



MINISTRY OF WATER, SANITATION AND IRRIGATION
KENYA WATER INSTITUTE

TENDER NAME: SALE OF IDLE, UNSERVICEABLE AND OBSOLETE ASSETS

TENDER NO.KEWI/DISPO/001/2023-2024

NOTICE DATE: 7th JUNE, 2024

**CLOSING DAY, TIME & DATE: Friday 10:00 AM,
 14th June, 2024**

Staff Name.....

Staff Personal Number.....

Staff National Identification No..... (Attach a copy)

NB: Copy of the deposit receipt/bank slip must be attached

TABLE OF CONTENTS

	PAGE
INTRODUCTION	3
SECTION I INVITATION TO TENDER.....	4
SECTION II : INSTRUCTIONS TO TENDERERS.....	5
Appendix to Instructions to tenderers.....	12
SECTION III : SCHEDULE OF ITEMS AND PRICE.....	14
SECTION IV : CONDITIONS OF TENDER.....	16
Appendix to Conditions of Tender.....	17
SECTION V : STANDARD FORMS.....	19
5.1 FORM OF TENDER.....	20
5.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM.....	21
5.3 TENDER COMMITMENT DECLARATION FORM.....	22

SECT 1-INVITATION TO TENDER

Date 7th JUNE, 2024

TENDER REF NO: KEWI/DISPO/001/2023-2024

Tender Name: sale of idle, unserviceable and obsolete assets

- 1.1 The *Kenya Water Institute* now invites sealed tenders from members of staff to purchase idle, unserviceable and obsolete assets.
- 1.2 Interested members of staff may obtain further information from and inspect the tender documents at *procurement office, Kenya Water Institute, PO BOX 60013-00200 NAIROBI along ole Shapara Avenue* during normal working hours).
- 1.3 Tender documents can be downloaded from the **KEWI website www.kewi.or.ke** free of charge or hard copies obtained at the Institutes' Procurement office during normal working hours at no cost.
- 1.4 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 library block Kenya water institute or addressed to **THE DIRECTOR/CEO, KENYA WATER INSTITUTE P O BOX 60013-00200** so as to be received on or before **14th June, 2024 at 10:00am.**
- 1.5 Prices quoted should be net, must be in Kenya Shillings and shall remain valid for 90 days from the closing date of the tender.
- 1.6 Tenders will be opened immediately thereafter in the presence of the tenderers or their representatives who choose to attend **at Kenya Water Institute, P O BOX 60013-00200 in the Conference room**

Dr. Leiro Letangule, EBS
DIRECTOR/CEO
KENYA WATER INSTITUTE

SECTION II - INSTRUCTIONS TO TENDERERS

Table of Clauses

		Page
2.1	Eligible tenderers.....	6
2.2	Cost of tendering.....	6
2.3	Tender documents.....	6
2.4	Clarification of documents.....	6
2.5	Amendments of documents.....	7
2.6	Tender prices and currencies.....	7
2.7	Tender deposit.....	8
2.8	Validity of tenders.....	8
2.9	Viewing of the tender items.....	9
2.10	Sealing and marking of tenders.....	9
2.11	Deadline for submission of tenders.....	9
2.12	Modification and withdrawal of tenders.....	9
2.13	Opening of tenders.....	10
2.14	Clarification of tenders.....	10
2.15	Evaluation and comparison of tenders.....	11
2.16	Award of tender criteria.....	11
2.17	Notification of award.....	11
2.18	Contacting the procuring entity.....	12

SECTION II - INSTRUCTION TO TENDERERS

2.1 Eligible Tenderers

2.1.1 This Invitation for Tenders is open to all members of Kenya Water Institute.

2.2 Cost of Tendering

2.2.1 The tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

2.2.2 The procuring entity shall allow the tender to review the tender document free of charge before purchase.

2.3 The Tender Document

2.3.1 The tender document comprises the documents listed below and any addenda issued in accordance with clause 2.5 of these instructions to tenderers.

