



TENDER DOCUMENTS FOR DISPOSAL

(1) NAME AND CONTACT ADDRESSES OF PROCURING ENTITY

Name: KCA University.

Address: 56808-00100

Email address...rmutia@kca.ac.ke

(2) Tender No: KCAU/DISP/2022.

(3) Tenderer's Name and contact addresses.....
.....

INVITATION TO TENDER

PROCURING ENTITY: KCA University

CONTRACT NAME AND DESCRIPTION: Disposal of Motor

vehicle

1. The KCA University now invites sealed tenders from eligible candidates to purchase **a Mercedes Benz and a 33-seater bus** (Please visit the website for more details and photos)
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 (8.30am -4.30pm) at the address given below.
4. Completed tenders must be delivered to the address below on or before 11.00am *on 21st January 2022*. Electronic submission SHALL NOT be permitted.
- 5.
6. Prices quoted should be net, must be in Kenya Shillings and shall remain valid for the period to be determined by the University from the closing date of the tender.
7. 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.
8. Late tenders will be rejected.

Name: Rebecca Mutia

Designation: Procurement Manager

Signature:



Date: December 2021

Address to submit the bids Physically:

KCA University
Main Campus, Ruaraka
Administration Block B
Procurement Office in the Tender Box
Ground Floor -Door no 1
PO Box 56808-00100
Nairobi

SCHEDULE OF ITEMS AND PRICES

Notes on schedule of Items and Prices

1. The University will prepare the schedule of items being sold, marking each item with a unique number. Where items are to be sold as a lot, the lots must be clearly indicated in the schedule.
2. The tenderer shall complete the tender by preparing and completing the Table below, indicating the items tendered for and the prices offered and striking out those not tendered for. The University will complete columns 1-4 and 7 and the Tenderer will complete columns 5 and 6, and sign as indicated below.

SCHEDULE OF ITEMS AND PRICES

1	2	3	4	5	6	7
Item No.	Description of Item	Unit of Issue	Total Quantity	Unit price (KSH)	Total Tender Price	Required Deposit
1	Mercedez Benz	pc	1			none
2	33 Seater Bus	pc	1			none
3						
4						
5						

CONDITIONS OF TENDER

1. A tenderer may tender for each item or both as he/she wishes.
2. Tenderers who will be awarded contracts will be required to pay for the items after 14 days and not later than 21 days.
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.
4. The University will retain confidential reserve prices for all the items. Items tendered for below the reserve price will be retained by the University.

Date:.....

Tender No: **KCAU/DISP/2022.**

Form of Tender-To be filled by tenderer/buyer

To: KCA University

Gentlemen and/or Ladies:

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 understand that you are not bound to accept the highest or any tender that you may receive.

SCHEDULE OF ITEMS AND PRICES

1	2	3	4	5	6	7
Item No.	Description of Item	Unit of Issue	Total Quantity	Unit price	Total Tender Price	Required Deposit
1						
2						
3						
4						
5						

Dated this _____ day of _____ 20_____

[Signature]

[In the capacity of]

Duly authorized to sign tender for and on behalf of _____

LETTER OF NOTIFICATION OF AWARD

[Letter head paper of the University]
[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 University).


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				XXXXX

Authorized Signature: 

Name and Title of Signatory: Rebecca Mutai -Procurement Manager.