



**STANDARD TENDER DOCUMENT
FOR DISPOSAL OF OFFICIAL ASSETS**

Tender No. WASREB/TND/02/2020-2021- Disposal of Various Printers, Laptops, Computers, E-Studio photocopy Machine and Assorted Furniture

SUBMISSION DEADLINE: 1ST December, 2020 AT 12.00 NOON

5th Floor Wing 'A' of National Hospital Insurance Fund (NHIF) Building- Headquarters

**P.O Box 41621 00100, TEL: +254 02 2733561
NAIROBI, KENYA**

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ABBREVIATION AND ACRONYMS

TDS-Tender Data Sheet

WASREB- Water Services Regulatory Board

NHIF-National Hospital Insurance Fund

TND-Tender

NO-Number

ITT- Instructions to Tenderers

ICT-Information Communication Technology

CDS –Contract Data Sheet

PP&ADA, 2015-Public Procurement and Asset Disposal Act, 2015

PP&ADR, 2020-Public Procurement and Asset Disposal Regulations, 2020

SECTION 1

INVITATION TO TENDER

2nd November, 2020

INVITATION TO TENDER FOR DISPOSAL OF ASSORTED ICT EQUIPMENT AND FURNITURE

Tender No. WASREB/TND/02/2020-2021

Water Services Regulatory Board (WASREB) invites sealed bids from eligible candidates to bid for tenders for disposal of Assorted ICT Equipment and Furniture.

Interested eligible candidates may download the bid document from the Board's website: www.wasreb.go.ke or www.tenders.go.ke **Free of Charge**. Bidders may view the tender items as well as inspect the tender document at the procurement office at Water Services Regulatory Board NHIF Building-Headquarters, 5th Floor, Wing 'A' during normal working hours.

A completed tender document must be enclosed in plain sealed envelope, marked by the relevant tender No. and addressed to The Chief Executive Officer, Water Services Regulatory Board, P.O. Box 41621 00100, NAIROBI OR be deposited in the tender box located at 5th Floor Wing 'A' of NHIF Building- Headquarters during normal working hours so as to be received on or before **1st December, 2020 at 12.00 noon**.

Tenders will be opened immediately thereafter in the presence of the tenderers or their representatives who choose to attend the opening in the Boardroom on 5th Floor, Wing 'A' of NHIF Building, Headquarters.

All tenders must be filled in accordance with the Instructions to Tenderers. Prices quoted must be net, must be in Kenya Shillings and should remain **valid for 120 days** after date of tender opening/closing of the tender.

WASREB reserves the right to accept or reject any tender and may annul the tendering process and reject all tenders at any time prior to contract award without thereby incurring any liability to the affected tenderer or tenderers.

Chief Executive Officer,
WATER SERVICES REGULATORY BOARD

Water Services for All

2.1 Eligible Tenderers

- 2.1.1 This Invitation for Tenders is open to all eligible as described in the tender data sheet.
- 2.1.2 The Procuring entity's employees, committee members, board members and their relatives (Spouse and children) are not eligible to participate in the tender pursuant to section 166 of the Public Procurement and Asset Disposal Act, 2015.
- 2.1.3

2.2 Cost of Tendering

- 2.2.1 The tenderer shall bear all costs associated with the preparation and submission of its tender, and WASREB, shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the disposal process.
- 2.2.2 The tender document shall be down loaded from WASREB website www.wasreb.go.ke or from tenders@ tenders **free of charge**.
- 2.2.3 WASREB allows the tender document to reviewed free of charge before submission.

