



TENDER DOCUMENT

DISPOSAL OF MOTOR VEHICLE

TENDER NO./AICHM/LC/10022025

LOT ONE (1)

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PART A: TECHNICAL REQUIREMENTS

SECTION 1: Invitation to Tender

1. AIC Health Ministries (AICHM) invites sealed bids from eligible candidates to purchase the Motor Vehicle for disposal in lot as listed below and as shown in the image appendix.

LOT NO.	TYPE	MAKE AND MODEL	YOM	ENGINE CAPACITY	ODOMETER (KM)	LOCATION
1	4*4 Manual S/CAB Pick up	Toyota Landcruiser HZJ79R-	2012	4200CC	106,260	AICHM Offices-Nairobi Office UpperHill.

2. The vehicle listed above is a **Duty-Free Vehicle**.
3. This tender document is only for **Lot Number One (1)**
4. A complete set of tender documents can be downloaded from AICHM website; <http://https://aichm.org/tender.php> by interested bidders upon payment of a non-refundable fee of **KES2,000**. The payment should be made through the following Bank account(s): **Bank: CITI BANK, Account Name: AIC Health Ministries, Account Number: 0104097022, Branch: Head office Upperhill, Swift code: CITIKENYA**

Note: AICHM will not issue an eTIMS receipt for payment made

5. Bidders will then attach the original banking deposit slip to the tender document as proof of purchase.
6. Successful bidder will be required to pay within 7 days of notification of award, a deposit of the performance security amount as indicated on the schedule of items and prices. The Deposit of the performance security must be in the currency specified in the tender document. The payment should be made through the following Bank account(s): **Bank: CITI BANK, Account Name: AIC Health Ministries, Account Number: 0104097022, Branch: Head office Upperhill, Swift code: CITIKENYA**

N/B:

- **The deposited amount (10 percent) will be forfeited if failure to pay the remaining amount within fourteen (14) calendar days after the Tender award.**

7. Completed tender documents are to be enclosed in a plain envelope marked with the tender name, tender reference number and the lot number. Within the single outer envelope, the Bidder shall place another sealed envelope containing preliminary mandatory documents and the list of and prices of the items tendered for and addressed as follows:

- a) Bear the name and address (including telephone number) of the Bidder;
- b) Bear the name and reference number of the Tender;

Please note that only one complete tender document is required per lot (Do not provide additional copies).

8. Completed Tender Documents are to be enclosed in a plain sealed envelope(s) clearly marked with the tender name and tender reference number and should be addressed and delivered to the following address:

**Executive Director
AIC Health Ministries
P.O. Box 40431-00100,
NAIROBI**

9. Interested bidders **may view the vehicle** to be disposed of during the designated days and times as indicated below. Tenders are based on “AS WHERE IT IS AND THE CONDITION IT IS IN”. All inquiries should be in writing and sent to inquiry@aichm.org.

Day	Date	Time	Location
1	Thursday 13 th February 2025	Between 8 AM – 12PM (EAT)	AICHM Offices, UpperHill Road (AIC HEADQUARTERS OFFICES)
2	Monday 17 th February 2025		

10. Prices quoted should be net, must be in Kenya Shillings and shall remain valid for 90 days from the closing date of the tender.

11. Tender Documents should be received on or before **Friday 21st February 2025 at 12.00 noon** at the **AICHM - Tender Box** at the **Main Reception**. Electronic bidding will not be permitted. Late tenders will be rejected.

12. Specific Instructions

- 12.1 The final bound tender document **must be bound** and **serially paginated** (All pages in the document from the top page (immediately after the top cover) to the last page (one before the back cover) including table of contents, separators, brochures, bank deposit slip and any other attachments) in a continuous ascending order from the first page to the last in this format; 1,2,3.....n where n indicates the last numerical page number.
- 12.2 Bids will be evaluated on a Lot basis.

SECTION 2: Instructions to Tenderers

2.1 Eligible Tenderers

- 2.1.1 This Invitation for Tender is open to all eligible 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 bid. AICHM or its agents, will under no circumstance be responsible or liable for those costs regardless of the conduct or outcome of the tendering process.

2.3 Specific Instructions

- 2.3.1 Bidders must quote for all items and quantities as indicated in order to qualify for evaluation.
- 2.3.2 Submitted documents including brochures and any other attachments shall be written in English.

2.4 Amendment of Documents

- 2.4.1 At any time prior to the deadline for submission of tenders, AICHM for any reasons, whether at its initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by amendments.
- 2.4.2 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.
- 2.4.3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, AICHM at its discretion may extend the deadline for the submission of tenders.

