



DISPOSAL OF A MOTOR VEHICLE & ASSORTED BOARDED ITEMS

TENDER NO: CMA/ONTD 005/ 2020-2021

MARCH 2021

SECTION I - INVITATION TO TENDER

Date: **March 25th, 2021**
Tender Ref No. **CMA/ONTD 005 /2020/2021**
Tender Name: **DISPOSAL OF A MOTOR VEHICLE & ASSORTED BOARDED ITEMS**

1.1 Capital Markets Authority invites sealed tenders from eligible candidates for the purchase of obsolete assets, assorted stock items and unserviceable equipment on an **"as is and where is basis"**.

1.2 Interested eligible candidates may obtain further information and **VIEW** the items by visiting the Authority's reception; **Embankment Plaza, 3rd Floor Longonot Road, Upperhill** between **March 25th 2021 to April 7th 2021**, during normal working hours.

1.3 A complete set of tender documents may be obtained by interested candidates and downloaded from the Authorities websites; www.cma.or.ke and www.tenders.go.ke at no cost.

1.4 Tenderers bidding will be required to pay in advance a **refundable deposit of KShs.2,000** as indicated in the instructions to tenderers.

1.5 Completed tender documents are to be enclosed in plain sealed envelopes marked with the tender reference number and the tender name and deposited in the **Tender Box** on **3rd floor, Embankment Plaza, Longonot Road, Upperhill**, so as to be received on or before **April 7th 2021, 11:00am**.

1.6 Prices quoted should be net, must be in Kenya Shillings and shall remain valid for **90 days** from the closing date of the tender.

1.7 Tenders will be opened immediately thereafter in the presence of the tenderers or their representatives who choose to attend.



For. Jeremiah Yego
PRINCIPAL SUPPLY CHAIN MANAGEMENT

SECTION II - INSTRUCTION TO TENDERERS

2.1 Eligible Tenderers

2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the appendix to instructions to tenderers.

2.1.3 The procuring entity's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender unless where specifically allowed under the Act.

2.2 Cost of Tendering

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

2.3 The Tender Document

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

2.4. Clarification of Documents

2.4.1 The procuring entity shall reply to any clarifications sought by the tenderer within 2 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, the Procuring Entity, for any reasons, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by amendment.

2.6 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 The Price quoted shall be in Kenya Shillings.

2.7 Tender deposit

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2.7.1 The tenderer shall put a deposit of **KShs.2,000** to bid for the items indicated in the schedule of items and prices.

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

2.7.3 Unsuccessful Tenderer's tender deposit will be discharged or returned as promptly as possible.

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.

2.7.5 The tender deposit may be forfeited:

(a) If a tenderer withdraws its tender during the period of tender validity specified by the Procuring Entity,

(b) In the case of a successful tenderer, if the tenderer fails to pay the balance of the bid price

2.8 Validity of Tenders

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

2.9 Sealing and Marking of Tenders

The tenderer shall seal the tender and mark it with the **number and name of the tender** and **"DO NOT OPEN BEFORE Wednesday, 7th April 2021 at 11:00am.**

2.10 Award Criteria

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

2.17 Notification of Award

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

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

SECTION III - SCHEDULE OF ITEMS AND PRICES

3.1 Terms of reference

- a. A refundable deposit of **KShs.2,000** will be required to bid for the items as indicated in **Appendix A – Schedule of Bid Price**.
- b. The deposit amount should be paid in cash to the Finance Department on 6th Floor, Embankment Plaza, Longonot Road, Upperhill where a receipt will be issued as evidence of payment and a copy attached to the bid document to be submitted.

3.2 Schedule of Bid Price

Item No.	Description	Quantity	Reserve Price (KShs)	Total Bid Price (KShs)
Lot 1	Motor vehicle: Nissan, Xtrail – KBJ o68U	1	780,000.00	
Lot 2	Ipads: CE/091/279 CE/091/278 CE/091/267 CE/091/270 CE/091/418 CE/091/322 CE/091/275 CE/091/228 CE/091/280 CE/091/271 CE/091/417 CE/091/264 CE/091/260 CE/091/324 CE/091/381 OE/071/219	14	7,000.00	
Lot 3	Laptops: CE/091/458 CE/091/511 CE/091/244 CE/091/313 CE/091/227	5	5,000.00	

Lot 4	IP Phones: OE/071/289 OE/071/279 OE/071/247 OE/071/364 OE/071/258 OE/071/270 OE/071/234 OE/071/228 OE/071/229 OE/071/230 INM09101KE5 OE/071/233 OE/071/275 OE/071/286 OE/071/094ab	15	2,550.00	
Lot 5	Keyboards: CE/091/212 CE/091/181 CE/091/127	3	300.00	
Lot 6	Computer Monitors: CNC501NWD1 CE/091/091 CN-oKCCCP-72872-310-D7CM (1HP & 1Dell Untagged Monitors)	5	900.00	
Lot 7	Projector: CE/091/213	1	200.00	
Lot 8	Printer: CE/091/045	1	1,000.00	
Lot 9	Routers: RR6RSA1080401435 CE/091/019 CNM2ABOAPA	3	150.00	
Lot 10	UPS: CE/091/298 Mecer ups (2) One not tagged	3	10,050.00	
Lot 11	Wooden Cabinets: FF/081/670 FF/081/598 FF/081/671 Four not tagged	7	700.00	

