



TENDER NO: BRS/OR/OT/010/2025-2026

DISPOSAL OF MOTOR VEHICLES FOR D.T.B DOBIE & CO. (K) LIMITED (IN LIQUIDATION)

RELEASE DATE: THURSDAY, 23RD APRIL, 2026

CLOSING DATE: THURSDAY, 7TH MAY, 2026 AT 10.00AM

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INVITATION TO TENDER

OFFICIAL RECEIVER

DISPOSAL OF MOTOR VEHICLES FOR D.T.B DOBIE & CO. (K) LIMITED (IN LIQUIDATION)

1. The OFFICIAL RECEIVER now invites sealed tenders from eligible candidates to purchase.
2. DISPOSAL OF MOTOR VEHICLES FOR D.T.B DOBIE & CO. (K) LIMITED (IN LIQUIDATION) Interested eligible candidates may obtain further information at the address provided below. Motor vehicles will be sold as they are, without any encumbrance.
3. Interested tenderers may inspect the Motor vehicles to be sold during office hours [0900 HRS -1600HRS] at the address given below.
4. A complete set of tender documents may be obtained by interested candidates for free and to be downloaded from BRS Website www.brs.go.ke
5. Tenderer will be required to pay in advance refundable deposit of a minimum 10% of the reserved price as indicated in the schedule of items and prices.
6. Completed tenders must be delivered to the address below on or before 7th May, 2026. Electronic Tenders will not be permitted.
7. Prices quoted should be net, must be in Kenya Shillings and shall remain valid for the period to be determined by the Procuring Entity from the closing date of the tender.
8. Tenders will be opened immediately after the deadline date and time specified above. Tenders will be publicly opened in the presence of the Tenderers' or their representatives, Creditors and Promoters who choose to attend at the address below.
9. Late tenders will be rejected.
10. The address referred to above is:

A. Address for obtaining further information, and for inspecting the property to be sold.

- (1) OFFICIAL RECEIVER
- (2) Physical address for hand Courier Delivery to an office or Tender Box Nairobi, 2nd Ngong Avenue, 316 Upper hill Chambers, Floor 17th Floor
- (3) Postal Address P.O Box 30404-00100 Nairobi
- (4) (+254)011 112 7000
- (5) Procurement@brs.go.ke

B. Address for Submission of Tenders.

- (1) OFFICIAL RECEIVER
- (2) P.O BOX 30404 -00100 NAIROBI
- (3) NAIROBI,2nd Ngong, Avenue,316 Upper hill Chambers, 17th Floor

C. Address for Opening of Tenders.

- (1) OFFICIAL RECEIVER
- (2) NAIROBI, 2nd Ngong, Avenue,316 Upper Hill Chambers,17th Floor

SARAH KINGI-SSCMO

[Authorized Official (name, designation, Signature and date)]

(3) Name OFFICIAL RECEIVER

Designation SENIOR SUPPLY CHAIN MANAGEMENT OFFICER

Signature SK.

Date: 23RD APRIL,2026

SECTION I - INSTRUCTIONS TO TENDERERS

1.0 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 ineligibility 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.

2.0 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 be in not be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

2.2 The Procuring Entity shall allow the tenderer to review the tender document and the property to be sold free of charge before tendering.

3.0 Tender Document

3.1 The tender document comprises the documents listed below and any addenda issues within accordance with clause 2.5 of these instructions to tenderers.

- i) Invitation to tender,
- ii) Instructions to tenderers,
- iii) Schedule of Motor Vehicles.
- iv) Conditions of Tender,
- v) Form of tender,

- vi) Confidential Business Questionnaire Form,
- vii) Tender Commitment Declaration Form.

3.2 The tenderer is expected to examine all instructions, forms and terms 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.

4.0 Clarification of Documents

4.1 A prospective tenderer requiring any clarification of the tender document may notify the Procuring Entity in writing or by post at the entity's address indicated in the Invitation for tenders. The Procuring Entity will respond in writing to any request for clarification of the tender documents, which it receives not later than thirty (30) days prior to the deadline for the submission of tenders, prescribed by the Procuring Entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers that have received the tender document.

4.2 Clarification of tenders shall be requested by the tenderer to be received by the Procuring Entity not later than 7 days prior to the deadline for submission of tenders.

4.3 The Procuring Entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

5.0 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 into account in preparing their tenders, the Procuring Entity, at its discretion, may extend the deadline for the submission of tenders.

6.0 Tender Prices and Currencies

6.1 The tender shall indicate on the Price Schedule the bid price for each individual property they intend to purchase. Bidders may bid for one, several or all Motor vehicle listed.

