



# **Agricultural Finance Corporation**

**P.O.BOX 30367 – 00100**

**NAIROBI**

**TEL.3272000/317199**

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**TENDER NO: AFC/MV/04/2018**

**FOR DISPOSAL OF BOARDED MOTOR  
VEHICLES**

**KES 1,000.00**

**RECEIPT NO: \_\_\_\_\_  
(Attach Copies of both Receipts)**

**Closing Date: Wednesday 18<sup>th</sup> April, 2018**

**Issued by the Agricultural Finance Corporation: April, 2018**

**ISO: 9001: 2008 CERTIFIED**



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## **INTRODUCTION**

- 1.1** This Standard tender document for Sale of disposable Stores and Equipment has been prepared for use by public entities in Kenya in the disposal stores and equipment as provided by part X of the Public and Disposal Act, 2005.
- 1.2** The following general directions should be observed when using the document.
- (a)** Specific details should be furnished in the tender notice. The final document to be provided to the tenderers should not have blank spaces or give options
  - (b)** The instructions to the tenderers should remain unchanged.
- 1.3** Information contained in the invitation to tender shall conform to the data and information in the tender documents to enable bidders to decide whether or not to participate in the tender.

## SECTION I - INVITATION TO TENDER

**Tender Ref No:** **AFC/MV/04/2018**

**Tender Name:** **DISPOSAL OF BOARDED MOTOR VEHICLES**

- 1.1 Agricultural Finance Corporation** now invites sealed tenders from eligible candidates to purchase **Motor Vehicles**
- 1.2** Interested eligible candidates may obtain further information at **Agricultural Finance Corporation - Procurement Office or AFC Branch Office; Ngong and Thika** during normal working hours.
- 1.3** A complete set of tender documents may be obtained by interested candidates upon payment of **non-refundable fees of KES 1,000.00** at **Development House Branch Office, Along Tom Mboya Street or any AFC branch Office.**
- 1.4** Completed tender documents are to be enclosed in plain sealed envelopes marked with the tender reference number and the tender name and deposited in the **Tender Box** at Development House, **5<sup>th</sup> Floor Old Wing**, or addressed to **The Managing Director, Agricultural Finance Corporation, P.O. Box 30367- 00100 GPO Nairobi** so as to be received on or before **Wednesday 18<sup>th</sup> April, 2018 at 12.00 noon.**
- 1.5** Prices quoted should be net, must be in **Kenya Shillings.**
- 1.6** Tenders will be opened **on the same day Wednesday 18<sup>th</sup> April, 2015 at 12.30 pm** immediately thereafter in the presence of the bidders or their representatives who choose to attend at AFC /ADC 3<sup>rd</sup> Floor Conference Room, **Development House 3<sup>rd</sup> Floor, New Wing.**

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## **SECTION II - INSTRUCTION TO TENDERERS**

### **2.1 Eligible Tenderers**

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

**2.1.2** 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 be **KES 1,000/=** per application.

**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

**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 (7) 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. Viewing of Tender Items**

**2.7.1** Prospective bidders are advised to view the **Motor Vehicles**, in liaison with the **Procuring Unit** or Branch before they bid for each lot. This will enable them to arrive at the most reasonable and competitive bids. Bids are based on **"AS IS WHERE IS"** and the conditions of the items are not warranted by the seller.

## **2.8 Sealing and Marking of Tenders**

**2.8.1** The tenderer shall seal the tender and mark it with the number and name of the tender and **"DO NOT OPEN BEFORE"** Wednesday 18<sup>th</sup> April, 2018 12.30 pm.

## **2.9 Deadline for Submission of Tenders**

**2.9.1** Tenders must be received by the Procuring entity at the address specified not later than **Wednesday 18<sup>th</sup> April, 2018 at 12.00 noon**

**2.9.1** 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.

## **2.10 Modifications And Withdrawals Of Tenders**

### **2.10.1 Modification of tenders**

**2.10.1** 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.

**2.10.2** 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.

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



#### **2.10.4 Withdrawals and tenders**

**2.10.5** 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.

#### **2.11 Opening of Tenders**

**2.11.1** The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend on **Wednesday, 18<sup>th</sup> 2018 at 12.30 pm at AFC/ADC Conference Room Development House, 3<sup>rd</sup> Floor New Wing**

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

**2.11.1** 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.

**2.11.2** The Agricultural Finance Corporation will prepare minutes of the tender opening.

#### **2.12 Clarification of tenders**

**2.12.1** 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.

**2.12.2** 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.

#### **2.13 Evaluation and Comparison of Tenders**

**2.13.1** The Agricultural Finance Corporation 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 Agricultural Finance Corporation.