- (i) Invitation to tender
- (ii) Instructions to tenderers
- (iii) Schedule of items and price
- (iv) Conditions of Tender
- (v) Form of tender
- (vi) Confidential Business questionnaire Form
- (vii) Tender Commitment Declaration Form

2.3.2 The tenderer is expected to examine all instructions, forms, terms and specifications in the tender documents. Failure to meet all the requirements of the tender will be at the tenderer's risk and may result in the rejection of its tender.

2.4. Clarification of Documents

2.4.1 A prospective tenderer requiring any clarification of the tender document may notify the Procuring entity in writing or by post at the entity's address indicated in the Invitation for tenders. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives not later than thirty (30) days prior to the deadline for the submission of tenders, prescribed by the procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers that have received the tender document.

2.4.2 Clarification of tenders shall be requested by the tenderer to be received by the procuring entity not later than 2 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 1 day 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 of 10% of the quote price for every item tendered as indicated in the schedule of items for disposal.

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

2.7.3 Unsuccessful Tenderer's tender deposit will be discharged or returned as promptly as possible as but not later than four (4) days after the expiration of the period of tender validity prescribed by the procuring entity.

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

2.7.5 The tender deposit may be forfeited:

- (a) if a tenderer withdraws its tender during the period of tender validity specified by the procuring entity.
- (b) in the case of a successful tenderer, if the tenderer fails to pay the balance of the bid price.

2.8 Validity of Tenders

2.8.1 Tenders shall remain valid for 90 days or as specified in the appendix to instruction to tenderers after date of tender opening prescribed by the Procuring entity, pursuant to paragraph 2.10 Tender valid for a shorter period shall be rejected by the Procuring entity as non responsive.

2.8.2 In exceptional circumstances, the Procuring entity may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender deposit provided under paragraph 2.7 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender deposit. A tenderer granting the request will not be required nor permitted to modify its tender.

2.9. Viewing of Tender Items

2.9.1 Prospective bidders are advised to view the items, stores/equipment in liaison with the procuring entity before they bid for each lot. Bids are based on **AS WHERE IS CONDITION** and the conditions of the items are not warranted by the seller.

2.10 Sealing and Marking of Tenders

2.10.1 The tenderer shall seal the tender and mark it with the number **KEWI/DISPO/001/2023-2024**

2.11 Deadline for Submission of Tenders

2.11.1. Tenders must be received by the Procuring entity at the address specified not later than **FRIDAY 14TH JUNE, 2024 AT 10:00AM.**

2.11.2 The procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with

paragraph 2.5. in which case all rights and obligations of the procuring entity and tenderers previously subject to the deadline will thereafter be subject to the deadline as extended.

2.12 Modifications And Withdrawals Of Tenders

2.12.1 Modification of tenders

2.12.1.1 The tenderer may modify or withdraw its tender after the tender's submission, provided that written notice of the modification, including substitution or withdrawal of the tenders, is received by the Procuring entity prior to the deadline prescribed for submission of tenders.

2.12.1.2 The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.9.1. A withdrawal notice may also be sent by fax but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

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

2.12.2 Withdrawals and tenders

2.12.2.1 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer. Withdrawal of a tender during this interval may result in the tenderer's forfeiture of its tender deposit, pursuant to paragraph 2.7.5

2.13 Opening of Tenders

2.13.2 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend at **KEWI on 14th June 2024 at 10:00am** and in the location specified in the invitation to tender. The tenderers or representatives who are present shall sign a register evidencing their attendance.

2.13.3 The tenderers' names, tender modifications or withdrawals, tender prices, and the presence or absence of requisite tender deposit and such other details as the Procuring entity, at its discretion, may consider appropriate, will be announced at the opening.

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

2.14 Clarification of tenders

2.14.2 To assist in the examination, evaluation and comparison of tenders the Procuring entity may, at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted.

2.14.3 Any effort by the tenderer to influence the Procuring entity in the Procuring entity's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

2.15 Evaluation and Comparison of Tenders

2.15.1 The Procuring entity will examine the tenders to determine whether they are complete, whether any computation errors have been made, whether required deposits have been furnished, whether documents have been properly signed and whether the tenders are generally in order. After examination a tender that will be determined to be substantially non responsive, will be rejected by the procuring entity.

2.15.2 The Procuring entity will evaluate and compare the tenders, which have been determined to be substantially responsive.

