



Ground Floor, British Centre
Mara/Ragati Road Junction, Upper Hill
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**TENDER FOR DISPOSAL OF ASSORTED OBSOLETE
FURNITURE ITEMS AND ICT EQUIPMENT.
TENDER NO: MCK/001/PROC/TENDER-012/21-22.**

CLOSING: 18TH MAY 2022 AT 11: 00 AM

MAY 2022.

*ALL TENDERERS ARE ADVISED TO READ CAREFULLY THIS TENDER
DOCUMENT IN ITS ENTIRETY BEFORE MAKING ANY BID.*

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SECTION 1 - INVITATION TO TENDER

TENDER REF NO: **MCK/001/PROC/TENDER-012/21-22.**

TENDER NAME: DISPOSAL OF ASSORTED OBSOLETE FURNITURE ITEMS AND ICT EQUIPMENT.

1. The MEDIA COUNCIL OF KENYA invites sealed tenders from eligible candidates for *Disposal of Assorted Obsolete Furniture Items and ICT Equipment.*
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 *0900 to 1500 hours* at the address given below.
4. A complete set of tender documents may be obtained from Media Council of Kenya website www.mediacouncil.or.ke or on public tenders' portal at www.tender.go.ke by interested candidates upon payment of non-refundable fees of *Kshs. 1,000* per document in the form cash or banker's cheque payable to Media Council of Kenya. Bidders who download the document from the said websites are required to immediately email their names and contact details (cell phone number, email address and name) to tenders@mediacouncil.or.ke for records and communication of any tender clarifications and addenda.
5. Tenderers will be required to pay in advance a fundable deposit as indicated in the Appendix to Instructions to tenderers.
6. Completed tenders must be delivered to the address below on or before **WEDNESDAY 18TH MAY 2022**. Electronic Tenders *will not* be permitted.
7. Prices quoted should be net, **must be** in Kenya Shillings and shall remain valid for 90 days from the closing date of the tender.
8. 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.
9. Late tenders will be rejected.
10. The addresses referred to above are:
 - A. Address for obtaining further information, and for inspecting the goods to be sold.

Media Council of Kenya
Ground Floor, British Centre
Mara/Ragati Road Junction, Upper Hill
P.O. Box 43132 00100 Nairobi Kenya
Tel: +254 2725032/ 2737058, 0727 735252
Email: tenders@mediacouncil.or.ke
Website: www.mediacouncil.or.ke

B. Address for Submission of Tenders.

Media Council of Kenya

Ground Floor, British Centre
Mara/Ragati Road Junction, Upper Hill
P.O. Box 43132 00100 Nairobi Kenya
Tel: +254 2725032/ 2737058, 0727 735252
Email: tenders@mediacouncil.or.ke
Website: www.mediacouncil.or.ke

C. Address for Opening of Tenders.

The Chief Executive Officer
Media Council of Kenya
Ground Floor, British Centre
Mara/Ragati Road Junction, Upper Hill
P.O. Box 43132 00100 Nairobi Kenya
Tel: +254 2725032/ 2737058, 0727 735252
Email: tenders@mediacouncil.or.ke
Website: www.mediacouncil.or.ke

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 price to be charged for the tender document shall be Kshs. 1,000/= if obtained from MCK's office and free for download.
- 2.3 The Procuring Entity shall allow the tenderer to review the tender document and the goods to be sold free of charge before purchase.

3. The Tender Document

- 3.1 The tender document comprises the documents listed below and any addenda issued in accordance with clause 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 be at 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 3 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 it 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 The tenderer shall put a deposit as **2.7.1 Tender security** to the Bank account indicated in Instructions to Tenderer.
- 7.2 Failure to put the required deposit for any item tendered for will lead to disqualification of the tender for the item.
- 7.3 Unsuccessful Tenderer's tender deposit will be discharged or returned as promptly as possible but not later than Seven (7) days after the expiration of the period of tender validity prescribed by the Procuring Entity.
- 7.4 The successful Tenderer's tender deposit will be credited to his tender price so that it forms part of the amount of the tender and the tender will be required to pay the tender price less the deposit security.
- 7.5 The tender deposit shall 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 tender price.

