



**TENDER**

**FOR**

**DISPOSAL OF BOARDED MOTOR VEHICLE**

**AND**

**ASSORTED ITEMS**

**TENDER NO. NHC/DMV/004/2022-23**

**INVITATION DATE: 19<sup>TH</sup> JULY 2022**

**SUBMISSION DEADLINE: 16<sup>TH</sup> AUGUST 2022  
AT 11.00AM**

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## INVITATION TO TENDER

National Housing Corporation (N.H.C) hereby invites sealed bids from interested bidders willing to participate in the tender for Disposal of Boarded Motor Vehicle and Assorted Items under terms and conditions contained hereto.

### SCHEDULE OF DISPOSAL ITEMS

#### 1. Details for the Motor Vehicle

Make	Reg. Number	Model	Type	Year of Manufacture	Reserve Price (Kshs)	Location
Toyota Hiace	KBK 995Q	Hiace KDH12	VAN Manual	2009	570,000.00	EPS Factory Mavoko

#### 2. Details for the Assorted Disposal Items

S/N	Description	Qty	Location	Reserve Price	Remarks
1.	Water Dispensers	Lot of 3 Pcs	EPS Factory	1,500.00	To be sold on "as is where is" basis
2.	Plastic Water Tanks @10,000ltrs	Lot of 2 Pcs	EPS Factory	12,000.00	To be sold on "as is where is" basis
3.	Assorted Furniture (Broken Tables, Ballets & Drawers)	Lot	EPS Factory	3,000.00	To be sold on "as is where is" basis
4.	Assorted Broken Office Chairs	Lot of 7 Pcs	EPS Factory	2,000.00	To be sold on "as is where is" basis
5.	Scrap Generator & Car Batteries	Lot of 6 Pcs	EPS Factory	1,000.00	To be sold on "as is where is" basis
6.	Assorted Worn Out Motor Vehicle Tyres	12 Pcs	EPS Factory	20,000.00	To be sold on "as is where is" basis
7.	Assorted Scrap (Caster Wheels, Gear Box Varvel Set, Centrifugal Pump, Pressure Gauge, Bearings, Nylon Rollers, Fuel Pump Burner, Contactors, Air Regulator, Air Vessel, R.O Membrane and Welding Shield)	Lot	EPS Factory	2,000.00	To be sold on "as is where is" basis
8.	Electronic Waste & Electrical Bulbs	Lot	EPS Factory	200.00	To be sold on "as is where is" basis
9.	Assorted Glass Ware (Broken Glass, Sanitary Ware etc)	Lot	EPS Factory	200.00	To be sold on "as is where is" basis
10.	Old Newspapers, Old Presidential Portraits & Old Soda Crates	Lot	EPS Factory	1,000.00	To be sold on "as is where is" basis
11.	Damaged 40ft Container	1 Pc	EPS Factory	30,000.00	To be sold on "as is where is" basis
12.	Scrap Cement	14 tones	EPS Factory	5,000.00	To be sold on "as is where is" basis
13.	Waste EPS Offcuts	Approx 15 0Kgs	EPS Factory	2/- per Kg	To be sold on "as is where is" basis
14.	Waste Steel	Approx 150Kgs	EPS Factory	10/- per Kg	To be sold on "as is where is" basis