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

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

#### **2.14 Award Criteria**

**2.14.1** 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 **reserve price**.

#### **2.15 Notification of Award**

**2.15.1** Prior to the expiration of the period of tender validity, the Agricultural Finance Corporation will notify the successful tenderer in writing that its tender has been accepted.

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

#### **2.16 Contacting the Agricultural Finance Corporation**

**2.16.1** No tenderer shall contact the Agricultural Finance Corporation on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

**2.16.2** Any effort by a tenderer to influence the Agricultural Finance Corporation its decisions on tender evaluation, tender comparison, or contract award may result in the rejection of the tenderer's tender.

### **SECTION III - CONDITIONS OF TENDER**

- 3.1** Tenderers will be required to pay a refundable deposit of **KES 5,000.00** per vehicle, in cash or Banker's Cheque. The deposit will be refunded to the unsuccessful bidders. Successful bidders will be required to pay and collect vehicle(s) within 14 days from the date of notification of award, failure to which the award will be extended to the next bidder subject to the price being equivalent or higher than the valuation reserve price. The tenderer will also be required to meet the cost of **Conveyancing** and Disbursement **Fees**.
  
- 3.2** The Agricultural Finance Corporation will retain confidential reserve prices for all the items. Items tendered for below the reserve price will be retained by the Agricultural Finance Corporation.

#### 4.1 FORM OF TENDER

Date: \_\_\_\_\_

Tender No. \_\_\_\_\_

**The Managing Director  
Agricultural Finance Corporation  
P.O. Box 30367- 00100  
NAIROBI**

Gentlemen and/or Ladies:

1. Having examined the tender documents which is hereby duly acknowledged, we, the \_\_\_\_\_ undersigned, offer to purchase: Vehicle Registration No. \_\_\_\_\_. In conformity with the said tender documents for the sum of: \_\_\_\_\_ (Figures) \_\_\_\_\_ (**Words**).
2. We agree to abide by the tender for a period of \_\_\_\_\_ 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. Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2018

[Signature]: \_\_\_\_\_

Duly authorized to sign tender for and on behalf of \_\_\_\_\_

## 4.2 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

<p><b>Part 1 – General</b></p> <p>Business Name .....</p> <p>Location of business Premises .....</p> <p>Plot No. .... Street/Road .....</p> <p>Postal Address ..... Tel No. ....</p> <p>Nature of business .....</p> <p>Current Trade Licence No. .... Expiring date .....</p> <p>Maximum value of business which you can handle at any one time Kshs .....</p> <p>Name of your bankers ..... Branch .....</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<p style="text-align: center;"><b>Part 2 (a) – Sole Proprietor</b></p> <p>Your Name in full ..... Age .....</p> <p>Nationality ..... Country of origin .....</p> <p>* Citizenship details .....</p>																												
	<p style="text-align: center;"><b>Part 2 (b) Partnership</b></p> <p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 40%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 30%;">Citizenship Details</th> </tr> </thead> <tbody> <tr> <td>Shares</td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>1.</b></td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td><b>2.</b></td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td><b>3.</b></td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td><b>4.</b></td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares				<b>1.</b>	.....	.....	.....	<b>2.</b>	.....	.....	.....	<b>3.</b>	.....	.....	.....	<b>4.</b>	.....	.....	.....				
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## **LIST OF THE BOARDED VEHICLES**

<b>S/NO.</b>	<b>VEH. REG. NO.</b>	<b>MAKE</b>	<b>CC</b>	<b>YEAR OF MANU.</b>	<b>LOCATION</b>
<b>1.</b>	KAR 402L	Toyota Corolla	1300	2004	Nairobi
<b>2.</b>	KAR 617L	Daihatsu Terios	1300	2004	Ngong
<b>3.</b>	KAR 264L	Daihatsu Terios	1300	2004	Ngong
<b>4.</b>	KAR 614L	Daihatsu Terios	1300	2004	Ngong
<b>5.</b>	KAW 881Z	Suzuki Jimny	1300	2004	Ngong
<b>6.</b>	KAR 616L	Daihatsu Terios	1300	2004	Ngong
<b>7.</b>	KAR 272 L	Daihatsu Terious	1300	2004	Thika
<b>8.</b>	KAR 271 L	Daihatsu Terious	1300	2004	Ngong

**Amount Quoted:** \_\_\_\_\_

**Vehicle Registration No:** \_\_\_\_\_

**Name:** .....

**Address:** .....

**Tel/Mobile:** .....

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2018

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[In the capacity of]

Duly authorized to sign tender for and on behalf of \_\_\_\_\_