



**KENYA CIVIL AVIATION AUTHORITY
P.O BOX 30163-00100
NAIROBI**

Email:- procurement@kcaa.or.ke

**INVITATION TO
TENDER (ITT) NO. KCAA/024/2020-2021
TENDER FOR
SALE OF BOARDED MOTOR
VEHICLES, ASSORTED STORES AND
EQUIPMENT.**

**DATE OF NOTICE: THURSDAY,
10/06/2021**

CLOSING DATE: FRIDAY, 25TH JUNE, 2021 AT 11:00 AM.

INVITATION TO TENDER

PROCURING ENTITY: **KENYA CIVIL AVIATION AUTHORITY**

CONTRACT NAME AND DESCRIPTION: **SALE OF BOARDED MOTOR VEHICLES, ASSORTED STORES AND EQUIPMENT.**

1. The Kenya Civil Aviation Authority now invites sealed tenders from eligible candidates to purchase **boarded motor vehicles, assorted stores and equipment.**
2. Interested eligible candidates may obtain further information at the address provided below. Items will be sold as they are, without any encumbrances.
3. Interested tenderers may inspect the goods to be sold during office hours *0900 to 1500 hours* at the respective stations indicated in this tender document.
1. A complete set of tender documents may be obtained by interested candidates upon payment of non-refundable fees of *Kshs.1,000* in cash or banker's cheque payable to Director General, Kenya Civil Aviation Authority. Tenderers may also view and download the bidding document electronically from KCAA website: www.kcaa.or.ke or www.tenders.go.ke at no cost and immediately forward their particulars for records and for the purposes of receiving any further tender clarifications and/or addendums procurement@kcaa.or.ke.
4. Tenderers will be required to pay in advance a refundable deposit as indicated in the Appendix to Instructions to tenderers.
5. Completed tenders must be delivered to the address below on or before **25th June 2021 at 11:00AM** Electronic Tenders will not be permitted.
6. Prices quoted should be net, must be in Kenya Shillings and shall remain valid for the period to be determined by the Procuring Entity from the closing date of the tender.
7. Tenders will be opened immediately after the deadline date and time specified above or any deadline date and time specified later. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address below.
8. Late tenders will be rejected.
9. The addresses referred to above are:

A. Address for obtaining further information, for inspecting the goods to be sold.

No	CONTACTS FOR THE STATIONS
1.	Transport Officer. Aviation House, Jomo Kenyatta International Airport. Tel:- 020827470-5, +254 709725000
2.	Officer in charge. Central Transmitting Station. Tel – 020 2430418, 0772935190. (For viewing items at Central Transmitting Station, Nairobi)
3.	Director – East African School of Aviation. Tel. 0715 737 134 and 020 6827100/1/2/3. (For viewing items at Jomo Kenyatta International Airport)
4.	Officer In charge- Mombasa International Airport. Tel – 0737537929, 0738412674 (For viewing items at Mombasa International Airport)
5.	Officer In charge- Malindi Airport. Tel – 0733887647 & 0732563378 (For viewing items at Malindi Airport)
6.	Officer In charge – Kisumu International Airport. Tel. 0732 251129 and 0719 652 026. (For viewing items at Kisumu International Airport)
7.	Officer In charge – Eldoret International Airport. Tel – 0722 403 444 and 0736 366 070. (For viewing items at Eldoret International Airport)
8.	Officer In charge. Mua Radar Station. Tel–0722935250, 020 35424562 (For viewing items at MUA Hills Radar Station, Machakos)
9.	Officer In charge. Poror Radar Station. Tel– 0714171564 or 0707330600 (For viewing items at Poror Radar Station, Maralal)
10.	Officer In charge – Lokichoggio Airport. Tel – 0720425068. (For viewing items at Lokichoggio Airport)
11.	Officer In charge – Wajir Airport. Tel – 0721341768. (For viewing items at Wajir Airport)

B. Address for Submission of Tenders.

**Kenya Civil Aviation Authority
Ground floor, Aviation House, Jomo Kenyatta International Airport:
Kenya Civil Aviation Authority,
Aviation House, JKIA, Nairobi
P.O. Box 30163-00100 Nairobi
Email: procurement@kaa.or.ke
[Tel:- 020827470-5, +254 709725000](tel:0208274705)
P.O Box 30163-00100, Nairobi**

C. Address for Opening of Tenders.

Ground floor, Aviation House, Jomo Kenyatta International Airport

**Invitation issued by:- William K. Kitum
Designation: - Manager Procurement (For Director General)
Date:- 10th June 2021.**

SECTION I - INSTRUCTIONS TO TENDERERS

1 Eligible Tenderers

- 1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Appendix to instructions to tenderers.
- 1.2 Tenderers shall be under a declaration of in eligibility for corrupt or fraudulent practices
- 1.3 The Procuring Entity's employees, committee members, board members and their Spouses, Child, Parent, Brothers or Sister. Child, Parent, Brother or Sister of a Spouse are not eligible to participate in the tender unless where specifically allowed under section 131 of the Act.
- 1.4 A Kenyan tenderer shall provide evidence of having fulfilled his/her tax obligations by producing a valid tax compliance certificate or tax exemption certificate issued by the Kenya Revenue Authority.