6.2 Prices quoted by the tenderer shall be fixed during the tender validity period and not subject to variation on any account.

6.3 The Price quoted shall be in Kenya Shillings.

7 Tender deposit

7.1 The tenderer shall pay a deposit for every property tendered for in the amount indicated in the schedule of Motor vehicle, to the Bank account indicated in Section III - Schedule of Motor vehicle

7.2 Failure to pay in advance refundable deposit of a minimum 10% of the reserved price as indicated in the schedule of items and prices will lead to disqualification of the tender for the Motor vehicle

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.

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.

8.0 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. 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 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.

9.0 Viewing of Tender Motor vehicle

9.1 Prospective tenders are advised to view the Motor vehicle to be sold before tendering. This will enable them to arrive at the most reasonable and competitive tenders. Tenders are based on **“AS WHERE IT IS AND THE CONDITION IT IS IN”** and the conditions of the Motor vehicle are not guaranteed or warranted by the seller.

10.0 Sealing and Marking of Tenders

10.1 The Tenderer shall deliver the Tender in a single, sealed envelope bearing the name and Reference number of the Tender, addressed to the Procuring Entity and a warning not to open before the time and date for Tender opening date. Within the single outer envelope, the Tenderer shall place another sealed envelope containing the list and prices of the Motor vehicle tendered for and addressed as follows.

- a) Bear the name and address (including telephone number and email) of the Tenderer;
- b) Bear the name and Reference number of the Tender;
- c) Bear the name and address of the Procuring Entity; and

- d) Tenderer will be required to pay in advance refundable deposit of a minimum 10% of the reserved price as indicated in the schedule of items and prices.

10.2 If all envelopes are not sealed and marked as required, the Procuring Entity will assume no responsibility for the misplacement or premature opening of the Tender, or failure to contact the tenderer in case of advice on the status of the tender or refund of deposit. Tenders that are misplaced or opened prematurely will not be accepted.

11.0 Deadline for Submission of Tenders

11.1 Tenders must be received by the Procuring Entity at the address specified not later than 7th May, 2026 at 10:00 am.

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.

12.0 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.

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

13.0 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

14.0 Opening of Tenders

14.1 The Procuring Entity will open all tenders in the presence of tenderers or their representatives, creditors and promoters who choose to attend on **7th May, 2026 10:00 am** 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.

15.0 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.

15.2 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.

16.0 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 a major deviation and shall lead to disqualification of the tender as non-responsive pursuant to section 79 of Public Procurement and Asset Disposal Regulation, 2020.
- 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 90 days of the validity period from the date of opening the tender.

17.0 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.

N/B-

18.0 Notification of Intention to enter into a Contract/Notification of Award

18.1 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.

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

19.0 Canvassing/Contacting the Procuring Entity

19.1 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.

19.2 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 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.

19.3 Instructions to Tenderers Reference	<i>Particulars of appendix to Instructions to tenderers</i>
19.4	Bidders should submit only One (1) original and drop in the tender box located on the 17 th Floor , 316 Upperhill Chambers Nairobi, before closing date
19.5	Open to Kenyan citizens, international companies/individuals except employees of the Official Receiver who are directly involved in the disposal proceeding.