2.3 The Tender Document

- 2.3.1 The tender document which should be in conjunction with any addenda issued in accordance with ITT comprises the documents listed below and any other addenda issued in accordance with clause 2.5 of TDS.
- (a) Invitation to tender
 - (b) Instructions to tenderers
 - (c) Schedule of items
 - (d) Conditions of Tender
 - (e) Tender forms:
 - (i). Form of tender
 - (ii). Confidential Business Questionnaire Form
 - (iii). Tender deposit form
 - (iv). Letter of notification of award to the successful bidder
 - (v). Letter of notification of award to the unsuccessful bidders
 - (vi). Integrity declaration form
 - (vii). Non-debarment statement
 - (viii). Request for review Form

- 2.3.2 The tenderer is expected to examine all instructions, forms, and terms in the tender documents. Failure to meet all the requirements of the tender will be at the tender'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 WASREB in writing or post at the entity's address indicated in the TDS. WASREB will respond in writing to any

request for clarification of the tender documents, which it receives not later than seven (7) days prior to the deadline for the submission of tenders, prescribed by WASREB.

2.4.2 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.

2.4.3 WASREB shall reply to any clarification sought by the tenderer within three (3) days of receiving the request to enable the tenderer to make timely submission of its tender.

2.5 Amendment of Documents

2.5.1 At any time prior to the deadline for submission of tenders, WASREB, 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 issuing an addendum.

2.5.2 All prospective candidates that have received the tender documents will be issued with the addendum 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 addendum into account in preparing their tenders, WASREB, 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 the currency specified in the TDS.

2.7 Validity of Tender

2.7.1 The tender shall remain valid for 120 days or as specified in the TDS after date of tender opening prescribed by WASREB, pursuant to paragraph 2.10. Tender valid for a shorter period shall be rejected by the Procuring entity as non-responsive.

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

2.2.8 Viewing of Tender Items

2.8.1 Prospective bidders are advised to view the item in liaison with WASREB before they bid for the tender. This will enable them to arrive at the most reasonable and competitive bids. Bids are based on AS WHERE IS CONDITION and the conditions of the items are not warranted by the seller.

2.9 Sealing and Marketing of Tender

2.9.1 The tenderer shall seal the tender and mark it with the number and name of the tender and “DO NOT OPEN BEFORE **1st December,2020 at 12.00 noon.**

2.10 Deadline for Submission of Tender

2.10.1 Tenders must be received by WASREB at the address specified in the TDS not later than **1st December, 2020 at 12.00noon.**

2.10.2 WASREB 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 WASREB and tenderers previously subject to the deadline will thereafter be subject to the deadline as extended.

2.11 Modifications and Withdrawals of Tenders

2.11.1 Modification of tenders

2.11.1 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 tender, is received by the Procuring entity prior to the deadline prescribed for submission of tenders.

2.11.2 The Tender’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 post not later than the deadline for submission of tender.

2.11.3 No tender may be modified after the deadline for submission of tender.

12.1 Withdrawal and tenders

2.12.1 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.

13.1 Opening of tender

2.13.1 WASREB will open all tenders in the presence of tenderers’ representatives who choose to attend. Tenders must be received by WASREB at the address specified in the TDS not later than **1st December, 2020 at 12.00 noon.**

2.13.2 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 WASREB, 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

2.14.1 To assist in the examination, evaluation and comparison of tenders WASREB may, at its discretion, ask the tender. The request for clarification and response shall be in writing, and no change in the price or substance of the tender shall be sought, offered, or permitted.

2.14.2 Any effort by the tenderer to influence WASREB in WASREB'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 WASREB 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 tender is generally in order. After examination a tender that will be determined to be substantially non-responsive, will be rejected by WASREB. Other evaluation parameters are as prescribed in the **TDS**.

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

2.15.3 The tender evaluation committees 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 WASREB will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the highest evaluated tender, subject to the reserve price.

2.17 Notification of Award

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

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

2.17.3 In the event the successful bidder fails to pay for the item awarded to it, WASREB shall notify, under clause 2.17.1 the person who submitted the second highest bid.

2.17.4 A tenderer who claims to have suffered or risks suffering a loss or damage or injury as a result of breach of duty imposed on a Procuring Entity by the PP&ADA, 2015 or PP&DR, 2006 may lodge a Request for Review at the Public Administrative Review Board.

