

**BANKI
KUU YA
KENYA**



**CENTRAL
BANK OF
KENYA**

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TENDER DOCUMENT

**TENDER FOR DISPOSAL OF IT EQUIPMENT FOR CENTRAL BANK OF
KENYA**

TENDER N° CBK/041/2020-2021

CLOSING DATE: 15TH DECEMBER 2020 AT 10:30 A.M

GUIDELINES ON PREPARATION OF BID DOCUMENT

In preparing the bid document in response to the tender, bidders are advised to note the following:

1. **Read Section I** – Invitation to tender carefully. This section gives guidelines on how and where to seek further clarification pertaining to the tender document; whether Tender Securing Deposit is required or not; where and when the tenders should be submitted; and place where tenders will be opened.
2. **Read Section II** – Instruction to Tenderers. This section guides tenderers basically on how to prepare their bid and how the tendering process will be carried out up to the award stage including notification of award to the successful bidder.
3. **Evaluation Criteria:** This gives information on how the tenders will be evaluated. Tenderers should be able to examine or recheck (delete) their bids before submission to determine in advance whether they meet the requirement of the tender or not. By following the evaluation criteria, bidders will be able to note all the required documents that should be attached to the bid document.

Checklist of documents required to form a bid document:

No	Documents Required	Suppliers Comments
1.	Copy of Certificate of Incorporation or Business Registration Certificate or copy of identification document (ID)/ Passport for bidders bidding as natural persons	
2.	Duly filled and signed Form of Tender in the format provided in the tender document as Form 5.1	
3.	Dully filled and signed Confidential Business Questionnaire in the form or format provided in the tender document as Form 5.2 (fill in where applicable)	
4.	Priced schedules of items quoted for.	

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SECTION I INVITATION TO TENDER

Tender Ref No. TENDER NO. CBK/41/2020-2021

TENDER FOR DISPOSAL OF IT EQUIPMENT

1. The Central Bank of Kenya invites sealed tenders from eligible firms for of **Disposal of IT Equipment**.
2. Further information as pertains to this tender may be obtained during working hours (Monday to Friday) between 9:00 am and 5:00 pm using the following address: **Director, General Services Department, Tel: +254 20 2861000/2860000, 5th Floor, Central Bank of Kenya, Haile Selassie Avenue, Nairobi, Email: supplies@centralbank.go.ke**
3. A complete set of tender document containing detailed information may be obtained at no cost from Central Bank of Kenya website (www.centralbank.go.ke) and Public Procurement Information Portal (PPIP) www.tenders.go.ke respectively. Bidders who download the tender document are advised to email their contact address using email: supplies@centralbank.go.ke before the tender closing date.
4. Prices quoted should be inclusive of all taxes and delivery costs and must be expressed in Kenya shillings and shall remain valid for a period of **120 days** from the closing date of the tender.
5. No **Tender Security** is required for this tender.
6. Completed Tender Documents in plain sealed envelopes **marked with the tender number and title** should be deposited in **the Green Tender Box No. 3** located at the **main entrance to the CBK Building** on Haile Selassie Avenue before **15th December, 2020 at 10.30am**. Late bids will not be accepted and will be returned unopened.
7. Tenders will be opened immediately thereafter, i.e. on **15th December, 2020 at 10.30am** in the presence of the tenderers representatives who may choose to attend the opening at the **Central Bank of Kenya Head Office, Mezzanine Conference Room**.

DIRECTOR,

GENERAL SERVICES DEPARTMENT

SECTION II - INSTRUCTIONS TO TENDERERS

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SECTION II - INSTRUCTION TO TENDERERS

2.1 Eligible Tenderers

2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Appendix to instructions to tenderers.

2.1.2 Tenderers shall not be under a declaration of ineligibility for corrupt or fraudulent practices

2.1.3 The procuring entity's Employees, Board Members and their relatives (spouse and children) are not eligible to participate in the tender unless where specifically allowed under the Act.

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 procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

2.2.2 There will be no charge for the tender.

2.2.3 The procuring entity shall allow the tender to review the tender document free of charge before purchase.

2.3 The Tender Document

2.3.1 The tender document comprises the documents listed below and any addenda issued in accordance with clause 2.5 of these instructions to tenderers.

- (i) Invitation to tender
- (ii) Instructions to tenderers
- (iii) Schedule of items and price
- (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 Procuring entity in writing or by post at the entity's address indicated in the Invitation for tenders. The Procuring entity 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 procuring entity. Written copies of the Procuring entities 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 procuring entity not later than 7 days prior to the deadline for submission of tenders.

