



BID DOCUMENT FOR THE DISPOSAL OF MOTORVEHICLE

June, 2022

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OPEN BID NOTICE

Help A Child Africa Kenya; [herein after referred as "HACA"] wishes to invite sealed bids for the item listed below from eligible individuals/ firms:

Vehicle Make/ Model	Body Type	Passenger Capacity	Year of Manufacture	Reg Number	CC Rating	Duty Status
1. Toyota HZJ79R	S. Wagon	9	2015	KCG 617Q	4164cc	Paid

The intended sale of the listed vehicle is by sealed bids on "as is, where is basis" located at HACA offices Westlands 22 School lane. Interested parties should deliver a completed bid document in a sealed envelope and drop it in the tender box at the HACA office, located at Westlands 22 School lane on or before 3.00 pm on June 24th 2022 addressed to:

**The Tender Committee,
Help A Child Africa
P.O Box 76083-000508
Nairobi**

Interested bidders shall not be required to make any tender fee to HACA.

There shall be no public opening of tender box for bidders.

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

INSTRUCTION TO BIDDERS

1. This invitation for bids is open to all bidders except for HACA staff.
2. The bidder shall bear all costs associated with the downloading the bid, preparation and submission of its bid, and HACA, 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 & 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 HACA by writing an email to finance@hacafrika.org with the subject as "Clarifications - Bid for Disposal of Motor Vehicle". All clarifications/questions should have been sent to this email address by 5.00 PM on June 24th, 2022.
5. HACA will respond in writing to all bidder by 5.00 PM, July 01st, 2022 on any clarifications that will have been sought.
6. The bidder shall indicate on the attached price schedule the unit price for the interested item.
7. Price 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 at most 30 days from 1st June 2022
10. Viewing of the bid item will be ongoing until June 24th, 2022 between 11.00AM to 3.00PM at HACA Office – 22 School lane Westlands. All bidders wishing to view must book the time for viewing by calling Tel no 0708 785968 or email finance@hacafrika.org and receive a schedule confirmation.
11. Prospective bidders are encouraged to view the items at HACA Office -22 School lane Westlands before they bid for the item. This will enable them to arrive at the most

competitive bids. Bids are based on " AS IS WHERE IS BASIS" and the condition of the items are not warranted by the seller.

12. Any form of canvassing by the bidder will lead to automatic disqualification.
13. HACA will award the contract to the successful bidder(s) whose bid has been determined to meet the criteria set by the tender committee and detailed in this document.
14. HACA 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 awarded, HACA shall notify the person who had submitted the second highest bid who will be expected to make payment within seven days (7 days).
16. Once the payment is received by HACA, the bidder will be expected to sign a sale agreement and undertake to collect the offered item immediately.

PRICE SCHEDULE

Vehicle Make/ Model	Year of Manufacture	Registration	Quoted amount (KES)
1. Toyota HZJ79R	2015	KCG 617Q	

Authorized Official/Person/Bidder

Name **Signature** **Date**

BID FORM

To Tender Committee,
 Help A Child Africa - Kenya,
 P.O. Box 76083,
 000508
 Nairobi

Date: _____

Bid Purchase receipt

No. _____

RE: Invitation of Bids-Disposal of Motor vehicle

Dear Sirs

Having examined the bid document, the receipt of which is hereby duly acknowledged, we the undersigned, offer to purchase and collect the item 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 item in accordance with the requirements of the bid.
2. I/We agree to abide by the bid for a period of 7 days from the date fixed for offer redemption upon receipt of official offer 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.....
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.).....
.....
Pin no.....
Name of your bankers Branch.

END OF THE BID DOCUMENT FOR DISPOSAL OF MOTOR VEHICLES