Lot 12	Tyres: All not tagged	23	2,300.00	
Lot 14	Aluminum doors(2) and Aluminum panel: Not tagged	3	3,000.00	
Lot 15	Paper shredder: OE/071/169 OE/071/168	2	1,000.00	
Lot 16	Microwave: OE/071/185	1	300.00	
Lot 17	Tea Urn (1) and kitchen mixer (1) - Not tagged	2	1,600.00	
Lot 18	Portable socket - Not tagged	2	200.00	
Lot 19	Sink - Not tagged	1	500.00	
Lot 20	Water heater - Not tagged	1	1,000.00	
Lot 21	CPU: CE/091/167 CE/091/175	2	400.00	
Lot 22	LG Air conditioner	1	6,500.00	
Lot 23	Wooden door: GDo3	1	3,500.00	
Lot 24	Aluminum door: GDo3	1	2,000.00	
Lot 25	Partition glass: Not tagged	1	1,100.00	
Lot 26	Chairs: FF/081/936 FF/081/975 FF/081/875 FF/081/982 FF/081/979 FF/081/883 FF/081/972 FF/081/973 FF/081/966 FF/081/990 FF/081/702 FF/081/983 FF/081/980 FF/081/677 FF/081/706 FF/081/973 FF/081174C	17	4,250.00	
Lot 27	Office desk partitions - Not tagged	Lot	15,000.00	
Lot 28	Wooden Table: Not tagged	1	1,500.00	

Lot 29	Kyocera printer: OE/071/183	1	20,000.00	
Lot 30	Printer Nashua Tec: CE/091/309	1	70,000.00	
Lot 31	Nashua Tec printer: CE/091/307	1	70,000.00	
Lot 32	Nashua Tec printer: CE/091/308	1	70,000.00	
Lot 33	Cable trunking (14) Assorted acoustic channels (lot) - Not tagged	Lot	900.00	
Lot 34	Coat hangers: FF/081/245 FF/081/241 FF/081/374 Three not tagged	6	180.00	
Lot 35	Table stand: FF/081/011 FF/081/009	2	60.00	
Lot 36	Wooden cabinet: Not tagged	1	200.00	
Lot 37	Assorted wall pictures: Not tagged	4	50.00	
Lot 38	Small trolley: FF/081/1289 Plastic table (1) not tagged	1	250.00	
Lot 39	Lighting points (15) Lighting point covers (14)	Lot	2,000.00	
Lot 40	Assorted ceiling acoustics	Lot	400.00	
Lot 41	Whiteboards: Three not tagged Executive wooden cabinet:FF/081/520/CMA	Lot	1,150.00	
Lot 42	Assorted pieces of wood	Lot	4,000.00	
Lot 43	Assorted vertical blinds: No tag	4	200.00	
Lot 44	Quotation Box: FF/081/266	1	1,000.00	
Lot 45	Old Newspapers	Lot	1,500.00	
Total Bid Price (KSHs.)				

Deposit Paid and Receipt Attached	YES	NO
Tick as appropriate		

Authorized officials name _____

Signature _____

Date _____

SECTION IV - CONDITIONS OF TENDER

4.1 A tenderer may tender for either one or More LOTS as he/she wishes.

4.2 A tenderer will pay a deposit in advance before the closing date of the tender as indicated in the schedule of items and prices to Capital Markets Authority and a copy the deposit receipt attached to the submitted tender.

4.3 Tenderers who will be awarded contracts will be required to pay for the items no later than **14 days after award, failure to which the award will be cancelled, and the deposit forfeited.** If there is an administrative review, the review procedures shall be followed.

4.4 Tenderers who will **not be awarded contract will be refunded the deposits within fourteen (14) days after notification of the communication of the contract awards.**

4.5 Tenderers will be required to **collect the items they have paid for within twenty one (21) days after making the payment failure to which storage charges will be effected.**

4.6 Items tendered for below the reserve price will be retained by the Procuring Entity.

SECTION V - STANDARD FORMS

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, I/we the undersigned, offer to purchase and collect all the items offered to me/us in conformity with the said tender document 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 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 _____

[signature]

[in the capacity of]

Duly authorized to sign tender for and on behalf of _____

3.0 CONFIDENTIAL BUSINESS QUESTIONNAIRE

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.

Part 1 - General:

Business Name.....

Location of Business Premises.....

Plot No. Street/Road.....

Postal Address.....Tel. No (Landline).....

Mobile Phone (s):..... Website:.....

E-mail:.....

Nature of Business

Current Trade License (Single Business Permit from a Local Authority)

No. Expiring Date

Tax Compliance Certificate No..... Expiring Date.....

Maximum value of business which you can handle at any one time:
Kshs.....

Name of your Banker

Branch

Part 2 (a) Sole Proprietor:

Your name in full Age.....

NationalityCountry of origin

Citizenship details

Part 2 (b) Partnership:

Give details of partners as follows:

No.	Name	Nationality	Citizenship Details	Shares
1.				
2.				

Part 2 (c) Registered Company:

Private or Public

State the nominal and issued capital of the company: -

Nominal Kshs

Issued Kshs.....

Give details of all Directors as follows: -

No.	Name	Nationality	Citizenship Details	Shares
1.				
2.				
3.				
4.				
5.				

I certify that the above information is correct.

Authorized Signature.....

Date:

Affix Company Rubber Stamp