**ICT Disposal Items Available at NHC HQ Nairobi ( To be bid and disposed as one lot)**

Item	S/No	Name of the Device	Serial No.	Reserve Price	Recommendation
Scanners	1.	Scanner Scanjet Pro 3000 S3	CN8ABB602J	6,000	To be sold on “as is where is” basis
	2.	HP Scanjet G31110	CN28EAA1FT		
	3.	HP Scanjet G2710	CN04WA51Q6		
	4.	HP Scanner G2710	CN88DA50RY		
	5.	HP Scanjet G2710	CN99TA508P		
	6.	HP Scanjet G2710	CN99TA508P		
Monitors	1.	Dell Monitor	CN0G349H6418085T4U4L	6,000	To be sold on “as is where is” basis
	2.	HP 20555 SH249 Monitor	CNC937Q10P		
	3.	HP V1997 Monitor	3CQ7302JPI		
	4.	Dell Monitor	CNOXP279641806BPIV6S		
	5.	Dell monitor	CNOG34946418085T6L41		
	6.	Dell monitor	CNOF534F728729144TPL		
	7.	HP S193 Monitor	CNC120PJ20		
	8.	Dell Monitor	CN0PD06072872417GR6M		
	9.	Acer V193HQA	ETLEPOCO34924050E54026		
	10.	Dell Monitor	CN0NJVXM72872456D9W8		
	11.	Dell Monitor	CN0HU184466337753F9S		
	12.	HP S193 Monitor	CNC120PJ54		
Laptops	1.	Toshiba Pro L300	49089545Q	36,000	To be sold on “as is where is” basis
	2.	HP pavilion core i.7	Laptop		
	3.	Toshiba Pro A120	27036709H		
	4.	Toshiba Pro A120	27039569H		
	5.	Toshiba L35557907	59390165Q		
	6.	Toshiba Laptop L355-5756	Damaged		
	7.	Toshiba Satellite L675 11N	3B116839K		
	8.	Toshiba Satellite L50 A668	2E146293S		
	9.	Hp Laptop	(Broken Screen)		
Printers	1.	Hp Compaq P4	CZC4320FYV	30,000	To be sold on “as is where is” basis
	2.	HP LaserJet 2055	CNCJW27929		
	3.	HP Laserjet P2015d	CNBW861574		
	4.	HP Laserjet 1320	CNMB14327		
	5.	HP Laserjet P2015d	CNCJ643254		

Item	S/No	Name of the Device	Serial No.	Reserve Price	Recommendation		
	6.	HP Laserjet P2055d	CNJ510099				
	7.	HP Laserjet P2015d	CNC0027423				
	8.	Laserjet 1320 printer	CNCJG7087				
	9.	HP 1320 LaserJet	CNHKD2842S				
	10.	Laserjet Enterprise M606	CNDXJ9NBHX				
	11.	Laserjet enterprise M606 (proc)	CNDXJ2K1LZ				
	12.	hp officejet 7110	CN4773M01M				
	13.	HP Officejet 7110	CN45L3M14Z				
	14.	LX 300 Epson	CN5853N01R				
	15.	Epson 2180 Salary Printer	BE9Y14173				
	16.	HP Officejet 7000	MY15G1100X				
	17.	Bixolon Thermal Label Printer	LYXZXKA16090022				
	18.	HP 2015 LaserJet	CNBW85POX3				
CPU	1.	Dell Optiplex 780	8BHC82S			20,000	To be sold on "as is where is" basis
	2.	Dell Optiplex 780	1J8Q7BS				
	3.	Optiplex 755	BLCYJBX				
	4.	Dell 3020 optiplex	CNODHWG-7063-3B501KNA00				
	5.	Dell Optiplex G520	168P02J				
	6.	Lenovo CPU	PCONGTGX				
	7.	Optiplex 755	GY4ZK3J				
	8.	Dell Optiplex 760	C8TVH4J				
	9.	Optiplex 760 (QRM Server)	8VHVH4J				
	10.	Optiplex 780	JKVC825				
	11.	Dell Optiplex	1DP2X15				
	12.	Dell Optiplex 755	DW5ZK3J				
	13.	Dell Optiplex 9010	7OL2YX1				
	14.	Dell Optiplex 755	HV14K3J				
	15.	Dell Optiplex 755 (Kigetu's)	2R6QN3J				
	16.	IBM Thinkpad P4	8188DIA KNYC69Y				
	17.	IBM	8148154 KCNN1OT				
	18.	Dell Optiplex 755	211XJBX				
	19.	HP Officejet 7612	CN5853N0IR				
	20.	Dell Optiplex 755 (small)	7Z3VT1S				