2. Cost of Tendering

- 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 The Procuring Entity shall allow the tenderer to review the tender document and the goods to be sold free of charge before tendering.

3. The Tender Document

- 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 prices,
 - iv) Conditions of Tender,
 - v) Form of tender,
 - vi) Confidential Business Questionnaire Form,
 - vii) Tender Commitment Declaration Form.
- 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 bear the tenderer's risk and may result in the rejection of its tender.

4 Clarification of Documents

- 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 thirty (30) 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 received the tender document.
- 4.2 Clarification of tenders shall be requested by the tenderer to be received by the Procuring Entity not later than 7 days prior to the deadline for submission of tenders.
- 4.3 The Procuring Entity 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.

5 Amendment of Documents

- 5.1 At any time prior to the deadline for submission of tenders, the Procuring Entity, may for any reasons, whether at its own initiative or in response to a clarification requested by a prospective tenderer, modify the tender documents by amendment
- 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.
- 5.3 In order to allow prospective tenderers reasonable time in which to take the amendment in to account in preparing their tenders, the Procuring Entity, at its discretion, may extend the deadline for the submission of tenders.

6 Tender Prices and Currencies

- 6.1 The tenderer shall indicate on the appropriate Price Schedule the unit prices and total tender price of the item it proposes to purchase under the contract.
- 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.
- 6.3 The Price quoted shall be in Kenya Shillings.

7 Tender deposit

- 7.1 The tenderer shall put a deposit for every item tendered for in the amount indicated in the schedule of items and prices, to the Bank account indicated in Section III - Schedule of Items and Prices
- 7.2 Failure to put the required deposit for any item tendered for will lead to disqualification of the tender for the item.
- 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.
- 7.4 The successful Tenderer's tender deposit will be credited to his tender price so that it forms part of the amount of the tender and the tender will be required to pay the tender priceless the deposit security.
- 7.5 The tender deposit shall be forfeited:
 - a) If a tenderer withdraws its tender during the period of tender validity specified by the Procuring Entity.
 - b) In the case of a successful tenderer, if the tenderer fails to pay the balance of the tender price.

8 Validity of Tenders

- 8.1 Tenders shall remain valid for 60 days or as specified in the appendix to instruction to tenderers after date of tender opening prescribed by the Procuring Entity, pursuant to paragraph 2.10. Tender valid for a shorter period shall be rejected by the Procuring Entity as non-responsive.
- 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 there to 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.

9. Viewing of Tender Items

- 9.1 Prospective tenders are advised to view the items to be sold before tendering. This will enable them to arrive at the most reasonable and competitive tenders. Tenders are based on “AS WHERE IT IS AND THE CONDITION IT IS IN” and the conditions of the items are not guaranteed or warranted by the seller.

10. Sealing and Marking of Tenders

- 10.1 The Tenderer shall deliver the Tender in a single, sealed envelope bearing the name and Reference number of the Tender, addressed to the Procuring Entity and a warning not to open before the time and date for Tender opening date. Within the single outer envelope the Tenderer shall place another sealed envelope containing the list of and prices of the items tendered for and addressed as follows.
- a) Bear the name and address (including telephone number and email) of the Tenderer;
 - b) Bear the name and Reference number of the Tender;
 - c) Bear the name and address of the Procuring Entity; and
 - d) Attach a payment slip or certified banking details from a bank, warranting the deposit payment made for the items tender for.
- 10.2 If all envelopes are not sealed and marked as required, the *Procuring Entity* will assume no responsibility for the misplacement or premature opening of the Tender, or failure to contact the tenderer in case of advise on the status of the tender or refund of deposit. Tenders that are misplaced or opened prematurely will not be accepted.

Deadline for Submission of Tenders

Tenders must be received by the Procuring Entity at the address specified not later than **25th June 2021 at 11:00Am**

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.

12. Modification of tenders

- 12.1 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 prescribed for submission of tenders.
- 12.2 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 or email but followed by a signed confirmation copy, post marked not later than the deadline for submission of tenders.
- 12.2 No tender may be modified after the deadline for submission of tenders

13 Withdrawals and tenders

- 13.1 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

14 Opening of Tenders

- 14.1 The Procuring Entity will open all tenders in the presence of tenderers' representatives who choose to

attend at

25th June 2021 at 11:00am and in the location specified in the invitation to tender. The tenderers or representatives who are present shall sign a register evidencing their attendance.

14.2 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.

