

NATIONAL HOSPITAL INSURANCE FUND



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**TENDER NO: NHIF /037/2016-2017 FOR
DISPOSAL OF BOARDED VEHICLES**

FEBRUARY, 2017

TABLE OF CONTENTS

		PAGE
SECTION A	INVITATION TO TENDER.....	3
SECTION B	: INSTRUCTIONS TO TENDERERS.....	5
SECTION C	: SCHEDULE OF ITEMS AND PRICE.....	12
SECTION D	: CONDITIONS OF TENDER.....	13
SECTION E	: STANDARD FORMS.....	14
	5.1 FORM OF TENDER.....	15
	5.2 CONFIDENTIAL BUSINESS	
	QUESTIONNAIRE FORM.....	26

SECTION A: INVITATION TO TENDER

2ND FEBRUARY 2017

Tender Ref No. NHIF/037/2016-2017

Tender Name: DISPOSAL OF BOARDED MOTOR VEHICLES

The National Hospital Insurance Fund invites sealed tenders from eligible candidates for purchase of **Boarded Motor Vehicles**

Interested eligible candidates may obtain further information from and inspect the tender documents at **NHIF Building, Procurement Office, 7th Floor Room 739** during normal working hours.

- 1.2 Tenderers will be required to pay in advance a refundable deposit of **Kshs. 20,000.00 for Motor Vehicles to the Bank Accounts provided in the advert.**
- 1.3 Tender documents will be accessed from the NHIF Website www.nhif.or.ke and National Treasury IFMIS <http://suppliers.treasury.go.ke> free of charge. Bidders can download the tender documents and give us their details for recording and provision of any additional information in case of clarifications.
- 1.4 Completed tender documents are to be enclosed in plain sealed envelopes marked with the tender reference number and the tender name and deposited in the Tender Box at **NHIF Building, 7th Floor Reception** or be addressed to **Chief Executive Officer, National Hospital Insurance Fund** so as to be received on or before **10.00 a.m , Friday 17th February 2017.**
- 1.5 Prices quoted should be net, must be in Kenya Shillings and shall remain valid for 90 days from the closing date of the tender.
- 1.6 Tenders will be opened immediately thereafter in the presence of the tenderers or their representatives who choose to attend at the **NHIF Building, 2nd Floor Auditorium**

**MANAGER PROCUREMENT & SUPPLIES
FOR: CHIEF EXECUTIVE
NHIF
P.O.BOX 30443-00100, NAIROBI
E-mail Add: info@nhif.or.ke
FAX No: 2725752**

SECTION B - INSTRUCTIONS TO TENDERERS

Table of Clauses

	Page
2.1 Eligible tenderers.....	5
2.2 Cost of tendering.....	5
2.3 Tender documents.....	5
2.4 Clarification of documents.....	6
2.5 Amendments of documents.....	6
2.6 Tender prices and currencies.....	7
2.7 Tender deposit.....	7
2.8 Validity of tenders.....	8
2.9 Viewing of the tender items.....	8
2.10 Sealing and marking of tenders.....	8
2.11 Deadline for submission of tenders.....	8
2.12 Modification and withdrawal of tenders.....	9
2.13 Opening of tenders.....	10
2.14 Clarification of tenders.....	10
2.15 Evaluation and comparison of tenders.....	10
2.16 Award of tender criteria.....	11
2.17 Notification of award.....	11
2.18 Contacting the procuring entity.....	11

SECTION C - INSTRUCTION TO TENDERERS

2.1 Eligible Tenderers

2.1.1 This Invitation for Tenders is open to all interested 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 tender, and the Fund, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

2.3 The Tender Document

2.3.1 The tender document comprises the documents listed below

- (i) Invitation to tender
- (ii) Instructions to tenderers
- (iii) Schedule of Vehicles
- (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 Fund in writing or by post at the Fund's address indicated in the

Invitation for tenders. The Fund will respond in writing to any request for clarification of the tender documents, which it receives not later than five (5) days prior to the deadline for the submission of tenders, prescribed by the Fund. Written copies of the Fund's 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 Fund not later than 7 days prior to the deadline for submission of tenders.

2.4.3 The Fund 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 Fund, 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 Fund, 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 of the vehicle tendered for in the amount indicated in the schedule of vehicles.

2.7.2 Failure to put the required deposit for any vehicles tendered for will lead to disqualification.

2.7.3 Unsuccessful tenderers tender deposit will be returned 14 working days after notification.

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 tenderer 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 Fund.
- (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 60 days or as specified in the appendix to instruction to tenderers after date of tender opening prescribed by the Fund, pursuant to

paragraph 2.10 Tender valid for a shorter period shall be rejected by the Fund as non responsive.

