

NAFAKA SACCO SOCIETY LIMITED

Quotation Document

For

Disposal Of Assorted Assets

Quotation No. Naf/20/2020

SUBMISSION DEADLINE: 6TH

JANUARY , 2021

SECTION I: INVITATION TO BIDDERS

The Nafaka Sacco society limited invites sealed tenders from eligible candidates to assorted assets on ‘as is and where is’ basis.

1.1 Interested eligible candidates may download the bid document from the Nafaka Sacco society limited website www.nafakasacco.co.ke. The assets may be viewed at Nafaka Sacco society limited head office opposite cooperative bank Donholm at the NCPB Nairobi Silos complex off outer ring road, upon prior arrangements.

1.2 Price quoted should be net inclusive of all taxes must be expressed in Kenyan Shillings and shall remain valid for a period of 60 days from the closing date of the tender.

1. Completed Purchase form clearly marked “**Disposal Assets - Quotation No. NAF/20/2020 Item No.....**” and addressed to:

The CEO
Nafaka Sacco society limited P.O.
Box 30856- 00100.
NAIROBI.

And be deposited in the Tender box located on the Nafaka Sacco society limited headquarters so as to be received on or before **6th January 2021 at 12.00 noon** and shall be valid for a period of 60 Days.

1.5 Tenders shall be opened immediately thereafter in the presence of candidates representatives who choose to attend at Nafaka Sacco society limited. Late bids shall be rejected. Nafaka Sacco society limited reserves the right to accept or reject any BIDs either in whole or in part and is under no obligation to give reasons thereof.



Chief Executive Officer

| | |
|---|----|
| SECTION I: INVITATION TO TENDER..... | 2 |
| SECTION II: INSTRUCTIONS TO BIDDERS..... | 5 |
| SECTION III: DETAILED SCHEDULE OF ITEMS FOR DISPOSAL..... | 9 |
| SECTION IV: CONDITIONS OF TENDER..... | 10 |
| SECTION V: STANDARD FORMS..... | 11 |
| Purchase offer form | 11 |
| Letter of Award..... | 12 |
| Letter of Notification to Unsuccessful Bidders..... | 13 |
| SECTION II-INSTRUCTIONS TO BIDDERS | |
| 2.1 Eligible BIDDERS..... | 5 |
| 2.2 Cost of tendering..... | 5 |
| 2.3 BIDDERS documents..... | 5 |
| 2.4 Clarification of documents..... | 5 |
| 2.5 Amendments of documents..... | 5 |
| 2.6 BIDDERS prices and currencies..... | 6 |
| 2.7 BIDDERS deposit..... | 6 |
| 2.8 Validity of tenders..... | 7 |
| 2.9 Viewing of the BIDDERS items..... | 7 |
| 2.10 Sealing and marking of tenders..... | 7 |
| 2.11 Deadline for submission of tenders..... | 8 |
| 2.12 Modification and withdrawal of tenders..... | 8 |
| 2.13 Opening of tenders..... | 8 |
| 2.14 Clarification of tenders..... | 9 |
| 2.15 Evaluation and comparison of tenders..... | 9 |
| 2.16 Award criteria..... | 9 |

| | |
|---|----|
| 2.17 Notification of award..... | 9 |
| 2.18 Contacting the procuring entity..... | 10 |

SECTION II- INSTRUCTION TO BIDDERS

2.1 Eligible BIDDERS

2.1.1 This Invitation for Tenders is open to all BIDDERS.

2.2 Cost of Tendering

2.2.1 The BIDDERS shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the disposal process.

2.2.2 The BIDDERS document shall be down loaded Free of Charge from the Nafaka Sacco Society Limited website www.nafakasacco.co.ke

2.3 The BIDDERS Document

2.3.1 The BIDDERS document comprises the documents listed below:

- a) Invitation to BIDDERS
- b) Instructions to BIDDERS
- c) Conditions of Bid
- d) Detailed Schedule of items for Disposal
- e) BIDDERS Forms
- f) Letter of award to successful bidder
- g) Letter of notification of award to the unsuccessful bidders

2.3.2 The BIDDERS is expected to examine all instructions, forms and terms in the BIDDERS documents. Failure to meet all the requirements of the BIDDERS will be at the BIDDERS's risk and may result in the rejection of its tender.