2.4.3 The procuring entity 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 Procuring entity, 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 Procuring entity, 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 prices and total tender price of the items 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 deposit for every item tendered for in the amount indicated in the schedule of items and prices.

2.7.2 Failure to put the required deposit for any item tendered for will lead to disqualification of the bid for the item.

2.7.3 Unsuccessful Tenderer's tender deposit will be discharged or returned as promptly as possible but not later than Seven (7) days after the expiration of the period of tender validity prescribed by the procuring entity.

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 tender 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 procuring entity.

(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 90 days or as specified in the appendix to instruction to tenderers after date of tender opening prescribed by the Procuring entity, pursuant to paragraph 2.10 Tender valid for a shorter period shall be rejected by the Procuring entity as non-responsive.

2.8.2 In exceptional circumstances, the Procuring entity 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 IT Equipment in liaison with the procuring entity before they bid. This will enable them to arrive at the most reasonable and competitive bids. Bids are based on **AS IS CONDITION** and the conditions of the items are not warranted by the seller.

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** (day, date and time).

2.11 Deadline for Submission of Tenders

2.11.1. Tenders must be received by the Procuring entity at the address specified not later than **15th December, 2020 at 10.30am.**

2.11.2 The procuring entity 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 procuring entity 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 Procuring entity 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 Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend on **15th December 2020 at 10.30 a.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.

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

2.13.4 The Procuring entity 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 Procuring entity 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 Procuring entity in the Procuring entity'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 Procuring entity 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 procuring entity.

2.15.2 The Procuring entity 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 Criteria

2.16.1 The Procuring entity 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 Procuring entity 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 Procuring entity

2.18.1 No tenderer shall contact the Procuring entity 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 Procuring entity in its decisions on tender evaluation, tender comparison, or contract award may result in the rejection of the tenderer's tender.

APPENDIX TO INSTRUCTIONS TO TENDERERS.

The following information for sale of IT Equipment shall complement, supplement or amend, the provisions of the instructions to tenderers. Whenever there is a conflict between the provisions of the instructions to tenderers and the provisions of the Appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers.

Instructions to tenderers

Particulars of appendix to Instructions to Tenderers

2.1.1(i). Eligible Tenderers shall be individuals or registered firms

2.2.2 The price to be charged for hard copy tender document shall be **Kes 1000** or free for downloading from the websites. Payments shall be made in favor of Central Bank of Kenya in cash or bankers cheque.

2.4.1 Clarification may be sought 7 days before deadline for submission of tenders.

2.6 Price quoted shall be net and in Kenya shillings

2.7 The validity period of the Tender shall be 120 days from the closing date of Tenders.

2.8 Viewing of the items may be arranged during working hours (Monday to Friday) between 9:00 am and 4:00 pm between **30th November 2020 to 11th December 2020** using the following address: Director, General Service Department, Central Bank of Kenya, Haile Selassie Avenue, Nairobi, Tel: +254 20 2861000/2860000, Email: supplies@centralbank.go.ke

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 15th December 2020 at 10.30am.**

2.11.1 Tenders must be received by the Procuring entity at the address specified.

EVALUATION CRITERIA

Evaluation will be carried out through two stages as follows:

Stage 1:

COMPLIANCE WITH THE MANDATORY REQUIREMENTS(MR).

No	Mandatory requirement (MR)	Remarks
MR 1	Provide copy of certificate of incorporation or business registration certificate or copy of identification card (ID)/Passport for bidders bidding as a natural person.	
MR 2	Provide a duly filled and signed confidential business questionnaire provided in this tender document.	

Stage 2:

FINANCIAL EVALUATION

Financial Evaluation will involve checking the bids and analysis of prices quoted by tenderers. The recommendation of award will then be based on the highest price quoted for each item by the bidder that meets the mandatory requirements provided that the price quoted is equal or above the respective reserve price for that item.

