



**TENDER FOR
DISPOSAL OF MOTOR VEHICLES**

TENDER NO. SJAK/PROC/02/2024-2025

INVITATION DATE: 20TH MARCH 2024

SUBMISSION DEADLINE: 2ND APRIL 2024 AT 5.00PM

INVITATION TO TENDER

St John Ambulance of Kenya (SJAK) hereby invites sealed bids from interested bidders willing to participate in the tender for Disposal of Motor Vehicles under terms and conditions contained hereto.

SCHEDULE OF DISPOSAL ITEMS

1. Details for the Motor Vehicle

| Make | Reg. Number | Model | Body Type | Year of Manufacture | Reserve Price (Kes) | Duty |
|---------------------------|-------------|---------------------------------|-------------------------|---------------------|---------------------|----------|
| Toyota Land Cruiser | KAX 702P | Toyota Land Cruiser HZJ79R | Ambulance Manual 5Speed | 2006 | 2,000,000 | Not Paid |
| Toyota Land Cruiser Prado | KAX 398L | Toyota Land Cruiser Prado HZJ78 | S Wagon Manual 4WD | 2006 | 2,000,000 | Not Paid |
| Toyota Land Cruiser Prado | KBM 245Q | Toyota Land Cruiser Prado | S Wagon Manual 4WD | 2010 | 2,600,000 | Not Paid |
| Toyota Hiace | KAT 537U | Toyota Hiace LH114 | Van Manual 5Speed | 2000 | 400,000 | Not Paid |

NOTE:

1) All interested bidders are invited to view the items as follows:

- (a) Viewing of the listed vehicles shall be open to the public from 20th to 28th March 2024 between 10:00am and 4:00pm at St John House along St John Lane off Parliament Road.

Duly complete bid documents will be submitted in plain sealed envelopes clearly marked with the “Description” and addressed to:-

**The Tender Committee,
St John Ambulance of Kenya,
P. O. BOX 41469 – 00100,
Nairobi.**

And be deposited in the Tender Box located on Ground Floor of St John House, on or before **2nd April 2024 at 5.00pm**. Bids will be opened on **3rd April 2024 at 11:00am** in the presence of representatives who choose to attend in the Conference Room located on 2nd Floor of St John House. **Late bids will be rejected.**

SECTION II-INSTRUCTION TO TENDERERS

1.1 Eligible tenderers

- 1.1.1 This invitation for tenders is open to all eligible tenderers.
- 1.1.2 The proposed sale is open to all interested bidders subject to terms and conditions attached hereto.

1.2 Cost of tendering

- 1.2.1 The tenderer shall bear all costs associated with the preparation and submission of its tender, and St John Ambulance, shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the disposal process.
- 1.2.2 The tender document shall be downloaded from *the St John website* www.stjohnkenya.org/tenders
- 1.2.3 All interested tenderers will be required to pay a non-refundable fee of **Kes 3,000** for each motor vehicle being tendered for.

1.3 The tender document

- 1.3.1 The tender document comprises the documents listed below and any addenda issued by the St John Ambulance of Kenya.
 - (i) Invitation to tender
 - (ii) Instructions to tenderers
 - (iii) Schedule of items on disposal
 - (iv) Price Schedule
 - (v) Conditions of Tender
- 1.3.2 The tenderer is expected to examine all instructions, forms and terms 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.

1.4 Clarification of documents

- 1.4.1 A prospective tenderer requiring any clarification of the tender document may notify St John Ambulance in writing or by post at the entity's address indicated in the invitation to tender. St John Ambulance 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 St John Ambulance.
- 1.4.2 Written copies of St John Ambulance's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers that have purchased the tender document.
- 1.4.3 St John Ambulance 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.

1.5 Amendment of documents

- 1.5.1 At any time prior to the deadline for submission of tenders, St John Ambulance 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 issuing an addendum.
- 1.5.2 All prospective candidates that have received the tender documents will be issued with the addendum in writing or by post and will be binding on them.

- 1.5.3 In order to allow prospective tenderers reasonable time in which to take the addendum into account in preparing their tenders, St John Ambulance at its discretion, may extend the deadline for the submission of tenders.

1.6 Tender prices and currencies

- 1.6.1 The tenderer shall indicate on the Price Schedule the amount which shall later be transferred to the respective Form of Tender.
- 1.6.2 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
- 1.6.3 The Price quoted shall be in the currency specified in the invitation to tender.