19.6	Tenderer will be required to pay in advance refundable deposit of a minimum 10% of the reserved price as indicated in the schedule of items and prices.																		
19.7	<i>Tenders</i> should remain valid for 90 days after date of tender opening																		
19.8	<p>Evaluation and Comparison of Tenders</p> <table border="1" data-bbox="456 583 1401 1852"> <thead> <tr> <th data-bbox="456 583 565 730">No.</th> <th data-bbox="565 583 1141 730">Mandatory Requirements</th> <th data-bbox="1141 583 1401 730">Responsive or Not Responsive</th> </tr> </thead> <tbody> <tr> <td data-bbox="456 730 565 1171">MR1</td> <td data-bbox="565 730 1141 1171">Must Submit a copy of Certificate of Registration /Incorporation and a copy of CR12 not older than 12 months and copies of IDs of all the directors and shareholders for a Company or National ID for an Individual, for Sacco's certificate of registration and bylaws, Tax compliance, except international companies/ individuals</td> <td data-bbox="1141 730 1401 1171"></td> </tr> <tr> <td data-bbox="456 1171 565 1402">MR2</td> <td data-bbox="565 1171 1141 1402">Bidders must submit a valid Tax Compliance Certificate from Kenya Revenue Authority except international companies/ individuals</td> <td data-bbox="1141 1171 1401 1402"></td> </tr> <tr> <td data-bbox="456 1402 565 1549">MR3</td> <td data-bbox="565 1402 1141 1549">Must fill the Schedule of Motor vehicle and bid prices in the format provided.</td> <td data-bbox="1141 1402 1401 1549"></td> </tr> <tr> <td data-bbox="456 1549 565 1654">MR4</td> <td data-bbox="565 1549 1141 1654">Must Fill the Form of Tender in the Format provided</td> <td data-bbox="1141 1549 1401 1654"></td> </tr> <tr> <td data-bbox="456 1654 565 1852">MR5</td> <td data-bbox="565 1654 1141 1852">Must submit a duly filled Confidential Business Questionnaire Form in the format provided</td> <td data-bbox="1141 1654 1401 1852"></td> </tr> </tbody> </table>	No.	Mandatory Requirements	Responsive or Not Responsive	MR1	Must Submit a copy of Certificate of Registration /Incorporation and a copy of CR12 not older than 12 months and copies of IDs of all the directors and shareholders for a Company or National ID for an Individual, for Sacco's certificate of registration and bylaws, Tax compliance, except international companies/ individuals		MR2	Bidders must submit a valid Tax Compliance Certificate from Kenya Revenue Authority except international companies/ individuals		MR3	Must fill the Schedule of Motor vehicle and bid prices in the format provided.		MR4	Must Fill the Form of Tender in the Format provided		MR5	Must submit a duly filled Confidential Business Questionnaire Form in the format provided	
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MR1	Must Submit a copy of Certificate of Registration /Incorporation and a copy of CR12 not older than 12 months and copies of IDs of all the directors and shareholders for a Company or National ID for an Individual, for Sacco's certificate of registration and bylaws, Tax compliance, except international companies/ individuals																		
MR2	Bidders must submit a valid Tax Compliance Certificate from Kenya Revenue Authority except international companies/ individuals																		
MR3	Must fill the Schedule of Motor vehicle and bid prices in the format provided.																		
MR4	Must Fill the Form of Tender in the Format provided																		
MR5	Must submit a duly filled Confidential Business Questionnaire Form in the format provided																		

	MR6	Must fill the Tender Deposit Commitment Declaration Form in the format provided.	
	MR7	Must fill the SELF-DECLARATION FORMS SD1 and SD2 in the formats provided.	
	MR8	Must fill and sign the form of Declaration and Commitment to The Code of Ethics in the format provided	
	MR9	Must attach a Site visit form from the Office of the Official Receiver	
19.9	<p>Award Criteria</p> <p>The Official Receiver 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, which must be higher than reserve price per property.</p>		

SECTION II - SCHEDULE OF MOTOR VEHICLE

Item No.	Motor Vehicles Description	Registration Number	Vehicle Make/Model	Deposit of a minimum Amount (Kshs)	Forced Sale Value (Kshs)	Location
1	VOLKSWAGEN	KAZ 727X	GOLF IV	7,500	75,000	CFAO MOMBASA
2	MERCEDES BENZ	KBS 599U	S280 SEDAN	15,000	150,000	CFAO MOMBASA
3	VOLKSWAGEN	GKB 666V	AMAROK	9,000	90,000	CFAO NAIROBI LUSAKA ROAD
4	NISSAN	GKB 162B	NP300	19,000	190,000	CFAO BODYWORKS- NAIROBI
5	MERCEDES BENZ	KBR 120C	CDI	26,000	260,000	CFAO NAIROBI LUSAKA ROAD
6	MERCEDES BENZ	32CG074A	MB917	64,000	640,000	CFAO NAKURU
7	MERCEDES BENZ	KBP 942	TRUCK	13,500	135,000	CFAO BODYWORKS- NAIROBI
8	VOLKSWAGEN	KCR 489Y	PASSAT TSI	64,000	640,000	CFAO NAIROBI LUSAKA ROAD

9	MERCEDES BENZ	WDB2021252F075413	C250	3,000	30,000	CFAO BODYWORKS- NAIROBI
10	VOLKSWAGEN	KBU 675D	PASSAT	15,000	150,000	CFAO NAIROBI LUSAKA ROAD
11	NISSAN	KAW 852G	NP200	2,200	22,000	CFAO MOMBASA
12	DODGE	KBZ 200U	NITRO SXT	15,000	150,000	CFAO BODYWORKS- NAIROBI
13	VOLKSWAGEN	KBG 731R	TOUAREG TDI	19,000	190,000	CFAO NAIROBI LUSAKA ROAD
14	MERCEDES BENZ	WDB2100351A884255	E200	13,500	135,000	CFAO NAIROBI LUSAKA ROAD
End						

Notes on schedule of Motor vehicle

1. The Procuring Entity will prepare the schedule of Motor vehicle being sold, marking each property with a unique number. Where Motor vehicle 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 Motor vehicle tendered for and the prices offered and striking out those not tendered for. The Procuring Entity will complete columns 1-4 and the Tenderer will complete columns 5 and 6, and sign as indicated below.

