



KITALE NATIONAL POLYTECHNIC

TENDER DOCUMENT

FOR

DISPOSAL OF ANIMALS

TENDER NO. KNP/OT/02/2020-2021

CLOSING Thursday 28th January 2021 AT 10:00 AM

OFF KITALE -KIPSONGO ROAD

P.O. BOX 2162- – 30200

TEL: +254 721379304

KITALE, KENYA.

E-mail: info@kitalenationalpolytechnic.ac.ke

Website: www.kitalenationalpolytechnic.ac.ke

SECTION 1 - INSTRUCTIONS TO TENDERERS
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SECTION 1 - INVITATION TO TENDER

Kitale National Polytechnic invites sealed bids for purchase of culled animals at its premises, OFF KITALE -KIPSONGO ROAD on “**as is where is**” basis.

Interested firms or individuals may view and download tender document from the KNP website www.kitalenationalpolytechnic.ac.ke

Those who download the documents from the website must forward their details immediately for record purposes and to facilitate communication of any other information. Tender documents can also be obtained from the Procurement office, at Kitale National Polytechnic, Central Stores **during normal office working hours i.e. (Monday to Friday between 8.00 a.m. to 1.00 p.m. and 2.00 p.m. to 4:30 p.m.) free of charge. Viewing of the items will be done during working hours as above.**

Completed tender documents are to be enclosed in plain sealed envelopes, marked “**TENDER FOR SALE OF ANIMALS – KNP/OT/02/2020-2021**” and deposited in the tender box provided at the reception of Kitale National Polytechnic, Administration Block or be addressed and posted to,

**Principal,
Kitale National Polytechnic
P.O. BOX 2162, 30200
KITALE**

So as to be received on or before **Thursday 28th January, 2021** at 10.00 a.m. local time. Tenders will be opened immediately thereafter in the presence of the tenderers/representatives who choose to attend.

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's, 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 free

2.2.3 The Kitale National Polytechnic shall allow the tender to view 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 addendum 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

(vii) Tender Commitment Declaration 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 Kitale National Polytechnic in writing or by post at the entity's address indicated in the Invitation for tenders. The Kitale National Polytechnic 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 Kitale National Polytechnic. 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 Kitale National Polytechnic not later than 7 days prior to the deadline for submission of tenders.

2.4.3 The Kitale National Polytechnic 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 Kitale National Polytechnic, 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 Kitale National Polytechnic, 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 Tender deposit

2.7.1 The tenderer shall NOT put a deposit for every item tendered for in the amount indicated in the schedule of items and prices.

2.7.2 Failure to put the required deposit for any item tendered for will lead to disqualification of the bid for the item. (If any is requested)

2.7.3 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. (If any is requested)

2.7.4 The successful Tenderer's tender deposit will be credited to his bid price so that it forms part of the amount of the bid and the tender will be required to pay the bid price less the deposit security. (If any is requested)

2.7.5 The tender deposit may be forfeited:

- (a) if a tenderer withdraws its tender during the period of tender validity specified by the procuring entity.in the case of a successful tenderer, if the tenderer fails to pay the balance of the bid price. (If any is requested)

2.8 Validity of Tenders

2.8.1 Tenders shall remain valid for 120 days or as specified in the appendix to instruction to tenderers after date of tender opening prescribed by the procuring entity, pursuant to paragraph 2.10 Tender valid for a shorter period shall be rejected by the Kitale National Polytechnic as non-responsive.

2.8.2 In exceptional circumstances, the Kitale National Polytechnic may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender deposit provided under paragraph 2.7 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.

2.9. Viewing of Tender Items

2.9.1 Prospective bidders are advised to view the items, stores/equipment in liaison with the Kitale National Polytechnic before they bid for each item. This will enable them to arrive at the most reasonable and competitive bids. Bids are based on **AS WHERE IS CONDITION** and the conditions of the items are not warranted by the seller.

2.10 Sealing and Marking of Tenders

2.10.1 The tenderer shall seal the tender and mark it with the number and name of the tender and **"DO NOT OPEN BEFORE 28th January 2021 at 10.00 a.m.**

2.11 Deadline for Submission of Tenders

2.10.2 2.11.1. Tenders must be received by the Kitale National Polytechnic at the address specified not later than **Thursday 28th January 2021 at 10.00 a.m.**

2.11.2 The Kitale National Polytechnic 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 Kitale National Polytechnic and tenderers 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

21211 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 Kitale National Polytechnic prior to the deadline prescribed for submission of tenders.

21212 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.

21213 No tender may be modified after the deadline for submission of tenders

2.12.2 Withdrawals and tenders

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. Withdrawal of a tender during this interval may result in the tenderer's forfeiture of its tender deposit, pursuant to paragraph 2.7.5

2.13 Opening of Tenders

2.13.2 The Kitale National Polytechnic will open all tenders in the presence of tenderers' representatives who choose to attend **at Polytechnic's Boardroom on Thursday 28th January 2021 at 10.00 a.m.**
. and in the location specified in the invitation to tender.

The tenderers or representatives who are present shall sign a register as evidence of their attendance.

2.13.3 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.

2.13.4 The Kitale National Polytechnic will prepare minutes of the tender opening.

2.14 Clarification of tenders

2.14.2 To assist in the examination, evaluation and comparison of tenders the Kitale National Polytechnic 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.