14.3 The Procuring Entity will prepare minutes of the tender opening.

15 Clarification of tenders

15.1 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.

15.3 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.

16 Evaluation and Comparison of Tenders

16.1 The Procuring Entity will examine the tenders to determine whether they are complete, whether the tenderer has fulfilled the eligibility criteria, 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.

16.2 Provided that the Tender is substantially responsive, the Procuring Entity shall handle errors on the following basis:

- a) Any error detected if considered a major deviation that affects the substance of the tender, shall lead to disqualification of the tender as non-responsive.
- b) Any errors in the submitted tender arising from a miscalculation of unit price, quantity, subtotal and total bid price shall be considered as a major deviation that affects the substance of the tender and shall lead to disqualification of the tender as non-responsive .and
- c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.

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

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

17 Award Criteria

17.1 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 tendered price, subject to the reserve price.

18 Notification of Intention to enter into a Contract/Notification of Award

18.3 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.

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

18 Canvassing/Contacting the Procuring Entity

- 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.
- 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.

SECTION II - SCHEDULE OF ITEMS AND PRICES

TABLE NO.1: ITEMS LOCATED AT KCAA HEADQUARTERS (LOT 1-4)

Item No	Description of item	Unit of issue	Quantity	Reserve price in Kshs	Total Price in Kshs	Required 10% deposit
1.	KBL 511G – Cherry Tigo	1	NO	300,000		
2.	KBR 657U – Cherry Tigo	1	NO	900,000		
3.	KBR 659U – Cherry Tigo	1	NO	900,000		
4.	KBL 579G – Cherry Tigo	1	NO	400,000		
5.	KBL 826G – Volk Swagen Passat	1	NO	1,700,000		

TABLE No. 2: ITEMS LOCATED AT CENTRAL WORKSHOP - MLOLONGO (LOT 1-37)

Lot NO	Item Description	Qty	Unit of Issue	Reserve Price in Kshs	Total price in Kshs	Required 10% deposit
1.	Metallic Lab Bench Frames	53	PCs	80,000		
2.	Roofing Iron Sheets	2000	MTRS	200,000		
3.	Broken Pieces Of Furniture	1	LOT	10,000		
4.	Plastic Pipes	1	LOT	1,000		
5.	Broken Office Desks	7	PCs	20,000		
6.	Old Doors (24) and Partitioning Boards (35)	Lot	PCs	10,000		
7.	Scrap Metal and Fridges, Cooker and Microwave	1	Lot	30,000		
8.	Gutters and Old Bathtubs	Lot	Lot	10,000		
9.	Electrical Light Fittings	1	Lot	10,000		
10.	Metallic Cabinets	16	PCs	20,000		
11.	Broken Assorted Chairs	1	Lot	5,000		
12.	Assorted Racks	1	Lot	20,000		
13.	Chillers For Airconditioners	2	Pcs	200,000		
14.	Assorted Metal Bars	1	Lot	20,000		
15.	Security Scanner (Filmsafe)	1	Pc	5,000		
16.	Metal Folding Machine	1	Pc	50,000		
17.	Air Conditioner Ducts	1	Lot	5,000		
18.	Flourescent Fittings 4 Ft	86	Pcs	3,000		
19.	Assorted Office Furniture	Lot	Pcs	5,000		
20.	Airconditioners	2	Pcs	5,000		
21.	Tyres Assorted Sizes	66	Pcs	2,000		
22.	Assorted Shelves	13	Pcs			
23.	Assorted Uninterruptible Power Supply	113	NO.	56,500		
24.	Assorted printers (33), Scanner (4), Calculator and Assorted Fax machines (9)	Lot	NO.	10,000		
25.	Assorted Central Processing Units	23	NO.	23,000		
26.	Paper shredder	4	NO.	2,000		
27.	Assorted Computer Monitor	52	NO.	52,000		
28.	Assorted Projectors	3	NO.	3,000		
29.	Assorted Laptops	18	NO.	36,000		
30.	Television sets (3) and VCR/DVD Player (1)	Lot	NO.	25,000		
31.	Assorted Telephone heads (24), Assorted Key boards (21), Internet router switch (3), Samsung and Nokia handsets and Old Paper Punches and Staplers	Lot	NO.	3,000		
32.	Assorted Toners and Epson Ribbon Cartridges	1	Lot	5,000		
33.	Newspapers	1	Lot	1,000		
34.	Cadmium batteries (18) and Room Heaters (3)	Lot	NO.	10,000		
35.	Richo Aficio - Photocopiers	2	No	30,000		
36.	KAV 847E – Toyota D/Cabin	1	NO	300,000		
37.	KBL 847G – Toyota Saloon	1	NO	600,000		

TABLE No.3: ITEMS LOCATED AT EAST AFRICAN SCHOOL OF AVIATION (LOT 1-30)

