



AGRICULTURE AND FOOD AUTHORITY

TENDER DOCUMENT

**DISPOSAL OF UNSERVICEABLE, OBSOLETE, OBSOLESCE, SURPLUS AND
STORES EQUIPMENT'S**

AFA/T/13/2019-2020

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Closing date: 24th June 2020

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SECTION I: INVITATION TO TENDER

Agriculture and Food Authority hereby invites from interested eligible bidders for the following tender: -

NO	Tender Ref No.	Tender Name	Eligibility	Closing Date
1.	AFA/T/13/2019-2020	Sale of assorted scrap Materials and Unserviceable Items	Open National Tender	Wednesday, 24 th June, 2020 at 11.30 a.m.

Tender document with detailed information may be viewed and down loaded from www.afa.go.ke and PPRA Suppliers Portal websites www.tender.go.ke free of charge. Duly completed Tender documents in plain sealed envelopes clearly marked the Tender Number and Name and addressed to:

Ag. Director General Agriculture and Food Authority
Tea House, Naivasha Road, off Ngong Road
P. O. Box 37962 - 00100
NAIROBI

Or deposited in the Tender box located at the reception of the Tea House so as to be received on or before **24th June 2020. Late Tenders will be rejected**

Tenders will be opened a day after closing date same time to allow quarantine of the documents and appropriate sanitization to reduce spread of COVID 19.

To limit the number of bidders/representatives who wish to witness the opening ceremony the tenders will be opened at intervals for each category at the Agriculture and Food Authority Headquarters Tea House Conference Room Ground Floor.

For further inquiries, please call: 254 20 3872421/ 3872497/ 387445/6 Cell: 254 722 200556 or 254 734 600994

The bidders are required to submit 10% of their tender sum to the Authority in form of a Banker's cheque or bank deposit. The said amount shall be refunded to unsuccessful bidders and shall be considered as constituting part payment for the tender winners. The sale will be without warranty or guarantee whatsoever.

The vehicles will be sold 'As is where is basis' to the highest bidder subject to the reserve price. Tenderers may view the vehicles at stated office premises by arrangement with the officer in charge of fleet during working hours between 8.30 am to 12.30 pm and 2.30 pm to 3.00pm

AG. DIRECTOR GENERAL

SECTION II: INSTRUCTIONS 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.

2.1.2 Tenderers shall not be under a declaration of ineligibility for corrupt or fraudulent practices

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 section 131 of 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.

2.2.2 The price to be charged for the tender document shall not exceed Kshs.5,000/=

2.2.3 The procuring entity shall allow the tender to review the tender document free of charge before purchase.

2.3 The Tender Document

2.3.1 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 price
- (iv) Conditions of Tender
- (v) Form of tender
- (vi) Confidential Business questionnaire Form
- (vii) Tender Commitment Declaration Form

2.3.2 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 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.

2.4.2 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.

2.4.3 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.

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

2.5.2 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.

2.5.3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the Procuring entity, at its discretion, may extend the deadline for the submission of tenders.

2.6 Tender Prices and Currencies

2.6.1 The tenderer shall indicate on the appropriate Price Schedule the unit prices and total tender price of the items it proposes to purchase under the contract

2.6.2 Prices quoted by the tenderer shall be fixed during the tender validity period and not subject to variation on any account. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected

2.6.3 The Price quoted shall be in Kenya Shillings.

2.7 Tender deposit

2.7.1 The tenderer shall put a deposit for every item tendered for in the amount indicated in the schedule of items and prices.

2.7.2 Failure to put the required deposit for any item tendered for 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 as but not later than Seven (7) days after the expiration of the period of tender validity prescribed by the procuring entity.

2.7.4 The successful Tenderer's tender deposit will be credited to his bid price so that it forms part of the amount of the bid and the tender will be required to pay the bid price less the deposit security.

2.7.5 The tender deposit may be forfeited:

- (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

2.8.1 Tenders shall remain valid for 60 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.

2.8.2 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 thereto shall be made in writing. The tender deposit provided under paragraph 2.7 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender deposit. A tenderer granting the request will not be required nor permitted to modify its tender.

2.9. Viewing of Tender Items

2.9.1 Prospective bidders are advised to view the items, stores/equipment in liaison with the procuring entity before they bid for each lot. This will enable them to arrive at the most reasonable and competitive bids. Bids are based on **AS WHERE IS CONDITION** and the conditions of the items are not warranted by the seller.

2.10 Sealing and Marking of Tenders

2.10.1 The tenderer shall seal the tender and mark it with the number and name of the tender and **"DO NOT OPEN BEFORE Wednesday, 24th June, 2020 at 11.30 a.m"**

2.11 Deadline for Submission of Tenders

2.11.1. Tenders must be received by the Procuring entity at the address specified not later than **Wednesday, 24th June, 2020 at 11.30 a.m**

2.11.2 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.