2.18 Contacting WASREB

2.18.1 No tenderer shall contact WASREB on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded. Any effort by a tenderer to influence WASREB in its decisions on tender evaluation, tender comparison or award may result in the rejection of the tenderer's tender.

TENDER DATA SHEET (TDS) TO INSTRUCTIONS TO TENDERERS

The following information for sale of boarded asset 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 **TDS**, the provisions of the **TDS** herein shall prevail over those of the instructions to tenderers.

TDS Clause Number	ITT Clause Number	Amendments of, and Supplements to, Clause in the Instructions to Tenders
1	2.1.1	This invitation for Tender is open to all tenderers be they individuals, sole proprietors, partners, companies or any other form except as mentioned in 2.1.2
	2.2.2	There is no price to be charged for hard copies nor electronic tender document as contained in the Invitation to Tender
	2.3.1	The tender document shall be read in conjunction with any addenda
	2.4.1	A prospective tenderer requiring any clarification of the tender document may notify WASREB in writing or by post at the entity's address: The Chief Executive Officer, 5 th Floor, NHIF Building, Nairobi P.O. Box 41621 00100 Nairobi, Kenya. Tel: +254 (02) 2733561 Email: info@wasreb.go.ke
	2.6.3	The price quoted shall be in Kenya Shillings
	2.8	Tenders shall remain valid for 120 days
	2.11	Tenders must be received by WASREB at the following address: Be deposited in the Tender Box located at 5 th floor wing 'A' of NHIF Building during normal working hours or addressed to the Chief Executive Officer, Water Services Regulatory Board, P.O Box 41621 00100, and NAIROBI so as to be received on or before 1st December, 2020 at 12.00 noon
Please NOTE:		The Tender document shall be paginated serially, prior to submission.

2.	2.15.1	<p>Evaluation and Comparison of Tenders WASREB will examine the tenders to determine whether it is 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 determined to be substantially non responsive, will be rejected by WASREB. Other evaluation parameters are as specified in the TDS.</p> <p>WASREB will evaluate and compare the tenders, which have been determined to substantially responsive.</p> <p>The tender evaluation committee shall evaluate the tender within 30 days of the validity period from the date of opening of the tender.</p> <p>Evaluation Criteria The following requirements must be met by the tenderer not withstanding other requirements in the tender documents: -</p> <p>a). Mandatory Requirements</p> <table border="1" data-bbox="488 743 1409 1094"> <thead> <tr> <th>No.</th> <th></th> <th>Responsive or Not Responsive</th> </tr> </thead> <tbody> <tr> <td>MR1</td> <td>Must fill the price schedule in the format provided</td> <td></td> </tr> <tr> <td>MR2</td> <td>Must fill the form of tender in the format provided</td> <td></td> </tr> <tr> <td>MR3</td> <td>Must fill tender deposit form</td> <td></td> </tr> <tr> <td>MR4</td> <td>Must fill the confidential Business Questionnaire form</td> <td></td> </tr> <tr> <td>MR5</td> <td>Must submit the integrity declaration form</td> <td></td> </tr> <tr> <td>MR7</td> <td>Must submit the non-debarment statement</td> <td></td> </tr> </tbody> </table> <p>At this stage, the tenderers' submission will either be responsive or non-responsive. The non-responsive submissions will be eliminated from the entire evaluation process and will not be considered further. The contract will be awarded to the firm/person with the highest financial quote as indicated in the form of tender.</p>	No.		Responsive or Not Responsive	MR1	Must fill the price schedule in the format provided		MR2	Must fill the form of tender in the format provided		MR3	Must fill tender deposit form		MR4	Must fill the confidential Business Questionnaire form		MR5	Must submit the integrity declaration form		MR7	Must submit the non-debarment statement	
No.		Responsive or Not Responsive																					
MR1	Must fill the price schedule in the format provided																						
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MR4	Must fill the confidential Business Questionnaire form																						
MR5	Must submit the integrity declaration form																						
MR7	Must submit the non-debarment statement																						
	Others	The Disposal items shall be only handed over to the winning tenderers on completion of payment at the awarded amount.																					