2.4. Clarification of Documents

2.4.1 A prospective BIDDERS requiring any clarification of the BIDDERS document may notify the Procuring entity in writing, email or by post at the entity's address indicated in the invitation to tender. The Procuring entity will respond in writing or email to any request for clarification of the BIDDERS documents, which it receives not later than SEVEN (7) days prior to the deadline for the submission of tenders, prescribed by the procuring entity.

2.4.2 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 BIDDERS that have purchased the BIDDERS document.

2.4.3 The procuring entity shall reply to any clarifications sought by the BIDDERS within 3 days of receiving the request to enable the BIDDERS 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 BIDDERS, may modify the BIDDERS documents by issuing an addendum.

2.5.2 All prospective candidates that have received the BIDDERS documents will be issued with the addendum in writing, email or by post and will be binding on them.

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

2.6 BIDDERS Prices and Currencies

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

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

2.7 BIDDERS deposit

2.7.1 The BIDDERS shall provide a refundable deposit of Kshs 500.00 for every item tendered

2.7.2 Failure to deposit the required amount for any item tendered for will lead to disqualification of the bid except for reservation groups.

2.7.3 Unsuccessful BIDDERS's 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 BIDDERS validity prescribed by the procuring entity.

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

2.7.5 The BIDDERS deposit may be forfeited:

- a) if a BIDDERS withdraws its BID during the period of BID validity specified
- b) In the case of a successful BIDDERS, if the BIDDERS fails to pay the balance of the bid price within the specified period.

2.8 Validity of Tenders

2.8.1 Bids shall remain valid for 30 days from date of opening as prescribed by the Procuring entity. BIDDERS 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 BIDDERS's consent to an extension of the period of validity

2.9. Viewing of BIDDERS Items

2.9.1 Prospective bidders are advised to view the assorted assets in liaison with the procuring entity before they bid for each item.

2.10 Sealing and Marking of Tenders

The BIDDERS shall seal the BID and mark it with the number and name of the BIDDERS and "DO NOT OPEN BEFORE, 6th January, 2021 at 12.00 Noon.

2.11 Deadline for Submission of Bids

2.11.1. Quotation must be received by Nafaka sacco society limited not later than, **6th January, 2021 at 12.00 noon**

2.11.2 The procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the BID documents in accordance with paragraph 2.5 in which case all rights and obligations of the procuring entity and BIDDERS 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 BIDDERS may modify or withdraw its BIDS 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 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, postmarked not later than the deadline for submission of tenders. .

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

2.12.2 Withdrawals and tenders

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

2. 13 Opening of Bids

2.13.1 The Procuring entity will open all tenders in the presence of BIDDERS' representatives who choose to attend at 12.00 o'clock. Tenders must be received by the Procuring entity at the address specified in the location specified in the invitation to tender. The BIDDERS or representatives who are present shall sign a register evidencing their attendance.

2.14 Clarification of tenders

2.14.1 To assist in the examination, evaluation and comparison of the Bids the Procuring entity may, at its discretion, ask the BIDDERS 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 BIDDERS shall be sought, offered, or permitted.

2.14.2 Any effort by the BIDDERS to influence the Procuring entity in the Procuring entity's BIDDERS evaluation, BIDDERS comparison or contract award decisions may result in the rejection of the BIDDERS' tender.

2.15 Evaluation and Comparison of Tenders

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

2.15.2 The BIDDERS evaluation committee shall evaluate the BIDDERS 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 BIDDERS(s) whose BIDDERS has been determined to be substantially responsive and has been determined to be the highest price for the item

2.17 Notification of Award

2.17.2 Prior to the expiration of the period of BIDDERS validity, the Procuring entity will notify the successful BIDDERS in writing that its BIDDERS has been accepted.

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

2.17.8 In the event the successful bidder fails to pay for the item(s) awarded to it, the Procuring Entity shall notify, under Clause 2.17.2, the person who had submitted the second highest.

2.18 Contacting the Procuring entity

No BIDDERS shall contact the Procuring entity on any matter relating to its tender, from the time of the BIDDERS opening to the time the contract is awarded. Any effort by a BIDDERS to influence the Procuring entity in its decisions on BIDDERS evaluation, BIDDERS comparison, or contract award may result in the rejection of the BIDDERS's tender.

