



**NGOs CO-ORDINATION BOARD
P.O BOX 44617 – 00100
NAIROBI**

**DISPOSAL OF ASSORTED ICT & OFFICE
EQUIPMENT
TENDER NO. NGOB/T010/2015/2016**

**NGOs CO-ORDINATION BOARD
P.O BOX 44617 – 00100
NAIROBI
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www.ngobureau.or.ke**

DATE: 18TH NOVEMBER 2015

RECEIPT NO. _____

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SECTION A: INVITATION TO TENDER 18th November, 2015

Tender Ref No. NGOB/T010/2015/2016

Tender Name: DISPOSAL OF ASSORTED ICT & OFFICE EQUIPMENT

- 1.1 The NGOs Co-ordination Board hereinafter referred as “NGOs Board” invites sealed tenders from eligible candidates to a tender for sale of ICT equipment and office equipment
- 1.2 Eligible candidates may obtain tender documents from NGOs Board’s Cash Office; 15th Floor of Co-operative Bank House, Haile Selassie Avenue, during normal office hours upon payment of a non-refundable fee of Kshs.1,000.00 in a Banker’s Cheque in favour of The NGOs Co-ordination Board or direct deposit to Board’s account no. 01136030582102 Co-operative Bank House branch. The document may also be downloaded from the NGOs Co-ordination Board website www.ngobureau.or.ke or ifmis@treasury.go.ke free of charge. Bidders who download the tender document must arrange to register with NGOs Board the company name, postal and physical, and email and telephone address for the purposes of receiving any further tender clarifications and/or addendums if need be.
- 1.3 Tender documents duly completed should be submitted in plain sealed envelopes bearing appropriate reference number and description of tender on the envelope and deposited at the Tender Box located in the reception, on or before 3rd December,2015 by 11.00 a.m. or addressed to:

**The Executive Director
NGOs Co-ordination Board
P.O Box 44617 – 00100
NAIROBI**

- 1.4 Prices quoted should be net, and must be in Kenya Shillings and shall remain valid for 90 days from the closing date of the tender.
- 1.5 The tenders will be opened immediately thereafter in the Boardroom in the presence of bidders representative.

SIGNED:

**MAHAMMED FAZUL
EXECUTIVE DIRECTOR
NGOs CO-ORDINATION BOARD**

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SECTION C - INSTRUCTION TO TENDERERS

2.1 Eligible Tenderers

- 2.1.1 This Invitation for Tenders is open to all interested tenderers.
- 2.1.2 Tenderers shall not be under a declaration of ineligibility for corrupt or fraudulent practices.

2.2 Cost of Tendering

- 2.2.1 The tenderer shall bear all costs associated with the preparation and submission of its tender, and the Board, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.2.2 The Board shall allow the tenderer to view the tender document free of charge before purchase.

2.3 The Tender Document

- 2.3.1 The tender document comprises the documents listed below

- (i) Invitation to tender
- (ii) Instructions to tenderers
- (iii) Schedule of assorted office equipment
- (iv) Conditions of Tender
- (v) Form of tender
- (vi) Confidential Business questionnaire Form
- (vii) Tender Commitment Declaration Form

- 2.3.2 The tenderer is expected to examine all instructions, forms, terms and specifications in the tender documents. Failure to meet all the requirements of the tender will be at the tenderer's risk and may result in the rejection of its tender.

2.4. Clarification of Documents

- 2.4.1 A prospective tenderer requiring any clarification of the tender document may notify the Board in writing or by post at the Board's address indicated in the Invitation for tenders. The Board will respond in writing to any request for clarification of the tender documents, which it receives not later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the Board. Written copies of the Board'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.
- 2.4.2 Clarification of tenders shall be requested by the tenderer to be received by the Board not later than 7 days prior to the deadline for submission of tenders.

2.4.3 The Board shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

2.5 Amendment of Documents

2.5.1 At any time prior to the deadline for submission of tenders, the Board, for any reasons, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by amendment

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

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

2.6 Tender Prices and Currencies

2.6.1 The tenderer shall indicate on the appropriate Price Schedule the unit price and total tender price of the item it proposes to purchase under the contract

2.6.2 Prices quoted by the tenderer shall be fixed during the tender validity period and not subject to variation on any account. A tender submitted with an adjustable price quotation will be treated as non responsive and will be rejected

2.6.3 The Price quoted shall be in Kenya Shillings.

2.7 Tender deposit

2.7.1 The tenderer shall put a security deposit of the assorted office equipment tendered for in the amount indicated in the schedule in form of a banker's cheque written in the favour of NGOs Co-ordination Board.

