SOUTH EASTERN KENYA UNIVERSITY

Tender Document

For

TENDER FOR DISPOSAL OF ASSORTED STORES AND LIVESTOCK

P.O. BOX 170-90200 KITUI: TELEPHONE: 0733330062 OR 0733330034

Website: www.seku.ac.ke Email: info@seku.ac.ke and procurement@seku.ac.ke

P.O BOX 170-90200 Kitui.

Tender Document

For

TENDER NO: SEKU/PROC-DISPOSAL/ONT/001B/2025/2026

Closing date – 19th May 2026, 10:00am

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INVITATION TO TENDER

PROCURING ENTITY: **South Eastern Kenya University**

CONTRACT NAME /DESCRIPTION: ***Disposal of assorted stores***

and livestock (cattle, goats and sheep).

1. The South Eastern Kenya University now invites sealed tenders from eligible candidates to purchase ***assorted stores and livestock (cattle, goats and sheep).***

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

3. Interested tenderers may inspect the goods to be sold during office hours ***0900am to 1500 pm hours*** at the address given below.

4. A complete set of tender documents may be obtained by interested candidates free of charge from www.seku.ac.ke or www.tenders.go.ke websites

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

6. Completed tenders must be delivered to the address below on or before **19th *May 2026 at 10:00am***. Electronic Tenders ***will not*** be permitted.

7. 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.

8. 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.

9. Late tenders will be rejected.

10. Completed tender documents are to be enclosed in plain sealed envelopes, marked with the tender number and name and be deposited in the Tender Box at **Procurement offices** in SEKU main campus in Kitui County or be addressed to;-

THE VICE CHANCELLOR,
SOUTH EASTERN KENYA UNIVERSITY
P. O. Box 170-90200
Kitui

So as to be received on or before **19th *May 2026 at 10:00am***

SECTION I - INSTRUCTIONS TO TENDERERS

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

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 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.

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 items it 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 as 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 tenderer will be required to pay the tender price less 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**

19th May 2026 at 10:00 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 Entityandtenderspreviouslysubjecttothedeadlinewillthereafterbesubjecttothedeadlineasextended.

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 at **10:00 am, Tuesday 19th May 2026** *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 .and

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.

EVALUATION CRITERIA (MANDATORY) STAGE I

MR NO	DESCRIPTION	YE/NO
MR 1	Attach Copy of receipt for deposit on Lots tendered for.	
MR 2	Duly Filled and signed form of Tender	
MR 3	Duly Filled and signed Confidential Business Questionnaire	
MR 4	Duly Filled Self Declaration Form that the tenderer is not debarred. **FORM SD1**	
MR 5	Duly Filled Self Declaration that the bidder will not engage in Corrupt practices. **FORM SD2**	
MR 6	Attach a Certified Copy of ID Card	
MR 7	Duly Filled Tender deposit commitment Declaration Form	
	RESULT (PASS/FAIL)	

NOTE: Bidders who will fail on the mandatory requirements will not be evaluated further. Those bids that will pass stage I on mandatory requirements will be subjected to financial comparison.

17 Award Criteria

17.1 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 tendered price, subject to the reserve price.

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

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.

A LIST OF ASSETS/ITEMS TO BE DISPOSED IS CATEGORIZED IN LOTS BELOW;

SUMMARY OF ITEMS TO BE DISPOSED

S/NO.	LOT NO.	ITEMS	REF. NO. TO THE ASSET REGISTER /RECORDS OF STORE	QUANTITY	RESERVE PRICE IF ANY
1.	**LOT 2**	Sony 52'' TV-1set	n/a	1	n/a
2.	**LOT 3**	photocopier machine	n/a	1	n/a
3.	**LOT 4**	Cattle	Various tag number	50	Various prices for individual animal.
4.	**LOT 5**	Goats	Various tag number	350	Various prices for individual animal.
5.	**LOT 6**	Sheep	Various tag number	42	Various prices for individual animal.