2.14.3 Any effort by the tenderer to influence the Kitale National Polytechnic in the Procuring entity's 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 The Kitale National Polytechnic 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 Procuring entity's.

2.15.2 The Kitale National Polytechnic will evaluate and compare the tenders, which have been determined to be substantially responsive.

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

2.16 Award Criteria

2.16.1 The Kitale National Polytechnic 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 reserves price.

2.17 Notification of Award

- 2.172 Prior to the expiration of the period of tender validity, the Kitale National Polytechnic will notify the successful tenderer in writing that its tender has been accepted.
- 2.173 Simultaneously the other tenderers shall be notified that their tenders were unsuccessful.

2.18 Contacting the Procuring entity's

- 2.18.1 No tenderer shall contact the Kitale National Polytechnic 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 the Kitale National Polytechnic 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 for sale of boarded stores and equipment 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.

Instructions to Tenderers Reference	Particulars of appendix to Instructions to tenderers
2.1.1: Eligible tenderers	Sale of Animals is eligible to all persons in Kenya (above 18 years of age)
2.2: Cost of tendering	The disposal documents shall NOT be charged
2.4: Clarification of documents	All clarifications on disposal should be in writing and sent to the following email address: procurementknp@gmail.com
2.6: Tender prices and currencies	All prices should be in Kenyan Shillings
2.7: Tender deposit	NOT REQUIRED
2.8: Validity of tenders	Tender prices should remain valid for 120 days
2.9: Viewing of tender items	Prospective bidders are advised to view animals in liaison with the KNP, Procurement Department before they bid for each the items This will enable them to arrive at the most reasonable and competitive bids. Bids are based on “AS WHERE IS CONDITION” and the conditions of the items are not warranted by the seller.
2.10: Sealing and marking of tenders	This is a one bid envelope system. No copies of tender documents are required. Tenders in sealed envelopes clearly marked ‘DISPOSAL OF ANIMALS

	<p>KNP/OT/02/2020-2021' DO NOT OPEN BEFORE Thursday 28th January 2021 at 10.00 a.m.</p> <p>addressed to;</p> <p>The Chief Principal, Kitale National Polytechnic P.O. Box 2162-30200 KITALE</p>
2.11: Deadline for submission	2.10.1 Thursday 28th January 2021 at 10.00 a.m.
2.15: Evaluation of tenders	<p>The following shall be the mandatory requirements for evaluation;</p> <ol style="list-style-type: none"> 1. Bidder MUST indicate their full names and attach a copy of their National ID card or passport for persons or certificate of Incorporation/Registration for companies. 2. Bidder MUST indicate their phone number, and an alternative phone number 3. MUST indicate their email address 4. Bidder MUST indicate their physical address 5. Bidder MUST sign EACH PAGE OF THE PRICE SCHEDULE PAGE 6. Bidder Must sign the form of tender and indicate the total amount quoted in the form of tender 7. Bidder must fill and sign the confidential business questionnaire form <p>NB. Any bidder who shall not provide ANY of the above details shall not be considered for award.</p>
2.16: Award criteria	<ol style="list-style-type: none"> 8. The prices quoted by each bidder shall be checked for arithmetical errors and the price in tender form shall supersede any other price quoted. 9. In case of discrepancy between the unit cost and the total cost, the unit cost shall prevail 10. In case of discrepancy between the amount quoted in words and the amount quoted in figures, the amount quoted in words shall prevail 11. The bidder prices shall then be compared with prices quoted by other bidders and ranked from the highest to the lowest bidder. 12. The highest bidder shall be the bidder who has the highest quotation per unit per item. 13. The highest bidders shall be notified of the

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| | <ol style="list-style-type: none">14. The disposal items shall be awarded per item to the highest bidder in each item.15. The unsuccessful bidders shall also be notified of the outcome of the award. |
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SECTION III - SCHEDULE OF ITEMS AND PRICES

Notes on schedule of Items and Prices

Locations is at Kitale National Polytechnic offices

The Kitale National Polytechnic has prepared the schedule of items being sold, marking each item with a unique number. Where items are to be sold as a lot, the lots must be clearly indicated in the schedule.

No	Item Description	Qty	Reserve Unit Prices KES	PRICE (KES)	TOTAL PRICE (KES)
	ANIMALS				
1	KNP1- PIGS - 13MONTHS – Males(88kgs)	2	13,000		
TOTALS KES.					

5.2 : CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2(b) or 2(c) whichever applied 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 addressTel No.Fax Email
 Nature of Business
 Registration Certificate No.
 Maximum value of business which you can handle at any one time – Kshs.

	Part 2 (a) – Sole Proprietor																				
	Your name in full.....Age..... Nationality.....Country of Origin..... Citizenship details.....																				
	Part 2 (b) – Partnership																				
	Given details of partners as follows																				
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Name</th> <th style="width: 35%;">Nationality</th> <th style="width: 35%;">Citizenship details</th> <th style="width: 15%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship details	Shares	1.	2.	3.	4.
Name	Nationality	Citizenship details	Shares																		
1.																		
2.																		
3.																		
4.																		
	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																				
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1.																		
2.																		
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	Date..... Signature of Candidate.....																				