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/001C/2025/2026

Closing date – 4th June 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 ***4th June 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 ***4th June 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 **Thursday**

4th June 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, Thursday 4th June 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.

SCHEDULE OF ITEMS AND PRICES

S/NO	LOT NO	ITEM DESCRIPTION	RESERVE PRICE IF ANY (KES)	TOTAL TENDER PRICE	TENDER DEPOSIT
1	SEKU/PROC-DISPOSAL /LOT/001	Sale of old Sony 52'' TV-1set	N/A		500.00
2	SEKU/PROC-DISPOSAL /LOT/002	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
1	B09	M	690	414	186300	
2	B13	M	380	228	102600	
3	OX22	M	460	276	124200	
4	OX24	M	372	223.2	100440	
6	OX 30	M	200	120	54000	
7	OX 26	M	260	156	70200	
8	OX 29	M	180	108	48600	
9	OX 25	M	225	135	60750	
10	OX 31	M	160	96	43200	
11	OX 33	M	130	78	35100	
12	OX 27	M	250	150	67500	
13	OX 34	M	110	66	29700	
14	OX32	M	120	72	32400	
15	OX 35	M	BS	N.A	20000	
16	OX 36	M	BS	N.A	20000	
17	LC 16	F	300	180	81000	
18	C15	F	240	144	64800	
19	C18	F	185	111	49950	
20	C21	F	115	69	31050	
21	C23	F	105	63	28350	
22	LC21	F	100	60	27000	
23	C28	F	80	48	21600	
24	SLC01	F	220	132	59400	
25	LC09	F	250	150	67500	
26	LC18	F	230	138	62100	
27	C27	F	90	54	24300	
28	C26	F	105	63	28350	
29	C25	F	95	57	25650	
30	SLCO2	F	185	111	49950	
31	C23	F	110	66	29700	
32	LC11	F	250	150	67500	
33	C24	F	98	58.8	26460	

34	LC20	F	240	144	64800	
35	LC17	F	190	114	51300	
36	LC19	F	180	108	48600	
37	C20	F	140	84	37800	
38	LC10	F	255	153	68850	
39	SLC03	F	150	90	40500	
40	C22	F	92	55.2	24840	
41	C19	F	165	99	44550	
42	LC 14	F	210	126	56700	
43	LC 13	F	230	138	62100	
44	LC 12	F	240	144	64800	
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						
	tag no	**sex**	**L.WT (Kgs)**	**E.CW (Kgs)**	**RESERVE PRICE (KES.) (Kes)**	**TENDER PRICE**
1.	178	F	43	25.8	12900	
2.	244	F	47	28.2	14100	
3.	246	F	44	26.4	13200	
4.	312	f	42	25.2	12600	
5.	329	F	47	28.2	14100	
6.	335	F	46	27.6	13800	
7.	336	F	44	26.4	13200	
8.	371	F	48	28.8	14400	
9.	399	F	49	29.4	14700	
10.	419	F	45	27	13500	
11.	426	F	44	26.4	13200	
12.	445	F	43	25.8	12900	
13.	454	F	44	26.4	13200	
14.	463	F	46	27.6	13800	
15.	469	f	45	27	13500	
16.	555	F	48	28.8	14400	
17.	587	F	44	26.4	13200	
18.	646	F	49	29.4	14700	
19.	647	F	47	28.2	14100	
20.	653	F	63	37.8	18900	
21.	658	F	46	27.6	13800	
22.	663	F	50	30	15000	
23.	683	F	46	27.6	13800	

24.	760	F	44	26.4	13200	
25.	764	F	48	28.8	14400	
26.	773	F	46	27.6	13800	
27.	775	F	47	28.2	14100	
28.	775	F	50	30	15000	
29.	783	F	44	26.4	13200	
30.	785	F	47	28.2	14100	
31.	786	F	44	26.4	13200	
32.	792	F	48	28.8	14400	
33.	795	F	47	28.2	14100	
34.	796	F	50	30	15000	
35.	814	f	44	26.4	13200	
36.	820	F	47	28.2	14100	
37.	822	F	48	28.8	14400	
38.	823	F	51	30.6	15300	
39.	827	F	54	32.4	16200	
40.	829	F	46	27.6	13800	
41.	830	F	44	26.4	13200	
42.	833	F	47	28.2	14100	
43.	838	F	47	28.2	14100	
44.	839	F	46	27.6	13800	
45.	840	F	48	28.8	14400	
46.	841	F	51	30.6	15300	
47.	843	F	38	22.8	11400	
48.	850	F	41	24.6	12300	
49.	852	F	50	30	15000	
50.	856	F	47	28.2	14100	
51.	857	F	46	27.6	13800	
52.	857	F	41	24.6	12300	
53.	863	F	40	24	12000	
54.	871	F	47	28.2	14100	
55.	876	F	47	28.2	14100	
56.	877	F	44	26.4	13200	
57.	878	F	48	28.8	14400	
58.	879	F	43	25.8	12900	
59.	884	m	59	35.4	17700	
60.	890	F	49	29.4	14700	
61.	908	F	45	27	13500	
62.	915	F	54	32.4	16200	
63.	917	F	49	29.4	14700	
64.	920	F	47	28.2	14100	
65.	923	F	46	27.6	13800	
66.	924	F	41	24.6	12300	
67.	930	F	51	30.6	15300	
68.	969	m	57	34.2	17100	
69.	979	F	51	30.6	15300	
70.	983	F	46	27.6	13800	
71.	984	F	53	31.8	15900	
72.	985	F	47	28.2	14100	

