



# **TENDER DOCUMENT**

**FOR**

**DISPOSAL OF GROUNDED AND SERVICEABLE MOTOR VEHICLES AND OTHERS**

**TENDER NO. EAPC PLC/DISP/001/2021**

**CLOSING DATE : WEDNESDAY 29<sup>TH</sup> SEPTEMBER 2021**

**CLOSING TIME : 12:00 NOON**

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## SECTION I

### INVITATION TO TENDER

Date: SEPTEMBER 2021

Tender Ref No: EAPC PLC/DISP/001/2021

**Tender Name: DISPOSAL OF GROUNDED AND SERVICEABLE MOTOR VEHICLES AND ACCESSORIES AS INDICATED ON THE SCHEDULE OF REQUIREMENT.**

- 1.1 The East African Portland Cement PLC (EAPC PLC) invites sealed tenders from eligible candidates to purchase the above items.
- 1.2 A complete set of tender documents may be downloaded from the company website or ppp portal **for free** or hard copy obtained by interested candidates upon payment of non-refundable fees of **Ksh.1,000.00** in cash payable to the Cashier at **EAST AFRICAN PORTLAND CEMENT PLC (EAPC PLC)** in Athi river offices.
- 1.4 Tenderers will be required to make a refundable deposit for the items interested to bid for and SHALL be required to pay all amounts in full upon award notification and before collection of the items. Awarded items SHALL be collected in full within Seven (7) days after payment.
- 1.5 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 East African Portland Cement Company P.o. Box 20 – 00204 Athi -River off Namanga Road addressed to Managing Director East African Portland Cement Company P.o. Box 20 – 00204 Athi-River off Namanga Road so as to be received on or before **THURSDAY 30<sup>TH</sup> SEPTEMBER,2021 at 12.00pm.**
- 1.6 Viewing of the **MOTOR VEHICLES AND ACCESSORIES LISTED FOR DISPOSAL** is scheduled on **TUESDAY 28<sup>TH</sup> SEPTEMBER,2021 from 9.00 am to 12.00 pm** and the contact person will be **Mr. SAMUEL KINYANJUI & DANIEL MWEMBE** of Mobile Plant section.
- 1.7 Prices quoted must be in Kenya Shillings and shall remain valid for 120 days from the tender closing date of the tender.
- 1.8 Tenders will be opened immediately thereafter in the presence of the tenderers or their representatives who choose to attend at **EAST AFRICAN PORTLAND CEMENT PLC (EAPC PLC)** Headquarters at Athi – River off Namanga Road at the Customer service Desk.

**Oliver Kirubai**  
**Managing Director**

## SECTION II-INSTRUCTIONS TO TENDERERS

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

### **2.1 Eligible Tenderers**

- 2.1.1 This Invitation for Tenders is open to all eligible and interested bidders as described in the Appendix to instructions to tenderers. **(EAST AFRICAN PORTLAND CEMENT PLC (EAPC PLC) employees, Member of board are not eligible to Bid)**
- 2.1.2 Tenderers shall not be under a declaration of ineligibility for corrupt or fraudulent practices ( bidders to issue a declaration)

### **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 not exceed Kshs.1,000.00

### **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
  - (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 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 two days (2) 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 bought or downloaded the tender document and registered at the procurement office.
- 2.4.2 Clarification of tenders shall be requested by the tenderer to be received by the procuring entity not later than a day prior to the deadline for submission of tenders.
- 2.4.3 The procuring entity shall reply to any clarifications sought by the tenderer within 2 days of receiving the request to enable the tenderer to make timely submission of its tender.

These clarifications may be sent to:

**Head of Supply chain.**  
**The East African Portland Cement PLC (EAPC PLC)**  
**Athi River; Off Namanga Road**  
**P O Box 20-00204**  
**Tel. 254-0709-835-000 /**  
**moses.sudi@eapcc.co.ke & esther.wachira@eapcc.co.ke**

## **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 Any clarification on the tender documents shall be uploaded in writing the company Website and all interested bidders are requested to keep checking for any clarification or addenda from website.