Item	S/No	Name of the Device	Serial No.	Reserve Price	Recommendation
Projector	1.	Eiki LC XBM31 projector	HI6A2373	2,000	To be sold on “as is where is” basis
	2.	Sony VPL-DX102	7056758611S		
Switches	1.	SuperStack 11	08007ZAV13BDA23	2,000	To be sold on “as is where is” basis
	2.	Cisco 2610	JMX0605K4Y0		
	3.	Cyberroam CR100iNG	C18616109181		
	4.	Catalyst 2060 series	F0C1034X0P2		
	5.	Catalyst 2960 switch	FOC1144X5AX		
	6.	Catalyst 2960-x series	FCW2111B661		
Servers	1.	HP Proliant Dell 380 G5	GB881380M4	9,000	To be sold on “as is where is” basis
	2.	HP Proliant DL 380 Gen 9	CZJ7400FT9		
	3.	HP Proliant DL	CZJ55203KO		
AC	1.	Samsung AC	OAA6PAEG200008R	5,000	To be sold on “as is where is” basis
	2.	Samsung AC (Compressor unit)	2400881180361140000000		
UPS	1.	Eaton UPS	G426G05041	1,500	To be sold on “as is where is” basis
	2.	APC UPS 1000	A51031211339		
	3.	APC UPS 1000	A51204132930		
Ink Tank	1.	CS2044 Ink Tank Black 2 pcs		100	To be sold on “as is where is” basis
	2.	Yellow 1 pc			
	3.	Cyan 3 pcs			
	4.	Magenta 1 pc			
Keyboard	1.	Dell Keyboard	CNOUY78065891A1T000T	500	To be sold on “as is where is” basis
	2.	Dell Keyboard	CNOJ46327161658AOLTQ		
	3.	IBM Keyboard	12207		
	4.	Dell Keyboard	CNODJ331716161150R46		
	5.	Dell keyboard	CNOUY78065891175900KD		
	6.	Dell keyboard	2DNOC643N		
	7.	Dell Keyboard	CNODJ42270917759A0EO		
	8.	IBM Keyboard	SK8811		
	9.	Dell Keyboard	CNO4778065891759032M		
	10.	Dell Keyboard	CNODJ491715813BL075VA0I		
	11.	Dell Keyboard	CNOM377117158198L0320AOO		

Item	S/No	Name of the Device	Serial No.	Reserve Price	Recommendation
	12.	Dell Keyboard	CN0DJ33171616OAD0IBM		
	13.	Dell Speakers	CN0D289C37174814O4KS		
Mouse	1.	Mouse Dell 9 pcs		50	To be sold on “as is where is” basis
	2.	HP 2 pcs			
	3.	Model unknown 1 pc			
Ipads	1.	Apple Ipad	DMPQP2ULG5YM	12,129	To be sold on “as is where is” basis
	2.	Apple Ipad	DLXQP0J4G5YM	12,129	
	3.	Apple Ipad	DMPQP9NSG5YL	5,000	
	4.	Apple Ipad	DMPQP2QQG5YM		
	5.	Apple Ipad	DMPQP2TNG5YM		

**NOTE:**

**1) All interested bidders are invited to view the items as follows:**

**(a) Items available at NHC House Nairobi will be viewed on 11<sup>th</sup> August 2022 from 10.30am to 1.00pm.**

**(b) Items available at NHC EPS Factory Mavoko will be viewed on 12<sup>th</sup> August 2022 from 11.00am to 1.00pm.**

**2) All interested bidders are invited to view the items as follows:**

**(c) All ICT items will be bid and disposed as one lot- That is, winning bidder must bid for all items and splitting of items will not allowed.**

Duly complete bid documents will be submitted in plain sealed envelopes clearly marked with the “**Description**” and addressed to:-

**The Managing Director,  
National Housing Corporation,  
P. O. BOX 30257 – 00100,  
NAIROBI.**

And be deposited in the Tender Box located on Ground Floor of N.H.C House, on or before **16th August 2022 at 11.00am**. Bids will be opened immediately thereafter in the presence of representatives who choose to attend in the Conference Room located on 10<sup>th</sup> Floor of N.H.C House. **Late bids will be rejected.**

**Managing Director**

## **SECTION II-INSTRUCTION TO TENDERERS**

### **2.1 Eligible tenderers**

- 2.1.1 This invitation for tenders is open to all eligible tenderers.
- 2.1.2 The proposed sale is open to all interested bidders subject to terms and conditions attached hereto.

### **2.2 Cost of tendering**

- 2.2.1 The tenderer shall bear all costs associated with the preparation and submission of its tender, and NHC, 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 *the NHC website www.nhckeny.go.ke*  
**Free of Charge.**

### **2.3 The tender document**

- 2.3.1 The tender document comprises the documents listed below and any addenda issued by the NHC.
  - (i) Invitation to tender
  - (ii) Instructions to tenderers
  - (iii) Schedule of items on disposal
  - (iv) Price Schedule
  - (v) Conditions of Tender
- 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 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 NHC in writing or by post at the entity's address indicated in the invitation to tender. NHC 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 NHC.
- 2.4.2 Written copies of NHC's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers that have purchased the tender document.
- 2.4.3 NHC shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

### **2.5 Amendment of documents**

- 2.5.1 At any time prior to the deadline for submission of tenders, NHC 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, NHC 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 Price Schedule the amount which shall later be transferred to the respective Form of Tender.
- 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 invitation to tender.