2.12 Modifications and Withdrawals of Tenders

2.12.1 Modification of tenders

2.12.1.1 The tenderer may modify or withdraw its tender after the tender's submission, provided that written notice of the modification, including substitution or withdrawal of the tenders, is received by the Procuring entity prior to the deadline prescribed for submission of tenders.

2.12.1.2 The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.9.1. A withdrawal notice may also be sent by fax but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

2.12.1.3 No tender may be modified after the deadline for submission of tenders

2.12.2 Withdrawals and tenders

2.12.2.1 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer. Withdrawal of a tender during this interval may result in the tenderer's forfeiture of its tender deposit, pursuant to paragraph 2.7.5

2.13 Opening of Tenders

2.13.2 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend in the location specified in the invitation to tender.

The tenderers or representatives who are present shall sign a register evidencing their attendance.

2.13.3 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.

2.13.4 The Procuring entity will prepare minutes of the tender opening.

2.14 Clarification of tenders

2.14.2 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.

2.14.3 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.

2.15 Evaluation and Comparison of Tenders

2.15.1 The Procuring entity will examine the tenders to determine whether they are complete, whether any computation errors have been made, whether required deposits have been furnished, whether documents have been properly signed and whether the tenders are generally in order. After examination a tender that will be determined to be substantially non responsive, will be rejected by the procuring entity.

2.15.2 The Procuring entity will evaluate and compare the tenders, which have been determined to be substantially responsive.

2.15.3 The tender evaluation committee shall evaluate the tender within 30 days of the validity period from the date of opening the tender.

2.16 Award Criteria

2.16.1 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 evaluated tender, subject to the reserves price.

2.17 Notification of Award

2.17.2 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.

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

2.18 Contacting the Procuring entity

2.18.1 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.

2.18.2 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.

The following information for sale of boarded stores and equipment shall complement, supplement or amend, the provisions of the instructions to tenderers. Whenever there is a conflict between the provisions of the instructions to tenderers and the provisions of the Appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers.

Instructions to Tenderers Reference	Particulars of appendix to Instructions to tenderers
2.1.1	The eligible tenderers are firms registered in Kenya
2.2	The tender document will be free when down loaded
2.6	All Prices to be quoted in Kenya Shillings.
2.7 Tender deposit	The bidders are required to submit 10% of their tender sum to the Authority in form of a Banker's cheque or Bank deposit
2.8.1	Tender shall remain valid for 120 days after the date of tender opening.
2.10	The outer envelopes shall bear the tender number and address in the Invitation to Tender and the words " DO NOT OPEN BEFORE 24th June, 2020 at 11:30am "
2.11	Tenders to be received not later than 24thJune, 2020 at 11:30 a.m.
2.13	The place of opening is as indicated in the letter of invitation to Tender.

SECTION III: SCHEDULE OF ITEMS AND PRICES

SALE OF MOTOR VEHICLES

LOCATION -HORTICULTURE CROPS DIRECTORATE – JKIA

LOT NO	VEH. REG. NO	MAKE/MODEL	YEAR MANUFACTURE	RESERVE PRICE
1	KAN 175U	MITSUBISHI/GALANT	2002	200,000.00
2	KAL 328U	MITSUBISHI/L200	2000	150,000.00
3	KAN 922U	MITSUBISHI/PAJERO	2002	400,000.00
4	KAN 156U	ISUZU/NPR66	2002	350,000.00
5	KAL 324U	MITSUBISHI/L200	2000	150,000.00
6	KAL 387U	MITSUBISHI/L200	2000	150,000.00
7	KAL 500U	HONDA/XL125	2000	40,000.00

MOTOR CYCLES

1	KAY 982V	YAMAHA/DT125	2008	110,000.00
2	KAY 970V	YAMAHA/DT125	2007	110,000.00
3	KAY 985V	YAMAHA/DT125	2008	110,000.00
4	KAY 960V	YAMAHA/DT125	2008	110,000.00
5	KAN 366U	YAMAHA/DT125	2002	75,000.00
6	KAN 367U	YAMAHA/DT125	2002	75,000.00
7	KAN 368U	YAMAHA/DT125	2002	75,000.00

SUGAR DIRECTORATE –SUKARI PLAZA

LOT NO	VEH. REG. NO	MAKE/MODEL	YEAR MANUFACTURE	RESERVE PRICE
1	KAW 148Z	TOYOTA/PRADO	2006	950,000.00
2	KBN 227E	ISUZU/DMAX	2010	800,000.00
3	KAT 700X	TOYOTA RAV 4	2005	470,000.00
4	KAT 640X	TOYOTA/ZZE-122	2005	450,000.00
5	KBB 849S	MITSUBISHI/PAJERO	2008	400,000.00