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, stores/equipment in liaison with the Council before they bid for each lot. 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 seal the tender and mark it with the number and name of the tender and “DO NOT OPEN BEFORE **Wednesday 18th May 2021 at 11.00 am.**

11. Deadline for Submission of Tenders

11.1 Tenders must be received by the Procuring Entity at the address specified not later than **18TH MAY, 2022** at 11:00am.

11.2 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 Entity and tenderers previously subject to the deadline will thereafter be subject to the deadline as extended.

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 **18TH MAY, 2022 at 11:00am** 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.

Appendix to Instructions to tenderers.

Notes on the appendix to the Instructions to Tenderers.

1. The Appendix to Instructions to tenderers is intended to assist the Scheme in providing specific information in relation to the corresponding clauses in the instructions to tenderers included in Section II and the appendix has to be prepared for each specific tender.

Instructions to Tenderers Reference	Particulars of appendix to Instructions to tenderers
2.1.1 Eligible tenders	Open to all tenderers who meet the requirements as indicated in the tender documents and in accordance to Public Procurement and Asset Disposal Act, 2015 and Public Procurement & Disposal Regulations, 2020 and any amendments thereafter.
2.2.2 Cost of tender	The cost of the tender documents shall be Kshs1000.00 per set of the tender document when issued from our office and download for free.
2.7.1 Tender security	Bidders MUST pay a refundable commitment fee of Kshs. 5,000, this MUST be paid through below bank account, Bank- Standard Chartered Branch- Kenyatta Avenue Account Name- The Media Council of Kenya Trust Account Number-0102096149700 Bank code- 02 Branch code- 006 SWIFT- SCBLKENX
2.8.1 Validity of tenders	The tender validity is 90 days from the date of submission
2.9 Viewing of Tender Items	The viewing of the items will be at; a) MCK Head Office- Ground Floor, Britam Centre, Mara/Ragati Road Junction, Upperhill on 11th May 2022 from 9am to 4pm b) MCK Yard- Armstrong Storage Centre along Mombasa Road, behind Hilton Garden Inn Hotel on 12th May 2022 from 9am to 4pm
2.11 Deadline for Submission of Tenders	The day of submission of the tenders is 18 th May 2022 at 11:00 (bids to be dropped at our tender box located at Ground Floor, Britam Centre, Media Council of Kenya Offices.)
2.13 Opening of tenders	May 18 th Wednesday, 2022 at 11.00 am at our -Ground Floor Boardroom
2.15 Evaluation criteria	The following will form part of evaluation criteria and MUST be submitted: a) KRA PIN Number of tenderers b) Validity of tender of 90 days c) Filled confidential business questionnaire form attached as applicable (to be filled by individual

	<p>/ institution)</p> <ul style="list-style-type: none">d) Attach copies of National IDe) Completed and signed form of tender together with price schedule signed and stampedf) Anti-corruption declaration pledge formg) Original bank deposit slip (tender security) for items selected. <p>Tenderers that shall be found not to have met the requirements in the above areas shall be non-responsive and rejected.</p> <p>The successful tender will be the one that is compliant to the above conditions and has quoted the highest price subject to reserve price.</p> <p>In case two or more tenderers tie, MCK will invite those tenderers to come and ballot to determine the winner.</p>
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SECTION III - SCHEDULE OF ASSORTED FURNITURE ITEMS AND ICT EQUIPMENT