## **2.7 Tender deposit**

- 2.7.1 All interested bidders shall be required to provide a refundable deposit of Kshs.10,000/- only for each item being tendered for.
- 2.7.2 Failure to deposit the required amount will lead to automatic disqualification.
- 2.7.3 Unsuccessful Tenderer's tender deposit will be discharged or returned promptly but not later than Seven (7) days after expiry of tender validity prescribed by NHC.
- 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:
- If a tenderer withdraws its tender during the period of tender validity.
  - In the case of a successful tenderer, if the tenderer fails to pay the balance of the bid price within the specified period.

## **2.8 Validity of tenders**

- 2.8.1 Tenders shall remain valid for **150 days** after date of tender opening prescribed by the NHC. Tender valid for a shorter period shall be rejected by the NHC as non responsive.
- 2.8.2 In exceptional circumstances, NHC 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 Disposal Items**

- 2.9.1 Prospective bidders are advised to view disposal items where need be in order to arrive at the most reasonable and competitive bid. The sale will be based on "**as is .....where – is**" basis and the conditions are not warranted by NHC.

## **2.10 Sealing and marking of tenders**

The tenderer shall seal the tender and mark it with the Tender Number and Tender Description and with writings "**DO NOT OPEN BEFORE, 16th August 2022 at 11.00a.m.**"

## **2.11 Deadline for submission of tenders**

- 1.11.1. Tenders must be received by NHC at the address specified in the invitation to tender not later than, **16th August 2022 at 11.00a.m.**

2.11.2 NHC may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in which case all rights and obligations of NHC 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 NHC 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 accordingly. 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.

## **2.13 Opening of tenders**

2.13.1 NHC will open all tenders in the presence of tenderers' representatives who choose to attend. Tenders must be received by NHC at the address specified not later than **16th August 2022 at 11.00a.m.** and in the location specified in the invitation to tender. The tenderers or representatives who are present shall sign a register evidencing their attendance.

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

## **2.14 Clarification of tenders**

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

2.14.2 Any effort by the tenderer to influence NHC in the 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 NHC 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 NHC.

- 2.15.2 NHC will evaluate and compare the tenders, which have been determined to be substantially responsive.
- 2.15.3 The tender evaluation committee shall evaluate the tender within 30 days of the validity period from the date of opening the tender.

### **2.16 Award of tender criteria**

- 2.16.1 NHC 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 bid, subject to the reserves price.**

### **2.17 Notification of award**

- 2.17.2 Prior to the expiration of the period of tender validity, NHC 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.
- 2.17.8 In the event the successful bidder fails to pay for the awarded item within specified period, NHC shall notify the person who had submitted the second highest.

### **2.18 Contacting the NHC**

No tenderer shall contact NHC 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 NHC in its decisions on tender evaluation, tender comparison, or contract award may result in the rejection of the tenderer's tender.

### **SECTION III – GENERAL CONDITIONS OF TENDER**

1. All interested tenderers will be required to pay a refundable deposit of Kshs.10,000/- for each item being tendered for in advance before the closing date of the tender using the following bank details.

**Account Name: National Housing Corporation**

**Account Number: A/c No. 01136006210301**

**Branch: Cooperative Bank House Nairobi**

2. The successful tenderer(s) will be required to pay a minimum of 10% of the final selling price by the date to be indicated in the offer letter, failure to which the offer will be cancelled and deposit forfeited.
3. Unsuccessful tenderers will be refunded deposits within fourteen (14) days after notification without interest.
4. The Evaluation Criteria will be as below;

#### **I. Mandatory Evaluation Criteria**

- (a) All tenderers Must attach a copy of National Identification Card (ID)
- (b) All tenderers Must fill the Price Schedule in the format provided
- (c) All tenderers Must fill the respective Form of Tender in the Format provided
- (d) All tenderers Must attach evidence of having paid a deposit of at least Kshs.10,000 per item/lot tendered for by attaching a copy of bank slip.