FIBRE DIRECTORATE RIVERSIDE DRIVE

LOT NO	VEH. REG. NO	MAKE/MODEL	YEAR MANUFACTURE	RESERVE PRICE
1	KBR 901U	TOYOTA/HILUX	2007	280,000.00

COFFEE DIRECTORATE -COFFEE PLAZA

LOT NO	VEH. REG. NO	MAKE/MODEL	YEAR MANUFACTURE	RESERVE PRICE
1	KAR 416L	VOLVO/945 TURBO	1997	250,000.00
2	KAL 616U	MITSUBISHI/PAJERO	2000	420,000.00

AFA-HQ

LOT NO	VEH. REG. NO	MAKE/MODEL	YEAR MANUFACTURE	RESERVE PRICE
1	KBJ 203U	VOLKSWAGEN/ PASSAT	2009	360,000.00
2	KBB 097S	TOYOTA / ZRE 151	2008	550,000.00
3	KBJ 697U	VOLKSWAGEN/ PASSAT	2009	360,000.00

ASSORTED TYRES AND BATTERIES**AFA HQ**

LOT NO	ITEM	LOCATION	QUANTITY	RESERVE PRICE
1	Assorted Motor Vehicle tyres of various size and make	AFA HQ - Naivasha Road	120	60,000.00
2	Assorted old vehicle batteries of different ratings and sizes	AFA HQ - Naivasha Road	6	1,800.00

SUGAR DIRECTORATE – KANGEMI

LOT NO	ITEM	LOCATION	QUANTITY	RESERVE PRICE
1	Assorted vehicle tyres of various sizes and make	Sugar Directorate - Kangemi	100	50,000.00

2	Assorted old vehicle batteries of different ratings and sizes	Sugar Directorate - Kangemi	12	3,600.00
3	Assorted Motor Vehicle scrap metal	Sugar Directorate - Kangemi	App. 200kg	5,000.00

HORTICULTURE CROP DIRECTORATE – JKIA

LOT NO	ITEM	LOCATION	QUANTITY	RESERVE PRICE
1	Assorted vehicle tyres of various sizes and make	Horticulture Crop Directorate - JKIA	160	80,000.00
2	Assorted old vehicle batteries of different ratings and sizes	Horticulture Crop Directorate - JKIA	22	6,600.00

COFFEE DIRECTORATE - HAILE SELASSIE AVENUE

LOT NO	ITEM	LOCATION	QUANTITY	RESERVE PRICE
1	Assorted vehicle tyres of various sizes and make	Coffee Directorate - Haile Selassie Avenue	40	21,500.00
2	Assorted old vehicle batteries of different ratings and sizes	Coffee Directorate - Haile Selassie Avenue	17	5,100.00

FIBRE DIRECTORATE – RIVERSIDE

LOT NO	ITEM	LOCATION	QUANTITY	RESERVE PRICE
1	Assorted vehicle tyres of various sizes and make	Fibre Directorate - Riverside	99	45,000.00
2	Assorted old vehicle batteries of different ratings and sizes	Fibre Directorate - Riverside	8	2,400.00

3	Toyota Prado rear swinger door damaged due to accident	Fibre Directorate - Riverside	1	500.00
4	Toyota Prado halt engine without cylinder head	Fibre Directorate - Riverside	1	15,000.00

COMPUTERS, PRINTERS, ASORTED SCRAP METALS FURNITURES AND OTHER MATERIALS

TEA DIRECTORATE-NAIROBI

LOT NO	ITEM DESCRIPTION	QTY	UNIT	RATE	RESERVE PRICE (KSHS)	REMARKS
1	Computer Keyboard	3	NO	100	300	Faulty
2	HP/DELL 15" TFT monitor	6	NO	500	3,000	Scrap
3	Computer CPU Optiplex type	2	NO	500	1,000	„
4	Computer CPU –HP type	4	NO	500	2,000	„
5	650VA APC UPS	6	NO	250	1,500	„
6	Panasonic telephone heads	8	NO	100	800	Obsolete
7	Pinovia 2440 Hyundai printer	1	NO	500	500	Scrap
8	HP 5550C Scanjet scanner TBK/COM/M05/170	1	NO	1000	1,000	Faulty
9	MP-C-503 Ricoh printer 2014	1	NO	10,000	10,000	Faulty
10	OKI printer MC560	1	NO	1500	1,500	Faulty
11	XEROX 5310 printer	1	NO	1000	1,000	Obsolete
12	HP color LaserJet 2605dn printer	1	NO	1000	1,000	Scrap

SUGAR DIRECTORATE SUKARI PLAZA

LOT NO	DESCRIPTION	QTY	UNIT	RATE	RESERVE PRICES IN KSHS	REMARKS
1	Assorted sideboards	2	NO	50	100	old
2	Assorted office tables	5	NO	100	500	reusable
3	Assorted ceiling boards	1	NO	100	100	reusable
4	4 drawer Metal Cabinet	1	NO	500	500	old
5	Parking shed nets (size 9m by 5m)	2	NO	250	500	Torn
6	Assorted office chairs (Executive, high/low back, visitors & secretarial)	5	NO	150	750	Old
7	Scrap timber	1	LOT	2000	2000	reusable
8	Assorted roof coverings comprising of roofing tiles, rainwater goods and sheets	1	LOT	1500	1500	Good condition