Lot NO	Item Description	Qty	Unit of Issue	Reserve price in Kshs	Total price in Kshs	Required 10% deposit
1.	Broken Lounge Chairs	11	Pcs	2,000		
2.	Plastic Conference Seats (With Metal Frame)	31	Pcs	5,000		
3.	Swivel Chairs	12	Pcs	1,000		
4.	Workshop Stools	11	Pcs	1,000		
5.	Classroom Chairs	19	Pcs	1,000		
6.	Low Reception Seats With Armrest And Metallic Base	46	Pcs	5,000		
7.	Visitors Seats With Metallic Frame	51	Pcs	5,000		
8.	Reception Chairs	8	Pcs	5,000		
9.	Banquet Seats With Metallic Frame	36	Pcs	10,000		
10.	Classroom Desks (4) and Coffee Tables (2)	4	Pcs	500		
11.	Service Counter	1	Pc	500		
12.	Pieces of Broken Furniture	1	Lot	1,000		
13.	Water Hydrant Valves	7	Pcs	7,000		
14.	Fire Extinguishers	18	PCs	18,000		
15.	Old Doors	35	PCs	1,000		
16.	Scrap Metal	1	LOT	10,000		
17.	Old Bathtubs	3	PCs	500		
18.	Components of Radio Telephony Equipment, Old ILS Equipment and VHF synthesizer	1	LOT	10,000		
19.	Vhf Receivers	7	PCs	5,000		
20.	Oscilloscopes	4	PCs	2,000		
21.	Air Conditioner Fan (indoor)	1	PC	500		
22.	Screen Stands	10	PCs	2,000		
23.	Power Supply units	1	Lot	30,000		
24.	Photocopier(Kyocera)	1	PC	100,000		
25.	KBL 826G – VW Passat	1	NO	1,700,000		
26.	KBG 320C – ISUZU BUS	1	NO	1,300,000		
27.	Assorted central processing units (56) and keyboards (63)	1	Lot	31,500		
28.	Assorted computer monitors (79)	1	Lot	39,500		
29.	Assorted printers and projectors	1	Lot	15,000		
30.	PABX and assorted telephone heads	1	Lot	10,000		
31.	Assorted Uninterruptible Power Supply	26	NO.	13,000		

TABLE NO.4: ITEMS LOCATED AT MOI INTERNATIONAL AIRPORT (LOT 1-64)

Lot NO	Item Description (Table 4)	Qty	Unit of Issue	Reserve price in Kshs	Total price in Kshs	Required 10% deposit
1	Standby Generator 22.5 KVA in Mwakirunge	1	NO.	100,000		
2	Double Cabin Pick Up KBG 522C	1	No.	540,000		
3	VSAT Dish at Radar and Tower (mounted)	2	No.	200,000		
4	Power Distribution Rack	1	No.	2,000		
5	UM – LINK, Multimode MT 5600, LCD Frequency meter	1	Lot	1,000		
6	Oscilloscopes - Tektronix 2335 (2), 2225 (1), 453A(1), 3200 (1) TDS 420 (1), Philips 3055, ad	7	NO	50,000		
7	Test Meters - HP 3400, HP 33148, MH 400 ORITEL, TF 1020A, and Wattmeter RW 501	5	NO	2,000		
8	Signal Generator 3220	3	No	2,000		
9	VHF Frequency counter	1	No.	2,000		
10	VHF Frequency Meter TF 810	1	No.	2,000		
11	ILS LF Generator	1	No.	2,000		
12	Transcoder ABC Switch, TR5886A, and TR5886A	3	No	3,000		
13	Standby Batteries	124	No.	62,000		
14	Tool Box	1	No.	1,000		
15	Transceiver Tele and controller	2	No.	3,000		
16	Central Processing Units	16	No	16,000		
17	Computer monitors	18	No	18,000		
18	Assorted Uninterruptible Power Supply	16	No	8,000		
19	Assorted printers	4	No	4,000		
20	Battery rack	2	No.	3,000		
21	Radar System UPS 40 KVA	2	No.	200,000		
22	Generator Lister G11	1	No.	200,000		
24	Telephone Handset	11	No.	1,500		
25	Keyboards	14	No.	1,000		
26	Equipment rack	1	No.	2,000		
27	Transfer Switch	1	No.	2,000		
28	D Link switch, and Internet Access point,	5	No.	1,000		
29	Tea Urns	2	No.	1,000		
30	Plastics containers	1	Lot	2,000		
31	Workshop Trolleys	3	No	3,000		
32	Draughts man plotting table	1	No.	2,000		
33	VHF/AM Transmitters	8	No.	8,000		
34	Transmitter Rack	1	No.	2,000		
35	Assorted pipes and metals	1	Lot	1,000		

