COUNTY GOVERNMENT OF KITUI

Office of the Chief Officer
Health and Sanitation
P.O. Box 460-90200
KITUI

COUNTY MINISTRY OF HEALTH AND SANITATION

TENDER DOCUMENT FOR DISPOSAL OF MEDICAL EQUIPMENT AND ASSORTED METAL JUNK

TENDER NO. CGOKTI/MOH/DISPOSE/002/2025-2026

CLOSING DATE: 26TH FEBRUARY, 2026

AT 12:00 NOON

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TENDER DOCUMENT FOR
DISPOSAL OF MEDICAL EQUIPMENT AND ASSORTED METAL JUNK

(1) NAME AND CONTACT ADDRESSES OF PROCURING ENTITY

COUNTY GOVERNMENT OF KITUI

MINISTRY OF HEALTH AND SANITATION

P.O BOX 460-90200
KITUI

(2) Invitation to Tender (ITT) No.……...…….…....

(3) Tenderer's Name…….....……. …..

.....……

INVITATION TO TENDER

INVITATION DATE 10TH FEBRUARY,2026

PROCURING ENTITY:

COUNTY GOVERNMENT OF KITUI MINISTRY OF HEALTH AND SANITATION

P.O BOX 460-90200 KITUI

CONTRACT NAME AND DESCRIPTION:

SALE OF UNSERVICEABLE MEDICAL EQUIPMENT AND ASSORTED METAL JUNK

1. **COUNTY GOVERNMENT OF KITUI MINISTRY OF HEALTH AND SANITATION** invites sealed tenders from eligible candidates to purchase **medical equipment and assorted metal junk**

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 **9:00 AM TO 4:00 PM** at the address given below.

4. Completed tenders must be delivered to the address below on or before *[26th February, 2026 at 12.00 NOON]*. Electronic Tenders will not be permitted.

CHIEF OFFICER,
COUNTY GOVERNMENT OF KITUI
DRUGS AND MEDICAL SUPPLIES
P.O. BOX 460-90200
KITUI

5. Prices quoted should be net, must be in Kenya Shillings and shall remain valid for the period to be 120 days.

6. 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.
7. Late tenders will be rejected.
8. **The addresses referred to above are:**
   Address for obtaining further information, and for inspecting the goods to be sold are:

CHIEF OFFICER
COUNTY GOVERNMENT OF KITUI
DRUGS AND MEDICAL SUPPLIES
P.O. BOX 460-90200
KITUI

A. **Address for Submission of Tenders**.

TO THE CHIEF OFFICER
COUNTY GOVERNMENT OF KITUI
DRUGS AND MEDICAL SUPPLIES
P.O BOX 460-90200
KITUI

Tenders to be deposited at Tender box situated at the entrance of chief officer's office block, County health administrative office

B. **Address for Opening of Tenders**.

Tenders will be opened immediately thereafter in the presence of bidders or their representative who choose to attend at the chief officer's office block, County health administrative office boardroom.

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.

2.1 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 item sit 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 No tender deposit required - Schedule of Items and Prices

8 Validity of Tenders

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.

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

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….(*day, date and time)*.

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 Entityandtendererspreviouslysubjecttothedeadlinewillthereafterbesubjecttothedeadlineasextended.

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 at 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.

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.

TENDER EVALUATION CRITERIA

Evaluation will be done in 3 stages;

1. Preliminary Evaluation (Determination of responsiveness).
2. Technical evaluation
3. Financial evaluation

STAGE 1: PRELIMINARY EVALUATION(TENDER RESPONSIVENESS)

The mandatory conditions to be complied with are: -

1. Attach a Valid business trading license/permit
2. Attach a copy of Certificate of registration/Corporation
3. Valid Copy of Tax compliance – Certificate
4. Serialization of the quotation document
5. Dully filled, signed and stamped tender document

A Firm shall fulfil all the above conditions in order to proceed to Technical Evaluation
A firm that does not fulfil any of the above conditions shall be disqualified from further evaluation at this stage.

