



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

Email: - procurement@kcaa.or.ke

INVITATION TO TENDER (ITT)

KCAA/032/2024-2025

SALE OF ASSORTED BOARDED STORES AND EQUIPMENT

DATE OF NOTICE: TUESDAY 17th JUNE 2025

CLOSING DATE: THURSDAY 26th JUNE 2025 AT 11:00 AM

Note:

- 1. Please to note that KCAA communicates only in writing to all bidders.*
- 2. Bidders are encouraged to contact the specific stations in good time through the contacts provided for proper arrangements for viewing the items.*

INVITATION TO TENDER

PROCURING ENTITY: KENYA CIVIL AVIATION AUTHORITY

CONTRACT NAME AND DESCRIPTION: SALE OF ASSORTED BOARDED STORES AND EQUIPMENT

The Kenya Civil Aviation Authority now invites sealed tenders from eligible candidates to participate in the Sale of assorted boarded stores and equipment.

1. Interested eligible candidates may obtain further information at the address provided below. Items will be sold as they are, without any encumbrances.
2. 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.
3. 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 **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 fundable deposit as indicated in the Appendix to Instructions to tenderers.
5. Completed tenders must be delivered to the address below on or before **26th June 2025 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, and for inspecting the goods to be sold.

Kenya Civil Aviation Authority
P.O. Box 30163-00100 Nairobi
i) Central Transmission Station, Mlolongo
Email: procurement@kcaa.or.ke,
TEL: +254 709725000

- ii) East African School of Aviation
Contact Person: Alfred malakwen
Email: procurement@kcaa.or.ke and amalakwen@easa.ac.ke
TEL: +254 716 164229
- iii) Moi International Airport
Contact Person: Chief ANS
Email: cansmia@kcaa.or.ke
TEL: 0737 537 929, 0110 835 805
- iv) Malindi International Airport
Contact Person: Chief ANS
Email: malindistaff@kcaa.or.ke,
TEL: 042 30463
- v) Kisumu International Airport
Contact Person: Chief ANS
Email: infokisumu@kcaa.or.ke
TEL: 0719 652 026, 0732 251 129
- vi) Eldoret International Airport
Contact Person: Chief ANS
Email: eldoret@kcaa.or.ke
TEL: 0722 403 444
- vii) Wajir International Airport
Contact Person: Chief ANS
Email: wajirstaff@kcaa.or.ke
TEL: +254 110464797
- viii) Mua Radar Station
Contact Person: Officer in Charge
Email: jkabuthi@kcaa.or.ke
TEL: 354245620
- ix) Lokichoggio Airport
Contact Person: Officer in Charge
Email: loki@kcaa.or.ke, jwandera@kcaa.or.ke, gorute@kcaa.or.ke
TEL: 0705 283986

B. Address for Submission of Tenders.

Kenya Civil Aviation Authority
Ground floor, Aviation House, Jomo Kenyatta International Airport:
P.O. Box 30163-00100 Nairobi
Email: procurement@kcaa.or.ke
Tel:- 020827470-5, +254 709725000
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: 17th June 2025.

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 be at 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 sit 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 price less 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 advice on the status of the tender or refund of deposit. Tenders that are misplaced or opened prematurely will not be accepted.

11. Deadline for Submission of Tenders

- 11.1 Tenders must be received by the Procuring Entity at the address specified not later than **Thursday, 26th June 2025 at 11:00AM**
- 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.

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.
- 12.3 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 **26th June 2025 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.
- 15.2 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

- 18.1 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.
- 18.2 Simultaneously the other tenderers shall be notified that their tenders have been unsuccessful.

19. Canvassing/Contacting the Procuring Entity

- 19.1 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.
- 19.2 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: Central Workshop in Mlolongo