S/NO	LOT NO	ITEM DESCRIPTION	RESERVE PRICE IF ANY (KES)	TOTAL TENDER PRICE	TENDER DEPOSIT
1	SEKU/PROC-DISPOSAL /LOT/002	Sale of old Sony 52'' TV-1set	N/A		500.00
2	SEKU/PROC-DISPOSAL /LOT/003	Sale of unserviceable photocopier machine	N/A		500.00

4. SEKU/PROC- DISPOSAL /LOT/003: SALE OF CATTLE

TENDER DEPOSIT FOR THIS LOT IS kes. 500 regardless of the number of animals the bidder is bidding for in this LOT.

Cattle

S/NO	TAG NO	SEX	L.WT (Kgs)	E. CW (Kgs)	RESERVE PRICE (KES.)	TENDER PRICE	TENDER DEPOSIT
1	B09	M	690	414	227700		
2	B13	M	380	228	125400		
3	OX22	M	460	276	151800		
4	OX24	M	372	223.2	122760		
5	OX 28	M	220	132	72600		
6	OX 30	M	200	120	66000		
7	OX 26	M	260	156	85800		
8	OX 29	M	180	108	59400		
9	OX 25	M	225	135	74250		
10	OX 31	M	160	96	52800		
11	OX 33	M	130	78	42900		
12	OX 27	M	250	150	82500		
13	OX 34	M	110	66	36300		
14	OX32	M	120	72	39600		
15	OX 35	M	BS	N.A	20000		
16	OX 36	M	BS	N.A	20000		
17	LC 16	F	300	180	99000		
18	C15	F	240	144	79200		
19	C18	F	185	111	61050		

20	C21	F	115	69	37950		
21	C23	F	105	63	34650		
22	LC21	F	100	60	33000		
23	C28	F	80	48	26400		
24	SLC01	F	220	132	72600		
25	LC09	F	250	150	82500		
26	LC18	F	230	138	75900		
27	C27	F	90	54	29700		
28	C26	F	105	63	34650		
29	C25	F	95	57	31350		
30	SLCO2	F	185	111	61050		
31	C23	F	110	66	36300		
32	LC11	F	250	150	82500		
33	C24	F	98	58.8	32340		
34	LC20	F	240	144	79200		
35	LC17	F	190	114	62700		
36	LC19	F	180	108	59400		
37	C20	F	140	84	46200		
38	LC10	F	255	153	84150		
39	SLC03	F	150	90	49500		
40	C22	F	92	55.2	30360		
41	C19	F	165	99	54450		
42	LC 14	F	210	126	69300		
43	LC 13	F	230	138	75900		
44	LC 12	F	240	144	79200		
46	TG	F	BS	N.A	20000		
47	TG	F	BS	N.A	20000		

48	TG	M	BS	N.A	20000		
49	TG	M	BS	N.A	20000		
50	TG	M	BS	N.A	20000		
TOTAL TENDER PRICE							

5. SEKU/PROC- DISPOSAL /LOT/004: SALE OF GOATS

TENDER DEPOSIT FOR THIS LOT IS kes. 500 regardless of the number of animals the bidder is bidding for in this LOT.

Goats

S/NO	TAG NO	SEX	L.WT (KGS)	E.CW (KGS)	RESERVE PRICE (KES.)	TENDER PRICE	TENDER DEPOSIT
1	1372	m	33	19.8	13860		
2	1249	m	38	22.8	15960		
3	1234	m	38	22.8	15960		
4	1338	m	38	22.8	15960		
5	1206	m	49	29.4	20580		
6	1106	m	37	22.2	15540		
7	1275	m	38	22.8	15960		
8	1317	m	34	20.4	14280		
9	884	m	55	33	23100		
10	1385	m	35	21	14700		
11	1432	m	34	20.4	14280		
12	1341	m	34	20.4	14280		
13	1332	m	36	21.6	15120		
14	1368	m	33	19.8	13860		
15	1329	m	35	21	14700		
16	1306	m	34	20.4	14280		
17	1304	m	33	19.8	13860		
18	1336	m	38	22.8	15960		
19	1320	m	35	21	14700		
20	969	m	53	31.8	22260		