NO.	Category	Equipment	Serial Number	Qty	Location	Reserve Price Per Unit (Kshs)
LOT NO.1						
1	Printers	Kyocera document processor 7100	V9B9898530	1	MCK Yard	1,000.00
2		HP Laser jet 1536 dnf mfp	CNC9C2QD52	1	MCK HQ	500.00
3		HP Laser jet 1536 dnf mfp	CNC9C22QD4V	1	MCK HQ	500.00
4		HP Laser jet 1536 dnf mfp	CNC9C2QD5G	1	MCK HQ	500.00
5		HP Laser jet pro 400 mfp m425 dn	CNC6DC4H1W	1	MCK HQ	500.00
6		Color laser jet pro mfp m479 fdw	-	1	MCK Yard	500
7		Kyocera- KM 4050	-	1	MCK Yard	2,000
8		Taskalfa 2550ci Kyocera	-	1	MCK Yard	5,000
9		Document Finisher	-	1	MCK Yard	2,000
10		HP Laser jet pro 400 mfp	-	1	MCK HQ	500
	Document Finisher	-	-	1	MCK Yard	2,000
LOT NO.2						
11	Laptops	HP pro book 6550	CNU0401NH0	1	MCK HQ	2,000
12		HP pro book 6550B	CNU0401NHR	1	MCK HQ	2,000
13		HP 620	CNU0324C85	1	MCK HQ	2,000
14		HP Pro book 6550	CNU0401NJ9	1	MCK HQ	2,000
15		HP pro book 6730B	CNU8312Y51	1	MCK HQ	2,000
16		HP pavilion protect smart	5CD4391NS1	1	MCK HQ	3,000
17		HP pro book 440 G5	5CD9032HRS	1	MCK HQ	1,000
18		HP ELITE BOOK 840 G6	-	1	MCK HQ	4,000
19		HP PRO BOOK 440 G5	-	1	MCK HQ	1,000
20	CPU	HP Pro 3300 series MT	CZC1402Z8B	1	MCK HQ	500
21		HP ProLiant ML 110 C6	CZ112601ME	1	MCK HQ	500
22		HP 500B MT	4CE0350PF9	1	MCK HQ	500
23		HP 2011X	CNC129PX8C	1	MCK HQ	500
24		HP PRO- TRF 2320 WJD	-	1	MCK HQ	500
25		HP PRO- TRF 4250 QZF	-	1	MCK HQ	500
26		MCK PRO- CZC 1390261	-	1	MCK HQ	500
27		HP PRO 3300 SERIES MT	CZC1402ZJH	1	MCK HQ	500
28		HP 500B MT	4CE0350PHG	1	MCK HQ	500
29		HPZ 210 CMT Workstation	CZC1266FCV	1	MCK HQ	500
30	Monitors	PX 849A	HPL1706	1	MCK HQ	100
31		HPS 2031a	3CQ035N7KF	1	MCK HQ	100
32		HPS 2031a	3CQ10923FQ	1	MCK HQ	100
33		HP 2011X	CNC128NVW1	1	MCK HQ	100
34		HP 2011X	CNC129PJ4/6	1	MCK HQ	100
35		HPS 2031a	3CQ035W7D7	1	MCK HQ	100
36		HPS 2031a	3CQ1091W7W	1	MCK HQ	100
37		HP W1972a	6CM4202N3H	1	MCK HQ	100
38		DELL	CN0V048Y6418039131 4U		MCK Yard	100
39		HP LE2002x	CNC20906BY		MCK Yard	100
40		HP S2031a	3CQ1091VBL		MCK Yard	100
41		HP L1706	CNC652QD89		MCK Yard	100
42		HP 2011x	CNC129PXD1		MCK Yard	100
43		HP 2011x	CNC129PX8C		MCK Yard	100
44	Keyboards	8 PCS	-	8	MCK HQ	100
45	UPS	Tower UPS	Tower UPS	6	MCK HQ	100