2.5 Tender Prices, Currencies, & Award

- 2.5.1 The tenderer shall indicate on the appropriate Price Schedule, the unit prices inclusive of all taxes and the total tender price of the items proposed to be purchased under the contract.
- 2.5.2 Prices quoted by the tenderer shall be fixed during the tender validity period and not subjected to variation on any account. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.
- 2.5.3 The price quoted shall be in **Kenya Shillings**.
- 2.5.4 The highest evaluated Tender will be recommended for award for each lot **upon meeting all the mandatory requirements**
- 2.5.5 The winning bidder(s) will be required to offset the duty amount with the Government of Kenya prior to the vehicle transfer
- 2.5.6 Items tendered for below the reserve price will not be awarded and will be retained by the

procuring entity

2.6 Validity of Tenders

2.6.1 Tenders shall remain valid for 90 days after the date of tender opening prescribed by AICHM, pursuant to paragraph 2.10. Tenders valid for a shorter period shall be rejected by AICHM as non-responsive.

2.6.2 In exceptional circumstances, AICHM 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 tenderer may refuse the request. A tenderer granting the request will not be required nor permitted to modify its tender.

2.7 Sealing and Marking of Tenders

2.7.1 The tenderer shall seal the tender and mark it with the tender reference number and tender name and **"DO NOT OPEN BEFORE 12 noon on Friay 21st February 2025"**

2.8 Deadline for Submission of Tenders

2.8.1 Tenders must be received by AICHM at the address specified not later than **12 noon, on Friay 21st February 2025**

2.9 Modification of Tenders

2.9.1 The tenderer may modify or withdraw its tender after the tender's submission provided that written notice of the modification, including substitution of withdrawal of the tenders, is received by AICHM prior to the deadline prescribed for submission of tenders.

2.9.2 The tenderer modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.10:1. A withdrawal notice may be sent by email but followed by a signed confirmation copy, postmarked no later than the deadline for submission of tender

2.9.3 No tenderer may be contacted after the deadline for submission of tenders.

2.10 Withdrawals of Tender

2.10.1 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.

2.10.2 A bidder who withdraws its tender after the deadline for submission will forfeit its bid security deposit.

2.11 Opening of Tenders

2.11.1 AICHM will not require tenderers' representatives during tender opening.

2.12 Clarification of Tenders

2.12.1 To assist in the examination, evaluation and comparison of tenders AICHM, at its discretion, may 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.

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

2.13 Evaluation and Comparison of Tenders

- 2.13.1 AICHM will examine the tenders to determine whether they are complete, whether any computation errors have been made, whether required securities/tender purchase 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 AICHM.
- 2.13.2 AICHM will evaluate and compare the tenders, which have been determined to be substantially responsive.
- 2.13.3 AICHM will notify bidders who will be required to provide samples in good time with specific sample submission details following **finalization of the preliminary evaluation**.
- 2.13.4 AICHM will ensure that the submitted samples are catalogued accordingly and correspond to the assigned bid number(s). The tenderers should ensure that all their samples have been captured correctly.

2.14 Notification of Award

- 2.14.1 Prior to the expiration of the period of tender validity, AICHM will notify the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the highest tendered price, subject to the reserve price; in writing that the tender has been accepted.
- 2.14.2 Simultaneously the other tenderers shall be notified that their tenders have been unsuccessful.

2.15 Appeal Period

- 2.15.1 Any vendor/service provider who wishes to appeal against the outcome of the tender shall do so in writing within 3 working days of the date of the notification/regret letter. Any letter received after the third day shall not be responded to and shall be treated as null and void. AICHM shall have dispensed with this procurement.

2.16 Contacting AICHM

- 2.16.1 No tenderer shall contact AICHM on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.
- 2.16.2 Any effort by a tenderer to influence AICHM in its decisions on tender evaluation, tender evaluation committee, or contract award will result in the rejection of the tenderer's tender.

SECTION 3: Eligibility Requirements

Evaluation and Comparison of Tenders

a) Preliminary Evaluation Criteria

Bids will be evaluated based on the criteria below.

Bids **lacking any of the documents** below will be considered non-responsive and therefore will be eliminated at this stage.

PRELIMINARY EVALUATION OF MANDATORY REQUIREMENTS

No.	Particulars	Marks	Responsive	Non-responsive
1.	Must provide a copy of the Certificate of Incorporation / Certificate of Registration and a copy of current CR12 (<i>generated within the last 12 months as from December 2023 to date</i>) and copies of IDs for all the directors and shareholders for a Company, or; National ID for an Individual applicant, or; for Sacco's certificate of registration and bylaws.	1 or 0		
2.	Must provide a copy of a valid KRA Tax Compliance Certificate for Companies or; PIN Certificate for Individual applicant.	1 or 0		
3.	Must attach mobile money deposit receipt/original banking deposit slip amounting to KES 2,000 as proof of purchase of the tender document per LOT .	1 or 0		
4.	Must dully fill the Confidential Business Questionnaire Form in the format provided in the tender document.	1 or 0		
5.	Must dully fill and sign the Form of Tender in the format provided in the tender document.	1 or 0		