21	1240	m	37	22.2	15540		
22	1290	m	35	21	14700		
23	1309		35	21	14700		
24	1298	m	36	21.6	15120		
25	1344	m	36	21.6	15120		
26	1380	m	35	21	14700		
27	1095	m	54	32.4	22680		
28	1379	m	33	19.8	13860		
29	1208	m	37	22.2	15540		
30	sg01	m	44	26.4	18480		
31	1083	m	35	21	14700		
32	1230	m	36	21.6	15120		
33	1318	m	35	21	14700		
34	1373	m	34	20.4	14280		
35	1328	m	35	21	14700		
36	1236	m	38	22.8	15960		
37	1355	m	36	21.6	15120		
38	1363	m	33	19.8	13860		
39	1323	m	34	20.4	14280		
40	1357	m	35	21	14700		
41	1297	m	34	20.4	14280		
42	1346	m	35	21	14700		
43	1347	m	36	21.6	15120		
44	1232	m	36	21.6	15120		
45	1004	F	43	25.8	18060		
46	469	f	41	24.6	17220		
47	814	f	40	24	16800		
48	1046	f	47	28.2	19740		
49	988	f	42	25.2	17640		
50	1042	f	41	24.6	17220		

51	1031	f	43	25.8	18060	
52	312	f	38	22.8	15960	
53	663	F	46	27.6	19320	
54	785	F	43	25.8	18060	
55	1266	F	42	25.2	17640	
56	1071	F	42	25.2	17640	
57	1101	F	39	23.4	16380	
58	1281	F	41	24.6	17220	
59	1107	F	43	25.8	18060	
60	463	F	42	25.2	17640	
61	890	F	45	27	18900	
62	1175	F	40	24	16800	
63	792	F	44	26.4	18480	
64	775	F	43	25.8	18060	
65	838	F	43	25.8	18060	
66	1264	F	39	23.4	16380	
67	1016	F	40	24	16800	
68	1131	F	41	24.6	17220	
69	1076	F	45	27	18900	
70	856	F	43	25.8	18060	
71	796	F	46	27.6	19320	
72	1044	F	41	24.6	17220	
73	1200	F	39	23.4	16380	
74	997	F	42	25.2	17640	
75	783	F	40	24	16800	
76	1299	F	38	22.8	15960	
77	1041	F	41	24.6	17220	
78	839	F	42	25.2	17640	
79	1121	F	43	25.8	18060	
80	850	F	37	22.2	15540	
81	1238	F	37	22.2	15540	
82	877	F	40	24	16800	

83	823	F	47	28.2	19740	
84	246	F	40	24	16800	
85	1006	F	44	26.4	18480	
86	1033	F	39	23.4	16380	
87	1058	F	45	27	18900	
88	1119	F	39	23.4	16380	
89	1220	F	40	24	16800	
90	983	F	42	25.2	17640	
91	683	F	42	25.2	17640	
92	445	F	39	23.4	16380	
93	908	F	41	24.6	17220	
94	1224	F	38	22.8	15960	
95	1109	F	47	28.2	19740	
96	876	F	43	25.8	18060	
97	988	F	45	27	18900	
98	653	F	59	35.4	24780	
99	658	F	42	25.2	17640	
100	775	F	46	27.6	19320	
101	833	F	43	25.8	18060	
102	335	F	42	25.2	17640	
103	857	F	42	25.2	17640	
104	1113	F	40	24	16800	
105	1002	F	42	25.2	17640	
106	1130	F	40	24	16800	
107	795	F	43	25.8	18060	
108	1284	F	37	22.2	15540	
109	1058	F	39	23.4	16380	
110	1222	F	39	23.4	16380	