SECTION III: DETAILED SCHEDULE OF ITEMS FOR DISPOSAL

| No | Item Description | QTY | Specs | Condition | Bid Amount (Kshs) |
|----|-------------------------|-----|--------------|-----------|----------------------|
| 1 | Hp Probook 4540S Laptop | 1 | Corei5/500GB | Damaged | |
| 2 | Hp Probook 4530S Laptop | 1 | Corei5/500GB | Damaged | |
| 3 | Hp Probook 450 G5 | 1 | core i7/1TB | Damaged | |

| | | | | | |
|----|---|----|------------------|-------------|--|
| 4 | Samsung TV 22" | 1 | | old | |
| 5 | CCTV Cameras | 7 | 1mp | OK | |
| 6 | DVR | 1 | 16-Channel/500GB | OK | |
| 7 | Dell Desktop | 1 | P4 CPU | Not working | |
| 8 | Dell Desktop | 1 | core 2 duo | Not working | |
| 9 | UPS 650 APC | 6 | | Faulty | |
| 10 | UPS APC RT 5000 | 1 | | Faulty | |
| 11 | Tables | 4 | | Old | |
| 12 | Office Chairs | 15 | | Broken | |
| 13 | Office Chairs | 2 | | Worn out | |
| 14 | Metal bar(40 feet long and 40mm Diameter) | 1 | | OK | |

SECTION IV - CONDITIONS OF BIDDERS

1. A BIDDERS may BID for each item and may BID for as many items or lots as he/she wishes.
2. A BIDDERS awarded an item(s) will be required to pay for the item(s) within 7 days from the date of the letter of award, failure to which the award will be cancelled and the deposit forfeited. Subsequently the item(s) will be awarded to the second highest bidder, if the second bidder fails, the items will be sold to the third bidder.
3. Successful BIDDERS will be required to collect the item(s) they have paid for within seven (7) days after making payment, failure to which the item(s) will attract storage charges at a rate of Kshs. 500.00 per Company/Person.

SECTION V - STANDARD FORMS OF TENDER

PURCHASE OFFER FORM

Date:.....

BIDDERS No. NAF/20/20 ITEM NO.....

To: The CEO
Nafaka Sacco society limited P.O.
Box 30856- 00100.
Nairobi

Having examined the item (S) (Name of item)
I/we the undersigned, offer to purchase and collect all the items offered to us in conformity
with the said BIDDERS documents for the sum of Kshs. In words
.....

We undertake, if our BIDS is accepted, to pay for and collect the items in accordance with the
requirements of the Quotation.

We agree to abide by the rules for a period of thirty days(30) days from the date fixed for BIDs
opening of the Instructions to BIDDERS, and it shall remain binding upon us and may be
accepted at any time before the expiration of that period.

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

Duly authorized to sign Quotation Document for and on behalf of.....

Dated this..... day of.....20.....

Signature.....

NAFAKA SAVINGS AND CREDIT CO-OPERATIVE SOCIETY LTD.

P. O. Box 30586, Mobile : 0728102039, 0737479373 Nairobi

Email : nafakasaccosociety@yahoo.com/info@nafakasacco.co.ke

www : nafakasacco.co.ke

LETTER OF AWARD

To:

BIDDERS Name

BIDDERS Mobile No.

This is to notify you that the items stated below have been awarded to you.

1.

2.

3.

4.

5.

6. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of award.



Chief Executive Officer

NAFAKA SAVINGS AND CREDIT CO- OPERATIVE SOCIETY LTD.

P. O. Box 30586, Mobile : 0728102039, 0737479373 Nairobi

Email : nafakasaccosociety@yahoo.com/info@nafakasacco.co.ke

www : nafakasacco.co.ke

Date.....

To:

.....

LETTER OF NOTIFICATION TO UNSUCCESSFUL BIDDERS

This is to inform you in that your offer in relation to

.....

.....[B

IDDERS name and number] has been determined to be unsuccessful upon evaluation. We intend to make a contract with [name of successful BIDDERS] for [amount].

Thank you for your participation in the tendering process.

Yours



Chief Executive Officer