#### **II. Financial Evaluation Criteria**

**The successful bid(s) shall be the one with the highest bid price per item/lot and that meets all the conditions of the tender.**

## **SECTION IV – SPECIAL CONDITIONS OF TENDER**

1. To qualify for allocation of item/lot, the bidder must meet all the mandatory requirements.
2. The successful bidders will be required to pay a 10% immediately upon award and clear the remaining balance of 90% within a period of 3 months (90days).
3. The title deed for the property has not yet been transferred to the Corporation hence sectional titles will be processed at unspecified time when the Corporation will have acquired full ownership documents.
4. The Corporation reserves the right to accept or reject any bid without prejudice.
5. Bidders should not submit more than one bid document. Please quote for all the item/lot on the same tender document. Non compliant tenderers will automatically be disqualified.

### **The following conditions shall apply to the disposal of Motor Vehicle**

1. Tenderer will be required to pay a refundable deposit of Kshs.10,000 in advance before the closing date of the tender.
2. The successful tenderer will be required to pay for the motor vehicle within 7 days and not later than 14 days failure to which the award will be cancelled and deposit forfeited.
3. Unsuccessful tenderers will be refunded deposits within fourteen (14) days after notification of award.
4. Tenderers will be required to collect the motor vehicle within fourteen (14) days after making payment failure to which storage charges will be charged at a daily rate of Kshs.500.

### **NOTE:**

**All interested bidders are invited to view the items as follows:**

- (a) **Items available at NHC House Nairobi will be viewed on 11<sup>th</sup> August 2022 from 10.30am to 1.00pm.**
- (b) **Items available at NHC EPS Factory Mavoko will be viewed on 12<sup>th</sup> August 2022 from 11.00am to 1.00pm.**

## SECTION V - PRICE SCHEDULE

We/I do confirm to have placed the required deposit as supported by the attached copy of Bank Slip.

### 1. Details for the Motor Vehicle

Make	Reg. Number	Model & Type	Reserve Price (Kshs)	Deposit Paid (10% of Reserve Price)	Bid Price (Kshs)
Toyota Hiace - 2009	KBK 995Q	Hiace KDH12 -VAN Manual	570,000.00		

### 2. Details for the Assorted Disposal Items

S/N	Description	Qty	Location	Reserve Price	Deposit Paid	Bid Price (Kshs)
15.	Water Dispensers	Lot of 3 Pcs	EPS Factory	1,500.00		
16.	Plastic Water Tanks @10,000ltrs	Lot of 2 Pcs	EPS Factory	12,000.00		
17.	Assorted Furniture (Broken Tables, Ballets & Drawers)	Lot	EPS Factory	3,000.00		
18.	Assorted Broken Office Chairs	Lot of 7 Pcs	EPS Factory	2,000.00		
19.	Scrap Generator & Car Batteries	Lot of 6 Pcs	EPS Factory	1,000.00		
20.	Assorted Worn Out Motor Vehicle Tyres	12 Pcs	EPS Factory	20,000.00		
21.	Assorted Scrap (Caster Wheels, Gear Box Varvel Set, Centrifugal Pump, Pressure Gauge, Bearings, Nylon Rollers, Fuel Pump Burner, Contactors, Air Regulator, Air Vessel, R.O Membrane and Welding Shield)	Lot	EPS Factory	2,000.00		
22.	Electronic Waste & Electrical Bulbs	Lot	EPS Factory	200.00		
23.	Assorted Glass Ware (Broken Glass, Sanitary Ware etc)	Lot	EPS Factory	200.00		
24.	Old Newspapers, Old Presidential Portraits & Old Soda Crates	Lot	EPS Factory	1,000.00		
25.	Damaged 40ft Container	1 Pc	EPS Factory	30,000.00		
26.	Scrap Cement	14 tones	EPS Factory	5,000.00		
27.	Waste EPS Offcuts	Approx 15 0Kgs	EPS Factory	2/- per Kg		
28.	Waste Steel	Approx 150Kgs	EPS Factory	10/- per Kg		

**ICT Disposal Items Available at NHC HQ Nairobi( All ICT items to be bid and disposed as one lot- That is, winning bidder must bid for all items)**