COMPUTERS,PRINTERS,GAS COOKER,TV,FREEZER AND SWITCHES

LOT NO	ITEM DESCRIPTION	QTY	UNIT	RATE	RESERVE PRICE (KSHS)	REMARKS
9	HP Compag computer complete with TFT monitor and CPU AFA/SD/NRB/06-21	21	NO	1,000	21,000	Unserviceable
10	HP inkjet 1200 printerS/NO. TH4B01205M	1	NO	1,500	1,500	Faulty
11	HP I1200 printer S/NO. CNHW64KG65	1	NO	1,500	1,500	
12	HP inkjet I3005dn printerS/NO. CFIN39933	1	NO	1,500	1,500	''
13	HP inkjet printer I5 S/NO. NLIW256128	1	NO	1,500	1,500	''
14	HP inkjet printer L4250DN S/NO. CFIN39933	1	NO	1,500	1,500	''
15	HP inkjet printer L5 S/NO. NL7V126951	1	NO	1,500	1,500	''

16	HP inkjet L1200 Printer S/NO. CNCJJ27296	1	NO	1,500	1,500	''
17	HP inkjet L1200 S/NO. TH59H4200P	1	NO	1,500	1,500	''
18	HP inkjet 4050 printer SB/HQ/3.9/E02/47	1	NO	1,500	1,500	''
19	HP inkjet I3005dn printer S/NO. CNFIT43839	1	NO	1,500	1,500	''
20	HP inkjet I2420dn printer S/NO. CNHW64KTFN	1	NO	1,500	1,500	''
21	HP deskjet 1220 printer S/NO. MY24633119	1	NO	1,000	1,000	''
22	HP inkjet 1200 printer S/NO. TH58T42004	1	NO	1,500	1,500	''
23	HP inkjet I2420dn printer S/NO. CNHW64KG60	1	NO	1,500	1,500	Faulty
24	HP laserjet printer S/NO. NLCDD12580	1	NO	1,500	1,500	''
25	HP deskjet 950c printerS/NO. MY09T1526G	1	NO	1,500	1,500	''
26	HP inkjet I2420dn printerS/NO. CNHW64KG52	1	NO	1,500	1,500	''
27	HP inkjet 1200 printerS/NO. TH89G420V2	1	NO	1,500	1,500	''
28	HP inkjet printer I2420dn S/NO. CNHW12GIG	1	NO	1,500	1,500	''
29	HP inkjet printer 400dnS/NO. VCN3711032	1	NO	1,500	1,500	''
30	HP laserjet 1200 printerKSB/KKM/01/E02/100	1	NO	1,500	1,500	''
31	Fax machine KSB/HQ/2.6/E09/03	1	NO	100	100	Obsolete
32	24 port computer serverKSB/HQ/1.5B/E09/81	1	NO	100	100	Obsolete

33	Panasonic telephone heads	87	NO	100	8,700	''
34	650VA APC UPS	22	NO	250	5,500	Scrap
35	Shredder	2	NO	600	1,200	''
36	Typewriter	2	NO	500	1,000	''
37	Hoover	1	NO	500	500	''
38	Assorted electrical cables	LOT	LOT	500	500	''
39	Keyboards	18	NO	100	1,800	Obsolete
40	HP deskjet printer 3325S/NO. TH31E22108	1	NO	1,000	1,000	Faulty
41	Comix shredder	1	NO	600	600	Scrap
42	Feloves shredder	1	NO	600	600	''
43	Laminator	1	NO	300	300	''
44	24 port internet switch	1	NO	100	100	''
45	Server cabinet housing	1	NO	300	300	''
46	Facit c340 calculator	2	NO	50	100	''
47	4 burner gas cooker scrap	1	NO	500	500	''
48	LG fridge	1	NO	2000	2,000	''
49	Ramton chest freezer	1	NO	2000	2,000	''
50	Telephone switchboard with console	1	NO	500	500	''
51	HP CPU scrap	5	NO	200	1,000	''
52	Sony wega TV 21"S/NO. 1008862	1	NO	3000	3,000	Working
53	Epson XP-880 printer.S/NO. QY6Y056426	1	NO	1,000	1,000	Scrap
54	HP deskjet printerS/NO. TH72M5ZOTQ	1	NO	1,000	1,000	Scrap
55	HP deskjet printer S/NO. TH58T42031	1	NO	1,000	1,000	''
56	HP deskjet printer S/NO. THGAL5Z059	1	NO	1,000	1,000	''
57	24 Port CISCO internet switch	1	NO	100	100	Obsolete

58	Assorted steel scrap metal	10	NO	25	250	Scrap
59	Assorted aluminium scrap metal	10	NO	18	180	„
60	1.45kw single phase grandfos water pump.	1	NO	500	500	„
61	HP laptop S/NO. CNU8387P90	1	NO	2,000	2,000	Cracked screen