Table No. 1: Central Workshop in Mlolongo						
Lot No.	Item description	Qty	Unit of issue	Reserve price Kshs.	Total Price in Kshs	Required 10% deposit
1.	Assorted chain link	1	Lot	20,000		
2.	Assorted scrap metal from (Cabinets, 20 feet container among others)	1	Lot	10,000		
3.	Assorted ceramic items (wash hand basins, kitchen sinks, and others)	1	Lot	15,000		
4.	Assorted lighting fixtures	1	Lot	10,000		
5.	Assorted electronic components comprising of: 435B Power Meter HP, Beacon Monitor Receiver, ILS/VOR 1840A-Power Meter, Powermeter Model 1382N, Transistor Test, Wide Range Oscillator, Multi Meter Set, Terrograph Recorder Set Test, RF Signal Generator SG 200, VHF Signal Generator, 432A Power Meter HP, 4951C Protocol Analyzer, 2335 Tektronix Oscilloscope, Philips PM 3055 Oscilloscope, R.O.S Meter 65-500MHZ, Wandel & Goltermann Level Meter, Precision Automatic Noise Figure Indicator, Digitech Data 115V 47-420HZ, ILS 845A Vector Voltmeter, Wandel & Golterman Level Generator, Telequipment Oscilloscope Type DI010, Wavetek 50MHZ Pulse Generator, Hp Signal Generator Model 606B, Type 576 Curve Tracer, ILS Portable Receiver Model MC -91R, Transmitter & Receiver Output Test Set, Philips Digital Voltmetre , 410C HP Voltmeter , J2QPIN, HP WRAN, 8405a Vector Voltmeter, 204c Pack Panel Oscillator Hewlett, Packard Marconi Transmission Test Set, 3711A IF/BB Transimeter 3712A IF/BB Receiver, 67603 Oscilloscope,	1	Lot	30,000		
6.	Assorted UPS (17 PCS)	1	Lot	10,000		
7.	Assorted outdoor and indoor air conditioners	1	Lot	2,000		
8.	Assorted pumps	1	Lot	15,000		

Table No. 1: Central Workshop in Mlolongo						
Lot No.	Item description	Qty	Unit of issue	Reserve price Kshs.	Total Price in Kshs	Required 10% deposit
9.	Assorted Metallic tanks,	1	Lot	5,000		
10.	Assorted office chairs	1	Lot	1,000		
11.	Assorted computers and monitors	1	Lot	10,000		
12.	Assorted photocopiers, printers, shredders (6) and telephone headsets	1	Lot	15,000		
13.	Assorted laptops (17 pcs)	1	Lot	34,000		
14.	Vehicle drawn steel water tank on wheels 500 liters	1	No	10,000		

Table No. 2: East African School of Aviation

Lot No.	Item description	Qty	Unit of issue	Reserve price Kshs.	Total Price in Kshs	Required 10% deposit
1	Worn out Carpets of assorted sizes	61	PC	30,000.00		
2	Assorted broken wooden beds (5), assorted broken wooden tables and drawers, assorted old curtain boxes, old wooden doors (16)	1	Lot	3,000.00		
3	Assorted Kitchen Hood sheets, Assorted metallic trucking materials, Swimming Pool Balancing Tanks materials (4), Old torn Sufurias (4), Broken Laundry Trolleys (2), Assorted metallic materials	1	Lot	50,000		
4	Server Racks (21), Damaged TV sets (2), Assorted decommissioned network cables, Dead batteries (2), Old generation Atalis Switch (1), Old generation Atalis PC (1), Old generation Atalis server (1), DC/AC Converter (1), Wall Clock (1)	1	Lot	50,000		
5	Assorted Old broken Office Seats/Chairs	118	PC	15,000		
6	Old Iron sheets	1	Lot	5,000.00		
7	Broken Plastic Tanks – 5,000L (2), Damaged Bath Tabs (6), Broken steel tanks (6), Broken Boilers (7), Spinner Machine (1), Damaged Street Light Bulbs (22) Assorted Plumbing Ceramic Materials, Assorted torn GI Pipes, Assorted Generator Filters	1	Lot	20,000.00		
8	Assorted Newspapers, magazines and old books	1,000	Kgs	30,000		
9	50KV Diesel Generator (1) and Ground Power Supply (1)	2	PC	230,000		

Table No. 3: Mua Radar Station

Lot No.	Item description	Qty	Unit of issue	Reserve price Kshs.	Total Price in Kshs	Required 10% deposit
1	Old Air Conditioners (2), Damaged Air Conditioner Compressor (1), Faulty 100Ah 12V Maintenance Free Batteries (40), Faulty UPS's (5), Assorted Radio Receiver parts	1	Lot	30,000.00		
2	Assorted broken wooden doors and frames, metallic locker (1), assorted tree logs (for timber or firewood)	1	Lot	30,000.00		

Table No. 4: Moi International Airport

Lot No.	Item description	Qty	Unit of issue	Reserve price Kshs.	Total Price in Kshs	Required 10% deposit
1	Assorted Scrap Metal materials including broken metallic components, metallic mast, angle lines, old power distribution board, broken server racks, old chain links, broken cabinets	1	Lot	50,000.00		
2	Outdoor air conditioners (17), Indoor Air Conditioners (9), Air Conditioner Casings and Electro Three Phase Induction Motor 415V 50Hz (3)	1	Lot	25,000.00		
3	Old broken computer Monitors(25), Old generation CPU(6), Damaged UPS(7), Damaged Analogue TV set(1), Network Switch(7), Old broken Printers(3), Old broken scanners(5), Old damaged fax Machines(1), Damaged Photocopiers(2), electric board, IP Phone(1), Routers, Battery Pack ,Battery Charger(1) and Assorted Electronic Components	1	Lot	32,000		
4	I-Beam steel bars	2	PC	30,000		
5	Broken Chairs (8), and Broken Wooden Doors (4)	1	Lot	3,000		
6	Assorted damaged maintenance free batteries 12V (48) and worn-out motor vehicle tyres (13)	1	Lot	10,0000		
7	84L Fridge (1), Microwave (2) and Water Dispenser (3)	1	Lot	10,000		
8	False Floor Tiles	801	PC	15,000		
9	Old decommissioned Topsy Console Components	1	Lot	50,000		

Table No. 5: Malindi International Airport

Lot No.	Item description	Qty	Unit of issue	Reserve price Kshs.	Total Price in Kshs	Required 10% deposit
1	Rampton Fridge 90 Litre (1), Old HP Printers (3), Old PC Screens (2), HP Scanjet (2), Fax Machine (2), Telephone Handset (1) and Old decommissioned Recorder (1)	1	Lot	10,000.00		
2	Assorted broken chairs (7) and assorted broken wooden tables	1	Lot	3,000.00		
3	Broken steel gate with steel frames (1), Assorted Old Chain Link, Assorted Broken Concrete Fencing Posts and Assorted broken glass panes	1	Lot	35,000		
4	Assorted Construction Coral Machine Cut Blocks	1	Lot	70,000		

Table No. 6: Kisumu International Airport

Lot No.	Item description	Qty	Unit of issue	Reserve price Kshs.	Total Price in Kshs	Required 10% deposit
1.	Assorted Electrical Cables, Keyboards, 750VA UPS (1), Ricoh Photocopier, Strip Printer, Telephone handsets, Cistern (1), Metallic Round Pipes (4), and assorted sealed type maintenance free batteries (63 pcs)	1	Lot	20,000		
2.	Five seater sofa set, assorted broken office chairs (16 pcs), wooden office table, wooden cabinet, wooden file tray and wooden frames (2)	1	Lot	3,000		

Table No. 7: Eldoret International Airport

Lot No.	Item description	Qty	Unit of issue	Reserve price Kshs.	Total Price in Kshs	Required 10% deposit
1.	NDB Equipment, shelter and Aerial assembly	1	Lot	5,000		
2.	Assorted metal T-bars (26 pcs), Aluminum frames (3 pcs) and old bill board	1	Lot	20,000		
3.	TEKSAN Generator 67KVA. Model TJ67PESA S/N CBM 1871MFG at Radar station	1	No	30,000		
4.	Metallic fuel tank 5,000lts	1	No	3,000		
5.	Lift drive motor assembly	1	No.	10,000		
6.	Wooden tables (2) and office chairs (4)	1	Lot	1,000		
7.	Trane Air conditioner (indoor and outdoor units), indoor units (4) and outdoor units (4)	1	Lot	5,000		
8.	Vitron UPS (2), Borri UPS 40 KVA,	1	Lot	20,000		
9.	Assorted batteries N/70 chloride Exide (3), small batteries (47)	1	Lot	4,000		
10.	Assorted iron sheets (18 pcs)	1	Lot	1,000		
11.	Photocopying machine – Ricoh - 021449 and display unit	1	Lot	5,000		
12.	Old kipro Generator model KDE 19STA power 17KVA (single phase) at Lodwar	1	No	5,000		
13.	Assorted batteries in Lodwar	1	Lot	2,000		
14.	Bicycle in Lodwar	1	No	1,000		
15.	NDB cabinet in Lodwar	1	No	2,000		