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 after the tender opening. 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 furnish as part of its tender, a tender deposit in the amount as stated In the appendix to instructions to tenderers.

2.7.2 The deposit shall be paid before the tender closing in form of a bankers cheques submitted Together with the tender document. The receipt of the cash deposit to be included in the tender document.

2.7.3 The deposit for the successful bidder shall be credited to his bid price so that it forms part of The amount of the bid hence the tenderer will be required to pay the bid price less the deposited amount.

2.7.4 Any tender not secured in accordance with this paragraph will be rejected and termed as non-responsive .

2.7.5 Tenders deposit may be forfeited

- a) If the tenderer withdraws its tender during the period of tender validity specified by procuring entity
- b) In case of successful tenderer, if the tenderer fails to pay the balance of bid price within the stipulated time.

2.7.6 The unsuccessful tenderers deposit will be released upon expiration of the period of the tender validity in any of the

Following circumstances;

- a) The disposal proceedings are terminated
- b) The procuring entity - EAPC PLC determines that none of the submitted tenders is responsive
- c) The notification of award has been issued.

## 2.8 Validity of Tenders

2.8.1 Tenders shall remain valid for 120 days from the date of tender opening prescribed by the Procuring entity, pursuant to paragraph

2.8.2 Tender valid for a **shorter period** than prescribed shall be rejected by the Procuring entity as non responsive.

2.8.2 In exceptional circumstances, the Procuring entity 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 ex-tended. 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 procuring entity 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 CONDITION** and the conditions of the items are not warranted by the seller.

## 2.10 Sealing and Marking of Tenders

The tenderer shall seal the tender and mark it with the number and name of the tender and **“DO NOT OPEN BEFORE THURSDAY 30<sup>TH</sup> SEPTEMBER,2021 at 12.00pm.**

## 2.11 Deadline for Submission of Tenders

2.11.1. Tenders must be received by the Procuring entity at the address specified not later than **THURSDAY 30<sup>TH</sup> SEPTEMBER,2021 at 12.00pm.** Completed documents should be deposited in the tender box at our customer care office.

2.11.2 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.



## **2.12 Modifications And Withdrawals Of Tenders**

### **2.12.1 Modification of tenders**

2.12.1.1 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 pre-scribed for submission of tenders.

2.12.1.2 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.

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

### **2.12.2 Withdrawals of 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.

## **2.13 Opening of Tenders**

1.11 The Procuring entity will open all tenders in the presence of tenderers' representatives, who choose to attend on **THURSDAY 30<sup>TH</sup> SEPTEMBER, 2021 at 12.00pm** at the company's Customer care office. 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 such other details as the Procuring entity, at its discretion, may consider appropriate, will be announced at the opening.

2.13.3 The Procuring entity 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 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.

2.14.3 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.

## **2.15 Evaluation and Comparison of Tenders**

**2.15.1** The Procuring entity will examine the tenders to determine whether they are complete, whether any computation errors have been made, 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.

2.15.2 The Procuring entity 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 15 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 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**

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

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

## **2.18 Contacting the Procuring entity**

2.18.1 No tenderer shall contact the Procuring entity 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 Procuring entity in its decisions on tender evaluation, tender comparison, or contract award may result in the rejection of the tenderer’s tender

**REQUIREMENTS OF THE TENDERERS**

*This order and arrangement shall be considered as the tender format.*

<b>Instructions to tenderer reference</b>	<b>Particulars of appendix to Instructions to tenderers</b>	<b>Tick where</b>
2.7	<p><b>DISPOSAL OF MOTOR VEHICLES ( GROUNDED &amp; SERVICEABLE)</b>  Tender deposit shall be in form of bankers cheque of refundable fee of Kes. 50,000.00 for per Vehicle.  <i>(please indicate ID number and _____ company /tenderer name for ease of reference during refunds)</i></p> <p><b>Must</b> be submitted together with the tender document.</p> <p><b>Bidders are required to fill tender deposit commitment Declaration form.</b></p>	
2.9	Tenders <b>must</b> provide proof of having viewed the items quoted for Attach duly filled form ( refer to page 19)	
2.1.5	Tenderers <b>must</b> demonstrate a strong understanding of the company safety procedures and adhere to safety requirements like providing PPE and provision of lifting equipment during Scrap clearance.	