Lot NO	Item Description (Table 4)	Qty	Unit of Issue	Reserve price in Kshs	Total price in Kshs	Required 10% deposit
36	Used Tyres assorted sizes	29	No	2000		
37	Air Conditioners	17	No.	5000		
38	Document drawers	6	No.	20,000		
39	Free Standing Tables	2	No.	1,500		
40	Office Table	6	No.	6,000		
41	Swivel chair	53	No.	15,000		
42	Visitor chair	6	No.	2,000		
43	Lounge Seats	5	No.	2,000		
44	VLS Equipment rack	1	No.	2,000		
45	Voice Recording Equipment	1	No.	2,000		
46	UPS For VLS	1	No.	2,000		
47	Gas cylinder refill	3	No.	3,000		
48	Wooden office cabinet	2	No.	2,000		
49	Kitchen Sink	8	No.	1,000		
50	Wooden doors	17	No.	4,000		
51	Metallic lockers	10	No.	10,000		
52	Metallic filing cabinet	4	No.	4,000		
53	Scrap Metal	1	No.	5,000		
54	Chiller Unit	1	No.	2,000		
55	Metallic Overhead water tank	1	No.	1,000		
56	Metallic Gate	2	No.	2,000		
57	False floor tiles	Lot	No.	4,000		
58	4 ft Fluorescent fitting	49	No.	1,000		
59	Overhead Panel 4x2ft Fluorescent Fitting	34	No.	10,000		
60	Assorted sizes wiremesh	48	No.	15,000		
51	Assorted wires and cables	1	No.	1,000		
62	Room fans	3		1,000		
63	Vinyl floor tiles	1	No.	2,000		
64	Assorted Plastic pipes	1	No.	1,000		

TABLE No.5: ITEMS LOCATED AT MALINDI AIRPORT (LOT 1-15)

Lot NO	Item Description	Qty	Purchase Price	Estimated Current Value	Total price in Kshs	Required 10% deposit
1.	Air Conditioner Outdoor Unit (6) and Indoor Unit (5)	1	N/A	5,000		
2.	Assorted Uninterruptible Power Supply	13		6,500		
3.	Assorted printers (3), Computer Monitor (3), Scanner (1) and assorted Computer Keyboard	1	N/A	5,000		
4.	Assorted Central Processing units	8	N/A	8,000		
5.	Telephone heads	5	N/A			
6.	Power supply cabinet	5	N/A	5,000		
7.	Assorted tyres sizes	7	N/A	500		
8.	Swivel chairs	5	N/A	1,000		
9.	Partition boards	1	N/A	2,000		
10.	4X4FT Aluminum Window Panels With Glass (4) and Aluminum Door Panels With Glass Panes (2)	1	N/A	5,000		
11.	2X2FT False Floor Panels	8	N/A	1,000		
12.	Voice recording equipment	1	N/A	5,000		
13.	Receiver Equipment	1	N/A	2,000		
14.	Generator set (mounted) 22KVA	1	N/A	20,000		
15.	Overhead metallic water tank	1	N/A	2,000		

TABLE No. 6: ITEMS LOCATED AT KISUMU AIRPORT (LOT 1-24)

Lot NO	Item Description	Qty	Unit of Issue	Reserve price in Kshs	Total price in Kshs	Required 10% deposit
1.	Equipment racks	4	No.	8,000		
2.	Air conditioner outdoor unit	6	No.	5,000		
3.	Air Conditioner Indoor Unit	6	No.	3,000		
4.	Assorted batteries	30	No.	1,000		
5.	Photocopier and Card Printer	2	No.	5,000		
6.	Office Chairs (7), Swivel chairs (10) and Lounge Chair (1)	1	lot	5,500		
7.	Computer CPU (10), Computer Monitor (1) and Computer Keyboards (3)	1	Lot.	5,500		
8.	Assorted Central Processing units	18	No.	5,000		
9.	Water dispenser	1	No.	500		
10.	Assorted test meters- dummy Load, Dummy load, Through line meter, Through line meter, Through line meter, Frequency counter, Signal Generator, Power Supply Unit, Oscillator ,	9	No.	5,000		
11.	PABX, GSM Wireless Terminal, and GSM Wireless Terminal	3	No.	1,000		
12.	Assorted electronic components which includes– Transconder (1), CISCO Switch (1), ALDIS LAMP (2), VDF Aerial (1), Walkie Talkie (5), and Telephone Head sets (7)	1	No.	5,200		
13.	Tyres Assorted sizes	29	NO.	3,000		
14.	20L Plastic water bottles	117	NO.	2,000		
15.	Assorted iron sheets	1	Lot	25,000		
16.	Roofing ridges	1	Lot	2,000		
17.	Scrap metals assorted	1	Lot	3,000		
18.	Ceramic fittings	1	Lot.	1,000		
19.	Floor carpet	1	NO.	500		
20.	Fire extinguisher cylinder (1), Assorted used wires and cables, and assorted Plastic pipes	1	NO.	1,000		
21.	Used timber	1	Lot	1,000		
22.	Office desk	3	NO.	1,000		
23.	Fire proof office safe	1	NO.	2,000		
24.	Diesel Generators 14.4/17kVA	2	NO.	25,000		

