

EAST AFRICAN WILD LIFE SOCIETY



THE EAST AFRICAN
WILD LIFE SOCIETY

TENDER DOCUMENT FOR THE SUPPLY AND DELIVERY OF A MOTOVEHICLE

TENDER NO. EAWLS/MV/1/2018

NOTICE DATE : 05TH OCTOBER 2018

CLOSING DATE: 22ND OCTOBER 2018

P.O BOX 20110-00200, NAIROBI, KENYA RIARA ROAD

TEL: +254 (0) 722 202 473 / +254 (0) 734 600 632 / +254 20 3874145



THE EAST AFRICAN
WILD LIFE SOCIETY

The East African Wild Life Society
P. O. Box 20110-00200
Nairobi

TENDER NOTICE

Tender No. EAWLS/MV/1/2018

Notice Date: 5th October 2018

Closing Date: 22nd October 2018 @ 10am

The East African Wild Life Society invites tenders from eligible candidates for the following:-

Description: Motor Vehicle

Make: Toyota

Model:

1. **Axio 1500 CC, Manual/Automatic**

Body: Saloon

Seat Capacity:5 seater

Colour: White

Fuel: Petrol

2. **Noah / Voxy 2000 CC, Automatic**

Body: Station Wagon

Colour: White

Seat Capacity 7 seater

Fuel: Petrol

Interested suppliers should have the following requirements;

- Certificate of incorporation
- KRA Tax compliance
- Valid business permit

The interested suppliers should obtain the tender document for free by downloading from the East African Wild Life Society website: www.eawildlife.org and returned on or before 22nd October 2018.

Completed tender document in plain sealed envelopes all clearly marked “East African Wild Life Society Tender for a motor vehicle” addressed to:

The Procurement Committee
East African Wild Life Society
P.O Box 20110 - 00200
Nairobi

Should be deposited in the tender box at the East African Wild Life Society.

Tenders will be opened immediately thereafter at the Society. Suppliers who may wish to witness or send their representatives will be free to do so.

The East African Wild Life Society will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

The East African Wild Life Society reserves the right to accept or reject any tender either in whole or in part without giving reasons for either rejection or acceptance.

Prior to the expiration of the period of tender validity, the East African Wild Life Society will notify the successful tenderer in writing that its tender has been accepted.

The notification of award will signify the formation of the Contract subject to the signing of the contract between the tenderer and the East African Wild Life Society. Simultaneously the other tenderers shall be notified that their tenders have not been successful.

Within fourteen (14) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the East African Wild Life Society.

FORM OF TENDER

Date _____

Tender _____

To: **The Procurement Committee
East African Wild Life Society (EAWLS)
P. O. Box 20110-00200
NAIROBI**

Sir/Madam:

1. Having examined the Tender documents we, the undersigned, offer to supply and deliver a Motor Vehicle in conformity with the said Tender documents for the sum of _____ *[total Tender amount in words and figures]*.

2. We undertake, if our Tender is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

3. We agree to abide by this Tender for the Tender validity period specified, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

4. We are not participating, as Tenderers, in more than one Tender in this Tendering process.

5. Our firm, its affiliates or subsidiaries - including any subcontractors or suppliers for any part of the contract - has not been declared ineligible by the Government of Kenya under Kenyan laws.

6. Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

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

8. We certify/confirm that we comply with the eligibility requirements as per the Tender documents

Dated this _____ day of _____ 20_____
[Signature] [In the capacity of]

Duly authorized to sign Tender for and on behalf of _____

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 applied 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.....

Faxemail:

Nature of Business

Registration Certificate No.

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.

4.

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.

Date.....Seal / Signature of Candidate.....

CONTRACT FORM

THIS AGREEMENT made on the _____ day of _____ between East African Wild Life Society of P.O Box 20110-00200 Nairobi, Kenya (hereinafter called “the Procuring Entity”) of the one part and[**Name of Tenderer**] of [**City and Country of Tenderer**](Hereinafter called “the tenderer”) of the other part.

WHEREAS the procuring entity invited tenders for a motor vehicle and has accepted a tender for the supply of a motor vehicle in the sum of.....[brief description of materials and spares] and has accepted a tender by the tenderer for the supply of the motor vehicle in the sum of[contract price in words and figures]

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as Part of this Agreement.:
 - (a) the Tender Form and the Price Schedule submitted by the tenderer;
 - (b) the Schedule of Requirements
 - (d) the General Conditions of Contract;
 - (e) The procuring entity’s Notification of award.
3. In consideration of the payments to be made by the East African Wild Life Society to the tenderer as hereinafter mentioned, the tenderer hereby covenants with the East African Wild Life Society to provide the materials and spares and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The East African Wild Life Society hereby covenants to pay the tenderer in consideration of the provision of a motor vehicle and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by _____ the _____ (for the East African Wild Life Society)

Signed, sealed, delivered by _____ the _____ (for the tenderer) in the presence of _____.

LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To:

RE: Tender No.....

Tender Name.....

This is to notify that the contract/s 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. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but 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