SECTION III - SCHEDULE OF ITEMS AND UNIT PRICE

Tender No. WASREB/TND/02/2020-2021- Disposal of Various Printers, Laptops, Computers, E-Studio photocopy Machine and Assorted Furniture

No.	Items Description	Serial Number	Identification tag	Unit price
1.	MULTI-FUNCTIONAL PRINTER Toshiba E-Studio 450	S/No. CVC5252248	C-1	
	PRINTERS			
1.	HP Laserjet 2420D	S/No. CNFKF92887	P-1	
2.	HP Laserjet 2300	S/No. CNCDF92019	P-2	
3.	HP Laserjet 2300	S/No. CNCDF88885	P-3	
4.	HP Laserjet 2600	S/No.CNGW651GJH	P-4	
5.	HP Deskjet 1220	S/No. CN31A85046	P-5	
	Laptop			
1.	Dell Vostro 1510	1BB0X3J	LP-1	
2.	Dell Vostro 1510	J9B0X3J	LP-2	
3.	Dell Vostro 1510	D8B0X3J	LP-3	
4.	Dell Vostro 1510	78B0X3J	LP-4	
5.	Dell Vostro 1510	18B0X3J	LP-5	
6.	Dell Vostro 1510	DBB0X3J	LP-6	
7.	HP Pavillion FX 2000	CNF8183SNW	LP-7	
8.	HP Compaq nc6120	CNU5510G20	LP-8	
	Server			
1.	Server HP ML370 G4	RF64NPDZL008	SVR-1	
	DESKTOP CPU (4)			
1	HP Compaq DC7800	U5H82600LX	1	
2	HP Compaq DC7800	U5H82600Y6	1	
3	HP Compaq	RF64NPDZ5004	1	
4	HP Compaq	U5H61600FE	1	
	DESKTOP MONITORS (7)			
1	HP L1756	CNC626QTF2	MT-1	
2	HP L1710	CNC807RJQ5	MT-2	
3	HP L1706	CNK5350WB8	MT-3	
4	HP L1710	CNC807RJQX	MT-4	

5	HP L1710	CNC832QB87	MT-5	
6	Dell E176FPB	CN-OT9998-46633-63A-15MU	MT-6	
7	Dell E176FPF	CN-OFC529-72872-62G-6J6L	MT-7	
	Overhead Projector			
1.	Sony Elite Overhead projector 882003-240	S/No.303026860	PROJ-1	
	Air Conditioner			
	Air Conditioner	~	AC-1	
	Other Office Assets			
	Assorted chairs 24 pieces			
1.	Black leather- high back		CH-2	
2.	Black fabric lower back		CH-3	
3.	Black high back		CH-4	
4.	Black orthopedic high back		CH-5	
5.	Blue fabric lower back		CH-6	
6.	Black high back		CH-9	
7.	Black leather, high back, without wheels		CH-10	
8.	Black orthopedic high back		CH-11	
9.	Black leather, high back		CH-12	
10.	Blue fabric, high back		CH-14	
11.	Blue fabric, lower back		CH-15	
12.	Black leather, high back		CH-16	
13.	Blue fabric lower back		CH-17	
14.	Blue fabric lower back		CH-18	
15.	Black leather, high back		CH-19	
16.	Blue fabric lower back		CH-20	
17.	Black orthopedic high back		CH-21	
18.	Black leather, high back		CH-22	
19.	Black leather, high back		CH-23	
20.	Black leather, high back		CH-24	
21.	Black leather, high back		CH-25	
22.	Black orthopedic high back		CH-26	
23.	Black leather, high back		CH-27	
24.	Black leather, high back		CH-28	
25.	FAN-White		FAN-1	
26.	Beige Wooden Panel, 2 by 2		TP-1	
27.	Quality brown wooden, 4 by 2		TP-3	