1.7 Tender deposit

- 1.7.1 All interested bidders shall be required to provide a refundable deposit of **10% of the reserve price** for each motor vehicle being tendered for.
- 1.7.2 Failure to deposit the required amount will lead to automatic disqualification.
- 1.7.3 Unsuccessful Tenderer's tender deposit will be discharged or returned promptly but not later than Seven (7) days after expiry of tender validity prescribed by St John Ambulance.
- 1.7.4 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 tender will be required to pay the bid price less the deposit security.
- 1.7.5 The tender deposit may be forfeited:
- a. If a tenderer withdraws its tender during the period of tender validity.
 - b. In the case of a successful tenderer, if the tenderer fails to pay the balance of the bid price within the specified period.

1.8 Validity of tenders

- 1.8.1 Tenders shall remain valid for **150 days** after date of tender opening prescribed by the St John Ambulance. Tender valid for a shorter period shall be rejected by the St John Ambulance as non-responsive.
- 1.8.2 In exceptional circumstances, St John Ambulance 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 1.7 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.

1.9 Viewing of Disposal Motor Vehicles

- 1.9.1 Prospective bidders are advised to view the motor vehicles where need be in order to arrive at the most reasonable and competitive bid. The sale will be based on "**as isWhere – is**" basis and the condition of the vehicle is not warranted by St John Ambulance.

2.10 Sealing and marking of tenders

The tenderer shall seal the tender and mark it with the Tender Number and Tender Description and with writings "**DO NOT OPEN BEFORE, 3rd April 2024 at 11.00a.m.**

2.11 Deadline for submission of tenders

- 2.11.1. Tenders must be received by St John Ambulance at the address specified in the invitation to tender not later than, **2nd April 2024 at 5.00p.m.**

2.11.2 St John Ambulance may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in which case all rights and obligations of St John Ambulance 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 St John Ambulance 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 accordingly. 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.

2.13 Opening of tenders

2.13.1 St John Ambulance will open all tenders in the presence of tenderers' representatives who choose to attend. Tenders must be received by St John Ambulance at the address specified not later than **21st March 2024 at 5.00p.m.** And in the location specified in the invitation to tender. The tenderers or representatives who are present shall sign a register evidencing their attendance.

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

2.14 Clarification of tenders

2.14.1 To assist in the examination, evaluation and comparison of tenders, St John Ambulance 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.

2.14.2 Any effort by the tenderer to influence St John Ambulance in the 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 St John Ambulance 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 St John Ambulance.

- 2.15.2 St John Ambulance will evaluate and compare the tenders, which have been determined to be substantially responsive.
- 2.15.3 The tender evaluation committee shall evaluate the tender within 30 days of the validity period from the date of opening the tender.

2.16 Award of tender criteria

- 2.16.1 St John Ambulance 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 bid, subject to the reserves price.**

2.17 Notification of award

- 2.17.2 Prior to the expiration of the period of tender validity, St John Ambulance 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.
- 2.17.8 In the event the successful bidder fails to pay for the awarded item within specified period, St John Ambulance shall notify the person who had submitted the second highest.

2.18 Contacting the St John Ambulance

No tenderer shall contact St John Ambulance 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 St John Ambulance in its decisions on tender evaluation, tender comparison, or contract award may result in the rejection of the tenderer's tender.

SECTION III – GENERAL CONDITIONS OF TENDER

1. All interested tenderers will be required to pay a non-refundable fee of **Kes 3,000** for each motor vehicle being tendered for in advance before the closing date of the tender using the following bank details.

Bank: ABSA Bank Kenya PLC

Account Name: St John Ambulance of Kenya

Account Number: A/c No. 0821228972 (Kes)

Branch: Harambee Branch

2. The tenderer(s) will be required to pay a refundable deposit of 10% of the reserve price for each motor vehicle being tendered for in advance before the closing date of the tender using bank details above.
3. Unsuccessful tenderers will be refunded deposits within fourteen (14) days after notification without interest.
4. The Evaluation Criteria will be as below;

I. Mandatory Evaluation Criteria

- (a) All tenderers Must attach a copy of National Identification Card (ID)
- (b) All tenderers Must attach a copy of KRA PIN Certificate
- (c) All tenderers Must fill the Price Schedule in the format provided
- (d) All tenderers Must fill the respective Form of Tender in the Format provided
- (e) All tenderers Must attach evidence of having paid the non-refundable fee and a deposit for each motor vehicle being tendered for by attaching a copy of bank slip.