TABLE No.7: ITEMS LOCATED AT ELDORET INTERNATIONAL AIRPORT (LOT 1-15)

Lot NO	Item Description	Qty	Unit of Issue	Reserve price in Kshs	Total price in Kshs	Required 10% deposit
1.	Decommissioned NDB – Main (2) and Standby Equipment, Shelter (1)	1	Lot	10,000		
2.	Mounted NDB Aerial–PA 40A	1	NO.	20,000		
3.	Heavy Duty metal bars	27	NO.	200,000		
4.	Computer Monitors (4) and Central Processing Units (3)	1	Lot	7,000		
5.	Assorted Batteries	18	NO.	9,000		
6.	Assorted UPS (4), UPS Rack (1)	1	Lot	4,000		
7.	PABX 4/2A – GT-832 (1) Walkie Talkie (2), Telephone head Sets (1),	1	Lot	1,000		
8.	Assorted Tyres	13	NO.	2,600		
9.	Heavy duty gutter	3	NO.	2,000		
10.	False floor panels	45	NO.	4,500		
11.	Air conditioner Indoor (5) and outdoor Units (15)	1	lot	10,000		
12.	Components of Dismantled lift	1	NO.	20,000		
13.	Wooden cabinet with glass fronts (1), Credenza (1), Office Tables (4), and Swivel chair (3)	1	Lot	5,000		
14.	Assorted Scrap materials	1	Lot	2,000		
15.	KBB 304S – Toyota D/Cabin	1	NO	354,000		

TABLE No.8: ITEMS LOCATED AT MUA RADAR STATION (LOT 1-5)

Lot NO	Item Description	Qty	Unit of Issue	Reserve price in Kshs	Total price in Kshs	Required 10% deposit
1.	Radar UPS, and Battery Rack	1	Lot	10,000		
2.	Water Dispenser (1), Assorted Plastic Items (1)	1	Lot	1,000		
3.	Dismantled Metallic Cabinets (2), Metallic Locker (1), Fire Extinguishers (3) and assorted Scrap Metal	1	Lot	2,000		
4.	Air Conditioner	6	PCs	2,000		
5.	Electrical Switches and Fittings, Assorted Spares for Old Radar and Assorted Electrical Fittings	1	LOT	5,000		

TABLE No.9: ITEMS LOCATED AT POROR RADAR STATION (LOT 1-6)

Lot NO	Item Description	Qty	Unit of Issue	Reserve price iNkshs	Total price in Kshs	Required 10% deposit
1	Assorted batteries 40AH, N70(3) , NS70, Air conditioner, Air conditioner compressors (3) and metallic UPS battery rack	1	Lot	54,000		
2	Automatic Voltage Regulator 60KVA	1	No	100,000		
3	Industrial air compressor	1	No	30,000		
4	UPS 40 KVA	2	No	200,000		
5	Assorted tyres (10Pcs)	1	Lot	500		

TABLE NO. 10: ITEMS LOCATED AT LOKICHOGGIO AIRPORT (LOT 1-6)

Lot NO	Item Description	Qty	Unit of Issue	Estimated Current Value	Unit price in Kshs	Total price in in Kshs	Required 10% deposit
1	Assorted Scrap metals comprising of: 4 LG Outdoor Airconditioners	4	Lot	15,000			
	LG Split type	4	Lot				
	Metallic switch cabinet and assorted scrap metal		Lot				
	Automatic Voltage Regulator 10KVA	1	No				
2	Solar batteries,12V 200AH (sealed Rechargeable),	86	pcs	34,400			
3	Solar Panels 150WP	33	Lot	13,200			
4	Assorted UPS	9	Lot	25,000			
	Desktop Computer Central Processing Units	2	No				

TABLE NO.11: ITEMS LOCATED AT WAJIR AIRPORT (LOT 1-16)

Lot NO	Item Description	Qty	Unit of Issue	Estimated Current Value	Total price in Kshs	Required 10% deposit
1.	UPS	1	NO.	2,000		
2.	Trans-receivers (3), VSAT Equipment (2), Test meters (5) , Telephone headsets (8), Zuku TV Decoder (1) , Walkie Talkie (1) , and Used electronic components	3	NO.	2,000		
3.	Printer (3), Monitors (4) and Keyboard (4)	1	Lot	4,000		
4.	Water Pump	1	NO.	100.00		
5.	Assorted Used wires and cables and Used fire extinguisher (1), and Empty used Engineering tool box (1)	1	Lot	1,000.00		
6.	Used wooden doors, Brocken chairs and Brocken timber	5	NO.	2,000.00		
7.	Used Batteries	8	NO.	1,000.00		
8.	Fuel and Oil filter for caterpillar generator (New)	18	NO.	500.00		
9.	Mounted outdoor A/C units (3), AC Outdoor (3) unit and AC Indoor units (2)	1	Lot	15,000.00		
10.	Mounted Metallic Heavy Duty Workbench	1	NO.	3,000.00		
11.	Used assorted roofing iron sheets	1	Lot.	4,000.00		
12.	Galvanized metallic equipment mounting plates	1	NO.	1,000.00		
13.	Equipment rack and Dismantled storage cabinet	4	NO.	8,000.00		
14.	Used and broken plumbing materials and Assorted plastic materials	1	Lot	200.00		
15.	Aluminum doors and frames	4	NO.	5,000.00		
16.	Scrap metallic materials	1	Lot	2,000.00		