**SECTION III – SCHEDULE OF DISPOSAL**

**DISPOSAL GROUNDED & SERVICEABLE MOTOR VEHICLES AND OTHERS – EAPC  
PLC/DISP/001/2021**

**A. SCHEDULE OF ITEMS**

**DISPOSAL OF GROUNDED AND SERVICEABLE MOTOR VEHICLES AND ACCESSORIES**

<b>NO</b>	<b>ITEM</b>	<b>MAKE</b>	<b>LOCATION</b>	<b>YR OF MNF.</b>	<b>RESERVED PRICE (KES)</b>
<b>1</b>	<b>KAH 295</b>	<b>ISUZU</b>	<b>ATHI RIVER</b>	<b>2002</b>	<b>440,000.00</b>
<b>2</b>	<b>KBJ 895R</b>	<b>ISUZU</b>	<b>ATHI RIVER</b>	<b>1997</b>	<b>360,000.00</b>
<b>3</b>	<b>KCD 305G</b>	<b>ISUZU</b>	<b>ATHI RIVER</b>	<b>2009</b>	<b>750,000.00</b>
<b>4</b>	<b>KAL 663U</b>	<b>TRACTOR GOLDONI</b>	<b>ATHI RIVER</b>	<b>2201</b>	<b>60,000.00</b>
<b>5</b>	<b>KBW 004</b>	<b>TOYOTA PRADO</b>	<b>ATHI RIVER</b>	<b>2013</b>	<b>2,980,000</b>
<b>6</b>	<b>KCD 189G</b>	<b>ISUZU – D-MAX</b>	<b>ATHI RIVER</b>	<b>2015</b>	<b>700,000.00</b>
<b>7</b>	<b>KCD 322G</b>	<b>ISUZU</b>	<b>ATHI RIVER</b>	<b>2015</b>	<b>700,000.00</b>
<b>8</b>	<b>KBG 803G</b>	<b>NQR BUS</b>	<b>ATHI RIVER</b>	<b>2009</b>	<b>200,000.00</b>

Authorized official \_\_\_\_\_

Name

\_\_\_\_\_  
Signature

Date

\_\_\_\_\_

**B. SCHEDULE OF PRICES**

**DISPOSAL OF GROUNDED AND SERVICEABLE MOTOR VEHICLES AND OTHERS.**

<b>NO</b>	<b>ITEM</b>	<b>PRICE PER UNIT ( EXCLUSIVE OF TENDER DEPOSIT) (KES)</b>	<b>RESERVED PRICE ( KES)</b>	<b>TENDER DEPOSIT PROVIDED Yes/No/ Per Item <u>Bankers</u> <u>Cheque</u></b>
<b>1</b>	<b>KAH 295 – Isuzu</b>		<b>440,000.00</b>	
<b>2</b>	<b>KBJ 895R- Isuzu</b>		<b>360,000.00</b>	
<b>3</b>	<b>KCD 305G- Isuzu</b>		<b>750,000.00</b>	
<b>4</b>	<b>KAL 663U- Tractor Goldoni</b>		<b>60,000.00</b>	
<b>5</b>	<b>KBW 004 – Toyota Prado</b>		<b>2,980,000.00</b>	
<b>6</b>	<b>KCD 189G – Isuzu</b>		<b>700,000.00</b>	
<b>7</b>	<b>KCD 322G- Isuzu</b>		<b>700,000.00</b>	
<b>6</b>	<b>KBG 803G- NQR Bus</b>		<b>200,000.00</b>	

Authorized official \_\_\_\_\_  
Name

\_\_\_\_\_  
Signature  
Date

**V - CONDITIONS OF TENDER**

- 4.1 The tendered are required to tender for each item separately and is allowed to tender for all if they so wishes.
- 4.2 Tenderers who will be awarded contracts will be required to pay for the items within Seven (7) days failure to which the item will be awarded to the next bidder . If there is an administrative review, the review procedure shall be followed
- 4.3 Tenderers will be required to collect the items they have paid for within three (3) days after making the payment failure to which storage charges will be applied as provided in appendix to conditions on this tender.
- 4.4 The procuring entity will indicate reserve prices for all the items.
-

**SECTION V - STANDARD FORMS**

**Notes on the standard form.**

The form of tender, the confidential business questionnaire form & tender deposit commitment declaration form must be completed by the tenderer & returned with the tender, Failure to complete any of these forms will lead to the disqualification of the tenderer.

