

NAIROBI SCHOOL

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P.O. BOX 30047 - 00100,
NAIROBI
KENYA

To The Uttermost

MISSION: To Become the Top School in Kenya in the Provision of High Quality Education through Innovation, Positive Influence, Teamwork and Self Discipline; Guided by the Principles of Professionalism, Commitment and Excellence.

TENDER DOCUMENT FOR

SALE OF TIMBER

TENDER REF NO. NS/PROC/01/2020

Contact

The Principal
Nairobi School
Waiyaki way Westlands
P. O. Box 30047-00100,
Nairobi, Kenya

DEADLINE FOR SUBMISSION 21st May 2020 AT 10:00.AM

info@nairobischool.ac.ke

SECTION I

INVITATION TO TENDER

Date: 8th May 2020

TENDER REF NO. NS/PROC/01/2020: DISPOSAL OF TIMBER

- 1.1 Nairobi School now invites sealed tenders from eligible candidates to purchase Assorted Eucalyptus Timber.

Tender documents may be obtained by interested candidates by downloading from the Nairobi School website (www.nairobischool.ac.ke)

Duly completed tender documents in plain sealed envelopes and addressed to the undersigned should be placed in the tender box outside the School Bursar's office **on or before 10.00 a.m on Thursday 21st May 2020**. Tender opening will take place on the same day at **10.30 a.m**. In case of any queries or clarifications contact procurement department.

SECTION II - INSTRUCTION TO TENDERERS

2.1 Eligible Tenderers

- 2.1.1 This Invitation for Tenders is open to all candidates 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

2.2 Tender Prices and Currencies

- 2.2.1 The tenderer shall indicate on the appropriate Price Schedule the unit prices and total tender price of the items it proposes to purchase
- 2.2.2 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
- 2.2.3 The Price quoted shall be in Kenya Shillings.

2.3 Award Criteria

- 2.3.1 The Institution 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, provided further that the tenderer is determined to be qualified to purchase the items.
- 2.3.2 Where the highest bid priced tender is not awarded the purchase, convincing reasons must be given for each higher bid priced tender that has not been awarded.

SECTION III - SCHEDULE OF ITEMS AND PRICES

Item No.	Item Description	Dimensions	Reserved Price	Required Deposit (Kshs.)	Bid Price (Kshs.)
1	Eucalyptus Timber	2 x 2	N/A	NIL	
2	Eucalyptus Timber	3 x 1	N/A	NIL	
3	Eucalyptus Timber	3 x 2	N/A	NIL	
4	Eucalyptus Timber	4 x 1	N/A	NIL	
5	Eucalyptus Timber	4 x 2	N/A	NIL	
6	Eucalyptus Timber	6 x 1	N/A	NIL	
7	Eucalyptus Timber	6 x 2	N/A	NIL	
8	Eucalyptus Timber	8 x 1	N/A	NIL	

Authorized official _____

Name

Signature

Date

4.0. 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 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.
- 4.3 Tenderers will be required to collect the items they have paid for within fourteen (14) days failure to which storage charges will be charged as indicated in the appendix to Conditions of tender.

SECTION V - STANDARD FORMS

Notes on Standard Forms

5.0 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.

5.1 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>Part 1 – General</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>Part 2 (a) – Sole Proprietor</p> <p>Your Name in full Age</p> <p>Nationality Country of origin</p> <p>* Citizenship details</p>
	<p>Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p>

	Name	Nationality	Citizenship Details	Shares
1.
1
2
3
Part 2 (c) – Registered Board				
	Private or Public			
	State the nominal and issued capital of Board –			
	Nominal Kshs.			
	Issued Kshs.			
	Given details of all directors as follows			
	Name	Nationality	Citizenship Details	Shares
1.
2.
3.
4.
5.
Date Seal/Signature of Candidate				

* if Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

5.4. SELF-DECLARATION FORM

ANTI-CORRUPTION DECLARATION

We (*insert the name of the company / supplier*)

Declares and guarantees that no offer, gift or payment, consideration or benefit of any kind, which constitutes an illegal or corrupt practice, has been or will be made to anyone by our organization or agent, either directly or indirectly, as an inducement or reward for the award or execution of this procurement.

Name..... Signature.....Date.....

Company Seal / Business Stamp

ANTI-FRAUDULENT PRACTICE DECLARATION

We (*insert the name of the company / supplier*)

declares and guarantees that no person in our organization has or will be involved in a fraudulent practice in any procurement proceeding.

Name Signature.....Date
.....

5.6 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