Item	S/No	Name of the Device	Serial No.	Reserve Price	Deposit Paid	Bid Price (Kshs)
Scanners	1.	Scanner Scanjet Pro 3000 S3	CN8ABB602J	6,000		
	2.	HP Scanjet G31110	CN28EAA1FT			
	3.	HP Scanjet G2710	CN04WA51Q6			
	4.	HP Scanner G2710	CN88DA50RY			
	5.	HP Scanjet G2710	CN99TA508P			
	6.	HP Scanjet G2710	CN99TA508P			
Monitors	1.	Dell Monitor	CN0G349H6418085T4U4L	6,000		
	2.	HP 20555 SH249 Monitor	CNC937Q10P			
	3.	HP V1997 Monitor	3CQ7302JPJ			
	4.	Dell Monitor	CNOXP279641806BPIV6S			
	5.	Dell monitor	CNOG34946418085T6L41			
	6.	Dell monitor	CNOF534F728729144TPL			
	7.	HP S193 Monitor	CNC120PJ20			
	8.	Dell Monitor	CN0PD06072872417GR6M			
	9.	Acer V193HQA	ETLEPOCO34924050E54026			
	10.	Dell Monitor	CN0NJVXM72872456D9W8			
	11.	Dell Monitor	CN0HU184466337753F9S			
	12.	HP S193 Monitor	CNC120PJ54			
Laptops	1.	Toshiba Pro L300	49089545Q	36,000		
	2.	HP pavilion core i.7	Laptop			
	3.	Toshiba Pro A120	27036709H			
	4.	Toshiba Pro A120	27039569H			
	5.	Toshiba L35557907	59390165Q			
	6.	Toshiba Laptop L355-5756	Damaged			
	7.	Toshiba Satellite L675 11N	3B116839K			
	8.	Toshiba Satellite L50 A668	2E146293S			
	9.	Hp Laptop	(Broken Screen)			
Printers	1.	Hp Compaq P4	CZC4320FYV	30,000		
	2.	HP LaserJet 2055	CNCJW27929			
	3.	HP Laserjet P2015d	CNBW861574			
	4.	HP Laserjet 1320	CNMB14327			

Item	S/No	Name of the Device	Serial No.	Reserve Price	Deposit Paid	Bid Price (Kshs)			
	5.	HP Laserjet P2015d	CNCJ643254						
	6.	HP Laserjet P2055d	CNJ510099						
	7.	HP Laserjet P2015d	CNC0027423						
	8.	Laserjet 1320 printer	CNCJG7087						
	9.	HP 1320 LaserJet	CNHKD2842S						
	10.	Laserjet Enterprise M606	CNDXJ9NBHX						
	11.	Laserjet enterprise M606 (proc)	CNDXJ2K1LZ						
	12.	hp officejet 7110	CN4773M01M						
	13.	HP Officejet 7110	CN45L3M14Z						
	14.	LX 300 Epson	CN5853N01R						
	15.	Epson 2180 Salary Printer	BE9Y14173						
	16.	HP Officejet 7000	MY15G1100X						
	17.	Bixolon Thermal Label Printer	LYXZXKA16090022						
	18.	HP 2015 LaserJet	CNBW85POX3						
CPU	1.	Dell Optiplex 780	8BHC82S				20,000		
	2.	Dell Optiplex 780	1J8Q7BS						
	3.	Optiplex 755	BLCYJBX						
	4.	Dell 3020 optiplex	CNODHWG-7063-3B501KNA00						
	5.	Dell Optiplex G520	168P02J						
	6.	Lenovo CPU	PCONGTGX						
	7.	Optiplex 755	GY4ZK3J						
	8.	Dell Optiplex 760	C8TVH4J						
	9.	Optiplex 760 (QRM Server)	8VHVH4J						
	10.	Optiplex 780	JKVC825						
	11.	Dell Optiplex	1DP2X15						
	12.	Dell Optiplex 755	DW5ZK3J						
	13.	Dell Optiplex 9010	7OL2YX1						
	14.	Dell Optiplex 755	HV14K3J						
	15.	Dell Optiplex 755 (Kigetu's)	2R6QN3J						
	16.	IBM Thinkpad P4	8188DIA KNYC69Y						
	17.	IBM	8148154 KCNN1OT						
	18.	Dell Optiplex 755	211XJBX						
	19.	HP Officejet 7612	CN5853N01R						