	ft table top piece			
28.	Quality full table Top		TP-4	
29.	Medium table part, 1.3 by 2 ft		TP-5	
30.	Quality full table Top		TP-6	
31.	Black Wooden Panel		TP-7	
32	Medium table part, 2 by 2 ft		TP-8	
33	Medium table part, 2 by 2 ft		TP-9	
34	Medium table part, 2 by 2 ft		TP-10	
35	Small table part		TP-11	
36	Small table part		TP-12	
37	Beige wooden panel		TP-13	
38	Long wall Cabinet door		TP-14	
39	Assorted Table Part		TP-15	
40	Assorted Table Part		TP-16	
41	Assorted Table Part		TP-17	
42	Beige wooden panel		TP-18	
43	Medium table part, 2 by 2 ft		TP-19	
44	medium table part, 1.3 by 1.3 ft		TP-20	
45	medium table part, 1.3 by 2 ft		TP-21	
46	medium table part, 1.3 by 2ft		TP-22	
47	Brown wooden panel		TP-23	
48	Brown wooden panel		TP-24	
49	Beige wooden panel		TP-25	
50	Small table part		TP-26	
51	Medium Table Part, 1.3 by 2 ft		TP-27	
52	Small table part		TP-28	
53	Small table part		TP-29	
54	Medium Table Part, 1.3 by 2 ft		TP-30	
55	Long table part, 1.5 by 5 ft		TP-31	
57	Medium Table Part, 1.3 by 2 ft		TP-32	
58	Medium Table Part, 1.3 by 2 ft		TP-33	
59	Medium Table Part, 1.3 by 2 ft		TP-34	
60	Small table part		TP-35	
61	Complete Table Top		TP-36	
62	Complete Table Top		TP-37	
63	Medium Table Part, 1.5 by 2 ft		TP-38	
64	Medium Table Part, 1.5 by 2 ft		TP-39	
65	Medium Table Part, 1.5 by 2 ft		TP-40	
66	Medium Table Part, 1.5 by 2 ft		TP-41	
67	Long Table Part, 1.5 by 5 ft		TP-42	
68	Long Table Part, 1.5 by 5 ft		TP-43	
69	Long Table Part, 1.5 by 5 ft		TP-44	
70	Long Table Part, 1.5 by 5 ft		TP-45	

71	Medium Table Part, 1.5 by 2 ft		TP-46	
72	Medium Table Part, 1.5 by 2 ft		TP-47	
73	Medium Table Part, 1.5 by 2 ft		TP-48	
74	Medium Table Part, 1.5 by 2 ft		TP-49	
75	Medium Table Part, 1.5 by 2 ft		TP-50	
76	Medium Table Part, 1.5 by 2 ft		TP-51	
77	Medium Table Part, 1.5 by 2 ft		TP-52	
78	Complete Table Top		TP-53	
79	Medium Table Part, 1.5 by 2 ft		TP-54	
80	Medium Table Part, 1.5 by 2 ft		TP-55	
81	Long Table Part, 2 by 2.5 ft		TP-56	
82	Long Table Part, 2.3 by 4 ft		TP-57	
	Assorted Table Drawers			
83	White large table drawer		DW-1	
	White small table drawer		DW-2	
93	White small table drawer		DW-3	
94	White large table drawer		DW-4	
95	White table drawer		DW-5	
	Wooden Door panels			
96	Black Wooden Door panel		BS-1	
97	Black Wooden Door panel		BS-2	
98	Black Wooden Door panel		BS-3	
99	Brown Wooden Door panel		BS-4	
100	Black Wooden Door panel		BS-5	
101	Black Wooden Door panel		BS-6	
102	Black Wooden Door panel		BS-7	
103	Brown Wooden Door panel		BS-8	
104	Brown wooden windowed door frame		BS-9	
105	Black Wooden Door panel		BS-10	
106	Black Wooden Door panel		BS-11	
107	Black Wooden Door panel		BS-12	

Authorized official person/bidder

Names in Full

Signature

Company Rubberstamp~~~~~

Postal Address

Telephone Number

SECTION 1V

CONDITIONS OF TENDER

- 4.1 A tenderer who will be awarded the disposal items will be required to pay in **14** days and not later than **21** days failure to which the award will be cancelled and the deposit paid forfeited.
- 4.2 A tenderer will be required to collect the items within fourteen (**14**) days after making the payment and completion of release procedures and failure to which storage charges will be charged as indicated in the **CDS** to Conditions to tender below.