73.	986	F	45	27	13500	
74.	988	f	46	27.6	13800	
75.	988	F	49	29.4	14700	
76.	991	F	51	30.6	15300	
77.	995	F	44	26.4	13200	
78.	997	F	46	27.6	13800	
79.	1001	F	40	24	12000	
80.	1002	F	46	27.6	13800	
81.	1004	F	47	28.2	14100	
82.	1004	F	49	29.4	14700	
83.	1006	F	48	28.8	14400	
84.	1008	F	44	26.4	13200	
85.	1015	F	45	27	13500	
86.	1016	F	44	26.4	13200	
87.	1031	f	47	28.2	14100	
88.	1033	F	43	25.8	12900	
89.	1035	F	49	29.4	14700	
90.	1041	F	45	27	13500	
91.	1042	f	45	27	13500	
92.	1044	F	45	27	13500	
93.	1046	f	51	30.6	15300	
94.	1047	F	41	24.6	12300	
95.	1048	F	47	28.2	14100	
96.	1058	F	49	29.4	14700	
97.	1058	F	43	25.8	12900	
98.	1061	F	46	27.6	13800	
99.	1063	F	50	30	15000	
100.	1066	F	50	30	15000	
101.	1071	F	46	27.6	13800	
102.	1074	F	47	28.2	14100	
103.	1076	F	49	29.4	14700	
104.	1079	F	47	28.2	14100	
105.	1083	m	39	23.4	11700	
106.	1094	F	47	28.2	14100	
107.	1095	m	58	34.8	17400	
108.	1098	F	49	29.4	14700	
109.	1098	F	42	25.2	12600	
110.	1101	F	43	25.8	12900	
111.	1102	F	46	27.6	13800	
112.	1106	m	41	24.6	12300	
113.	1107	F	47	28.2	14100	
114.	1109	F	51	30.6	15300	
115.	1110	F	40	24	12000	
116.	1111	F	48	28.8	14400	
117.	1113	F	44	26.4	13200	
118.	1118	F	49	29.4	14700	
119.	1119	F	43	25.8	12900	
120.	1120	F	48	28.8	14400	
121.	1121	F	47	28.2	14100	

122.	1122	F	44	26.4	13200	
123.	1125	F	46	27.6	13800	
124.	1129	F	37	22.2	11100	
125.	1130	F	44	26.4	13200	
126.	1131	F	45	27	13500	
127.	1132	F	50	30	15000	
128.	1162	F	51	30.6	15300	
129.	1168	F	44	26.4	13200	
130.	1172	F	49	29.4	14700	
131.	1174	F	51	30.6	15300	
132.	1175	F	44	26.4	13200	
133.	1175	F	51	30.6	15300	
134.	1177	F	50	30	15000	
135.	1179	F	38	22.8	11400	
136.	1185	F	44	26.4	13200	
137.	1187	F	44	26.4	13200	
138.	1198	F	48	28.8	14400	
139.	1200	F	43	25.8	12900	
140.	1203	F	40	24	12000	
141.	1205	F	47	28.2	14100	
142.	1206	m	53	31.8	15900	
143.	1206	F	41	24.6	12300	
144.	1207	F	41	24.6	12300	
145.	1208	m	41	24.6	12300	
146.	1209	F	40	24	12000	
147.	1211	F	43	25.8	12900	
148.	1213	F	43	25.8	12900	
149.	1214	F	42	25.2	12600	
150.	1215	F	42	25.2	12600	
151.	1217	F	43	25.8	12900	
152.	1219	F	42	25.2	12600	
153.	1220	F	44	26.4	13200	
154.	1221	F	45	27	13500	
155.	1222	F	43	25.8	12900	
156.	1223	F	47	28.2	14100	
157.	1224	F	42	25.2	12600	
158.	1225	F	39	23.4	11700	
159.	1228	F	39	23.4	11700	
160.	1229	F	42	25.2	12600	
161.	1230	m	40	24	12000	
162.	1232	m	40	24	12000	
163.	1233	F	39	23.4	11700	
164.	1234	m	42	25.2	12600	
165.	1235	F	42	25.2	12600	
166.	1236	m	42	25.2	12600	
167.	1237	F	43	25.8	12900	
168.	1238	F	41	24.6	12300	
169.	1240	m	41	24.6	12300	
170.	1243	F	40	24	12000	