STAGE 2: TECHNICAL EVALUATION

This stage of Technical Analysis will be allocated 100 Marks. The criteria will be as follows;

S/NO	TECHNICAL CRITERIA	MAX SCORE
1.	Dully filled, signed and stamped Form of Tender	20 Marks
2.	Fully filled Signed and Stamped Confidential Business Questionnaire	20 Marks
3.	Must fill and submit self-declaration form that the person/ tenderer is not debarred in the matter of PPADA 2015 in the format -**Form SD1**	20 Marks
4.	Must fill and submit self-declaration form that the person/ tenderer will not engage in any corrupt or fraudulent practice in the format provided-**Form SD2**	20 Marks
5.	Must fill and submit Declaration & Commitment to The Code Of Ethics in the format provided.	20 Marks
	TOTAL	**100 Marks**

i) All Bidder that fail to get a total score of 70 and above (out of 100) will be disqualified from further evaluation and will not proceed to financial evaluation.

ii) All Bidders that score 70 and above (out of 100) will proceed to Financial evaluation

STAGE 3. FINANCIAL EVALUATION

Tender sums to be read during Tender opening remains FINAL and NO correction of arithmetic errors (Section 82 of the PPRA 2015 ACT)

The **first HIGHEST** financially evaluated bidder shall be awarded the contract.

The employer shall however reserve the right to exercise due diligence relating to confirmation of information submitted by the bidder. Any bidder who shall be found to have supplied wrong or misleading information shall be disqualified and the next HIGHEST tender that has passed stage 1 shall be considered.

SCHEDULE OF ITEMS AND PRICES (as attached)

	Sub-County Name	*Facility Name*	*Device Name*	*Estimated Value*	*Model Name*	*UNIT PRICE*	*TOTAL PRICE*
1.	Kitui Rural	NTHONGONI HEALTH CENTRE	DigitalWeighing Scale	Ksh 150.00	PRODOC		
2.	Kitui East	NZANGATHI HEALTH CENTRE	Thermometer	Ksh 50.00	JXB-178		
3.	Mwingi Central	NDUVANI DISPENSARY	Infrared thermometer	Ksh 20.00	IR988		
4.	Mwingi Central	UI DISPENSARY	Infrared thermometer	Ksh 20.00	Unknown		
5.	Kitui Central	ITOLEKA DISPENSARY	Weighing scale	Ksh 150.00	Nil		
6.	Mwingi Central	MUYUNI DISPENSARY	Weighing scale	Ksh 150.00	Unknown		
7.	Kitui Rural	ALIKU HEALTH CENTRE	Blood pressure machine	Ksh 50.00	HBP-1520		
8.	Kitui Rural	ALIKU HEALTH CENTRE	Blood pressure machine	Ksh 50.00	Unknown		
9.	Kitui Rural	ALIKU HEALTH CENTRE	Glucometer	Ksh 20.00	GM280		
10.	Mwingi Central	MUTYANGOME DISPENSARY	Digital Weighing scale	Ksh 150.00	8811021659		
11.	Kitui East	VOO HEALTH CENTRE	Blood pressure machine	Ksh 50.00	M2		
12.	Kitui East	VOO HEALTH CENTRE	Thermometer	Ksh 20.00	DT-8861		
13.	Kitui East	VOO HEALTH CENTRE	Thermometer	Ksh 20.00	GP-300		

	Sub-County Name	Facility Name	Device Name	Estimated Value	Model Name	UNIT PRICE	TOTAL PRICE
14.	Kitui East	VOO HEALTH CENTRE	Thermometer	Ksh 20.00	Edocare 1321A		
15.	Kitui Central	KALIAKAKYA DISPENSARY	0		Seca		
16.	Kitui Central	KALIAKAKYA DISPENSARY	Infrared thermometer	Ksh 20.00	Unknown		
17.	Kitui Central	TIVA DISPENSARY	Bp machine	Ksh 50.00	Unknown		
18.	Kitui Central	TIVA DISPENSARY	Glucometer	Ksh 20.00	Nil		
19.	Kitui Rural	YATTA HEALTH CENTRE	Digital infant weighing scale	Ksh 100.00	MS3500		
20.	Mwingi Central	TUVAANI DISPENSARY	Weighing scale	Ksh 150.00	Unknown		
21.	Mwingi Central	TUVAANI DISPENSARY	Baby weighing scale	Ksh 100.00	Unknown		
22.	Kitui East	KAUMU HEALTH CENTRE	Thermometer	Ksh 20.00	EXP-01B		
23.	Kitui East	KAUMU HEALTH CENTRE	Thermometer	Ksh 20.00	Na		
24.	Kitui East	ZOMBE SUB COUNTY HOSPITAL	Adult Weighing Scale	Ksh 150.00	Contrex ms120		
25.	Kitui East	ZOMBE SUB COUNTY HOSPITAL	Thermometer	Ksh 20.00			
26.	Kitui East	ZOMBE SUB COUNTY HOSPITAL	Blood pressure machine	Ksh 50.00	M3		
27.	Kitui East	ZOMBE SUB COUNTY HOSPITAL	Thermometer	Ksh 20.00	HG01		