Contract Data Sheet to Conditions of Tender

The following information for sale of boarded items 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 the tender and the provisions of the CDS, the provisions of the CDS herein shall prevail over those of the conditions of tender.

Clause of the Conditions of tender	Clauses of CDS	Particulars of the appendix to Conditions of tender
4.1	A tenderer who will be awarded the disposal items will be required to pay within fourteen days (14) and not later than twenty-one (21) days from the date of award payment failure to which the award will be cancelled and the deposit paid forfeited. If there is administrative review, the review procedures shall be followed.	No storage charges will be charged under this clause
4.2	A tenderer will be required to collect the awarded items within fourteen (14) days after making the payment and release procedures completed and failure to which storage charges will be charged at a rate of Kshs. 300 per day .	

SECTION V – STANDARD FORMS

Notes on Standard Forms

- 5.0 The form of tender, the confidential business questionnaire form and the tender deposit commitment declaration form must be completed by the tenderers and returned with the tender. Failure to complete any of these forms will lead to the disqualification of the tenderer.

5.1 Form of Tender

Date:

Tender No:

To:
.....
(Name and address of procuring entity)

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda. Nos. (*insert numbers*). The receipt of which is hereby duly acknowledged, we the undersigned, offer to purchase and collect all the items offered to us in conformity with the said tender documents for the sum (*total tender amount in words and figures*) or such other sums as may be ascertain in accordance with the Schedule of prices attached herewith and made part of this Tender.
2. We undertake, if our Tender is accepted, to pay for and collect the items in accordance with the requirements of the tender.
3. We agree to abide by the tender for a period of(*number*) days from the date fixed for tender opening of the instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. We understand that you are not bound to accept the highest or any tender that you may receive.

Dated this _____ day of _____ 20_____

(Names in full)

(Signature)

(In the capacity of)

Duly authorized to sign the tender for and on behalf of _____

(Postal Address)

(Telephone Number)

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>Business Name.....</p> <p>Location of business Premises.....</p> <p>Plot No. Street/Road.....</p> <p>Postal AddressTel No.</p> <p>Nature of business.....</p> <p>Current Trade License No. Expiring date</p> <p>Maximum value of business which you can handle at any one time Kshs.....</p> <p>Name of your bankers</p> <p>Branch.....</p>
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	<p>Part 2 (a) Sole Proprietor</p> <p>Your Name in fullAge.....</p> <p>NationalityCountry of origin.....</p> <p>* Citizenship details</p>																				
	<p>Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p> <table border="0"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Nationality</th> <th style="text-align: left;">Citizenship Details</th> <th style="text-align: left;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.....</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.....</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3.....</td> <td></td> <td></td> <td></td> </tr> <tr> <td>4.....</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares	1.....				2.....				3.....				4.....			
Name	Nationality	Citizenship Details	Shares																		
1.....																					
2.....																					
3.....																					
4.....																					
	<p>Part 2 (c) – Registered Company</p>																				

Private or Public.....

State the nominal and issued capital of company –

Nominal Kshs.....

Issued Kshs.....

Given details of all directors as follows

Name	Shares	Nationality	Citizenship	Details
1.....				
2.....				
3.....				
4.....				
5.....				

Part 2 (d)-Co-operative Society

Given details of Central Management Committee Members as Follows:

Name	Shares	Nationality	Citizenship	Details
1.....				
2.....				
3.....				
4.....				
5.....				

