

KENYA LITERATURE BUREAU

TENDER DOCUMENT

FOR

**SALE OF BOARDED ASSORTED ITEMS,
AND MOTOR VEHICLE**

TENDER NO: KLB/T/13/2020-2021

CLOSING DATE:12/8/2020

TIME: 10:00 AM East Africa Time

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INTRODUCTION

This Standard tender document for Sale of disposable Stores and Equipment has been prepared for use by public entities in Kenya in the disposal stores and equipment as provided by part XIV of the Public and Disposal Act, 2015.

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

Specific details should be furnished in the tender notice. The final document to be provided to the tenderers should not have blank spaces or give options

The instructions to the tenderers should remain unchanged. Any necessary amendments to these parts should be made through the Appendix to instructions to tenderers.

Information contained in the invitation to tender shall conform to the data and information in the tender documents to enable tenderers to decide whether or not to participate in the tender and shall indicate any important tender requirements.

SECTION I - INVITATION TO TENDER Date 4th August 2020

Tender Ref No: KLB/T/13/2020-2021

Tender Name: Sale of Boarded Assorted Items and Vehicle

Kenya Literature Bureau now invites sealed tenders from eligible candidates to purchase the Assorted Items and Vehicle as shown on the schedule of requirements.

Due to Covid 19 containment measures, interested eligible candidates will be required to download the Tender documents from the KLB website www.klb.co.ke or the PPIP Portal ww.tenders.go.ke. Bidders will be required to send their particulars to supplies@klb.co.ke for any clarifications and addendum.

SITE VISIT(Mandatory) - Tenderers are advised to send email to supplies@klb.co.ke to make arrangements on viewing of the Items before quoting between 6th to 10th August 2020.

Tenderers will be required to pay in advance a refundable deposit as indicated in the Appendix to Instructions to tenderers. (where applicable). **Tender Deposit shall be payable to the Account No.124-131-8387 at KCB Moi Avenue or through MPESA PAYBILL No. 980400(Account number is the name of the firm bidding). Please forward payment details to supplies@klb.co.ke for issuance of receipts.**

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 Kenya Literature Bureau or addressed to so as to be received at Kenya Literature Bureau, PO BOX 30022-00100 on or before **Wednesday, 12th August 2020 at 10.00am East Africa Time.**

Prices quoted should be net, must be in Kenya Shillings and shall remain valid for 90 days from the closing date of the tender.

Tenders will be opened immediately thereafter in the presence of the tenderers or their representatives who choose to attend at Kenya Literature Bureau.

Managing Director

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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 166 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.

The price to be charged for the tender document shall not exceed Kshs.1,000/=(No payment). Download free of charge.

2.2.2 The procuring entity shall allow the tenderer 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 agenda issued in accordance with clause 2.5 of these instructions to tenderers.

- i. Invitation to tender
- i. Instructions to tenderers
- ii. Schedule of items and price
- iii. Conditions of Tender
- iv. Form of tender
- v. Confidential Business questionnaire Form
- vi. 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 five (5) 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 5 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. (where applicable)

2.7.2 Failure to put the required deposit for any item tendered for will lead to disqualification of the bid for the item.

2.7.3 Unsuccessful Tenderer's tender deposit will be discharged or returned as promptly as possible but not later than Seven (7) days after the expiration of the period of tender validity prescribed by the procuring entity.

2.7.4 The successful Tenderer's tender deposit will be credited to his bid price so that it forms part of the amount of the bid and the tender will be required to pay the bid price less the deposit security.

2.7.4 The tender deposit may be forfeited:

if a tenderer withdraws its tender during the period of tender validity specified by the procuring entity; 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

1.1 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. **Please send email to supplies@klb.co.ke to make arrangements on viewing of the items before quoting between 6th to 10th August 2020, this is in compliance with containment of the COVID 19 Pandemic.**

2.10 Sealing and Marking of Tenders

2.10.1 The tenderer shall seal the tender and mark it with the number and name of the tender and "DO NOT OPEN BEFORE **Wednesday, 12th August 2020 at 10.00am East Africa Time.**

2.11 Deadline for Submission of Tenders

2.11.1. Tenders must be received by the Kenya Literature Bureau, Po Box 30022-00100 not later than **Wednesday, 12th August 2020 at 10.00am East Africa Time.**

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

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.