	Sub-County Name	Facility Name	Device Name	Estimated Value	Model Name	UNIT PRICE	TOTAL PRICE
28.	Kitui East	ZOMBE SUB COUNTY HOSPITAL	Blood pressure machine	Ksh 50.00	M2		
29.	Kitui Central	KANGALU DISPENSARY	Blood pressure machine	Ksh 50.00	Hbp-1520		
30.	Mwingi Central	NUU SUB COUNTY HOSPITAL	Manual centrifuge	Ksh 700.00	Unknown		
31.	Mwingi Central	NUU SUB COUNTY HOSPITAL	Micropipette	Ksh 20.00	Unknown		
32.	Mwingi Central	NUU SUB COUNTY HOSPITAL	Sahlic haemometer	Ksh 50.00	Unknown		
33.	Mwingi Central	NUU SUB COUNTY HOSPITAL	Examination lamp	Ksh 200.00	Unknown		
34.	Kitui Rural	KANYANGI SUB COUNTY HOSPITAL	Adult Weighing Scale	Ksh 150.00	Unknown		
35.	Kitui Rural	KANYANGI SUB COUNTY HOSPITAL	Infant weighing scale	Ksh 100.00	364		
36.	Kitui Rural	KANYANGI SUB COUNTY HOSPITAL	Infant weighing scale	Ksh 100.00	M1126600		
37.	Kitui Rural	KANYANGI SUB COUNTY HOSPITAL	Infant weighing scale	Ksh 100.00	M112600		
38.	Kitui Rural	KANYANGI SUB COUNTY HOSPITAL	Space Heater	Ksh 50.00	Unknown		

	Sub-County Name	Facility Name	Device Name	Estimated Value	Model Name	UNIT PRICE	TOTAL PRICE
39.	Kitui Rural	KANYANGI SUB COUNTY HOSPITAL	Space Heater	Ksh 50.00	Unknown		
40.	Kitui Rural	KANYANGI SUB COUNTY HOSPITAL	Manual suction machine	Ksh 200.00	Unknown		
41.	Kitui Rural	KANYANGI SUB COUNTY HOSPITAL	Manual suction machine	Ksh 200.00	Unknwn		
42.	Kitui Rural	KANYANGI SUB COUNTY HOSPITAL	Autoclave	Ksh 1,500.00	LS-B75L		
43.	Kitui Rural	MUSELELE DISPENSARY	Blood pressure machine	Ksh 100.00	HBP-1520		
44.	Kitui East	ENDAU DISPENSARY	Thermometer	Ksh 20.00			
45.	Kitui East	ENDAU DISPENSARY	Thermometer	Ksh 20.00	Na		
46.	Kitui East	ENDAU DISPENSARY	Pulse Oximeter	Ksh -	Ex 330		
47.	Kitui East	INYUU HEALTH CENTRE	Thermometer	Ksh 20.00	JXB-178		
48.	Kitui East	INYUU HEALTH CENTRE	Thermometer	Ksh 20.00	QY302		
49.	Kitui Rural	KWA VONZA DISPENSARY	Thermometer	Ksh 20.00	DM-300		
50.	Kitui Rural	KWA VONZA DISPENSARY	Digital Weighing Scale	Ksh 100.00	881 1021659		
51.	Kitui South	KYATUNE HEALTH CENTRE	Blood pressure machine	Ksh 50.00	M2 basic		

