



INTERNAL TENDER NOTICE

**SALE OF USED MOTOR VEHICLES, AND
ASSORTED ITEMS**

TENDER NO. AMREF/10/03/2021/003

BIDDER'S NAME:

EMAIL ADDRESS:

MOBILE NUMBER:

LOT NUMBER:

RECEIPT NUMBER:



INTERNAL DISPOSAL NOTICE
SALE OF USED MOTOR VEHICLES AND VARIOUS ASSORTED ITEMS

Amref Health Africa invites offers from interested parties (*Amref Health Africa staff only*) for the purchase of used motor vehicles, and various assorted items as set out hereunder: -

SCHEDULE OF REQUIREMENTS -PART ONE –USED MOTOR VEHICLES

LOT NO	REGISTRATION NO.	MAKE AND MODEL	COST CENTER	RESERVE PRICE KSHS.	LOCATION	YEAR OF MAN	DUTY STATUS	MILEAGE	Reason for disposal
1	KAV 334Q	Mitsubishi Lancer CSI	Transport	300,000.00	Amref KCO	2005	Paid	Not readable	Over 5 years old and over 200000kms
2	KAV 510Q	Mitsubishi Pajero V31V	Transport	420,000.00	Amref KCO	2005	Paid	328076	Over 5 years old and over 200000kms
3	KAW 818D	Mitsubishi Pajero V31W	Transport	650,000.00	Amref KCO	2006	Paid	313929	Over 5 years old and over 200000kms
4	KAZ 890B	Toyota Landcruiser HZJ79	Transport Unit	630,000.00	Maralal-Samburu	2007	Paid	Not readable	Over 5 years old and over 200000kms
5	KBC 785S	Toyota Hilux D/ Cab	Transport	900,000.00	Amref KCO	2008	Paid	371856	Over 5 years old and over 200000kms
6	KBL070D	Toyota Hilux D/Cab KUN25	Transport	610,000.00	Amref KCO	2010	Paid	Not readable	Over 5 years old and over 200000kms
7	KBL127M	Toyota Hilux D/Cab KUN25	Transport	530,000.00	Maralal-Samburu	2010	Paid	Not readable	Over 5 years old and over 200000kms
8	KBM 342H	Toyota Hilux Double Cab KUN25	Transport Unit	1,240,000.00	Amref KCO	2010	Paid	251539	Over 5 years old and over 200000kms

SCHEDULE OF REQUIREMENTS -PART TWO GENERAL ASSORTED ITEMS

LOT NO	DESCRIPTION	QTY	Reasons	LOCATION
9	Assorted Motor Vehicle Tyres	95	Obsolete	Amref KCO
10	Old used Motor vehicle Batteries	25	Obsolete	Amref KCO
11	Assorted Furniture items	Various	Obsolete	Amref KCO
12	Vehicle bumpers	23	New	Amref KCO
13	Assorted Metal doors	6	Used	Amref KCO
14	Horse Reel Drums	9	Used	Amref KCO
15	Curtains	16	Used	AMIU
16	Old fridge-(60140F) 805TRTX00225	1	Used	AMIU
17	Wash hand basin sinks	20	Used	AMIU

SCHEDULE OF REQUIREMENTS -PART THREE- ICT RELATED ASSORTED ITEMS

LOT	DESCRIPTION	QTY	Reasons	LOCATION
18	Assorted ICT related items Monitors, printers, Ups, DVD players, type writers, keyboards, servers etc.	various	Not reusable	AMIU-ICT
19	Assorted ICT related items Monitors, printers, Ups, DVD players, type writers, keyboards, servers etc.	Various	Not reusable	Amref KCO ICT

CONDITIONS OF SALE

- (1) Sale will be on “**AS – IS – WHERE- IS**” basis.
- (2) Payment terms are strictly through **Bankers Cheque** within 14 days from awarding the Tender. Collection **WILL ONLY BE UPON FULL PAYMENT AND PROVE OF TRANSFER DOCUMENTS FROM KRA**
- (3) Letters of awards and regrets shall be send to all bidders who will participate in this tender.
- (4) Viewing of the mentioned vehicle and items will strictly be **from 12th to 23nd March 2021, from Monday to Thursday, between 9.00 am to 12.00 pm and 2.00pm to 3.30 pm, and Friday 9.00am to 12pm**
- (5) Interested candidates may download Tender documents from Amref Health Africa website (**www.Amref.org**) and pay a non-refundable fee of **Kshs. 2000/= per Lot Number.**

The payment should be made through the bank account as follows: Kenya Commercial Bank, Kipande House Branch A/C No. 1111429243 and National Bank of Kenya, Wilson Airport Branch A/C No. 01020058235400. The original bank deposit slip should be attached to the tender document. **Bids without original bank deposit slips will be disqualified.**

Completed Tender documents in a **sealed envelope** indicating **tender number and Lot Number** shall be placed in clearly marked envelope and deposited in the Tender Box labeled “**Sale of used motor vehicles and assorted items**” near the Main reception at Amref KCO office near Wilson Airport on or before **Wednesday 24th March, 2021 at 12noon.**

NB: Bids without bank deposit slips will be disqualified.