46	UPS	Smart UPS	AS1917360695	1	MCK HQ	100
LOT NO.3						
47	TV	Samsung 32 Inch	LCSM3DGZ9000B	1	MCK HQ	1000
48		Samsung 32 Inch	LCSM3DGZ900049L	1	MCK HQ	1000
49		Samsung 40 Inch	LCSM3DGZ900058J	1	MCK HQ	1000
50		Sony 40	Trinitron	1	MCK HQ	1000
51	Toners	Toner 80A	-	8	MCK HQ	1,000
52		Toner 78A	-	9	MCK HQ	1,000
LOT NO.4						
53	Desk Phones	YEALINK	T26P10082401018	1	MCK HQ	500
54		ZYCOO	80114412	1	MCK HQ	100
55			80114376	1	MCK HQ	100
56			80082057	1	MCK HQ	100
57			80114378	1	MCK HQ	100
58			80082051	1	MCK HQ	100
59			80114375	1	MCK HQ	100
60	Mobile Phones	Samsung galaxy J6	RZ8KC1HBBVW RZ8M11ZRHJR	2	MCK HQ	100
61		iPad 64 Gb Wi-Fi 4gb	DYTHX7MPDVGJ	1	MCK HQ	100
62		Samsung galaxy J2	RV1HC0KXGGR	1	MCK HQ	100
63		Samsung galaxy J2	RV1HC0LJCLP	1	MCK HQ	100
64	Switch	D-LINK	F30216B020771	1	MCK HQ	50
65	Routers	TP LINK AC 1750 WIRELESS	2144035000492	1	MCK HQ	50
66		-	2144035000493	1	MCK HQ	50
67		-	2144035000497	1	MCK HQ	50
68		D-LINK		1	MCK HQ	50
69	UPS batteries	-	-	32	MCK Yard	100
70	Speakers	Creative Speaker 1 set	ZYMF4095010R01 491A	1	MCK HQ	700
LOT NO.5						
71	Furniture	Board room table (Dismantled)	-	1	MCK Yard	7,000
72		Five-star chairs	-	5	MCK Yard	2,000
73		4- Door cabinet (dismantled)	-	1	MCK Yard	1,000
74		Manager's desk (dismantled)	-	1	MCK Yard	5,000
75		Coat hanger	-	1	MCK Yard	100
76		Cantilever chairs	-	6	MCK Yard	700
77		Low back library chairs	-	2	MCK Yard	200
78		Office desk(dismantled)	-	1	MCK Yard	500
79		SUV Tyres	-	5	MCK Yard	200
80	Kitchen Items	Tea Urn	-	2	MCK HQ	200
81		Microwave	-	1	MCK HQ	1,000
82		Cookers	-	2	MCK HQ	700
83	Board Room Carpet		10 by 4 meters		MCK Yard	4,000

Viewing of the items will be at;

- **MCK Head Office-** Ground Floor, Britam Centre, Mara/Ragati Road Junction, Upperhill on **11th May 2022 from 9am to 4pm**
- **MCK Yard-** Armstrong Storage Centre along Mombasa Road, behind Hilton Garden Inn Hotel on **12th May 2022 from 9am to 4pm**

SECTION III - PRICE SCHEDULE

Bidder(s) to clearly indicate the items quoted for and the quantities.

NO	Category	Equipment	Serial Number	Qty	Location	Reserve Price Per Unit (Kshs)	Quoted Price Per Item (Kshs)	Total Amount (Kshs)
LOT NO.1								
1	Printers	Kyocera document processor 7100	V9B9898530	1	MCK Yard	1,000.00		
2		HP Laser jet 1536 dnf mfp	CNC9C2QD52	1	MCK HQ	500.00		
3		HP Laser jet 1536 dnf mfp	CNC9C22QD4V	1	MCK HQ	500.00		
4		HP Laser jet 1536 dnf mfp	CNC9C2QD5G	1	MCK HQ	500.00		
5		HP Laser jet pro 400 mfp m425 dn	CNC6DC4H1W	1	MCK HQ	500.00		
6		Color laser jet pro mfp m479 fdw	-	1	MCK Yard	500		
7		Kyocera- KM 4050	-	1	MCK Yard	2,000		
8		Taskalfa 2550ci Kyocera	-	1	MCK Yard	5,000		
9		Document Finisher	-	1	MCK Yard	2,000		
10		HP Laser jet pro 400 mfp	-	1	MCK HQ	500		
	Document Finisher	-	-	1	MCK Yard	2,000		
LOT NO.2								
11	Laptops	HP pro book 6550	CNU0401NH0	1	MCK HQ	2,000		
12		HP pro book 6550B	CNU0401NHR	1	MCK HQ	2,000		
13		HP 620	CNU0324C85	1	MCK HQ	2,000		
14		HP Pro book 6550	CNU0401NJ9	1	MCK HQ	2,000		
15		HP pro book 6730B	CNU8312Y51	1	MCK HQ	2,000		
16		HP pavilion protect smart	5CD4391NS1	1	MCK HQ	3,000		
17		HP pro book 440 G5	5CD9032HRS	1	MCK HQ	1,000		
18		HP ELITE BOOK 840 G6	-	1	MCK HQ	4,000		
19		HP PRO BOOK 440 G5	-	1	MCK HQ	1,000		
20	CPU	HP Pro 3300 series MT	CZC1402Z8B	1	MCK HQ	500		
21		HP ProLiant ML 110 C6	CZ112601ME	1	MCK HQ	500		
22		HP 500B MT	4CE0350PF9	1	MCK HQ	500		
23		HP 2011X	CNC129PX8C	1	MCK HQ	500		
24		HP PRO- TRF 2320 WJD	-	1	MCK HQ	500		
25		HP PRO- TRF 4250 QZF	-	1	MCK HQ	500		
26		MCK PRO- CZC 1390261	-	1	MCK HQ	500		
27		HP PRO 3300 SERIES MT	CZC1402ZJH	1	MCK HQ	500		
28		HP 500B MT	4CE0350PHG	1	MCK HQ	500		
29		HPZ 210 CMT Workstation	CZC1266FCV	1	MCK HQ	500		
30	Monitors	PX 849A	HPL1706	1	MCK HQ	100		
31		HPS 2031a	3CQ035N7KF	1	MCK HQ	100		