2.8.2 In exceptional circumstances, the Fund 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 vehicles before they bid for each them. This will enable them to arrive at the most reasonable and competitive bids. Bids are based on "AS - WHERE - IS - CONDITION" and the conditions of the vehicles 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 10.00 a.m , Friday 17th February 2017

2.11 Deadline for Submission of Tenders

2.11.1. Tenders must be received by the Fund at the address specified not later than 10.00 a.m Friday 17th February 2017

2.11.2 The Fund 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 Fund 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 Fund 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 Fund will open all tenders in the presence of tenderers' representatives who choose to attend at **10.00 a.m , Friday 17th February 2017** 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 Fund, at its discretion, may consider appropriate, will be announced at the opening.

2.13.4 The Fund 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 Fund 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 Fund in the Fund'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 Fund 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 Fund.

2.15.2 The Fund will evaluate and compare the tenders, which have been determined to be substantially responsive.

2.16 Award Criteria

2.16.1 The Fund 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 Fund 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 Fund

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

SECTION C - SCHEDULE OF VEHICLES

No	Vehicle Reg. No	Make/Model	Year of Manufacture	Mileage In Kms	Location
1	KAR 4157S	Toyota Hilux LN 166	2004	322716	Nairobi
2	KAT 266X	Toyota Hilux LN 166	2005	344576	Nairobi
3	KAT 269X	Toyota Hilux LN 166	2005	335158	Nairobi
4	KAT 283X	Toyota Hiace RZH114	2004	064303	Nairobi
5	KAT 620X	Toyota Hiace RZH114	2005	106928	Nairobi
6	KAT 621X	Toyota Hiace RZH114	2005	155726	Nairobi
7	KAT 298X	Toyota Hiace RZH114	2005	012056	Nairobi
8	KBB 411S	Mercedes Benz E200	2008	-	Nairobi

Schedule of Vehicles and Financial Quotation

No	Reg. No.	Model	Required deposit	Tender Price
1	KAR 4157S	Toyota Hilux LN 166	20,000.00	
2	KAT 266X	Toyota Hilux LN 166	20,000.00	
3	KAT 269X	Toyota Hilux LN 166	20,000.00	
4	KAT 283X	Toyota Hiace RZH114	20,000.00	
5	KAT 620X	Toyota Hiace RZH114	20,000.00	
6	KAT 621X	Toyota Hiace RZH114	20,000.00	
7	KAT 298X	Toyota Hiace RZH114	20,000.00	
8	KBB 411S	Mercedes Benz E200	20,000.00	

Authorized official _____

Name

Signature

Date

SECTION D - CONDITIONS OF TENDER

- 4.1 A tenderer may tender for as many vehicles as he/she wishes.
- 4.2 A tenderer will pay a deposit in advance before the closing date of the tender for each vehicle.
- 4.3 Tenderers who will be awarded contracts/vehicles 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.
- 4.4 Tenderers will be required to collect the vehicles they have paid for within fourteen (14) days after making the payment failure to which storage charges will be charged at **kshs.200.00 daily**.
- 4.5 The Fund will retain confidential reserve prices for all the items. Vehicles tendered for below the reserve price will be retained by the Fund.

SECTION E: - STANDARD FORMS

Notes on Standard Forms

- 5.1 The form of tender, the confidential business questionnaire form and the tender deposit commitment declaration form 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.

Form of Tender

Date: _____

Tender No. _____

To:
.....
[name and address of procuring entity]

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*[number]* 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

<p>Part 1 - General</p> <p>Business Name</p> <p>Location of business Premises</p> <p>Plot No. Street/Road</p> <p>Postal Address Tel No.</p> <p>Nature of business</p> <p>Current Trade Licence No. Expiring date</p> <p>Maximum value of business which you can handle at any one time Kshs</p> <p>Name of your bankers Branch</p>

	<p>Part 2 (a) - Sole Proprietor</p> <p>Your Name in full Age</p> <p>Nationality Country of origin</p> <p>* Citizenship details</p>																		
	<p>Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p> <table> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship Details</th> </tr> </thead> <tbody> <tr> <td>Shares</td> <td></td> <td></td> </tr> <tr> <td>1</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares			1	2	3	4
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 <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Name</td> <td style="width: 30%;">Nationality</td> <td style="width: 40%;">Citizenship Details</td> </tr> <tr> <td>Shares</td> <td></td> <td></td> </tr> <tr> <td>1.</td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td></td> <td></td> </tr> <tr> <td>4.</td> <td></td> <td></td> </tr> <tr> <td>5.</td> <td></td> <td></td> </tr> </table>	Name	Nationality	Citizenship Details	Shares			1.			2.			3.			4.			5.		
Name	Nationality	Citizenship Details																				
Shares																						
1.																						
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5.																						
DateSeal/Signature of Candidate																						

5.1 Tender deposit commitment Declaration Form

Tender No.

As indicated in the schedule of items and prices, we do confirm that we have put deposits for the items tendered for as supported by the attached copies of receipts as follows:-

No.	Reg. No.	Item Description/Make of Vehicle	Deposit Kshs.	Receipt No. and Date

Authorizing Official _____
(Name)

(Signature)

(Date)