FIBRE DIRECTORATE- NAIROBI

LOT NO	ITEM DESCRIPTION	QTY	UNIT	RATE	RESERVE PRICE (KSHS)	REMARKS
1	Computer Pentium 4 CPU HP	13	NO	500	6,500	Scrap
2	650KVA APC UPS	29	NO	250	7,250	„
3	1.5KVA APC UPS	4	NO	300	1,200	„
4	1KVA APC UPS	2	NO	300	600	„
5	HP/DELL TFT 15" monitor	18	NO	500	9,000	„
6	Computer keyboard	9	NO	100	900	„
7	HP laserjet color printer cp3525dn	1	NO	8,000	8,000	Faulty
8	HP Laserjet printer 2600dn	1	NO	1500	1,500	„
9	Panasonic fax machine	1	NO	100	100	Obsolete
10	Shredder CODA/S/OE/03	1	NO	600	600	Scrap
11	HP Laserjet printer 3550MOA/ICT/COMP/006	1	NO	1,500	1,500	Faulty
12	KSB/ACCTS/PR+/003	1	NO	1,500	1,500	„

13	HP Laserjet printer 1200 seriesKSB/DIR/PRT/006	1	NO	1,500	1,500	„
14	CISCO internet switch	1	NO	100	100	Obsolete
15	Sony VHS DVD	1	NO	500	500	Functional
16	HP color Laserjet printer MOA/ICT/319	1	NO	1,500	1,500	Faulty
17	HP Laserjet printer m1319f CODA/OE/0013	1	NO	1,500	1,500	„
18	Ramtons microwaveCODA/S/OE/05	1	NO	1,000	1,000	„
19	Cannon scannerS/NO. AO123456789	1	NO	800	800	Faulty
20	Fixed telephone wireless terminal	1	NO	500	500	Obsolete
21	Ramtons Water dispenser	1	NO	1000	1,000	Faulty
22	HP Scanjet G3110	1	NO	500	500	„
23	EBA shredderCODA/3/OE/12	1	NO	600	600	„
24	HP Scanjet G2710	1	NO	500	500	„
25	HP Laserjet 1018	1	NO	1500	1,500	„
26	Kyocera mita printer/photocopierKSB/BRDROM/COOP /00 KM-2030	1	NO	23,000	23,000	„
27	Pacit typewriter	1	NO	300	300	Obsolete
28	CPU casing scrap	1	NO	200	200	Scrap
29	IBM CRT monitor	1	NO	200	200	„
30	Cast iron scrap metal	100	KG	15	1,500	„
31	Steel rack scrap metal	20	KG	25	500	„
32	Dell optiplex 990 computer complete with monitor and CPU.	2	NO	7,500	15,000	Functional

33	HP Pro duo core computer complete with monitor and CPU.	6	NO	7,500	45,000	„
34	Sisal yarn spooling machine	1	NO	3,000	3,000	„
35	Assorted office chairs (Executive, high/low back, visitors & secretarial)	19	NO	200	3800	Old
36	Assorted Office Tables & book shelves	4	LOT	300	1200	Old
37	Cash Safe	130	KG	16	2080	Old
38	5 seater Executive Sofa set	1	NO	5000	5000	Old

ITEMS FROM SUGAR TRIBUNAL AFA HQ-NAIROBI

LOT NO	ITEM DESCRIPTION	QTY	UNIT	RATE	RESERVE PRICE (KSHS)	REMARKS
1	Panasonic fax machine KX-FP862	1	NO	200	200	Obsolete
2	Hp color 2600n laserjet printerSAT/HQ/7.14/E02/03	1	NO	1,500	1,500	Faulty
3	HP Laserjet p2055dn printerS/NO. CNCKC91676	1	NO	1,500	1,500	„
4	HP 7500 monitor	1	NO	500	500	Scrap
5	HP compag 15" monitor	2	NO	500	1,000	„
6	HP Computer CPU	4	NO	500	2,000	„
7	Rexol v50 shredder	1	NO	600	600	„
8	Atlas plastic comb binding machine	1	NO	300	300	„
9	Gestetner photocopier machineSAT/HQ/7.14/E07/01	1	NO	500	500	„