The viewing date for the Motor vehicles shall be 27th to 28th April 2026 between 8.00am to 4.30PM along CFAO Lusaka Road and CFAO Bodyworks, Nairobi City County

29th April to 1st May 2026 between 8.00am to 4.30PM along Nakuru Eldoret Road, CFAO Nakuru

4th to 6th May 2026 between 8.00am to 4.30PM along Ngonyo Road, CFAO Mombasa

Name of Tenderer

Name of Authorized official

Signature

Date

SECTION III - CONDITIONS OF TENDER

- 1.1 A tenderer shall tender for each Motor Vehicle separately.
- 1.2 priority shall be given to tenderers who submit bids for all the Motor vehicles.
- 1.3 Tenderer will be required to pay in advance refundable deposit of a minimum 10% of the reserved price as indicated in the schedule of items and prices.
- 1.4 The Official Receiver shall enter into a sale agreement with the successful tenderer(s).
- 1.5 Motor vehicle tendered is subject to the reserve price.

SECTION IV - STANDARD FORMS

Note on Standard Forms

The form of tender, the confidential business questionnaire form and the tender deposit commitment declaration form must be completed by the tenderers and returned with the tender. Failure to complete any of these forms will lead to the disqualification of the tenderer.

1. Form of Tender

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 Motor vehicle on sale, we the undersigned, offer to purchase and collect all the Motor vehicle offered to us in conformity with the said tender documents for the sum of..... [*total tender amount in words and figures*]
2. 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.
3. We understand that Motor vehicle tendered is subject to the reserve price.

SCHEDULE OF MOTOR VEHICLES

No.	Motor Vehicles Description	Registration Number	Vehicle Make/Model	Deposit of a minimum Amount (Kshs)	Forced Sale Value (Kshs)	Location

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 Details	Nationality Shares	Citizenship
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 Shares	Citizenship Details
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 Motor vehicle, we do confirm that we have put deposits for the Motor vehicle tendered for as supported by the attached copies of receipts as follows: -

Motor Vehicle Registration Number	Motor Vehicle Descriptions	Deposit (Kshs.)	Receipt and Date	No.
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				

Motor Vehicle Registration Number	Motor Descriptions Vehicle	Deposit (Kshs.)	Receipt and Date No.
12			
13			
14			

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 bidder or 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 bidder or 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
r
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 Motor vehicle 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 Motor vehicle

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 MOTOR VEHICLE

No.	Motor Vehicles Description	Registration Number	Vehicle Make/Model	Deposit of a minimum Amount (Kshs)	Forced Sale Value (Kshs)	Location
1						
2						
3						
4						
5						

Authorized Signature:

.....

Name and Title of Signatory:

.....

Name of Procuring

Entity.....

COPY OF THE LETTER OF NOTIFICATION OF AWARD

(To be signed by the Purchaser) [Letterhead paper of the Procuring Entity]
[Date]

To: *[name and address of the Purchaser]*

This is to notify you that your Tender dated *[date]* for the purchase of the Motor vehicle and at prices listed on the table below is hereby 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 Motor vehicle

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 MOTOR VEHICLE AND PRICES

No.	Motor Vehicles Description	Registration Number	Vehicle Make/Model	Deposit minimum (Kshs)	of a Amount	Forced Sale Value (Kshs)	Location
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							

Authorized Signature:

.....

Name and Title of Signatory:

.....

Name of Procuring Entity:

.....

Officer(s) to be contacted

Name of Officer

Postal Address

Telephone Number

email Address

Physical Address (City, Street, Building, Floor number and room number)

SIGNED BY THE PURCHASER

I/we, the undersigned accept the award and will execute the sale of the Motor vehicle as per conditions of the award. We understand that the award will remain cancelled and no deposits will be refunded if we do not:

- a) Return this letter signed within 14 days.

Name of Purchaser

Authorized Signature: _____ Date

Name and Title of Signatory

REQUEST FOR REVIEW

FORM FOR REVIEW (r.203(1))

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION NO.....OF.....20.....

BETWEEN.....APPLICANT

AND

.....RESPONDENT (Procuring Entity)

Request for review of the decision of the..... (Name of the Procuring Entity ofdated 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