111	985	F	43	25.8	18060	
112	1004	F	45	27	18900	
113	1313	F	39	23.4	16380	
114	1132	F	46	27.6	19320	
115	995	F	40	24	16800	
116	1066	F	46	27.6	19320	
117	1198	F	44	26.4	18480	
118	760	F	40	24	16800	
119	587	F	40	24	16800	
120	986	F	41	24.6	17220	
121	1098	F	45	27	18900	
122	1015	F	41	24.6	17220	
123	336	F	40	24	16800	
124	979	F	47	28.2	19740	
125	1217	F	39	23.4	16380	
126	1280	F	40	24	16800	
127	923	F	42	25.2	17640	
128	820	F	43	25.8	18060	
129	1260	F	37	22.2	15540	
130	1326	F	40	24	16800	
131	857	F	37	22.2	15540	
132	454	F	40	24	16800	
133	1289	F	40	24	16800	
134	1185	F	40	24	16800	
135	1252	F	34	20.4	14280	
136	930	F	47	28.2	19740	
137	1102	F	42	25.2	17640	
138	841	F	47	28.2	19740	
139	1098	F	38	22.8	15960	
140	829	F	42	25.2	17640	
141	646	F	45	27	18900	
142	1177	F	46	27.6	19320	

143	1162	F	47	28.2	19740	
144	1174	F	47	28.2	19740	
145	1274	F	42	25.2	17640	
146	1205	F	43	25.8	18060	
147	1125	F	42	25.2	17640	
148	371	F	44	26.4	18480	
149	1063	F	46	27.6	19320	
150	1175	F	47	28.2	19740	
151	1110	F	36	21.6	15120	
152	647	F	43	25.8	18060	
153	827	F	50	30	21000	
154	1256	F	41	24.6	17220	
155	1008	F	40	24	16800	
156	1237	F	39	23.4	16380	
157	822	F	44	26.4	18480	
158	1122	F	40	24	16800	
159	1355	F	38	22.8	15960	
160	1287	F	39	23.4	16380	
161	1221	F	41	24.6	17220	
162	1349	F	36	21.6	15120	
163	1179	F	34	20.4	14280	
164	984	F	49	29.4	20580	
165	915	F	50	30	21000	
166	1074	F	43	25.8	18060	
167	1061	F	42	25.2	17640	
168	878	F	44	26.4	18480	
169	1035	F	45	27	18900	

170	1265	F	40	24	16800	
171	1048	F	43	25.8	18060	
172	399	F	45	27	18900	
173	426	F	40	24	16800	
174	879	F	39	23.4	16380	
175	1229	F	38	22.8	15960	
176	1079	F	43	25.8	18060	
177	1258	F	43	25.8	18060	
178	1172	F	45	27	18900	
179	843	F	34	20.4	14280	
180	1278	F	38	22.8	15960	
181	1187	F	40	24	16800	
182	830	F	40	24	16800	
183	991	F	47	28.2	19740	
184	1324	F	37	22.2	15540	
185	1348	F	38	22.8	15960	
186	1118	F	45	27	18900	
187	764	F	44	26.4	18480	
188	871	F	43	25.8	18060	
189	840	F	44	26.4	18480	
190	1120	F	44	26.4	18480	
191	1094	F	43	25.8	18060	
192	917	F	45	27	18900	
193	773	F	42	25.2	17640	
194	1214	F	38	22.8	15960	
195	1247	F	37	22.2	15540	
196	1215	F	38	22.8	15960	
197	1213	F	39	23.4	16380	

198	1223	F	43	25.8	18060		
199	920	F	43	25.8	18060		
200	852	F	46	27.6	19320		
201	1168	F	40	24	16800		
202	1271	F	46	27.6	19320		
203	1317	F	34	20.4	14280		
204	1111	F	44	26.4	18480		
205	329	F	43	25.8	18060		
206	1412	F	33	19.8	13860		
207	1257	FF	37	22.2	15540		
208	1279	F	40	24	16800		
209	1225	F	35	21	14700		
210	1283	FF	36	21.6	15120		
211	1251		39	23.4	16380		
212	1362	F	34	20.4	14280		
213	1206	F	37	22.2	15540		
214	1207	F	37	22.2	15540		
215	1235	F	38	22.8	15960		
216	1333	F	38	22.8	15960		
217	1304	F	35	21	14700		
218	1286	F	39	23.4	16380		
219	1386	F	34	20.4	14280		
220	1340	F	36	21.6	15120		
221	1315	F	39	23.4	16380		
222	1254	F	39	23.4	16380		
223	1246	F	40	24	16800		
224	1282	F	37	22.2	15540		
225	1243	F	36	21.6	15120		
226	1312	F	35	21	14700		