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.

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

2.12.2 Withdrawals and tenders

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

2.13.1 The Kenya literature bureau will open all tenders in the presence of tenderers' representatives who choose to attend on **Wednesday, 12th August 2020 at 10.00am East Africa Time** and in the location specified in the invitation to tender. The tenderers or representatives who are present shall sign a register evidencing their attendance.

2.13.2 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.

2.13.3 The Procuring entity will prepare minutes of the tender opening.

2.14 Clarification of tenders

2.14.1 To assist in the examination, evaluation and comparison of tenders Kenya Literature Bureau 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.

2.14.2 Any effort by the tenderer to influence the Kenya Literature Bureau 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 Kenya Literature Bureau 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 Kenya literature bureau.

2.15.2 Kenya Literature Bureau 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 Kenya Literature Bureau 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

2.17.1 Prior to the expiration of the period of tender validity, Kenya Literature Bureau will notify the successful tenderer in writing that its tender has been accepted.

2.17.2 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 Kenya Literature Bureau 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 Kenya Literature Bureau in its decisions on tender evaluation, tender comparison, or contract award may result in the rejection of the tenderer's tender.

Appendix to Instructions to tenderers

Notes on the appendix to the Instructions to Tenderers

The Appendix to Instructions to tenderers is intended to assist the Kenya Literature Bureau in providing specific information in relation to the corresponding clauses in the instructions to tenderers included in Section II and the appendix has to be prepared for each specific tender.

The Kenya Literature Bureau should specify in the appendix, information and requirements specific to the circumstances of the Kenya Literature Bureau the procuring of the tender, the nature of items being sold and the evaluation criteria that will apply to the tender.

In preparing the appendix, the following aspects should be taken into consideration: The information that specifies and complements provisions of Section II to be incorporated, amendments and or supplements if any, to provisions of Section II as necessitated by the circumstances of specific items to be also incorporated. Section II should remain unchanged and can only be amended through the appendix.

Appendix to Instructions to tenderers

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

Instructions to Tenderers Reference	Particulars of appendix to Instructions to tenderers
2.1.	The tender is open to all interested bidders (individuals and firms)
2.8.	Tender validity period shall be 90 days from the date stated for tender submission
2.9	Items are to be sold on an “As and Where is” basis
2.9	The client has scheduled a viewing exercise to be held on between 6 th to 10 th August

	<p>2020.</p> <p>Interested bidders should make prior arrangements with Kenya Literature Bureau for the viewing of the tender items to allow for proper planning of the exercise in view of the COVID-19 containment measures</p>
2.15	<p>The tender evaluation criteria shall be:</p> <p>Stage 1: Preliminary consideration</p> <ul style="list-style-type: none"> i. Copy of registration certificate for firms and National identification card (ID) for individuals. ii. Filled and signed Form of Tender. iii. Duly filled and signed Tender Deposit Commitment Declaration Form. iv. Valid and current Tax Compliance Certificate from KRA. Individuals bidding for the items shall be required to submit copies of PIN certificates and National Identity Card. v. Price schedule filled and signed. vi. Dully filled, signed and stamped Confidential Business Questionnaire Form. vii. Dully filled, signed and stamped Anti-Corruption Declaration Form. <p>Stage 2: Bids Comparison</p> <p>The bids found to be responsive in stage 1 will be compared for prices.</p> <p>Stage 3: Award Recommendation/Award</p>

	The highest quoting evaluated bidder shall be considered for award for each respective item/lot
2.16	Award shall be made to the highest evaluated bidder per item/lot

SECTION III - SCHEDULE OF ITEMS AND PRICES

3.0 Notes on schedule of Items and Prices

3.1 Kenya Literature Bureau 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.

3.2 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 Kenya Literature Bureau.