AFA HEADQUARTERS						
LOT NO	ITEM DESCRIPTION	QTY	UNIT	RATE	RESERVE PRICE (KSHS)	REMARKS
10	HP Laserjet printerS/NO. CNGTDBXUVB	1	NO	20,000	20,000	Uneconomical
11	HP lserjet printerS/NO. CNCTF3LOFX	1	NO	20,000	20,000	Uneconomical
12	4 way Power extension cable	1	NO	50	50	Scrap
13	650VA APC UPS	10	NO	250	2,500	„
14	2200VA APC UPS	1	NO	300	300	„
15	HP pavilion 23" monitorS/NO. CZC5150J5X Laptop	1	NO	13,000	13,000	Screen broken
16	64GB apple ipad S/NO. DLXH75BBDVGJ	1	NO	16,000	16,000	Faulty
17	64GB apple ipadS/NO. FCCIDBCGA1460	1	NO	16,000	16,000	Broken screen
18	Surface pro ipadSNO. 013240442953	1	NO	16,000	16,000	Faulty
19	HP laptop, 15" monitorS/NO. CNC51152PH	1	NO	13,000	13,000	Faulty battery
20	Spectre laptop i7S/NO. 6CD7142KNM	1	NO	13,000	13,000	Functional
21	HP laptop, 15" monitor i5S/NO. 8CG430PRM	1	NO	13,000	13,000	Faulty
22	64GB apple ipad S/NO. DMKN95CF18Y	1	NO	16,000	16,000	Screen cracked
23	55" Samsung LED TV S/NO. 02A73KBG900005B	1	NO	15,000	15,000	Faulty
24	Godrej beverage vending machineS/NO. MF160300062	1	NO	20,000	15,000	Scrap
25	5HP 3 Phase water pump motor	1	NO	1,000	1,000	Scrap

26	Steel Thrus square tubes	800	KG	25	20,000	Scrap
27	30A 4 pole contactor	2	NO	50	100	Obsolete
28	24 port internet switch	1	NO	100	100	Scrap
29	HP Computer monitor	2	NO	400	800	„
30	Mesh wire (mild steel)	10	KG	25	250	
31	Flush doors with 4mm thick top glazing	16	NO	300	4800	Good condition
32	Water tanks (460L capacity)	2	NO	400	800	Good condition
33	Mild steel Window Grills painted in gloss oil paint	25	M ²	1200	30,000	Good condition
34	Office carpet size 6m by 5.7m	2	NO	300	600	
35	4drawer Metal Cabinet	7	NO	500	350	old repairable
36	Wooden Cabinets	2	NO	400	800	old repairable
37	Ceramic Wash Hand Basin	6	NO	150	900	Good condition
38	Mild steel doors size 600X2000mm high	1	NO	1500	1500	Good condition
39	Ceramic Water closet Complete	4		650	2600	Good condition
40	Assorted office tables	17	NO	500	5800	old repairable
41	Scrap timber	1		500	500	Scrap
42	Assorted office chairs,Executive,high and low back,Visitors chairs & secretarial chairs	91	NO	300	27300	old repairable
43	Glass Display cabinets	3	NO	100	300	old repairable
44	Ceramic Toilet Bowl	4	NO	500	2000	old repairable
45	Assorted Display Panels	110	NO	5	550	Good condition
46	Wooden door size 600x1750mm high with glass beading	1	NO	200	200	Good condition
47	Scrap metal	30	KG	15	450	Obsolete
48	Plastic water Tank 2000L capacity	1	NO	2000	2000	Good condition
49	Assorted Aluminium Window Blinds	1	Lot	250	250	Good condition

COFFEE DIRECTORATE NAIROBI

A. VALUATION OF COFFEE PLAZA SALVAGED LIFT MATERIALS						
LOT NO.	DESCRIPTION	QTY	UNIT	RATE	RESERVE PRICE (KSHS)	REMARKS
1	Landing doors	66	NO	1000	66,000	Good condition
2	Landing door header	33	KG	1500	49,500	Good condition
3	Counterweight frame	150	KG	1500	75,000	Good condition
4	Landing door floor enclosure	300	KG	20	6,000	Good condition
5	Floor indicators	33	NO	10	330	Good condition
6	Speed governor	3	NO	3,000	9,000	Good condition
7	Counterweight blocks assorted	200	NO	500	10,000	Good condition
8	Lift guide rails	80	NO	2000	160,000	Good condition
9	Lift suspension ropes	24	NO	4,000	108,000	Good condition
10	Main motor	1000	KG	25	25,000	Good condition
11	Gear boxes	1000	KG	25	25,000	Good condition
12	Controller panels with control panels	50	KG	25	1,250	Good condition
13	Lift counterweight frames	450	KG	25	11,250	Good condition
14	Guide rail brackets (assorted)	40	KG	25	1,000	Good condition
15	Compensating chains	200	KG	25	5,000	Good condition
16	Car ceiling	150	KG	25	3,750	Good condition
17	Car side panels	120	KG	25	1,080	Good condition
18	Car platform	300	KG	25	7,500	Good condition
19	Car indicators	3	NO	100	300	Good condition
20	Car yolk	150	KG	25	3,750	Good condition
21	Motor sheaves	200	KG	25	5,000	Good condition
22	Diverter sheaves	150	KG	25	3,750	Good condition
23	Motor rotors	60	KG	20	1,200	Good condition
24	Lift car header	150	KG	25	3,750	Good condition
25	Safety gears	3	NO	3,000	9,000	Good condition
26	Buffers	11	NO	1000	11,000	Good condition
27	Trunking covers (assorted)	LOT	LOT		1,500	Good condition
28	Controller panels boards	10	NO	2000	20,000	Good condition
29	Sheave brackets	150	KG	25	3,750	Good condition
30	Landing door kick plates	LOT	LOT	LOT	5,000	Good condition