2.7.2 Failure to put the required deposit for the assorted office equipment tendered for will lead to disqualification.

2.7.3 Unsuccessful tenderers tender deposit will be returned within 14 working days after notification.

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

2.7.5 The tender deposit may be forfeited:

- (a) if a tenderer withdraws its tender during the period of tender validity specified by the Board.
- (b) in the case of a successful tenderer, if the tenderer fails to pay the balance of the bid price.

2.8 Validity of Tenders

- 2.8.1 Tenders shall remain valid for 30 days or as specified in the appendix to instruction to tenderers after date of tender opening prescribed by the Board, pursuant to paragraph 2.10 Tender valid for a shorter period shall be rejected by the Board as non responsive.
- 2.8.2 In exceptional circumstances, the Board may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender deposit provided under paragraph 2.7 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender deposit. A tenderer granting the request will not be required nor permitted to modify its tender.

2.9. Viewing of Tender Items

- 2.9.1 Prospective bidders are advised to view the assorted office equipment before they bid. This will enable them to arrive at the most reasonable and competitive bid. Bids are based on "AS – IS- WHERE – IS - CONDITION" and the condition of the equipment are not warranted by the seller. The bidder **MUST** obtain an authority note from Assistant Manager Administration between 10.00 a.m. - 3.00 p.m. during working days to view the equipment.

2.10 Sealing and Marking of Tenders

- 2.10.1 The tenderer shall seal the tender and mark it with the number and Name of the tender and "**DO NOT OPEN BEFORE 11.00 a.m. Thursday, 3rd December, 2015**

2.11 Deadline for Submission of Tenders

- 2.11.1. Tenders must be received by the Board at the address specified not later than **11.00 a.m. Thursday 3rd December, 2015**
- 2.11.2 The Board 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 Board and tenderers previously subject to the deadline will thereafter be subject to the deadline as extended.

2.12 Modifications and Withdrawals Of Tenders

2.12.1 Modification of tenders

- 2.12.1.1 The tenderer may modify or withdraw its tender after the tender's submission, provided that written notice of the modification, including substitution or withdrawal of the tenders, is received by the Board prior to the deadline prescribed for submission of tenders.
- 2.12.1.2 The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.9.1. A withdrawal notice may also be sent by fax but followed by a signed confirmation

copy, postmarked not later than the deadline for submission of tenders.

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

2.12.2 Withdrawals and tenders

2.12.2.1 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer. Withdrawal of a tender during this interval may result in the tenderer's forfeiture of its tender deposit, pursuant to paragraph 2.7.5

2.13 Opening of Tenders

2.13.2 The Board will open all tenders in the presence of tenderers' representatives who choose to attend at **11.00 a.m, Thursday, 3rd December, 2015** and in the location specified in the invitation to tender. The tenderers or representatives who are present shall sign a register evidencing their attendance.

2.13.3 The tenderers' names, tender modifications or withdrawals, tender prices, and the presence or absence of requisite tender deposit and such other details as the Board, at its discretion, may consider appropriate, will be announced at the opening.

2.13.4 The Board will prepare minutes of the tender opening.

2.14 Clarification of tenders

2.14.2 To assist in the examination, evaluation and comparison of tenders the Board may, at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted.

2.14.3 Any effort by the tenderer to influence the Board in the Board's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

2.15 Evaluation and Comparison of Tenders

2.15.1 The Board will examine the tenders to determine whether they are complete, whether any computation errors have been made, whether required deposits have been furnished, whether documents have been properly signed and whether the tenders are generally in order. After examination a tender that will be determined to be substantially non responsive, will be rejected by the Board.

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

2.16 Award Criteria

2.16.1 The Board will award the contract to the successful tenderer(s) whose tender has been determined to be substantially responsive and has been determined to be the

highest evaluated tender, subject to the reserves price.