227	1330	F	36	21.6	15120		
228	1047	F	37	22.2	15540		
229	1219	F	38	22.8	15960		
230	1350	F	37	22.2	15540		
231	1364	F	33	19.8	13860		
232	1285	F	36	21.6	15120		
233	1342	F	35	21	14700		
234	1250	F	35	21	14700		
235	1308	F	35	21	14700		
236	1307	F	36	21.6	15120		
237	1369	F	35	21	14700		
238	1377	F	36	21.6	15120		
239	1361	F	35	21	14700		
240	1371	F	33	19.8	13860		
241	1383	F	34	20.4	14280		
242	1310		35	21	14700		
243	1316	F	35	21	14700		
244	1387	F	35	21	14700		
245	1353	F	34	20.4	14280		
246	1325	F	36	21.6	15120		
247	1354	F	36	21.6	15120		
248	1356	F	35	21	14700		
249	924	F	37	22.2	15540		
250	1339	F	36	21.6	15120		
251	555	F	44	26.4	18480		
252	1129	F	33	19.8	13860		
253	786	F	40	24	16800		
254	178	F	39	23.4	16380		

255	244	F	43	25.8	18060		
256	419	F	41	24.6	17220		
257	863	F	36	21.6	15120		
258	1001	F	36	21.6	15120		
259	1203	F	36	21.6	15120		
260	1209	F	36	21.6	15120		
261	1211	F	39	23.4	16380		
262	1228	F	35	21	14700		
263	1233	F	35	21	14700		
264	1245	F	43	25.8	18060		
265	1253	F	44	26.4	18480		
266	1288	F	41	24.6	17220		
267	1414	F	BS	N.A	5000		
268	1395	F	BS	N.A	5000		
269	1427	F	BS	N.A	5000		
270	1400	F	BS	N.A	5000		
271	1394	F	BS	N.A	5000		
272	1382	F	BS	N.A	5000		
273	1375	F	BS	N.A	5000		
274	1374	F	BS	N.A	5000		
275	1398	F	BS	N.A	5000		
276	1420	F	BS	N.A	5000		
277	1366	F	BS	N.A	5000		
278	1436	F	BS	N.A	5000		
279	1433	F	BS	N.A	5000		
280	1404	F	BS	N.A	5000		
281	1448	F	BS	N.A	5000		
282	1407	F	BS	N.A	5000		

283	1389	F	BS	N.A	5000		
284	1399	F	BS	N.A	5000		
285	1406	F	BS	N.A	5000		
286	1440	F	BS	N.A	5000		
287	1370	F	BS	N.A	5000		
288	1440	F	BS	N.A	5000		
289	1426	F	BS	N.A	5000		
290	1391	F	BS	N.A	5000		
291	1408	F	BS	N.A	5000		
292	1343	F	BS	N.A	5000		
293	1405	F	BS	N.A	5000		
294	1411	F	BS	N.A	5000		
295	1423	F	BS	N.A	5000		
296	1441	F	BS	N.A	5000		
297	1430	F	BS	N.A	5000		
298	1402	F	BS	N.A	5000		
299	1443	F	BS	N.A	5000		
300	1422	F	BS	N.A	5000		
301	1444	F	BS	N.A	5000		
302	1419	F	BS	N.A	5000		
303	1447	F	BS	N.A	5000		
304	1416	m	BS	N.A	5000		
305	1446	m	BS	N.A	5000		
306	1393	m	BS	N.A	5000		
307	1359	M	BS	N.A	5000		
308	1388	M	BS	N.A	5000		
309	1418	M	BS	N.A	5000		
310	1424	M	BS	N.A	5000		
311	1429	M	BS	N.A	5000		