31	Assorted nuts and scrap metal	LOT	LOT	LOT	3,000	Good condition
32	Motor windings (copper)	150	KG	280	42,000	Good condition
B. RUBBER BELT, MOTORS, LV, BOARD AND PORTABLE FIRE EXTINGUISHERS						
33	Coffee jute assorted steel scrap metal in Kahawa Building.	4000	KG	25	100,000	Scrap
34	Weighing Scale Scrap Metal	500	KG	25	12,250	Obsolete
35	Rubber meal Conveyor belt scrap	2000	KG	10	20,000	Scrap
36	Industrial Induction motors (mild steel)	650	KG	20	13,000	Scrap
37	Industrial induction motors (copper).	50	KG	280	14,000	Scrap
38	9kg portable fire extinguisher (obsolete).	81	KG	200	16,200	Scrap
39	Old ASEA electrical LV board	200	KG	25	5,000	Scrap
C. COMPUTERS, PRINTERS AND ACCESSORIES						
Lot NO	ITEM DESCRIPTION	QTY	UNIT	RATE	RESERVE PRICE (KSHS)	REMARKS
40	Toshiba printer, studio 167-AFA/CD/230. unserviceable	1	NO	23,000	23,000	Unserviceable
41	HP laser jet -61 printer AFA/CD/240.	1	NO	500.00	500.00	Scrap
42	15" compaq computer monitor.	4	NO	500.00	2,000.00	Obsolete
43	HP laser jet 4100N printer.(Obsolete)	1	NO	2,000.00	2,000.00	Obsolete
44	Compaq computer CPU(Obsolete)	3	NO	1,000.00	3,000.00	Obsolete

45	Sensys MF4150 printer (Scrap)	1	NO	400	400	Scrap
46	Canon laser jet printer MF650PL.(Obsolete)	1	NO	750	1,800.00	Obsolete
47	1000VA APC UPS (Scrap)	6	NO	300	750	Scrap
48	650VA APC UPS(Scrap)	2	NO	200	400	Scrap
49	Canon scanner(Scrap)	1	NO	250	250	Scrap
50	Assorted electrical cables.(Scrap)	LOT	LOT	500	500	Scrap
51	Assorted steel scrap metal	30	KG	25	750	Scrap
D. FANS, DISPENSERS AND AIR CONDITIONING						
LOT NO	ITEM DESCRIPTION	QTY	UNIT	RATE	RESERVE PRICE (KSHS)	REMARKS
52	Snow life table fan(Obsolete)	1	NO	500	500	Obsolete
53	Panorama table fan(Obsolete)	1	NO	500	500	Obsolete
54	4 speed crown table fan(Obsolete)	1	NO	500	500	Obsolete
55	16" deluxe desk fan AFA/CD/106	1	NO	500	500	Obsolete
56	Small Ariston fridge AFA/CD/217/2017/18 (Not working)	1	NO	3,000	3,000	Not Working
57	SANYO water dispenser AFA/CD/82(Obsolete)	1	NO	300	300	Obsolete
58	ARISTON fridge AFA/CD/217/2017/18 (Working)	1	NO	5,000.00	5,000	Working
59	Custom deluxe table fan(Obsolete)	1	NO	200	200	Obsolete
60	Electric/gas cooker AFA/CD/185 (Obsolete)	1	NO	1500	1,500	Obsolete
61	Futechi toaster(Obsolete)	1	NO	100	100	Obsolete
62	2 burner electric cooker(Faulty)	1	NO	300	300	Faulty

63	Aqualac 3000 hoover(Faulty)	1	NO	500	500	Faulty
64	Windsor room heater(Obsolete)	1	NO	200	200	Obsolete
65	2400 BTU union air conditioners(Obsolete)	2	NO	1000	2,000	Obsolete
66	Wang perforated printer AFA/CD/168/2017/18(Obso lete)	1	NO	500	500	Obsolete
67	IBM 6400 Printer(Obsolete)	1	NO	500	500	Obsolete
68	IBM CPU A8/400	1	NO	400	400	Scrap
69	Epson DFX 8000 perforated printer	1	NO	1000	1000	Obsolete
70	IBM CRT 17" monitor(Obsolete)	2	NO	300	600	Obsolete
71	Gateway CPU	1	NO	300	600	Obsolete
72	Gateway keyboard	1	NO	100	100	Obsolete
73	Hoover 750	1	NO	150	150	Scrap
74	Victron power supply unit.	1	NO	250	250	Scrap
75	Loc 61 Siemens perforated printer	1	NO	500	500	Obsolete
76	IBM 6746 Typewriter AFA/CD/44/2017/18	1	NO	300	300	Obsolete
E. TV, DVD, TELEPHONE HEAD, FAX AND CALCULATOR						
NO	ITEM DESCRIPTION	QTY	UNIT	RATE	RESERVE PRICE (KSHS)	REMARKS
77	Trinitron 21" SONY TV AFA/CD/237 9(Working)	1	NO	5000	5,000	Working
78	SHARP VHS DVD S5 model	1	NO	1,000	1,000	Obsolete
79	Panasonic KX-F50 Fax	1	NO	150	150	Obsolete
80	Panasonic telephone headset	12	NO	100	1,200	Obsolete
81	Casio DR-120X Calculator	2	NO	100	200	Faulty
F. COFFEE MACHINES						