32		HPS 2031a	3CQ10923FQ	1	MCK HQ	100		
33		HP 2011X	CNC128NVW1	1	MCK HQ	100		
34		HP 2011X	CNC129PJ4/6	1	MCK HQ	100		
35		HPS 2031a	3CQ035W7D7	1	MCK HQ	100		
36		HPS 2031a	3CQ1091W7W	1	MCK HQ	100		
37		HP W1972a	6CM4202N3H	1	MCK HQ	100		
38		DELL	CN0V048Y64180 391314U		MCK Yard	100		
39		HP LE2002x	CNC20906BY		MCK Yard	100		
40		HP S2031a	3CQ1091VBL		MCK Yard	100		
41		HP L1706	CNC652QD89		MCK Yard	100		
42		HP 2011x	CNC129PXD1		MCK Yard	100		
43		HP 2011x	CNC129PX8C		MCK Yard	100		
44	Keyboards	8 PCS	-	8	MCK HQ	100		
45	UPS	Tower UPS	Tower UPS	6	MCK HQ	100		
46	UPS	Smart UPS	AS1917360695	1	MCK HQ	100		
LOT NO.3								
47	TV	Samsung 32 Inch	LCSM3DGZ9000 B	1	MCK HQ	1000		
48		Samsung 32 Inch	LCSM3DGZ9000 49L	1	MCK HQ	1000		
49		Samsung 40 Inch	LCSM3DGZ9000 58J	1	MCK HQ	1000		
50		Sony 40	Trinitron	1	MCK HQ	1000		
51	Toners	Toner 80A	-	8	MCK HQ	1,000		
52		Toner 78A	-	9	MCK HQ	1,000		
LOT NO.4								
53	Desk Phones	YEALINK	T26P10082401018	1	MCK HQ	500		
54		ZYCOO	80114412	1	MCK HQ	100		
55			80114376	1	MCK HQ	100		
56			80082057	1	MCK HQ	100		
57			80114378	1	MCK HQ	100		
58			80082051	1	MCK HQ	100		
59			80114375	1	MCK HQ	100		
60	Mobile Phones	Samsung galaxy J6	RZ8KC1HBBVW RZ8M11ZRHJR	2	MCK HQ	100		
61		iPad 64 Gb Wi-Fi 4gb	DYTHX7MPDV GJ	1	MCK HQ	100		
62		Samsung galaxy J2	RV1HC0KXGGR	1	MCK HQ	100		
63		Samsung galaxy J2	RV1HC0LJCLP	1	MCK HQ	100		
64	Switch	D-LINK	F30216B020771	1	MCK HQ	50		
65	Routers	TP LINK AC 1750 WIRELESS	2144035000492	1	MCK HQ	50		
66		-	2144035000493	1	MCK HQ	50		
67		-	2144035000497	1	MCK HQ	50		
68		D-LINK		1	MCK HQ	50		
69	UPS batteries	-	-	32	MCK Yard	100		