SCHEDULE OF TERMS AND PRICES

CATEGORY A-PRINTING MACHINES on "As is Where Is" Basis

1 LOT No.	2 Item Description	3 Total Quantity	4 Total Reserve Price (KSH)	5 Required Deposit (KSH)	6 Unit Price (KSH)
Lot 1	2Color Offset Printing Machine	1NO.	400,000/=	Kshs. 5,000/=	
Lot 2	250KVA GENERATOR SET	1 NO.	380,000/=	Kshs. 5,000/=	
Lot 3	SEWING MACHINE 150CMX500CM	1 NO.	450,000/=	Kshs. 5,000/=	
Lot 4	ONE COLOR OFFSET-MACHINE, PAPER A6-A3	1 NO.	440,000/=	Kshs. 5,000/=	
Lot 5	MANUAL TRIMMER MACHINE 12cmX150cm	1 NO.	150,000/=	None	
Lot 6	CUTTING MACHINE 220cmX200cm. 150mm THICKNESS	1NO.	250,000/=	Kshs. 5,000/=	

1 LOT No.	2 Item Description	3 Total Quantity	4 Total Reserve Price (KSH)	5 Required Deposit (KSH)	6 Unit Price (KSH)
Lot 7	Swing- Arm Machine Letterpress Die casting letter press	1NO.	5,000/=	None	
Lot 8	ONE COLOR OFFSET- MACHINE, PAPER A6- A3	1NO.	130,000/=	None	
Lot 9	Plate Maker Machine	1.	30,000/=	None	
Lot 10	STAHL FOLDING MACHINE	1.	8,000/=	None	
Lot 11	HEIDELBERG FOLDING MACHINE	1	11,000/=	None	
Lot 12	SEWING MACHINE	1	50,000/=	None	
	CATEGORY B-SCRAP METAL“ As And Where Is” Basis				
Lot 13	ASSORTED SCRAP	APPROX 1 TON	5,000/=	None	
	CATEGORY C- PLATES/DAMPER CLOTH/INKS, GLUE“ on “As is Where Is” Basis				
Lot 14	ROLAND POSITIVE PLATES	50X5 PCS 740MMX9 25MMX0. 30MM 130 KG	6,500/=	None	

1 LOT No.	2 Item Description	3 Total Quantity	4 Total Reserve Price (KSH)	5 Required Deposit (KSH)	6 Unit Price (KSH)
Lot 15	ROLAND DAMPER CLOTH 95MM	1 ROLL APPROX 10KG	150/=	None	
Lot 15	COW GUM	1X2 KG	None	None	
Lot 15	SOLUTION INKING	1X2LITRS TINS	None	None	
Lot 15	NUMBERING INK	5X1KG	None	None	
Lot 15	INK TURQUOISE BLUE	10X1 KG	None	None	
Lot 15	INK BRIGHT PURPLE	16X1KG	None	None	
Lot 15	INK TURQUOISE BLUE	10X1 KG	None	None	
Lot 15	INK BRIGHT PURPLE	16X1KG	None	None	
Lot 16	USED PRINTED PLATES	APPROX 700KG	17,500/=	None	

1 LOT No.	2 Item Description	3 Total Quantity	4 Total Reserve Price (KSH)	5 Required Deposit (KSH)	6 Unit Price (KSH)
	CATEGORY D- COMPUTER/PRINTERS/C OPIERS on "As is Where Is" Basis				
Lot 17	MONITORS - LCD 12&CR 15 inches COMPAQ PRESARIO, IMAC	15 NO. & 1NO 1 1	20,250/=	None	
Lot 18	COMPAQ, HP,&IMAC CPU- Desktops	12 No.	14,400/=	None	
Lot 19	UPS 650V UPS . 1KVA UPS 3KVA UPS for	42 No. 5No. 1No.	6,200/=	None	

1 LOT No.	2 Item Description	3 Total Quantity	4 Total Reserve Price (KSH)	5 Required Deposit (KSH)	6 Unit Price (KSH)
Lot 20	CPU-Desktops	12 No.	4,800/=	None	
Lot 21	PRINTERS LQ 2180 LQ EPSON HP 3015 HP LASER JET P2055bn HP LASER JET 1300	7No.	5,250/=	None	
Lot 22	HEAVY DUTY PRINTER/COPIER 232 TOSHIBA E STUDIO	1No	4,000/=	None	
Lot 23	RICOH HEAVY DUTY 2020/&18 COPIER	1No	4,000/=	None	
	CATEGORY E- FURNITURE & FITTINGS on "As is Where Is" Basis				
Lot 24	Assorted Office Furniture & Related Items including carpets	Various	6,500/=	None	
Lot 25	Metallic door	1	3,400/=	None	
Lot 26	Steel Cabinets	13	13,000/=	None	
Lot 27	Executive chairs and visitor's chair	18	9,000/=	None	