Tendering Instruction

Submit your offer in a sealed envelope clearly marked “**Sale of used motor vehicle**” LOT No, **with full description of the item**” and addressed to:-

**Group Chief Finance Officer
Amref Health Africa
P.O Box 30125 – 00100
NAIROBI.**

And dropped in the “**SMALL TENDER BOX** labeled “**Sale of used motor vehicles and assorted items**” at **Amref Health Africa in Kenya at the main** reception latest by **Wednesday 24th March, 2021 at 12.00noon.** Late submissions and wrongly marked offers will not be accepted. Bids opening will be immediately thereafter. Bidders who will be willing to witness the opening are invited at the KCO Large Lecture Room.

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SECTION 1 Invitation to Tender

1. Amref Health Africa in Kenya invites sealed tenders from eligible candidates for Purchase of used motor vehicles.
2. Interested eligible candidates may obtain further information from and inspect tender documents at Amref Health Africa in Kenya office, Procurement Office, along Langata Road, at the stated dates and time specified above.
3. Completed tender documents are to be enclosed in a plain envelop, marked with the tender reference number and the tender name and deposited in the tender box at Amref Health Africa in Kenya country office, next to the main reception so as to be received on or before **12 .00 noon, Wednesday 24th March, 2021 at 12.00 noon.**
4. Prices quoted should be net, must be in Kenya Shillings and shall remain valid for 60 days **from the closing of the tender.**
5. Tenders will be opened immediately thereafter in the presence of the tenderers or their representatives who choose to attend at the Amref Health Africa in KCO at Large Lecture Room or any other designated venue.

SECTION 2 Instructions to Tenderers

2.1 Eligible Tenderers.

- 2.1.1 This Invitation for Tender is open to all eligible tenderers.
- 2.1.2 A Tenderer is free to bid for more than one category
- 2.1.3 Tenderers shall not be under a declaration of ineligibility for corrupt or fraudulent practices.

2.2 Cost of tendering.

- 2.2.1 The tenderer shall bear all cost associated with the preparation and submission of its tender and Amref Health Africa or its agents, will in no case be responsible or liable for those cost regardless of the conduct or outcome of the tendering process.

2.3 The tender documents

The tender documents comprise the documents listed below.

- i. Invitation to Tender
- ii. Instructions to tenderers
- iii. Condition of Tender
- iv. Form of Tender
- v. Tender Bid form

2.4 Clarification of Documents

- 2.4.1 A prospective tenderer requiring any clarification of the tender document may notify Amref Health Africa in writing or by post at the address indicated in the Invitation for tenders. Amref Health Africa will respond in writing to any request for clarification of the tender documents, which it receives not later than seven (7) days prior to the deadline for the submission of tenders, prescribed by Amref Health Africa.

Written copies of the Amref Health Africa response (including an explanation of the query but without identifying the source of the inquiry) will be sent to all prospective tenderers that have received the tender document.

- 2.4:2 Amref Health Africa 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, Amref Health Africa, for any reasons, whether at its initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by amendments.
- 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, Amref Health Africa, 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 of the vehicle 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 subjected 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 Validity of Tenders

- 2.7:1 Tenders shall remain valid for 60 days or as specified in the appendix to instruction to tenderers after date of tender opening prescribed by Amref Health Africa, pursuant to paragraph 2.10. Tender valid for a shorter period shall be rejected by Amref Health Africa as non-responsive.
- 2.7:2 In exceptional circumstances, Amref Health Africa may solicit the tenderers consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tenderer may refuse the request. A tenderer granting the request will not be required nor permitted to modify its tender.

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 12.00 noon, Wednesday 24th March, 2021.”**

2.9 Deadline for Submission of Tenders

- 2.9:1 Tenders must be received by Amref Health Africa at the address specified not later than **12.00 noon, Wednesday 24th March, 2021.**

- 2.9:2 Amref Health Africa 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 Amref Health Africa and tenderers previously subject to the deadline will thereafter be subject to the deadline as extended.

2.10 Modification and withdrawals of Tenders

2.11:1 Modification of tenders

2.11:1.1 The tenderer may modify or withdraw its tender after the tender's submission provided that written notice of the modification, including substitution of withdrawal of the tenders, is received by the Amref Health Africa prior to the deadline prescribed for submission of tenders.

2.11:1.2 The tenderer 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 be sent by fax but followed by a signed confirmation copy, postmarked no later than the deadline for submission of tenders.

2.11:1.3 No tenderer may be notified after the deadline for submission of tenders.

2.12.2 Withdrawals of tender

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.

2.13 Opening of tenders

2.13:1 Amref Health Africa will open all tenders in the presence of tenderers' representatives who choose to attend **at 12.00 noon, Wednesday 24th March, 2021** and in the location specified in the tender. The tenderers or representatives who are present shall sign a register evidencing their attendance.

2.13:2 The tenderers' names, tender modifications or withdrawals, tender prices, and the presence or absence of requisite tender deposit and such other details as Amref Health Africa at its discretion may consider appropriate, will be announced at the opening.

2.13:3 Amref Health Africa will prepare a tender opening report.