171.	1245	F	47	28.2	14100	
172.	1246	F	44	26.4	13200	
173.	1247	F	41	24.6	12300	
174.	1249	m	42	25.2	12600	
175.	1250	F	39	23.4	11700	
176.	1251		43	25.8	12900	
177.	1252	F	38	22.8	11400	
178.	1253	F	48	28.8	14400	
179.	1254	F	43	25.8	12900	
180.	1256	F	45	27	13500	
181.	1257	FF	41	24.6	12300	
182.	1258	F	47	28.2	14100	
183.	1260	F	41	24.6	12300	
184.	1264	F	43	25.8	12900	
185.	1265	F	44	26.4	13200	
186.	1266	F	46	27.6	13800	
187.	1271	F	50	30	15000	
188.	1274	F	46	27.6	13800	
189.	1275	m	42	25.2	12600	
190.	1278	F	42	25.2	12600	
191.	1279	F	44	26.4	13200	
192.	1280	F	44	26.4	13200	
193.	1281	F	45	27	13500	
194.	1282	F	41	24.6	12300	
195.	1283	FF	40	24	12000	
196.	1284	F	41	24.6	12300	
197.	1285	F	40	24	12000	
198.	1286	F	43	25.8	12900	
199.	1287	F	43	25.8	12900	
200.	1288	F	45	27	13500	
201.	1289	F	44	26.4	13200	
202.	1290	m	39	23.4	11700	
203.	1297	m	38	22.8	11400	
204.	1298	m	40	24	12000	
205.	1299	F	42	25.2	12600	
206.	1304	m	37	22.2	11100	
207.	1304	F	39	23.4	11700	
208.	1306	m	38	22.8	11400	
209.	1307	F	40	24	12000	
210.	1308	F	39	23.4	11700	
211.	1309	m	39	23.4	11700	
212.	1310	f	39	23.4	11700	
213.	1312	F	39	23.4	11700	
214.	1313	F	43	25.8	12900	
215.	1315	F	43	25.8	12900	
216.	1316	F	39	23.4	11700	
217.	1317	m	38	22.8	11400	
218.	1318	m	39	23.4	11700	
219.	1319	F	38	22.8	11400	

220.	1320	m	39	23.4	11700	
221.	1323	m	38	22.8	11400	
222.	1324	F	41	24.6	12300	
223.	1325	F	40	24	12000	
224.	1326	F	44	26.4	13200	
225.	1328	m	39	23.4	11700	
226.	1329	m	39	23.4	11700	
227.	1330	F	40	24	12000	
228.	1332	m	40	24	12000	
229.	1333	F	42	25.2	12600	
230.	1336	m	42	25.2	12600	
231.	1338	m	42	25.2	12600	
232.	1339	F	40	24	12000	
233.	1340	F	40	24	12000	
234.	1341	m	38	22.8	11400	
235.	1342	F	39	23.4	11700	
236.	1343	F		0	5000	
237.	1344	m	40	24	12000	
238.	1346	m	39	23.4	11700	
239.	1347	m	40	24	12000	
240.	1348	F	42	25.2	12600	
241.	1349	F	40	24	12000	
242.	1350	F	41	24.6	12300	
243.	1353	F	38	22.8	11400	
244.	1354	F	40	24	12000	
245.	1355	m	40	24	12000	
246.	1355	F	42	25.2	12600	
247.	1356	F	39	23.4	11700	
248.	1357	m	39	23.4	11700	
249.	1359	M		0	5000	
250.	1360	M		0	5000	
251.	1361	F	39	23.4	11700	
252.	1362	F	38	22.8	11400	
253.	1363	m	37	22.2	11100	
254.	1364	F	37	22.2	11100	
255.	1365	M		0	5000	
256.	1366	F		0	5000	
257.	1368	m	37	22.2	11100	
258.	1369	F	39	23.4	11700	
259.	1370	F		0	5000	
260.	1371	F	37	22.2	11100	
261.	1372	m	37	22.2	11100	
262.	1373	m	38	22.8	11400	
263.	1374	F		0	5000	
264.	1375	F		0	5000	
265.	1376	M		0	5000	
266.	1377	F	40	24	12000	
267.	1378	M		0	5000	
268.	1379	m	37	22.2	11100	