Item	S/No	Name of the Device	Serial No.	Reserve Price	Deposit Paid	Bid Price (Kshs)
	20.	Dell Optiplex 755 (small)	7Z3VT1S			
Projector	1.	Eiki LC XBM31 projector	HI6A2373	2,000		
	2.	Sony VPL-DX102	7056758611S			
Switches	1.	SuperStack 11	08007ZAV13BDA23			
	2.	Cisco 2610	JMX0605K4Y0			
	3.	Cyberroam CR100iNG	C18616109181			
	4.	Catalyst 2060 series	FOC1034X0P2	2,000		
	5.	Catalyst 2960 switch	FOC1144X5AX			
	6.	Catalyst 2960-x series	FCW2111B661			
Servers	1.	HP Proliant Dell 380 G5	GB881380M4			
	2.	HP Proliant DL 380 Gen 9	CZJ7400FT9	9,000		
	3.	HP Proliant DL	CZJ55203KO			
AC	1.	Samsung AC	OAA6PAEG200008R			
	2.	Samsung AC (Compressor unit)	2400881180361140000000	5,000		
UPS	1.	Eaton UPS	G426G05041			
	2.	APC UPS 1000	A51031211339	1,500		
	3.	APC UPS 1000	A51204132930			
Ink Tank	1.	CS2044 Ink Tank Black 2 pcs				
	2.	Yellow 1 pc				100
	3.	Cyan 3 pcs				
	4.	Magenta 1 pc				
Keyboard	1.	Dell Keyboard	CNOUY78065891A1T000T			
	2.	Dell Keyboard	CNOJ46327161658AOLTQ			
	3.	IBM Keyboard	12207			
	4.	Dell Keyboard	CNODJ331716161150R46			
	5.	Dell keyboard	CNOUY78065891175900KD			
	6.	Dell keyboard	2DNOC643N	500		
	7.	Dell Keyboard	CNODJ42270917759A0EO			
	8.	IBM Keyboard	SK8811			
	9.	Dell Keyboard	CNO4778065891759032M			
	10.	Dell Keyboard	CNODJ491715813BL075VA0I			
	11.	Dell Keyboard	CNOM377117158198L0320AOO			
	12.	Dell Keyboard	CN0DJ33171616OAD0IBM			

Item	S/No	Name of the Device	Serial No.	Reserve Price	Deposit Paid	Bid Price (Kshs)
	13.	Dell Speakers	CN0D289C37174814O4KS			
Mouse	1.	Mouse Dell 9 pcs		50		
	2.	HP 2 pcs				
	3.	Model unknown 1 pc				
Ipads	1.	Apple Ipad	DMPQP2ULG5YM	12,129		
	2.	Apple Ipad	DLXQP0J4G5YM	12,129		
	3.	Apple Ipad	DMPQP9NSG5YL	5,000		
	4.	Apple Ipad	DMPQP2QQG5YM			
	5.	Apple Ipad	DMPQP2TNG5YM			

Name of Tenderer: .....

ID No.: .....

Signature:.....

Date:.....

Telephone:.....

**FORM OF TENDER FOR MOTOR VEHICLE**

Date: \_\_\_\_\_

To: .....  
.....  
[name and address of NHC]

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda. Nos. ....[insert numbers if any]. The receipt of which is hereby duly acknowledged, we the undersigned, offer to purchase the indicated Shop in conformity with the said tender documents at the sum of Kshs.....(..... ....) [total tender amount in figures and in words] or such other sums as may be ascertained 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 in accordance with the requirements of the tender.

3. We agree to abide by the tender for a period of **150** 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.....

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[In the capacity of]

**FORM OF TENDER FOR ASSORTED DISPOSAL ITEMS**

Date: \_\_\_\_\_

To: .....  
.....  
[name and address of NHC]

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda. Nos. ....[insert numbers if any]. The receipt of which is hereby duly acknowledged, we the undersigned, offer to purchase the indicated Shop in conformity with the said tender documents at the sum of Kshs.....(..... ....) [total tender amount in figures and in words] or such other sums as may be ascertained 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 in accordance with the requirements of the tender.

3. We agree to abide by the tender for a period of **150** 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.....

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[In the capacity of]

**FORM OF TENDER FOR ICT DISPOSAL ITEMS AVAILABLE AT NHC HQ  
NAIROBI**

Date: \_\_\_\_\_

To: .....  
.....  
[name and address of NHC]

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda. Nos. ....[insert numbers if any]. The receipt of which is hereby duly acknowledged, we the undersigned, offer to purchase the indicated Shop in conformity with the said tender documents at the sum of Kshs.....(.....  
....) [total tender amount in figures and in words] or such other sums as may be ascertained 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 in accordance with the requirements of the tender.
3. We agree to abide by the tender for a period of **150** 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.....

\_\_\_\_\_

[Signature]

[In the capacity 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

**Part 1 – General**

Business Name.....  
Location of business Premises.....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 Proprietors 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 .....

**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