NOTE:-

Ten percent (10%) deposit for all the items quoted for by the respective interested bidder in form of cash payable to KCAA cahier or a banker's cheque. The bankers Cheque should be submitted together with the tender document and addressed to Director General, Kenya Civil Aviation Authority.

SECTION III - CONDITIONS OF TENDER

- 1.1 A tenderer may tender for each item or each lot and may tender for as many items or lots a she/she wishes.
- 1.2 A tenderer will pay a deposit in advance before the closing date of the tender for each item or lot tendered for as indicated in the schedule of items and prices.
- 1.3 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.
- 1.4 Tenderers who will not be awarded contracts will be refunded the deposits within fourteen (14) days after notification of the communication of the contract awards.
- 1.5 Tenderers will be required to collect the items they have paid for within fourteen (14) days after making the payment, failure to which storage charges will be charged as indicated in the appendix to Conditions of Tender.
- 1.6 The Procuring Entity will retain confidential reserve prices for all the items. Items tendered for below the reserve price will be retained by the Procuring Entity.

SECTION IV - STANDARD FORMS

Note on Standard Forms

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.

1. Form of Tender

Date:.....

Tender No.KCAA/024/2020-2021

To:
Kenya Civil Aviation Authority
P.O BOX 30163-00100
Nairobi

Gentlemen and/or Ladies:

1. Having examined the tender documents including addenda and having examined the items on sale, 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 Items and Prices attached here with 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 adhere by the tender price 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

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.

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

Part 1 – General

Business Name.....
 Location of business Premises.....Plot No.....
 Street/Road.....Postal Address.....Tel
 No.....Nature of
 business..... Current Trade License
 No.....Expiring date.....
 Maximum value of business which you can handle at any one time Kenya
 shillings..... (in words).....
 Name of your Bankers Branch

Part 2 (a) – Sole Proprietor or Individual

Your Name in full Age
 Nationality Country of origin
 Citizenship details (*ID and or Passport Number*).....
 Name.....and
 signature.....

Part 2 (b) Partnership

Given details of partners as follows:

Name	Nationality Shares	Citizenship	Details
1.			
2.			
3.			

[Name, Designation and Signature of Tenders Representative in the Company]

Name
 Designation.....
 Signature and Company stamp or
 Seal.....

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:

Name	Nationality	Citizenship Details	Shares
1.			
2.			

3.
4.
5.ETC.

[Name, Designation and Signature of Tenders Representative in the Company]

Name

Designation

Signature and Company stamp or Seal.....

Date

6. Tender deposit commitment Declaration Form

Tender No.(as per tender documents)

As indicated in the schedule of items and prices, we do confirm that we have put deposits for the items tendered for as supported by the attached copies of receipts as follows:-

ITEMNo.oror LotNo.	Item Description	Deposit Kshs.	Receipt No. and Date
1			
2			
3			
4			
5			

Authorizing Official _____
(Name)

Designation _____

(signature)

(Date)

SELF-DECLARATION FORMS

FORM SD1

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I,....., of Post Office Box being a resident of in the Republic of do hereby make a statement as follows:-

1. THAT I am the Company Secretary/Chief Executive/Managing Director/Principal Officer/Director of (insert name of the Company) who is a Bidder in respect of **Tender No.** for..... (insert tender title/description) for..... (insert name of the Procuring entity) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
3. THAT what is deponed to here in above is true to the best of my knowledge, information and belief.

.....
(Title)

.....
(Signature)

.....
(Date)

Bidder Official Stamp

FORM SD2

SELF-DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.

I,of P. O. Box being a resident of.....
..... in the Republic of do hereby make a statement as follows:-

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of.....
..... (*insert name of the Company*) who is a Bidder in respect of **Tender No.....** for
.....(*insert tender title/description*) for.....(*insert name of the Procuring entity*) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its servants and/or agents/subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of.....(*insert name of the Procuring entity*) which is the procuring entity.
3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of(*name of the procuring entity*).
4. THAT the aforesaid Bidder will not engage/has not engaged in any corrosive practice with other bidders participating in the subject tender
5. THAT what is deponed to here in above is true to the best of my knowledge information and belief.