2.17 Notification of Award

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

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

2.18 Contacting the Board

2.18.1 No tenderer shall contact the Board on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

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

**SECTION C- PRICE SCHEDULE OF THE DISPOSAL EQUIPMENT
LOT/001 - DESKTOP COMPUTERS & MONITOR**

ITEM NO.	TFT MONITOR SERIAL NO.	CPU SERIAL NO.	PRESENT STATUS	Quoted price in Kshs
1	CN-OGU625-72872-6CC-34UI	JTQXP2J	512MB RAM, HDD-80GB	
2	CN-OGU625-72872-6C7-1MHI	GVQXP2J	1GB RAM, HDD-80GB	
3	CN-OGU625-72872-6C7-1P6I	8TQXP2J	1GB RAM, HDD -80GB	
4	CN-OGU625-72872-6BS-2JEI	HRQXP2J	2GB RAM, HDD -80GB	
5	CN-OGU625-72872-6C7-11UI	GX 520 Optilex (OP7)	1GB RAM, HDD -80GB	
6	CN-OGU625-72872-6CC-352I	IWQXP2J	2.5GB RAM, HDD -80GB	
7	CN-OGU625-72872-6C7-OW4I	GX 520 Optilex (IA1)	1GB RAM, HDD -80GB	
8	CN-OGU625-72872-6C7-ORMI	GX 520 Optilex	512MB RAM, HDD-80GB	
9	CN-ORY980-46633-780-88EL	GX 520 Optilex	1GB RAM, HDD -80GB	
10	CN-OGU625-72872-6CC-39TI	CVQXP2J	1GB RAM, HDD -80GB	
11	CN-OGU625-72872-6CC-353I	HQXP2J	1GB RAM, HDD -80GB	
12	CN-OGU625-72872-6C7-1PDI	1RQXP2J	1GB RAM, HDD -80GB	
13	CN-OGU625-72872-6C7-1MAI	3WQXP2J	1GB RAM, HDD -160GB	
14	CN-OGU625-72872-6C7-1N9I	3TQXP2J	1GB RAM, HDD -80GB	
15	CN-OGU625-72872-6BS-3G3I	1SQXP2J	No RAM	
16	CN-OGU625-72872-6CC-395I	GX 520	No RAM	
17	CN-OGU625-72872-6C7-1PAI	GX 520	No RAM	
18	CN-OGU625-72872-6BS-3HFI	9RQXP2J	No RAM	
19	CN-OGU625-72872-6C7-10EI	1VQXP2J	No RAM	
20	CN-ORY980-46633-794-1Y3L	GRQXP2J	No RAM	
21	CN-OHMO71-46633-74C-37AU	JVQXP2J	No RAM	
22	CN-OGU625-72872-6BS-2MVI	4RQXP2J	No RAM	
23	CN-OHX874-64180-853-06MH	6RQXP2J	No RAM	
24	NONE	2WQXP2J	No RAM	
25	NONE	2TQXP2J	No RAM	
26	NONE	7RQXP2J	1GB RAM, HDD -80GB	
27	14" 99908714g234101360t534g2 (CRT)	PENTIUM 4	Obsolete	
28	NONE	CRQXP2J	Obsolete	
29	NONE	GQQXP2J	512MB RAM, HDD -80GB	
		Total No. of Items	29 CPUs COMPUTERS 23 TFT MONITORS 1 CRT MONITOR	

LOT/002 - PRINTERS, SCANNER & COPIER

ITEM NO.	PRINTER MODEL	PRINTER SERIAL NO	Quoted price in Kshs
1	HP CP 2025 Color	CNCS134555	
2	HP P2015	CNBW6CS1J4	
3	HP P2015	CNBW6D02C7	
4	HP OFFICE JET 4355	A3LFA02BPL5M05-03A	
5	HP OFFICE JET 4355	A3LFA02BPL5M05-03B	
6	HP DESKJET 5940	CN57G1W07G	
7	HP 2100	FRFJ103063	
8	HP 1300	SG369318TC	
9	HP P2015	CNBW6D02DG	
10	HP P2015	CNBW6CQ0RH	
11	HP P2015	CNBW6CQ0QJ	
12	BENQ 4300 SCANNER	99508619VZ41702216S SM000T	
13	HP COLOR LASER JET	N/A	
14	HP LASERJET W20	CNC2Y33288	
15	FAX -PANASONIC KX-FP362	N/A	
16	DESKJET 5940	CN57G1W07G	
17	KYOCERA KM3035	AJK3028643	
	Total No. of Items	15 Printers, 1 Copier, 1 Scanner	

LOT/003 - LAPTOPS

ITEM NO	MODEL	SERIAL NO	SPECIFICATIONS	Quoted price in Kshs
1	DELL LATITUDE D280	N/A	PROCESSOR – CENTRINO DUO	
2	DELL LATITUDE D280	N/A	PROCESSOR – CENTRINO DUO	
3	DELL INSPIRON 640M	N/A	PROCESSOR CORE DUO	
4	DELL Latitude D820	7XQK7BX	N/A	
5	DELL	3WQK7BX	N/A	
6	TOSHIBA SATELLITE C660-12T	7B218103K	Core i3, 2gb, 500Gb	

7	TOSHIBA SATELLITE C660-12T	7B238304	Core i3, 4gb, 500Gb	
8	DELL	4JYJBC1	Core duo, 1gb, 180gb	
		Total No. of Items	08 Laptops	