SECTION III - SCHEDULE OF ITEMS AND PRICES

Item No.	Article	Asset code No. (CBK)	QTY	Reserve Value	Price Quoted in Kshs
1	IBM P595 Server	CBK028439	1	1,000.00	
2	IBM P595 Server	CBK028775	1	1,000.00	
3	Core Switch	CBK010128	1	5,000.00	
4	Cisco Catalyst 4506	CBK010129	1	5,000.00	
5	Cisco ASA 5525-X	CBK057793	1	2,500.00	
6	Checkpoint	CBK057794	1	,500.00	
7	IBM System x3650	CBK010110	1	5,000.00	
8	IBM System x3650	CBK010094	1	5,000.00	
9	IBM xSeries 346	CBK010101	1	3,000.00	
10	Cisco Router 3800	CBK028780	1	2,500.00	
11	Cisco Switch Catalyst 3560G	IT Component	1	3,500.00	
12	EXP3512	Sn:13KOGZ2	1	500.00	
13	Key board + mouse	IT Component	1	500.00	
14	System x3550	CBK028737	1	3,000.00	
15	Blade Center H	CBK057777	1	3,000.00	
16	Blade Center H	CBK028580	1	3,000.00	
17	Monitor +Keyboards	CBK008823	1	1,000.00	
18	CPU	CBK010100	1	2,000.00	
19	Monitor	CBK008817	1	1,000.00	
20	CPU	CBK008819	1	2,000.00	
21	Monitor	CBK008816	1	1,000.00	

Item No.	Article	Asset code No. (CBK)	QTY	Reserve Value	Price Quoted in Kshs
22	CPU	CBK008818	1	2,000.00	
23	Monitor	CBK008828	1	1,000.00	
24	CPU	CBK008813	1	2,000.00	
25	Lenovo		1	1,000.00	
26	Monitor	CBK008812	1	1,000.00	
27	CPU	CBK008810	1	2,000.00	
28	Cisco 2900(Rack 14) Router		1	3,500.00	
29	Monitor	CBK059003	1	1,000.00	

Authorized official for Tenderer Name: _____

Signature_____

Date_____

SECTION IV - CONDITIONS OF TENDER

4.1 A tenderer may bid for one or more items as he/she wishes.

4.2 Winning bidders will be required to pay for the items 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 who will not be awarded will be notified of the outcome.

4.4 Tenderers will be required to collect the items they have paid for within **fourteen (14) days** after making the payment failure to which storage charges will be levied as indicated in the appendix to Conditions of tender.

4.5 Items tendered for below the reserve price will be retained by the Bank.

APPENDIX TO CONDITIONS OF TENDER

The following information for sale of IT Equipment shall complement, supplement, or amend, the provisions of the conditions of the tender. Whenever there is a conflict between the provisions of the conditions of tender and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the conditions of tender.

Conditions of tender reference

Particulars of the appendix to Conditions of tender

Storage charges will be charged at a rate of **1%** of the total cost per day for each item(s) awarded and not collected after fourteen days.

SECTION V - STANDARD FORMS

Notes on Standard Forms

5.1 The form of tender, **MUST** be completed by the tenderers and returned with the tender. Failure to complete this form will lead to the disqualification of the tenderer.

5.2 The confidential business questionnaire form **MUST** be completed by the tenderers and returned with the tender.

5.3 The letter of notification of award form should not be completed by the tenderers. This is a sample form to be completed by the procuring entity and issued to successful tenderers.

5.4 Request for review form (Form RB 1) should not be completed by the tenderers. This is a sample form to be used by the tenderers to launch any review with the Public Procurement Administrative Review Board.

5.1 FORM OF TENDER

Date:

Tender No.

To: Central Bank of Kenya

P. O. Box 60000 – 00200

NAIROBI.

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda.

Nos. [insert 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 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.

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

5.2 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 Kshs

Name of your bankers.....Branch
.....

Part 2 (a) – Sole Proprietor

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				
---	-------	-------	-------	-------

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.

Date

Seal/Signature of Candidate

5.3 LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To:

RE: Tender No.

Tender Name

This is to notify that the items stated below under the above-mentioned tender have been awarded to you.

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. You are required to pay for the items not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

(FULL PARTICULARS)

SIGNED FOR ACCOUNTING OFFICER

5.4 REQUEST FOR REVIEW FORM (FORM RB 1)

REPUBLIC OF KENYA

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION NO..... OF.....20.....

BETWEEN..... APPLICANT

AND.....RESPONDENT (Procuring Entity)

Request for review of the decision of the..... (Name of the Procuring Entity) of
.....dated the...day of20.....in the matter of Tender No.....of
.....20...

REQUEST FOR REVIEW

I/We....., the above named Applicant(s), of address: Physical
address..... Fax No.....Tel. No..... Email, hereby request the Public
Procurement Administrative Review Board to review the whole/part of the above mentioned
decision on the following grounds, namely: -

- 1.
- 2.
- etc.

By this memorandum, the Applicant requests the Board for an order/orders that: -

- 1.
- 2.
- etc

SIGNED (Applicant)

Dated on..... day of/...20...

FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on day of
.....20.....

SIGNED

Board Secretary