	Sub-County Name	Facility Name	Device Name	Estimated Value	Model Name	UNIT PRICE	TOTAL PRICE
52.	Kitui South	KYATUNE HEALTH CENTRE	Bp machine	Ksh 50.00	M3(hem-7200-E2(v)		
53.	Kitui East	IKUYUNI DISPENSARY	Mercurial sphygmomanometer	Ksh 100.00	Mercurial sphygmomanometer		
54.	Kitui East	IKUYUNI DISPENSARY	Mercurial sphygmomanometer	Ksh 100.00	Mercurialsphygmomanometer		
55.	Mwingi Central	NGUNI HEALTH CENTRE	Baby Weigh Scale	Ksh 100.00	N/A		
56.	Kitui West	KWA MULUNGU DISPENSARY	Baby Weigh Scale	Ksh 100.00	Unknown		
57.	Mwingi Central	MULINDE DISPENSARY	Baby Weigh Scale	Ksh 100.00	N/A		
58.	Kitui Rural	KATWALA DISPENSARY	Mercury type b.p machine	Ksh 100.00	Not indicated		
59.	Kitui Central	SYONGILA DISPENSARY	Adult Weighing Scale	Ksh 150.00	8811021659		
60.	Kitui Central	KAMANDIO DISPENSARY	Baby Weigh Scale	Ksh 100.00	FAZZINI		
61.	Kitui Central	KAMANDIO DISPENSARY	AdultWeighing Scale	Ksh 150.00	874-k21659		
62.	Mwingi North	MITAMISYI DISPENSARY	Baby weighing scale	Ksh 100.00	Unknown		
63.	Kitui Central	MUSEVE DISPENSARY	Stethoscope	Ksh 20.00	Unknown		

	Sub-County Name	*Facility Name*	*Device Name*	*Estimated Value*	*Model Name*	*UNIT PRICE*	*TOTAL PRICE*
64.	Kitui Central	MUSEVE DISPENSARY	Heamoglobinmeter	Ksh 150.00	Hb 201+		
65.	Kitui Central	KASYALA HEALTH CENTRE	Thermometer	Ksh 20.00	Unknown		
66.	Kitui Central	KASYALA HEALTH CENTRE	Thermometer	Ksh 20.00	EDNR01		
67.	Kitui Central	KASYALA HEALTH CENTRE	Baby Weigh Scale	Ksh 100.00	Unknown		
68.	Kitui Central	MAKAANI DISPENSARY	Stethoscope	Ksh 20.00	Unknown		
69.	Kitui Central	MAKAANI DISPENSARY	Thermometer	Ksh 20.00	Unknown		
70.	Kitui Central	USIANI DISPENSARY	Blood pressure machine	Ksh 100.00	M3(HEM-7200-E)		
71.	Kitui South	MUAMBA DISPENSARY	Weighing scale	Ksh 150.00	Not indicated		

NO.	**SUB COUNTY**	**EQUIPMENT**	**MODEL**	**TYPE**	**QUANTITY AVAILABLE**	**ESTIMATED VALUE OF THE EQUIPMENT**	**UNIT PRICE**	**TOTAL PRICE**
1	Kitui Central	Weighing Scale	DETECTO SCALES	Mechanical balance scale	2	Ksh.150		

2	Kitui Central	Baby Incubator	N/A	N/A	2	Ksh.5,000		
3	Kitui Central	Portable Lamp	N/A	N/A	1	Ksh.100		
4	Kitui Central	Pulse Oximeter	UT100	Hand held	1	Ksh.1,500		
5	Kitui Central	Bucket	N/A	PLASTIC	2	Ksh 50		
6	Kitui Central	Complete Suspension Motor	N/A	SINGLE PHASE SUSPENSION	1	Ksh 1,500		
7	Kitui Central	Dental Chair	N/A	XYA2	1	Ksh.50,000		
8	Kitui Central	Retinoscope	KEELER	N/A	1	Ksh 20,000		
9	Kitui Central	Slit light	N/A	N/A	1	Ksh.5,000		
10	Kitui Central	Diathermy Machine	EXCELL 350MCDse	EXCELL MONOPOLAR	1	Ksh.5,000		
11	Kitui Central	Examination lamp	L751	N/A	1	Ksh 150		
12	Kitui Central	Assorted metal junk(4000kg) (Ksh. 12/kg)				Ksh 48,000.00		

SECTION III - CONDITIONS OF TENDER

1.1 A tenderer may tender for each item and may tender for as many items as he/she wishes.

1.2 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. If there is an administrative review, the review procedures shall be followed.

1.3 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.

1.4 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

To: …….....……

…….....…… [*Name and address of Procuring Entity*] Gentlemen and/or Ladies:

Date:.....

Tender No.....

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.

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

Part1General 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			

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				

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				

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