Book shelves	1	pc	Planning Section	300			
64	T-doors 32 x80	1	pc	Planning Section	800			
65	Wooden trolley	1	pc	Planning Section	500			
66	Computer tables	10	pcs	Planning Section	300			
67	GI Pipes	30	kgs	Planning Section	20			
68	Metallic tank – 230 ltrs	2	Pcs	Planning Section	200			
69	Water heater tank	1	pc	Planning Section	300			

70	Single bows sink	3	Pcs	Planning Section	300			
71	Double bows sinks	2	pcs	Planning Section	400			
72	Bath tups basins	5	pcs	Planning Section	500			
73	LG Television 32"	1	pc	Planning Section	500			
74	Sumsang Television LED	1	PC	Planning Section	500			
75	LG LED Flat screen	1	PC	Planning Section	500			
76	Phillips TV 20"	1	PC	Planning Section	200			
77	Scrap Metals	300	kgs	Planning Section	20			
78	Water Dispenser	1	pcs	Office of the Deputy Vice Chancellor (APF)	200			
79	Water dispenser	1	pcs	Office of the Deputy Vice Chancellor (APF)	200			

Authorized official

Name.....Signature.....

Date.....

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 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.

Appendix to conditions of tender

Notes on appendix to conditions of tender

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

The provisions of the appendix compliment the conditions of tender included in section IV. In preparing the appendix, the following aspects should be taken into considerations;

- 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 of tender</i>
4.2 - Deposit	10% of price quoted per item
4.5 – Storage charges	<i>Ksh. 200.00 charge for 30 days from payment date. Failure to collect the items within 30 days will lead to cancellation of the award. The second highest bidder will be considered for award.</i>

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. : MksU/OT/DISP01/2020-2021

*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

Authorizing Official

(name)..... (signature).....

(Date).....

5.4. LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To:

RE: Tender No. MksU/OT/DISP01/2020-2021

Tender Name DISPOSAL OF IDLE ASSETS

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 of20.....in the matter of Tender

No.....of20...

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 of20.....

SIGNED
Board Secretary