.....
..... (Title)
(Signature) (Date)

Bidder's Official Stamp

DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I (person) on behalf of
(*Name* *of* *the* *Business/*
Company/Firm).....declare that I have read and
fully understood the contents of the Public Procurement & Asset Disposal Act, 2015, Regulations
and the Code of Ethics for persons participating in Public Procurement and Asset Disposal
Activities in Kenya and my responsibilities under the Code.

I do here by commit to abide by the provisions of the Code of Ethics for persons participating in
Public Procurement and Asset Disposal.

Name of Authorized
signatory.....

Sign.....
.....

Position.....
.....

Office
address.....Telephone.....
..... E-mail.....

Name of the Firm/Company.....

Date.....

(Company Seal/ Rubber Stamp where applicable)

Witness

Name.....
.....

Sign.....

Date.....

LETTER OF NOTIFICATION OF AWARD

*[letter head paper of
the Procuring Entity]
[date]*

To: *[name and address of the Contractor]* This is to notify you that your Tender dated *[date]* for the purchase of the items and at prices listed on the table below is here by accepted by..... *(name of Procuring Entity)*.

Please acknowledge receipt of this letter of notification by signing the attached copy and returning it to us within 14 days of the issue of the notification to signify your acceptance of this award. Your signing the attached copy will constitute a contract between us and yourselves for sale of the said items.

On signature of the copy of the letter of notification, you are required to pay the balance of the tender price within 14 days and collect the items.

In connection with this award, you may contact the Officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

OFFERED ITEMS AND PRICES

1	2	4	5	6
Item No.	Description of Item	Total Quantity	Unit price	Offered Price
1				
2				
3				
4				
TOTAL PRICE OF ALL ITEMS				XXXXX

Authorized
Signature:.....

Name and Title of
Signatory:.....

Name of Procuring
Entity.....

COPY OF THE LETTER OF NOTIFICATION OF AWARD

*(to signed by the Purchaser)
[letterhead paper of the Procuring Entity]
[date]*

To: *[name and address of the Purchaser]*

This is to notify you that your Tender dated *[date]* for the purchase of the items and at prices listed on the table below is hereby accepted by.....*(name of Procuring Entity)*.

Please acknowledge receipt of this letter of notification by signing the attached copy and returning it to us within 14 days of the issue of the notification to signify your acceptance of this award. Your signing the attached copy will constitute a contract between us and yourselves for sale of the said items.

On signature of the copy of the letter of notification, you are required to pay the balance of the tender price within 14 days and collect the items.

In connection with this award, you may contact the Officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

OFFERED ITEMS AND PRICES

1	2	4	5	6
ItemNo.	Description of Item	Total Quantity	Unit price	Offered Price
1				
2				
3				
4				
TOTAL PRICE OF ALL ITEMS				XXXXX

Authorized
Signature:.....

Name and Title of
Signatory:.....

Name of Procuring
Entity:.....

Officer(s) to be contacted

Name of Officer _____

Postal Address _____

Telephone Number _____

Email Address _____

Physical Address (City, Street, Building, Floor number and room number) _____

SIGNED BY THE PURCHASER

I/we, the undersigned accept the award and will execute the sale of the items as per conditions of the award. We understand that the award will remain cancelled and no deposits will be refunded if we do not:

- a) Return this letter signed within 14 days; or
- b) Pay the balance of the tender amount within fourteen (14) days after notification of the award.

We further understand that if we do not collect the items we have paid for within fourteen (14) days after making the payment, you charge storage charges at rates to be determined by yourselves.

Name of Purchaser

Authorized
Signature: _____ Date

Name and Title of Signatory

EVALUATION CRITERIA

Kenya Civil Aviation Authority will consider the following two categories of criteria to evaluate the tenders.

- a) Mandatory tender requirements
- b) Financial Evaluation

a) Mandatory tender requirements

The submission of the following mandatory items will be required in the determination of the completeness of the bid and responsiveness of bidders. Bids that do not contain all the information required will be declared non responsive and shall not be evaluated further.

No.	Documents to be submitted
1.	Ten percent (10%) deposit for all the items quoted for by the respective interested bidder in form of cash payable to KCAA cashier or a banker's cheque. The banker's Cheque should be submitted together with the tender document and addressed to Director General, Kenya Civil Aviation Authority .
2.	Duly filled and signed Form of Tender
3.	Copy of identification card if the bidder is an individual or copy of Certificate of Incorporation/Registration if the bidder is a company
4.	Attach a copy of CR12 certificate from registrar of companies (in case of registered company only)
5.	Attach valid Tax Compliance Certificate from KRA

b) Financial Evaluation

The winning bidder will be the **highest bidder above the reserve price** among those who will have passed the mandatory evaluation as outlined above except where other conditions are not met as specified in the tender document.