NOTE:

- *Bids missing any of the above mandatory and eligibility requirements will be considered non-responsive and therefore will be eliminated at this stage.*
- *ENSURE your tender document is **BOUND** and that all pages of the tender document are sequentially paginated in the format 1, 2,3 starting with 1 on the top page (see **details of pagination and binding in section 12.1 of the tender document**)*

PART B: SCHEDULE OF ITEMS AND PRICES

LOT NO.	TYPE	MAKE AND MODEL	YOM	ENGINE CAPACITY	ODOMETER (KM)	DUTY FREE VALUE (KES)	PERFORMANCE SECURITY AMOUNT (10% OF DUTY-FREE VALUE (KES))	LOCATION
1	4*4 Manual S/CAB Pick up	Toyota Landcruiser HZJ79R-TJMRS	2012	4200CC	106,260	980,000	98,000	AICHM Offices, UpperHill Road (AIC HEADQUARTERS)

Dated this day of20.....

.....

[Signature]

[In the capacity of]

Duly authorized to sign tenders on behalf of

NOTE:

- The highest evaluated Tender will be recommended for award **upon meeting all the mandatory requirements**
- Items tendered for below the reserve price will be retained by the procuring entity.
- The winning bidder(s) will be required to offset the duty amount with the Government of Kenya prior to the vehicle transfer

PART C: STANDARD FORMS

Note on Standard Forms

The **confidential business questionnaire** and **the form of tender** 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.

i. Confidential Business Questionnaire

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.

Part 1 - General

Business Name: Location of Business premises: Country/Town..... Postal Address: Code: Town: Tel No.: E-mail: Fax: Nature of Business:
.....

Part 2 (a) – Individuals

Your Name in full: Nationality: Country of Origin: Citizenship details

Part 2 (b) – Partnership

	Name:	Nationality:	Citizenship Details:	Shares
1.
2.
3.

Part 2 (c) – Registered Company

Private or Public:
.....

Give details of all directors as follows:

	Name:	Nationality:	Citizenship Details:	Shares
1.
2.
3.

ii. Form of Tender

To: AICHM

..... [Date]

Dear Sir/Madam,

Having examined the tender documents and having examined the items on sale, we the undersigned, offer to purchase and collect the items offered to us in conformity with the said tender documents for the sum of Kshs

[Amount in Figures]

.....
.....

[Amount in Words]

Or such other sums as may be ascertained in accordance with the Schedule of Items and Prices attached here with and made part of this Tender.

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

We agree to adhere by the tender price for a period of 90 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.

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

SCHEDULE OF ITEMS AND PRICES

LOT NO.	ITEM DESCRIPTION	QTY	PERFORMANCE DEPOSIT REQUIRED	RESERVE PRICE (KES)	BID PRICE (KES)
		1			

Dated this day of20.....

.....
[Signature] [In the capacity of]

Duly authorized to sign tenders on behalf of

Witness Name:

Signature:

Date:

iii. **References**

BANK REFERENCES	
BANK HOLDING MAIN ACCOUNT	
Bank name and address:	
Name of account:	
Account number:	How long open?

COMMERCIAL REFERENCES	
Provide names and contract details of two customers who may be approached to verify your capacity to perform against similar contracts.	
LOCAL/INTERNATIONAL TRADE REFERENCE – CUSTOMER 1	
Name and address:	
Activity:	Period of relationship:
Contact name:	Fax no.:
Telephone No.:	
LOCAL/INTERNATIONAL TRADE REFERENCE – CUSTOMER 2	
Name and address	
Activity:	Period of relationship:
Contact name:	Fax no.:
Telephone No.:	

DECLARATION

I/We have completed this form (s) accurately at the time of reply and it is agreed that all responses can be substantiated, if requested to do so, and that any inaccuracy in the information filled herein will lead to disqualification of the tenderer.

For and behalf of:

.....

Name:

Date:

Signature:

.....

ANNEX 1: STAGES OF TENDER

PART A

a) Preliminary Evaluation

Tenderers are required to comply with mandatory requirements

- ✓ Bidders who shall not provide any of the documents shall be considered non-responsive and shall not proceed to the next stage(s) of evaluation

PART B

a) Financial Evaluation

- ✓ Tenderers who are successful at the proceeding stage shall have their prices compared and award recommended to the highest evaluated bidder whose bid price must be higher than the reserve price per item.

b) Contracting

- ✓ If accepting the offer, the successful bidder shall be contracted per the sample standard agreement accessible on the AICHM website