Part 2 (e)- Reservations

Reservation Category (Tick): Youth/PWD/Women

Name/Company.....

Details of ownership by name

1.....	Age.....
2.....	Age.....
3.....	Age.....
4.....	Age.....

Attach the relevant Registration Certificate of this category

We the undersigned declare that

a). The information contained in and attached to this form is true and accurate as of the date of tender submission.

Or (delete statement which does not apply)

b). The originally submitted pre-qualification information remains essentially correct as of date of submission

Authorized signature.....

Name and Title of Signatory.....

Name of tenderer.....

Address.....

Date Rubberstamp/Seal

If a Kenyan citizen, indicate under ‘Citizen Details’ whether by Birth, naturalization or registration.

5.3 LETTER OF NOTIFICATION OF AWARD

Address of procuring Entity

.....
.....

TO:
.....

Re: Tender No.....
Tender Name.....

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

.....

1. Please acknowledge receipt of this letter of notification signing your acceptance.
2. The letter of contract shall be signed by the parties within 30days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer whose particular s appear below on the subject matter of this letter of notification of award.

Full Particulars.....

Signed for Accounting Officer

5.4 LETTER OF NOTIFICATION OF UNSUCCESSFUL BIDDERS

(to be printed on letterhead of WASREB)

(Date)

To: (name and address of the suppliers)

Re: Letter of notification to Unsuccessful Bidders

This is to inform you that your offer in relation to (tender name and number) has been determined to be unsuccessful upon evaluation. We intended to make a contract with (name of successful tenderer) for (amount). Your tender security /tender securing declaration will be discharged.

Thank you for your participation in the tendering process.

Yours

(Name of Accounting Officer)

Accounting officer/Head of procuring Entity

5.5 INTERGRITY DECLARATION

(Section 62 of the PP&AD Act.2015)

I/We/Messrs..... of..... street/Avenue.....

.....Building, P. O BoxCode....., of..... (town)..... Nationality.....,
Phone no.....E-mail..... declare that Public Procurement is based on free and fair competitive tendering process which should not be open to abuse.

I/We..... declare that i/we will not offer or facilitate, directly or indirectly, any inducement or reward to any public officer, their relations or business associates, in connection with

Tender Name.....

Tender no.....

For/or in the subsequent performance of the contract if i/we /am are successful.

Dated this..... Day of..... 20.....

Authorized Signature..... Official stamp.....

Name and Title.....

Signatory.....

5.6 NON-DEBARMENT STATEMENT
(Section 41, 62 of PP&AD Act, 2015)

I/We/Messrs..... of..... street/Avenue.....

.....Building, P. O BoxCode....., of..... (town)..... Nationality.....,

Phone no.....E-mail..... declare that

I/We/Messrs..... are not debarred from participating in public procurement by the
Public Procurement Regulatory Authority pursuant to section 41 and 62 of the Public Procurement and Asset Disposal
Act,2015

Dated this..... Day of..... 20.....

Authorized Signature..... Official stamp.....

Name and Title.....

Signatory.....

5.7 REQUESTS FOR REVIEW FORM

FORM RB 1

REPUBLIC OF KENYA
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD
APPLICANT NO..... OF.....20.....

BETWEEN

.....APPLICANT

AND

..... RESPONDENT (Procuring Entity)

Request for review of the decision of the (Name of WASREB) ofdated.....
the day of.....20.....in the matter of Tender No..... of.....20.....

REQUESTS FOR REVIEW

I/Wethe above-named Applicant(s), of address.....physical address..... fax no. Tel
no. E-mail, hereby request the Public Procurement Administrative Review Board to review the
whole/part of the above-mentioned decision on the following grounds, namely: -

- 1.
- 2.
- etc

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

- 1.
- 2.
- etc

SIGNED..... (Applicant)

Dated on..... day of.....20.....

.....

FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on

Day of.....20.....

**SIGNED
BOARD SECRETARY**