1 LOT No.	2 Item Description	3 Total Quantity	4 Total Reserve Price (KSH)	5 Required Deposit (KSH)	6 Unit Price (KSH)
Lot 28	Water Dispensers	6	2,400/=	None	
Lot 29	Vacuum cleaners	4	6,000/=	None	
Lot 30	Paper Offcuts - Assorted	Approx. 1 Ton	None	None	
Lot 31	Assorted broken Pallets	Approx. 2 Tonnes	None	None	
Lot 32	VW Passat KBL 844G Saloon 1800cc Petrol	1	900,000/=	10,000/=	

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 Kenya Literature Bureau will retain confidential reserve prices for all the items. Items tendered for below the reserve price will be retained by the Kenya Literature Bureau.

NOTES ON APPENDIX TO CONDITIONS OF TENDER

1. The clauses in the Kenya Literature Bureau appendix to conditions of tender are intended to assist in procuring specific information in relation to corresponding clauses in the conditions of tender.

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

3. Information that complement provisions of Section IV to be incorporated Amendments and or supplements to provisions of Section IV, as necessitated by the circumstances of the specific items of sale must also be incorporated. Section IV should remain unchanged and can only be amended through the appendix.

SECTION V - STANDARD FORMS

5.0 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.

	<p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">Name</th> <th style="width: 30%;">Nationality</th> <th style="width: 35%;">Citizenship Details</th> </tr> </thead> <tbody> <tr> <td>Shares</td> <td></td> <td></td> </tr> <tr> <td>1.</td> <td></td> <td></td> </tr> <tr> <td>.....</td> <td></td> <td></td> </tr> <tr> <td>.....</td> <td></td> <td></td> </tr> <tr> <td>.....</td> <td></td> <td></td> </tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares			1.					
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	<p>Part 2 (c) – Registered Company</p> <p>Private or Public</p> <p>State the nominal and issued capital of company –</p> <p style="padding-left: 40px;">Nominal Kshs.</p> <p style="padding-left: 40px;">Issued Kshs.</p> <p>Given details of all directors as follows</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">Name</th> <th style="width: 30%;">Nationality</th> <th style="width: 35%;">Citizenship Details</th> </tr> </thead> <tbody> <tr> <td>Shares</td> <td></td> <td></td> </tr> <tr> <td>1.</td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td></td> <td></td> </tr> <tr> <td>4.</td> <td></td> <td></td> </tr> <tr> <td>5.</td> <td></td> <td></td> </tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares			1.			2.			3.			4.			5.		
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<p>Date Seal/Signature of Candidate</p> <p>.....</p>																						

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: -

Lot No.	Item Description	Deposit Kshs.	Receipt No. and Date

Authorizing Official

(Name)

(Signature)

(Date)

LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To:

RE: Tender No.

Tender Name

This is to notify that the contract/s stated below under the above-mentioned tender have been awarded to you.

Please acknowledge receipt of this letter of notification signifying your acceptance.

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.

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

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) ofdated 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.
- etc.

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

- 1.
- 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

ANTI-CORRUPTION DECLARATION FORM

We declare and guarantee that no offer, gift or payment, consideration or benefit of any kind, which constitutes an illegal or corrupt practice, has been or will be made to anyone by our organization or agent, either directly or indirectly, as an independent or reward for the award or execution of this procurement.

In the event the above is contravened we accept that the following to apply-

- a) The person shall be disqualified from entering into contract for the procurement;
or
- b) If a contract has already been entered into with the person, the contract shall be voidable at the option of KLB
- c) The voiding of a contract by the procuring entity under subsection (b) does not limit any other legal remedy that KLB may have.

Name:Signature: Date:

Business Stamp

ANTI- FRAUDULENT PRACTICE DECLARATION

We declares and guarantees that no person in our organization has or will be involved in a fraudulent practice in any procurement proceeding.

Name:Signature: Date:

Business Stamp

NON-DEBARMENT DECLARATION

We declares and guarantees that Director or any person who has controlling interest in our organization has been debarred from participating in a procurement proceeding.

Name:Signature: Date:

Business Stamp