70	Speakers	Creative Speaker 1 set	ZYMF4095010R0 1 491A	1	MCK HQ	700		
LOT NO.5								
71	Furniture	Board room table (Dismantled)	-	1	MCK Yard	7,000		
72		Five-star chairs	-	5	MCK Yard	2,000		
73		4- Door cabinet (dismantled)	-	1	MCK Yard	1,000		
74		Manager's desk (dismantled)	-	1	MCK Yard	5,000		
75		Coat hanger	-	1	MCK Yard	100		
76		Cantilever chairs	-	6	MCK Yard	700		
77		Low back library chairs	-	2	MCK Yard	200		
78		Office desk(dismantled)	-	1	MCK Yard	500		
79		SUV Tyres	-	5	MCK Yard	200		
80	Kitchen Items	Tea Urn	-	2	MCK HQ	200		
81		Microwave	-	1	MCK HQ	1,000		
82		Cookers	-	2	MCK HQ	700		
83	Board Room Carpet		10 by 4 meters		MCK Yard	4,000		

Authorized Official
Name Signature Date

The Deposit(s) have been made to the Account as detailed below (details to be completed by the Procuring Entity).

Name of Account Holder _____

Name of the Bank _____

_____ Branch Name _____

and City _____

Account Number _____

Code SWIFT _____

Sort code _____

Banking correspondent (If any) _____

Name of Tenderer _____

Name of Authorized official _____

Signature _____

Date _____

SECTION IV - CONDITIONS OF TENDER

- 1.1 A tenderer may tender for each lot and may tender for as many items or lots she/she wishes.
- 1.2 A tenderer will pay a deposit in advance before the closing date of the tender for each item or lot tendered for as indicated in the schedule of items and prices.
- 1.3 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 and the deposit forfeited. If there is an administrative review, the review procedures shall be followed.
- 1.4 Tenderers who will not be awarded contracts will be refunded the deposits within fourteen (14) days after notification of the communication of the contract awards.
- 1.5 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.
- 1.6 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.

APPENDIX (SECTION IV) - 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 tender and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the conditions of tender.

Conditions of tender reference	Particulars of the Appendix to Conditions of tender
4.3	Tenderers who will be awarded the tender will be required to pay for the items within 14 days from the date of receipt of letter of notification of award.
4.4	Tenderers are required to collect the items they have paid for within 7 days after making payment failure to which storage charges will be Kshs 1000.00 per day to a maximum of 21 days failure to which the agreement will be cancelled without further advise and the tenderer shall lose any advance deposits

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.

Form of Tender

Date:.....

To:

Tender No.....

.....
[Name and address of Procuring Entity]

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 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

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 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				XXXXX

Authorized Signature:.....

Name and Title of Signatory:.....

Name of Procuring Entity.....

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 of20.....in the matter of Tender
No.....of20..... 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.

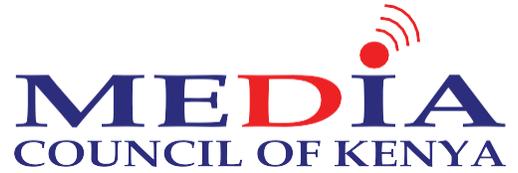
SIGNED(Applicant) Dated on.....day of/...20.....

FOR OFFICIAL USE ONLY Lodged with the Secretary Public Procurement Administrative
Review Board on.....day of20.....

SIGNED

Board Secretary

Ground Floor, Britam Centre,
Hill Lane off Ragati Road, Upper Hill,
P.O. Box 43132 - 00100, Nairobi, Kenya
Tel: +254 - 20 - 273 7058 | +254 (020) 271 6266
Mobile +254(0) 727 735 252
Email
:info@m
ediacoun
cil.or.ke
www.me
diacounc
il.or.ke



SUPPLIER INFORMATION REQUEST FORM

Part 1 Business Details

KRA PIN NUMBER: KRA EMAIL:
.....

BUSINESS NUMBER:
.....

PIN VALIDITY:
.....

BUSINESS OWNER:
.....

PIN OWNER: PIN STATUS:
.....

VAT REGISTERED:
.....

TAX COMPLIANCE NUMBER:
.....

TELEPHONE NUMBER:
.....

Part 2: Business Registry Details

BUSINESS NUMBER:
.....

SUPPLIER NAME:
.....

SUPPLIER TEL NO: SUPPLIER EMAIL ADDRESS:
.....

POSTAL ADDRESS: POSTAL CODE:
.....

DATE REGISTERED:
.....

BUSINESS TYPE:
.....

.....
OPERATION COUNTY:
.....

Part 3: Business Directors List

ID	NAME	ID NUMBER	TELEPHONE	NATIONALITY

Promoting Media Freedom and Responsible