LOT/004 - OTHER EQUIPMENTS AND ASSORTED ITEMS

ITEM NO	MODEL	SERIAL NO/QUANTITY	Quoted price in Kshs
1	DELL SERVER-POWER EDGE 2950	N/A	
2	DELL POWERSHIELD 114T TAPE DRIVE BACKUP SERVER	N/A	
3	PROJECTOR (DELL)	HDBKX81	
4	NETWORK STORAGE	TH0HD437179716CQ65DN	
5	SONY VIDEO CASSETTE RECORDER	208349	
6	LINKSYS ACCESS POINT SWITCH	MDG30JC05671	
7	DLINK ACCESS POINT	QBGJ1C7000156	
8	UPS APC 650	3B1021X43592	
9	UPS APC 750	AS0635241037	
10	ASSORTED KEYBOARDS (14-DELL & 1-HP)	N/A	
11	MOUSES	N/A (4pcs)	
12	MOTHERBOARD	3pcs	
13	DVD WRITERS	3pcs	
14	RAM STICKS-SD RAM 128MB	1pc	
15	8PORT D-LINK SWITCHES	6PCS	
16	INDOOR WIRELESS ACCESS POINT	4PCS	
17	DELL BACKUP DRIVES	3PCS	
18	EXTERNAL DVD REWRITER	1pc	
19	DELL SAS STORAGE CONTROLLER	1pc	
20	RAM STICKS-4GB	2pcs	
21	HARD DISK DRIVES	2pcs	
22	NIC CARDS	2pcs	
23	ASSORTED BROKEN CABLES	Lot	
24	AIR CONDITIONER	1	
	Estimated No. of Pieces	56 assorted items	

LOT/005 - OTHER ASSORTED ITEMS

Item No.	Name of the Item	Quantity	Quoted price in Kshs
1.	Board room table (hardwood)	1	
2.	Board room chairs (hardwood)	21	
3.	Fabric chairs	2	
4.	Water dispensers	6	
5.	Microwave	2	
6.	Window blinds	Various	
7.	Television Set.(21 inches)	1	
8.	Television Set.(14 inches)	1	
	TOTAL		

Authorized official _____
Name

Signature

Date

SECTION D - CONDITIONS OF TENDER

Important notice The Board will dispose the items as per the lot but note units

- 4.1 A tenderer will pay a security deposit of 2% of the bid price before the closing date of the tender for the assorted office equipment
- 4.2 Tenderers who will be awarded contract/s will be required to pay for the item 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.
- 4.3 Tenderers will be required to collect the assorted office items they have paid for within fourteen (14) days after making the payment failure to which storage charges will be charged at **kshs.1,000.00 daily**
- 4.4 The Board will retain confidential reserve prices for the item. Assorted office equipments tendered for below the reserve price will be retained by the Board.
- 4.5 Attach copy of Receipt of Purchase of Tender Document to the response document.

SECTION E; -STANDARD FORMS

Notes on Standard Forms

- 5.1** 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.

5.2 Form of Tender

Date: _____

Tender No. _____

To:
.....
[name and address of NGOs Board]

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda. Nos.*[insert lot numbers]*. The receipt of which is hereby duly acknowledged, we the undersigned, offer to purchase and collect all the items offered to us in conformity with the said tender documents for the sum of*[total tender amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

2. We undertake, if our Tender is accepted, to pay for and collect the items in accordance with the requirements of the tender.

3. We agree to abide by the tender for a period of*[number]* days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

4. We understand that you are not bound to accept the highest or any tender that you may receive.

Dated this _____ day of _____ 20_____

[Signature]

[in the capacity of]

Duly authorized to sign tender for and on behalf of _____

5.3 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

Part 1 – General

Business Name

Location of business Premises

Plot No. Street/Road

Postal Address Tel No.

Nature of business

Current Trade Licence No. Expiring date

Part 2 (a) – Sole Proprietor Maximum value of business which you can handle at any one time Kshs.....

Name of your bankers Branch

Your Name in full Age

Nationality Country of origin

* Citizenship details
.....

Part 2 (b) Partnership

Given details of partners as follows:

Name Nationality Citizenship Details Shares

1

2

3

4

Part 2 (c) – Registered Company

Private or Public
.....

State the nominal and issued capital of company –

Nominal Kshs.....

Issued Kshs.....

Given details of all directors as follows

Name Nationality Citizenship Details Shares

1.

2.....

3.....

4.....

DateSeal/Signature of Candidate

5.4 Tender deposit commitment Declaration Form

Tender No.

As indicated in the schedule of items and prices, we do confirm that we have put deposits of Kshs 2% of bid price per lot for the item 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	ITEM No. or Lot No.

Authorizing Official _____
(Name)

(Signature)

(Date)