**5.1 Form of Tender**

Date: \_\_\_\_\_  
Tender No. EAPC PLC/DISP/001/2021

To: .....  
.....  
[name and address of procuring entity]

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda. Nos. .... [insert numbers]. The receipt of which is hereby duly acknowledged, we the undersigned, offer to purchase and collect all the items offered to us in conformity with the said tender documents for the sum of .....[total tender amount in words and figures] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.
2. We undertake, if our Tender is accepted, to pay for and collect the items in accordance with the requirements of the tender.
3. We agree to abide by the tender for a period of ....[number] 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.
4. We understand that you are not bound to accept the highest or any tender that you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

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

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

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

## 5.2 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>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 style="text-align: center;">Part 2 (a) – Sole Proprietor</p> <p>Your Name in full ..... Age .....</p> <p>Nationality ..... Country of origin .....</p> <p>* Citizenship details .....</p>																														
	<p style="text-align: center;">Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p> <table border="0"> <thead> <tr> <th></th> <th>Name</th> <th>Nationality</th> <th>Citizenship Details</th> <th>Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	.....	.....	.....	.....	2.	.....	.....	.....	.....	3.	.....	.....	.....	.....	4.	.....	.....	.....	.....					
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	<p>– Nominal Kshs. Issued Kshs.</p> <p>Given details of all directors as follows</p> <table border="0"> <thead> <tr> <th></th> <th>Name</th> <th>Nationality</th> <th>Citizenship Details</th> <th>Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>5.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	.....	.....	.....	.....	2.	.....	.....	.....	.....	3.	.....	.....	.....	.....	4.	.....	.....	.....	.....	5.	.....	.....	.....	.....
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5.	.....	.....	.....	.....																											

<p>Date .....</p> <p>.....</p>	<p>Seal/Signature of Candidate .....</p>
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### 5.3. LETTER OF NOTIFICATION OF AWARD

THE EAST AFRICAN PORTLAND CEMENT PLC  
P.O. BOX 20-00204 ATHI RIVER

To: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subject : Tender No. EAPC PLC/DISP/001/2021

Tender Name DISPOSAL OF GROUNDED AND SERVICEABLE MOTOR VEHICLES AND ACCESSORIES \_\_\_\_\_

Following your bid to purchase the above items as provided in the tender document have been awarded to you as follows:-

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. You may contact undersigned on the subject matter of this letter of notification of award.

*(FULL PARTICULARS)* \_\_\_\_\_

\_\_\_\_\_

**PROOF OF VIEWING ITEMS FORM**

The East African Portland Cement (EAPC PLC) contact person to Sign and Stamp the form after the bidder views the Listed Items

NO	NAME OF STORES SUPER-VISOR INCHARGE	SIGN	STAMP	DATE	COMMENTS IF ANY
1.					
2.					

We confirm that we have viewed ALL the items on **Tender No. EAPC PLC/DISP/001/2021.**

.....

.....

.....

NAME OF THE FIRM

SIGN & STAMP

DATE

**TENDER DEPOSIT COMMITMENT DECLARATION FORM.**

**TENDER NO. EAPC PLC/DISP/001/2021**

As indicated in the schedule of items and prices, we do confirm that we have put deposits for the Items Listed for Disposal as supported by the attached BANKERS CHEQUE/S

<b>ITEM NO.</b>	<b>Item Description</b>	<b>Deposit Kes.</b>	<b>Bankers cheque No. and Date.</b>

Authorizing Official .....

(Name)

.....

(Signature)

.....

(Date)