312	1439	M	BS	N.A	5000	
313	1378	M	BS	N.A	5000	
314	1365	M	BS	N.A	5000	
315	1425	M	BS	N.A	5000	
316	1360	M	BS	N.A	5000	
317	1442	M	BS	N.A	5000	
318	1376	M	BS	N.A	5000	
319	1401	M	BS	N.A	5000	
320	1417	M	BS	N.A	5000	
321	1403	M	BS	N.A	5000	
322	1449	M	BS	N.A	5000	
323	1410	M	BS	N.A	5000	
324	1421	M	BS	N.A	5000	
325	1435	M	BS	N.A	5000	
326	1415	M	BS	N.A	5000	
327	1434	M	BS	N.A	5000	
328	1438	M	BS	N.A	5000	
329	1445	M	BS	N.A	5000	
330	1431	M	BS	N.A	5000	
331	1413	M	BS	N.A	5000	
332	TG	M	young kids	N.A	5000	
333	TG	M	young kids	N.A	5000	
334	TG	M	young kids	N.A	5000	
335	TG	M	young kids	N.A	5000	
336	TG	M	young kids	N.A	5000	
337	TG	M	young kids	N.A	5000	
338	TG	F	young kids	N.A	5000	
339	TG	F	young kids	N.A	5000	
340	TG	F	young kids	N.A	5000	
341	TG	F	young kids	N.A	5000	
342	TG	F	young kids	N.A	5000	
343	TG	F	young kids	N.A	5000	
344	TG	F	young kids	N.A	5000	

345	TG	F	young kids	N.A	5000	
346	TG	F	young kids	N.A	5000	
347	TG	F	young kids	N.A	5000	
348	TG	F	young kids	N.A	5000	
349	TG	F	young kids	N.A	5000	
350	TG	F	young kids	N.A	5000	
TOTAL TENDER PRICE						

6. SEKU/PROC- DISPOSAL /LOT/005: SALE OF SHEEP

TENDER DEPOSIT FOR THIS LOT IS kes. 500 regardless of the number of animals the bidder is bidding for in this LOT.

Sheep

S/NO	TAG NO	SEX	L.WT (KGS)	E.CW (KGS)	RESERVE PRICE (KES.)	TENDER PRICE	TENDER DEPOSIT
1	RM 001	m	50	30	21000		
2	RM008	f	37	22.2	15540		
3	14	f	38	22.8	15960		
4	2	m	38	22.8	15960		
5	34	f	25	15	10500		
6	5	m	61	36.6	25620		
7	18	f	40	24	16800		
8	110	f	42	25.2	17640		
9	33	m	49	29.4	20580		
10	31	f	37	22.2	15540		
11	17	m	55	33	23100		
12	12	m	47	28.2	19740		
13	13	m	55	33	23100		

14	16	f	42	25.2	17640		
15	29	f	39	23.4	16380		
16	ss01	m	48	28.8	20160		
17	7	f	37	22.2	15540		
18	10	m	55	33	23100		
19	24	m	51	30.6	21420		
20	8	f	51	30.6	21420		
21	Rm007	f	35	21	14700		
22	23	f	37	22.2	15540		
23	20	m	37	22.2	15540		
24	26	m	35	21	14700		
25	27	m	34	20.4	14280		
26	30	m	44	26.4	18480		
27	25	m	50	30	21000		
28	RM003	m	41	24.6	17220		
29	RM006	m	40	24	16800		
30	9	m	43	25.8	18060		
31	28	f	36	21.6	15120		
32	35	f	35	21	14700		
33	36	m	50	30	21000		
34	39	m	35	21	14700		
35	42	f	34	20.4	14280		
					622860		
36	38	m	bs	N.A	5000		
37	37	f	bs	N.A	5000		
38	41	m	bs	N.A	5000		
39	40	m	bs	N.A	5000		
40	tg	f	bs	N.A	5000		

41	tg	f	bs	N.A	5000		
42	tg	m	bs	N.A	5000		
TOTAL TENDER PRICE							

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

Item No.	Description of Item	Unit of Issue	Total Quantity	Unit price	Total Tender Price	Required Deposit
1	Sale of old Sony 52'' TV-1set	LOT	1			500.00
2	Sale of unserviceable photocopier machine	LOT	1			500.00
3	Sale of Cattle	EACH	50			500
4	Sale of Goats	EACH	350			500
5	Sale of Sheep	EACH	42			500

Dated this_____day of_____20_____

_____ _____

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

Duly authorized to sign tender for and on behalf of _____

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.	…….....			

ETC.

[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			
6			

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				xxxxx

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/orders 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