



Centre for Health Solutions - Kenya

Preferred Partner for Health Solutions

BID DOCUMENT FOR THE DISPOSAL OF MOTOR VEHICLES

September, 2019

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OPEN BID NOTICE

Centre for Health Solutions - Kenya; [herein after referred as “CHS”] wishes to invite sealed bids for the items listed below from eligible individuals/ firms:

Vehicle Make/ Model	Year of Manufacture	Reg Number	CC Rating	Duty Status
1. Toyota Hiace Van	2001	KBG 539E	3000cc	Paid
2. Toyota Hilux D/ Cab	2008	KBC 072M	2500cc	Paid
3. Nissan Navara D/Cab	2012	KBR 614K	2500cc	NOT PAID
4. Nissan Navara D/Cab	2012	KBR 616K	2500cc	NOT PAID
5. Toyota Hilux D/ Cab	2001	KAZ 847F	2500cc	Paid

The intended sale of the listed vehicles is by sealed bids on “as is, where is basis” located at CHS Siaya offices. Interested parties should deliver a completed bid document and a copy of the CHS receipt (obtained from the CHS Nairobi or Siaya office) in a sealed envelope and drop it in the tender box at the CHS office, located at **CVS Plaza, 4th Floor North Wing, Kasuku Road off Lenana Road, Kilimani** on or before **10.00am October 14, 2019** addressed to:

**The Chief Executive Officer,
Centre for Health Solutions – Kenya (CHS)
P.O Box 23248-00100
Nairobi**

Interested bidders shall be required to pay a non-refundable fee of Five Thousand Shillings Only (Kshs. 5,000/-) through a bankers’ cheque drawn in favour of **CENTRE FOR HEALTH SOLUTIONS – KENYA** and obtain an official receipt.

There will be a public opening thereafter for bidders who will choose to attend.

CHS reserves the right to accept or reject any or all bids in whole or in part without the obligation to assign any reason for that decision.

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INSTRUCTION TO BIDDERS

1. This invitation for bids is open to all bidders except for CHS staff and their relatives.
2. The bidder shall bear all costs associated with the preparation and submission of its bid, and CHS, shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the disposal process.
3. The bidder is expected to examine all instructions, forms and terms in the bid documents and complete the forms as required i.e., price schedule, bid form and the confidential business questionnaire. Failure to meet all the requirements of the bid will be at the bidder's risk and may result in bid rejection.
4. A prospective bidder requiring any clarification of the bid document may notify CHS by writing an email to bids@chskenya.org with the subject as "Clarifications - Bid for Disposal of Motor Vehicles". All clarifications/questions should have been sent to this email address by 5.00 PM on October 1, 2019.
5. CHS will respond in writing to bidders by 5.00 PM, October 2, 2019 on any clarifications that will have been sought.
6. The bidder shall indicate on the attached price schedule the unit prices for each of the interested items.
7. Prices quoted by the bidder shall be fixed during the bid validity period and not subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.
8. The price quoted shall be in Kenya Shillings (KES)
9. Bids shall remain valid for 60 days
10. Viewing of the bid items will be ongoing until October 11, 2019 between 10.00AM to 3.00PM at CHS Office – Siaya County.
11. Prospective bidders are encouraged to view the items at CHS Office - Siaya County before they bid for each item. This will enable them to arrive at the most competitive bids. Bids are based on "AS IS WHERE IS CONDITION" and the conditions of the items are not warranted by the seller.
12. Any effort by the Bidder to influence the process will lead to automatic disqualification.

13. CHS will award the contract to the successful bidder(s) whose bid has been determined to be substantially responsive subject to the reserve prices for each item and discretion of CHS management.
14. CHS will notify the successful bidder in writing and the successful bidder will be required to make payment within seven days (7 days) of notification of award.
15. In the event the successful bidder fails to pay for the item(s) awarded, CHS shall notify, the person who had submitted the second highest bid who will be expected to make payment within seven days (7 days).
16. Where the item's duties and applicable taxes are not paid, the bidder(s) is/ are responsible to make the necessary payment to the tax authorities after payment of the bid price to CHS. In this regard, prospective bidders should verify the duty and taxes status for the items on offer.
17. Once the payment is received by CHS, the bidder will be expected to sign a sale agreement and undertake to collect the offered items immediately.

PRICE SCHEDULE

Vehicle Make/ Model	Year of Manufacture	Registration	Quoted amount (KES)
1. Toyota Hiace Van	2001	KBG 539E	
2. Toyota Hilux D/ Cab	2008	KBC 072M	
3. Nissan Navara D/Cab	2012	KBR 614K	
4. Nissan Navara D/Cab	2012	KBR 616K	
5. Toyota Hilux D/ Cab	2001	KAZ 847F	

Authorized Official/Person/Bidder_____
Name_____
Signature_____
Date

BID FORM

To CEO
Centre for Health Solutions - Kenya,
P.O. Box 23248,
00100
Nairobi

Date: _____

Bid Purchase receipt

No. _____

RE: Invitation of Bids- Disposal of Motor Vehicles

Dear Sir,

Having examined the bid document, 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 bid documents for the sum of _____ (figures) _____ (words)

1. I/We undertake, if our bid is accepted, to pay for and collect the items in accordance with the requirements of the bid.
2. I/We agree to abide by the bid for a period of _____ [number] days from the date fixed for bid opening of the instructions to bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
3. I/We understand that you are not bound to accept the highest or any bid that you may receive while awarding the bid to the successful bidder.

Dated this _____ day of _____ 20____ at _____

[Signature]

[In the capacity of/Title]

Duly authorized to sign bid for and on behalf of _____

CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated below and you are advised that it is a serious offence to give false information on this form:

Business Name or Name of individual

Location of business premises or individual.

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Plot No..... Street/Road

Postal Address Tel No.company Mobile

E mail address.....Contact PersonMobile.....

Nature of Business/ occupation of the individual

.....

Registration Certificate No or Identification number (ID No.)

.....

Name of your bankers Branch.

END OF THE BID DOCUMENT FOR DISPOSAL OF MOTOR VEHICLES