II. Financial Evaluation Criteria

The successful bid(s) shall be the one with the highest bid price per motor vehicle and that meets all the conditions of the tender.

SECTION IV – SPECIAL CONDITIONS OF TENDER

1. Tenderer will be required to pay a deposit for each motor vehicle being tendered for in advance before the closing date of the tender.
2. St John Ambulance of Kenya is VAT exempt. As such, the successful tenderer shall pay all the taxes and duty due to KRA.
3. The successful tenderer will be required to pay for the motor vehicle within 7 days and not later than 14 days failure to which the award will be cancelled and deposit forfeited.
4. Unsuccessful tenderers will be refunded deposits within fourteen (14) days after notification of award.
5. Tenderers will be required to collect the motor vehicle within fourteen (14) days after making payment failure to which storage charges will be charged at a daily rate of Kes 1,000.
6. Non-compliant tenderers will automatically be disqualified.
7. To qualify for allocation of motor vehicle, the bidder must meet all the mandatory requirements.
8. The Corporation reserves the right to accept or reject any bid without prejudice.

NOTE:

All interested bidders are invited to view the motor vehicles as follows:

- (a) **Viewing of the listed vehicles shall be open to the public from 20th to 28th March 2024 between 10:00am and 4:00pm at St John House along St John Lane off Parliament Road.**

SECTION V - PRICE SCHEDULE

We/I do confirm to have placed the required deposit as supported by the attached copy of Bank Slip.

1. Details for the Motor Vehicle

| Make | Reg. Number | Model & Type | Reserve Price (Kes) | Deposit Refundable (10% of Reserve Price) | Bid Price (Kes) |
|---------------------------|--------------------|---------------------------------|----------------------------|--|------------------------|
| Toyota Land Cruiser | KAX 702P | Toyota Land Cruiser HZJ79R | 2,000,000 | 200,000 | |
| Toyota Land Cruiser Prado | KAX 398L | Toyota Land Cruiser Prado HZJ78 | 2,000,000 | 200,000 | |
| Toyota Land Cruiser Prado | KBM 245Q | Toyota Land Cruiser Prado | 2,600,000 | 260,000 | |
| Toyota Hiace | KAT 537U | Toyota Hiace LH114 | 400,000 | 40,000 | |

Name of Tenderer:

ID No.:

Signature:.....

Date:.....

Telephone:.....

Email:

FORM OF TENDER FOR MOTOR VEHICLE

Date: _____

To:
.....
[Name and address of **St John Ambulance**]

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda. The receipt of which is hereby duly acknowledged, we the undersigned, offer to purchase the indicated Motor Vehicle (s) in conformity with the said tender documents at the sum of Kes.....(.....
....) [total tender amount in figures and in words] 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 in accordance with the requirements of the tender.

3. We agree to abide by the tender for a period of **150** 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]

LETTER OF NOTIFICATION OF AWARD

Date:.....

To:.....
.....
.....

RE:

This is to notify you that your Tender dated [.....] for the purchase of the motor vehicle and at the price listed on the table below is hereby accepted by St John Ambulance of Kenya.

Please acknowledge receipt of this letter of notification by signing the attached copy and returning it to us within 7 days to signify your acceptance of this award.

Appending your signature will constitute a contract between us and yourselves for sale of the motor vehicle(s) upon which you are required to pay the full bid price within 14 days and transfer of the motor vehicle would be completed within 60 days. You shall be liable for the transfer fees and all taxes levied by the Government including duty.

OFFERED ITEM AND PRICE

| Item No. | Registration Number | Make | Bid Amount |
|----------|---------------------|------|------------|
| 1. | | | |

Sincerely,

Chief Executive Officer

LETTER OF NOTIFICATION TO UNSUCCESSFUL BIDDERS.

Date:.....

To:.....

.....

.....

RE:.....

This is to inform you that your offer in relation to Tender Ref Number: *SJAK/PROC/02/2024-2025*; namely “*Tender for Disposal of Motor Vehicles*” has been determined to be unsuccessful upon evaluation. Your bid offer of Kes for motor vehicle was not sufficient thus not accepted.

We however want to thank you for your participation in the bidding process.

Sincerely,

Chief Executive Officer

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 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 Proprietors 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

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 ofdo 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