NO	ITEM DESCRIPTION	QTY	UNIT	RATE	RESERVE PRICE (KSHS)	REMARKS
82	Coffee hurling machine AFA/CD/126-127	2	NO	3,000	6,000	Obsolete
83	Coffee brewer machine AFA/CD/123-124	2	NO	8,000	16,000	Obsolete
84	Coffee roaster AFA/CD/115-117	3	NO	5,000	15,000	Obsolete
85	Mahlkonic coffee grinder	1	NO	8,000	8,000	Obsolete
84	Old Newspapers	1,500	KG	16	24,000	Obsolete

SECTION IV: CONDITIONS OF TENDER

4.1 A tenderer may tender for each item or each lot and may tender for as many items or lots as he/she wishes.

4.2 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.

4.3 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.

4.4 Tenderers who will not be awarded contracts will be refunded the deposits 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 fourteen (14) days after making the payment failure to which storage charges will be charged as indicated in the appendix to Conditions of tender.

4.6 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 to conditions of tender

The following information for sale of boarded stores and equipment 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
4.5	Indicate storage charge

EVALUATION CRITERIA

The bids received shall be evaluated in the stages detailed below:

Stage 1. Compliance to Mandatory requirement

Stage 2. Financial evaluation

MANDATORY /PRELIMINARY REQUIREMENTS

The following mandatory preliminary requirements must be met not withstanding other requirements in the tender document:

No	Preliminary Requirements	Tenderers response (YES/NO)
MR 1	Valid tax compliance certificate individual/company	
MR 2	Confidential Business Questionnaire dully filled indicating telephone numbers clearly	
MR 3	Tender deposit commitment declaration form for Motor vehicles Only	
MR 4	Duly filled and signed and stamped price schedule	
MR 5	Submission of an Original tender document	
MR 6	Mandatory site visit certificate to be attached	
MR 7	submit evidence of 10% of the tender sum to the Authority in form of a Banker's cheque or Bank deposit (Applicable to Motor Vehicles and Motor Cycles only)	
MR 8	Fully filled tender deposit commitment declaration FORM (Applicable to Motor Vehicles and Motor Cycles only)	

SECTION IV: STANDARD FORMS

FORM OF TENDER

Date.....

Tender No.....

To: **AGRICULTURE AND FOOD AUTHORITY**
P. O. BOX 37962 – 00100 NAIROBI

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda. Nos.[*insert numbers*]. The receipt of which is hereby duly acknowledged, 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 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.

Name of Tenderer

Signature of duly authorized person signing the Tender

Name and Capacity of duly authorized person signing the Tender

Stamp and Seal of Tenderer.....

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 applied to your type of business.

You are advised that it is a serious offence to give false information on this form.

Business Name Location of Business Premises Plot No, Street/Road Postal address Tel No. Fax Email Nature of Business Registration Certificate No. Maximum value of business which you can handle at any one time – Kshs. Name of your bankers Branch

	Part 2 (a) – Sole Proprietor			
	Your name in full..... Age.....			
	Nationality.....Country of Origin.....			
	Citizenship details			
	Part 2 (b) – Partnership			
	Given details of partners as follows			
	Name	Nationality	Citizenship details	Shares
	1.
	2.
	3.
	4.
	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.
	Date.....Signature of Candidate.....			

TENDER DEPOSIT COMMITMENT DECLARATION FORM

Tender No.....

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 /Cheque

Authorizing Official Name.....

Authorizing official Signature.....

Date.....

LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To: _____

RE: Tender No. _____

Tender Name _____

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

(FULL PARTICULARS) _____

SIGNED FOR ACCOUNTING OFFICE

REQUEST FOR REVIEW FORM

FORM RB 1

**REPUBLIC OF KENYA
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.....of
.....20...

REQUEST FOR REVIEW

I/We.....,the above named Applicant(s), of address:
Physical address.....Fax 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. etc.

By this memorandum, the Applicant requests the Board for an order/orders that: -

- 1.
- 2. etc

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



AGRICULTURE AND FOOD AUTHORITY SITE VISIT FORM

Name of the Bidder.....

Name of the Directorate visited.....

DETAILS OF ITEMS

This is to certify that the named bidder visited the station and has been shown all the items he is interested to buy as required in the tender document.

AFA Rep Name:.....Signature:..... Date:.....

Stamp of the Directorate visited