2.14 Clarification of tenders

2.14:1 To assist in the examination, evaluation and comparison of tenders Amref Health Africa, at its discretion, may 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.

2.14:2 Any effort by the tenderer to influence Amref Health Africa in the 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 Amref Health Africa will examine the tenders to determine whether they are complete, whether any computation errors have been made, whether required deposits/tender purchase 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 Amref Health Africa

2.5:2 Amref Health Africa will evaluate and compare the tenders, which have been determined to be substantially responsive.

2.16 Award Criteria

2.16:1 when analyzing the Bids, Amref Health Africa will take into account the following criteria:

- Pricing in Kshs.
- Payment terms and period as stated on condition of sale above

2.17 Notification Of Award

2.17:1 prior to the expiration of the period of tender validity, Amref Health Africa will notify the successful tenderer in writing that the tender has been accepted. **Unsuccessful bidders shall also be notified in writing.**

2.18 Contacting Amref

2.18:1 No tenderer shall contact Amref Health Africa 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 Amref Health Africa in its decisions on tender evaluation, tender composition, or contract award may result in the rejection of the tenderer's tender.

SECTION 3 Condition of tender

1. Amref Health Africa reserves the right to deal with any tender of its choice or any or all parts of the tender. Amref Health Africa is not bound to accept the highest offer or any offer.
2. This request for tender is not a contract or an offer into a contract, but is a request for a quotation for the product indicated in this document.
3. Respondents are bound by their offer for a period of 60 days as from the closing date of bids.
4. Amref Health Africa is in no way responsible for any costs associated with preparing the tender response.
5. Amref Health Africa reserves the right to alter the dates of the timetable.
6. Transparency and Accountability. Amref Health Africa believes in honest communication, absolute openness, and the transparent use of influence, power and resources. Amref Health Africa has zero tolerance for corruption, both within the Foundation and in our dealings with outside agencies.
7. Amref Health Africa does not do business with companies that meet any of the following criteria:
 - They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject

of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

- They have been convicted of an offence concerning their professional conduct by a judgement that has the force of res judicata;
- They have been guilty of grave professional misconduct proven by any means that the contracting authority can justify;
- They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- They have been the subject of a judgement that has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity;
- Following another procurement procedure or grant award procedure, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

If you submit an offer based on this request, it shall constitute a guarantee that neither your company nor any affiliate or a subsidiary controlled by your company is in breach of any of the above provisions. A contract clause confirming this will be included in an eventual contract based on this request.

In addition to the ineligibility criteria applied by Amref Health Africa, negotiation with potential vendors may be severed at any stage during a procurement process if it is found that they are subject to a conflict of interest or are guilty of misrepresentation in supplying the information required by Amref Health Africa as a condition of participation in the contract procedure, or fail to supply all of the information requested.

PAYMENT TERMS AND PERIOD

1. Payment terms and period should be clearly indicated.
2. Once the vehicle(s) are sold, they cannot be returned

SECTION 4 Confidential Business/Personal Questionnaire

You are requested to give the particulars indicated in part 1.

PART 1- GENERAL

Personal/ Business Name:

Pin Number:

Location of Person/ Business:

Country/Town:

Postal Address:

Code: Town:

Tel No:

Cell Phone number:

E-mail: Fax:

SECTION 5

SCHEDULE OF REQUIREMENTS (PART ONE MOTOR VEHICLES)

LOT NO	REGISTRATION NO.	MAKE AND MODEL	COST CENTER	RESERVE PRICE KSHS.	LOCATION	YEAR OF MAN	Quoted Amount (Kshs)	Compliant to No.(2) on condition	REMARKS
1	KAV 334Q	Mitsubishi Lancer CSI	Transport	300,000.00	Amref KCO	2005			
2	KAV 510Q	Mitsubishi Pajero V31V	Transport	420,000.00	Amref KCO	2005			
3	KAW 818D	Mitsubishi Pajero V31W	Amref Italy	650,000.00	Amref KCO	2006			
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SCHEDULE OF REQUIREMENTS PART TWO- GENERAL ASSORTED ITEMS

GENERAL ASSORTED ITEMS

LOT NO	DESCRIPTION	QTY	Quoted Amount (Kshs)	LOCATION
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15	Curtains	16		AMIU
16	Old fridge-(60140F) 805TRTX00225	1		AMIU
17	Wash hand basin sinks	20		AMIU

SCHEDULE OF REQUIREMENTS PART THREE- ICT RELATED ASSORTED ITEMS

LOT	DESCRIPTION	QTY	Quoted Amount (Kshs)	LOCATION
18	Assorted ICT related items Monitors, printers, Ups, DVD players, type writers, keyboards, servers etc.	Various		Amref KCO-ICT
19	Assorted ICT related items Monitors, printers, Ups, DVD players, type writers, keyboards, servers etc.	Various		AMIU- ICT

I/We have completed this form (s) accurately at the time of reply and it is agreed that all responses can be substantiated, if requested to do so, any inaccuracy in the information filled herein will lead to disqualification of the tenderer

For and behalf of:

Name:

Date: Signature: