



TENWEK HOSPITAL

A Ministry of Africa Gospel Church

Postal Address:

P.O BOX 39
Bomet-Kenya

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INVITATION TO TENDER (ITT)

**TENDER FOR DISPOSAL OF MOTOR VEHICLES THROUGH
OPEN TENDER**

TENDER NO: TWKHOSP/ITT/04/2021

SEPTEMBER 2021

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TENDER FOR DISPOSAL OF MOTOR VEHICLES THROUGH OPEN TENDER

INVITATION TO TENDER

1. Tenwek Hospital now invites sealed tenders from eligible candidates to purchase Motor vehicles.
2. Interested eligible candidates may obtain further information at the address provided below. Items will be sold on *as where is basis*.
3. Interested tenderers may inspect the motor vehicles during office hours between 9.00am – 4.00pm at the address given below.

***TENWEK HOSPITAL
P.O. BOX 39
BOMET
MAINTAINANCE OFFICE
Contact Person: Paul Buyuka (0731 066160)***

4. A complete set of tender documents may be obtained by interested candidates upon payment of non-refundable fees of **Kshs. 2,000.00** in cash or banker's cheque payable to:

Bank Name: Kenya Commercial Bank

Bank Branch: Bomet Branch

Account Name: Tenwek Hospital

Account Number: 1105810364

5. Tenderers will be required to pay in advance a non-refundable deposit as indicated in the Pricing Schedule. The deposit will form part of the payment in case of a successful tenderer. The deposit shall be forfeited if the tenderer withdraws their tender during the tender validity or fails to pay the balance in case they are successful
6. Completed tenders must be delivered to the address below on or before **Friday, 15th October 2021 at 2.00PM**. Electronic Tenders will not be permitted.
7. Prices quoted should be net, must be in Kenya Shillings and shall remain valid for a period of 60 days from the closing date of the tender.
8. Tenders will be opened immediately after the deadline date and time specified above or any deadline date and time specified later. Tenders will not be publicly opened in the presence of the Tenderers' designated representatives as is the practice due to the ongoing **COVID 19 Pandemic Restrictions**.
9. Late tenders will be rejected.

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 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, Tenwek Hospital will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.2 Tenderers shall be allowed 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) Confidential Business Questionnaire Form,
- 4 The tenderer is expected to examine all instructions, forms, terms and specifications in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderers risk and may result in the rejection of its tender.

5 Clarification of Documents

- 5.1 A prospective tenderer requiring any clarification of the tender document may notify Tenwek Hospital in writing or by post at the hospitals address indicated in the Invitation for tenders. The hospital 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 hospital. Written copies of the hospital's 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.
- 5.2 Clarification of tenders shall be requested by the tenderer to be received by the hospital not later than 7 days prior to the deadline for submission of tenders.
- 5.3 Tenwek Hospital 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.

6 Amendment of Documents

- 6.1 At any time prior to the deadline for submission of tenders, the hospital, 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

6.2 All prospective tenderers that have received the tender documents will be notified of the amendment in writing or by post and will be binding on them.

6.3 In order to allow prospective tenderers reasonable time in which to take the amendment in to account in preparing their tenders, Tenwek Hospital, at its discretion, may extend the deadline for the submission of tenders.

7 Tender Prices and Currencies

7.1 The tenderer shall indicate on the appropriate Price Schedule the unit prices and total tender price of the item they propose to purchase under the contract.

7.2 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.

7.3 The Price quoted shall be in Kenya Shillings.

8 Tender deposit

8.1 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

8.2 Failure to put the required deposit for any item tendered for will lead to disqualification of the tender for the item.

8.3 Unsuccessful Tenderer's tender deposit will be discharged or returned as promptly as possible but not later than twenty-one (21) days after the expiration of the period of tender validity prescribed by Tenwek Hospital.

8.4 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.

8.5 The tender deposit **shall be** forfeited:

- a) If a tenderer withdraws its tender during the period of tender validity specified by the Tenwek Hospital.
- 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 hospital as non-responsive.

8.2 In exceptional circumstances, the hospital 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 Motor Vehicles.

9.1 Prospective tenderers are advised to view the vehicles 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. The viewing shall take place from **4th – 8th October 2021** from **9.00am to 4.00pm**.

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 Tenwek Hospital and the words **DO NOT OPEN BEFORE FRIDAY, 15TH OCTOBER 2021 AT 2.00PM**. The sealed envelope should contain the list of and prices of the items tendered for and addressed as follows;

***THE CHIEF EXECUTIVE OFFICER
TENWEK HOSPITAL
P.O. BOX 39
BOMET***

And dropped at the Tender Box located at the hospital main gate or at the Procurement office. The envelope should bear the tender number, **TENDER NO; TWKHOSP/ITT/04/2021 FOR DISPOSAL OF MOTOR VEHICLES THROUGH OPEN TENDER AUCTION**

NOTE: Attach a payment slip or certified banking details for payment made

10.2 If the envelope is not sealed and marked as required, Tenwek Hospital 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 at Tenwek Hospitals at the address specified not later than **Friday, 15th October 2021 at 2.00PM**

11.2 Tenwek Hospital 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 hospital 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 Tenwek Hospital 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 Tenwek Hospital will open all tenders in the presence of tenderers' representatives who choose to attend at the Hospitals auditorium on **Friday, 15th October 2021 beginning 2.30pm. (Tenderers will not be allowed to attend the opening due to the ongoing COVID 19 Pandemic Restrictions and the MOH guidelines on meetings)**

- 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 hospital, at its discretion, may consider appropriate, will be announced at the opening.

14.3 Tenwek Hospital will prepare minutes of the tender opening.

15 Clarification of tenders

- 15.1 To assist in the examination, evaluation and comparison of tenders Tenwek Hospital 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 Tenwek Hospital in the hospital'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 Tenwek Hospital 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 hospital.
- 16.2 Provided that the Tender is substantially responsive, the hospital 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 Tenwek Hospital 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 Tenwek Hospital 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, Tenwek Hospital 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 Tenwek Hospital on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

Any effort by a tenderer to influence the hospital in its decisions on tender evaluation, tender comparison, or contract award may result in the rejection of the tenderer's tender.

SECTION II – PRICE SCHEDULE

SCHEDULE OF ITEMS AND PRICES

Item No.	Item Description	Qty	Unit price, Kshs	Total Tender Price, Kshs	Required Deposit
A	MOTOR VEHICLES				
1	KAH 358J – Nissan Pickup, Single Cab with Body Enclosed, White in color	1			N/A
2	KAU 681L – Toyota Hilux Double Cabin, 2.5cc, Diesel, Green in color	1			20,000.00
3	KAU I34D – Toyota Hilux Double Cabin, 2.5cc, Diesel, White in color	1			20,000.00
B	MOTOR CYCLES				
1	KMCB 301M – Suzuki 125	1			N/A
2	KMCB 302M – Suzuki 125	1			N/A

BANK ACCOUNT DETAILS FOR DEPOSITS

Bank Name: Kenya Commercial Bank

Bank Branch: Bomet Branch

Account Name: Tenwek Hospital

Account Number: 1105810364