269.	1380	m	39	23.4	11700	
270.	1382	F		0	5000	
271.	1383	F	38	22.8	11400	
272.	1385	m	39	23.4	11700	
273.	1386	F	38	22.8	11400	
274.	1387	F	39	23.4	11700	
275.	1388	M		0	5000	
276.	1389	F		0	5000	
277.	1391	F		0	5000	
278.	1393	m		0	5000	
279.	1394	F		0	5000	
280.	1395	F		0	5000	
281.	1398	F		0	5000	
282.	1399	F		0	5000	
283.	1400	F		0	5000	
284.	1401	M		0	5000	
285.	1402	F		0	5000	
286.	1403	M		0	5000	
287.	1404	F		0	5000	
288.	1405	F		0	5000	
289.	1406	F		0	5000	
290.	1407	F		0	5000	
291.	1408	F		0	5000	
292.	1410	M		0	5000	
293.	1411	F		0	5000	
294.	1412	F	37	22.2	11100	
295.	1413	M		0	5000	
296.	1414	F		0	5000	
297.	1415	M		0	5000	
298.	1416	m		0	5000	
299.	1417	M		0	5000	
300.	1418	M		0	5000	
301.	1419	F		0	5000	
302.	1420	F		0	5000	
303.	1421	M		0	5000	
304.	1422	F		0	5000	
305.	1423	F		0	5000	
306.	1424	M		0	5000	
307.	1425	M		0	5000	
308.	1426	F		0	5000	
309.	1427	F		0	5000	
310.	1429	M		0	5000	
311.	1430	F		0	5000	
312.	1431	M		0	5000	
313.	1432	m	38	22.8	11400	
314.	1433	F		0	5000	
315.	1434	M		0	5000	
316.	1435	M		0	5000	
317.	1436	F		0	5000	

318.	1438	M		0	5000	
319.	1439	M		0	5000	
320.	1440	F		0	5000	
321.	1440	F		0	5000	
322.	1441	F		0	5000	
323.	1442	M		0	5000	
324.	1443	F		0	5000	
325.	1444	F		0	5000	
326.	1445	M		0	5000	
327.	1446	m		0	5000	
328.	1447	F		0	5000	
329.	1448	F		0	5000	
330.	1449	M		0	5000	
331.	sg01	m	48	28.8	14400	
332.	TG	M		0	5000	
333.	TG	M		0	5000	
334.	TG	M		0	5000	
335.	TG	M		0	5000	
336.	TG	M		0	5000	
337.	TG	M		0	5000	
338.	TG	F		0	5000	
339.	TG	F		0	5000	
340.	TG	F		0	5000	
341.	TG	F		0	5000	
342.	TG	F		0	5000	
343.	TG	F		0	5000	
344.	TG	F		0	5000	
345.	TG	F		0	5000	
346.	TG	F		0	5000	
347.	TG	F		0	5000	
348.	TG	F		0	5000	
349.	TG	F		0	5000	
350.	TG	F		0	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**
1	RM 001	m	50	30	15000	
2	RM008	f	37	22.2	11100	
3	14	f	38	22.8	11400	
4	2	m	38	22.8	11400	
5	34	f	25	15	7500	
6	5	m	61	36.6	18300	

7	18	f	40	24	12000	
8	110	f	42	25.2	12600	
9	33	m	49	29.4	14700	
10	31	f	37	22.2	11100	
11	17	m	55	33	16500	
12	12	m	47	28.2	14100	
13	13	m	55	33	16500	
14	16	f	42	25.2	12600	
15	29	f	39	23.4	11700	
16	ss01	m	48	28.8	14400	
17	7	f	37	22.2	11100	
18	10	m	55	33	16500	
19	24	m	51	30.6	15300	
20	8	f	51	30.6	15300	
21	Rm007	f	35	21	10500	
22	23	f	37	22.2	11100	
23	20	m	37	22.2	11100	
24	26	m	35	21	10500	
25	27	m	34	20.4	10200	
26	30	m	44	26.4	13200	
27	25	m	50	30	15000	
28	RM003	m	41	24.6	12300	
29	RM006	m	40	24	12000	
30	9	m	43	25.8	12900	
31	28	f	36	21.6	10800	
32	35	f	35	21	10500	
33	36	m	50	30	15000	
34	39	m	35	21	10500	
35	42	f	34	20.4	10200	
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 ***SOUTH EASTERN KENYA UNIVERSITY IGU***

Name of the Bank- ***NATIONAL BANK***

Branch Name ***SEKU BRANCH***

and City-***KITUI***

Account Number- ***7700158258***

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