Table 8: Lokichoggio International Airport

Lot No.	Item description	Qty	Unit of issue	Reserve price Kshs.	Total Price in Kshs	Required 10% deposit
1	Used Data Cabinets (3), Old Data Switches (3), Recessed Fluorescent Panels (5), Assorted broken office chairs (14), Solar/Car Battery Charger (1) and Control Tower Console Components	1	Lot	35,000.00		
2	Damaged UPS for Computers (11), Damaged Eaton UPS for Server (2), Old Computer Keyboard (2), Assorted network cables, Server fan (1), Old HP Scanners (2), Old Broken Computer Desktops, Old Broken HP Compaq CPU, Broken Telephone Headsets (4), Used Hybrid Inverter Chargers (4), Circuit Board Panel (1), Assorted Solar Batteries (15) and Assorted Electrical Components	1	Lot	20,000.00		
3	Outdoor air conditioners (2), Indoor Air Conditioners (2), Air Conditioner Compressors (2), Von Microwave (1), 0.5HP Water Pump Component and Pump Controller	1	Lot	5,000.00		
4	Used 120Watts Solar Panels (96) and Used 150Watts Solar Panels (83)	1	Lot	20,000		

Table 9: Wajir International Airport

No.	Item description	Qty	Unit of issue	Reserve price Kshs.	Total Price in Kshs	Required 10% deposit
1	Radar Steel Cooling Cabinet, Servo-Matik UPS 60KVA, LG Ultra Slim TV – 24', Computer CPUs (3), Havel's Change Over Switch 50Hz, Network Switch, UPS 192 DVC, Venert Servo Voltage Stabilizer, Water Pump and MF 12v batteries (2), Binoculars (2).	1	Lot	10,000		
2	Assorted Scrap Metal including aluminum glass doors (2) and assorted aluminum frames, steel door (1) and assorted steel plates and frames, Assorted 4FT Florescent Light Holders.	1	Lot	5,000		
3	Old Iron sheets (29), Outdoor A/C Units (2) and Broken wooden doors (3), Broken Office Chairs (2)	1	Lot	3,000		
4	Underground Steel Water Tank 20,000 Litres.	1	Lot	1,000		
6	Broken steel gate (1), Assorted Old Chain Link, Assorted Broken Concrete Fencing Posts (180)	1	Lot	40,000		

NOTE:

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 bankers Cheque or deposit slip should be submitted together with the tender document and addressed to **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 she/she wishes. Items will be sold to the highest bidder in each lot.
- 1.2 A tenderer shall 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/032/2024-2025

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 **Ninety-One (91)** 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 June, 2025

Signature.....

In the capacity of.....

Duly authorized to sign tender for and on behalf of

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.

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	Citizenship Details	Shares
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

3. 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:-

ITEM No. or Lot No.	Item Description	Deposit (Kshs.)	Receipt No. and Date
1			
2			
3			
4			
5			
ETC.....			

Authorizing Official..... (Name)

Designation

Signature.....

Date.....

Email address

4. 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's 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				

Authorized Signature:.....

Name and Title of Signatory:.....

Name of Procuring Entity.....

COPY OF THE LETTER OF NOTIFICATION OF AWARD

(To be 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
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:.....

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

REQUEST FOR REVIEW

FORM FOR REVIEW (r.203(1))

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION No.....OF.....20.....

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (Procuring Entity)

Request for review of the decision of the..... (Name of the Procuring Entity ofdated the...day of20.....in the matter of Tender No.....of20..... for(Tender description).

REQUEST FOR REVIEW

I/We.....,the above named Applicant(s), of address: Physical address.....P. O. Box No..... Tel. No.....Email, hereby request the Public Procurement Administrative Review Board to review the whole/part of the above mentioned decision on the following grounds , namely:

- 1.
- 2.

By this memorandum, the Applicant requests the Board for an order/orders that:

- 1.
- 2.

SIGNED(Applicant) Dated on.....day of/...20.....

FOR OFFICIAL USE ONLY Lodged with the Secretary Public Procurement Administrative Review Board on.....day of20.....

SIGNED

Board Secretary

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 bankers Cheque should be submitted together with the tender document and addressed to 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)

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.
- ❖ The award will be made per LOT