2.15.3 The tender processing committee shall evaluate the tender within 30 days of the validity period from the date of opening the tender.

2.16 Award Criteria

2.16.1 The Procuring entity will award the contract to the successful tenderer(s) whose tender has been determined to be substantially responsive and has been determined to be the **highest evaluated tender**, subject to the **reserves price**.

NB Incase there is tie in the bid price, the bid opened (coded) first will be awarded.

2.17 Notification of Award

2.17.2 Prior to the expiration of the period of tender validity, the Procuring entity will notify the successful tenderer in writing that its tender has been accepted.

2.17.3 Simultaneously the other tenderers shall be notified that their tenders have been unsuccessful.

2.18 Contacting the Procuring entity

2.18.1 No tenderer shall contact the Procuring entity on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

2.18.2 Any effort by a tenderer to influence the Procuring entity in its decisions on tender evaluation, tender comparison, or contract award may result in the rejection of the tenderer's tender.

Appendix to Instructions to tenderers.

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

Instructions to Tenderers Reference	<i>Particulars of appendix to Instructions to tenderers</i>
2.1.1	<i>Interested eligible candidates as allowed by the public procurement and Asset disposal Act 2015</i>
2.8.1	<i>90 days</i>

SUMMARY OF ITEMS TO BE DISPOSED WITH RECOMMENDED RESERVED PRICES.

Lot No	Description	Qty	Unit of Issue	Reserve Price		Bid Price		Deposit Paid (10% of bid price) attach copy of deposit slip/receipt
				Unit Price	Total Price	Unit Price	Total Price	
Lot 1	Mattresses	51	Pcs	1,500	76,500			
Lot 2	Mattresses	Lot (108 pcs)	Lot	-	10,800			
Lot 3	Blankets	Lot (87 pcs)	Lot	-	4,350			
Lot 4	Mosquito Nets	Lot (61 pcs)	Lot	-	1,220			
Lot 5	Bed Covers	Lot (9 pcs)	Lot	-	270			

Lot 6	Beds	66	Pcs	1,000	66,000			
Lot 7	Pillow Cases	Lot (100 pcs)	Lot	-	10,000			
Lot 8	Empty Crates of Soda	Lot (16 No.)	Lot	-	1,600			
Lot 9	Large Sufurias	Lot (3 No.)	Lot	-	1,500			
Lot 10	Silver Platas Partitioned	Lot (67 No.)	Lot	-	6,700			
Lot 11	Burners + stands (Chaffin Dishes)	Lot (12 No.)	Lot	-	6,000			
Lot 12	Tea Urns (2 - 10Lts and 2 – 25ltrs)	Lot (4 No.)	Lot	-	2,000			
Lot 13	Office Chairs	Lots(50 pcs)	Lot	-	5,000			
Lot 14	Assorted tool box	Lot(45pieces)	Lot	-	9,000			
Lot 15	Electrical/tubes /Fittings	Lot (assorted)	Lot	-	10,000			
Lot 16	Assorted used Timbers	Lot (80 tons)	Lot	-	96,000			
Lot 17	Assorted used clay tiles	Lot (2000 pcs)	Lot	-	10,000			
Lot 18	Firewood	Lot (13 tons)	Lot	-	13,000			
Lot 19	Louver glass	Lot (400 pcs)	Lot	-	8,000			

Authorized official _____
Name _____ Signature _____
Date _____

VIEWING WILL BE DONE DURING THE NORMAL WORKING HOURS AS AND WHERE THE ITEMS ARE.

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 within 2 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 two (2) 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 two (2) days after making the payment failure to which storage charges will be charged as indicated in the appendix to Conditions of tender.
- 4.6 The procuring entity will retain confidential reserve prices for all the items. Items tendered for below the reserve price will be retained by the procuring entity.

Appendix to conditions of tender

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

Conditions of tender reference	<i>Particulars of the appendix to Conditions of tender</i>
4.5	<i>1 % of the bid price will be charged per week as storage charges after expiry of tender validity period</i>

5.2 Confidential Business Questionnaire Form

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this form

<p>Part 1 – General</p> <p>Staff Name</p>

Staff Personal number

Staff ID No..... (Attach a copy)