

BID DOCUMENT FOR THE DISPOSAL OF MOTOR VEHICLE

JUNE-JULY, 2024

1. This invitation for bids is open to all bidders including Partners Worldwide (PW) staff.
2. The bidder shall bear all costs associated with the preparation and submission of their bid, and PW, shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the disposal process.
3. The bidder is expected to examine all instructions, forms and terms in the bid documents and complete the forms as required i.e., price schedule, bid form and the confidential business questionnaire. Failure to meet all the requirements of the bid will be at the bidder's risk and may result in bid rejection.
4. The bidder shall indicate on the attached price schedule the unit price.
5. The bid amount should be **Exclusive** of all **Taxes and Government Duties**, the successful bidder shall pay the **Duty(s), Taxes or VAT** or any other Government fees directly to the **Kenyan Revenue Authority (KRA)**.
6. Price quoted by the bidder shall be fixed during the bid validity period and not subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.
7. The price quoted shall be in **Kenya Shillings (KES)**.
8. Bids shall remain valid for 30 days.
9. Viewing of the bid item will be done between June 25, 2024 and July 15, 2024 between 9:00 A.M to 2:00 P.M at Partners Worldwide Office at Park View Suites, YWCA, Nyerere Road, Nairobi.
10. Prospective bidders are encouraged to view the bid item at our Park View Suites office, YWCA, Nyerere Road, Nairobi before they bid. This will enable them to arrive at the most reasonable and competitive bid. Bids are based on 3 Bid Documents for Disposal of Motor Vehicle – June-July 2024 on “AS IS WHERE IS CONDITION” and the conditions of the bid item are not warranted by the seller.
11. Any effort by the Bidder to influence the process will lead to automatic disqualification.
12. Partners Worldwide will award the contract to the successful bidder(s) whose bid has been determined to be substantially responsive subject to the reserve prices for the item and discretion of Partners Worldwide management.
13. Partners Worldwide will notify the successful bidder in writing and the successful bidder will be required to make payment within seven days (7 days) of notification of award.
14. In the event the successful bidder fails to pay for the item(s) awarded, Partners Worldwide shall notify, the person who had submitted the second highest bid provided the bid amount is within the fair/true valuation of the item who will be expected to make payment within seven days (7 days).
15. Where the item duty and applicable taxes are not paid, the bidder(s) is/ are responsible to make the necessary payment to the tax authorities after payment of the bid price to Partners

Worldwide. In this regard, prospective bidders should verify the duty and taxes status for the bid item on offer.

16. Once the payment is received by Partners Worldwide, the bidder will be expected to sign a sale agreement and undertake to collect the offered item immediately.

PRICE SCHEDULE

| No | Vehicle Model/Make | Reg Number | Year of Manufacture | Quoted Amount (Kes) |
|----|----------------------------|------------|---------------------|---------------------|
| 1. | Mitsubishi L200 Double Cab | KCT 497T | 2019 | |

Authorized Official/Bidder/Person

Name

Signature

Date

BID FORM

To Partnership Manager,
Partners Worldwide-Kenya,
P.O Box 44511-00100,
GPO,
Nairobi.

RE: Invitation of Bids- Disposal of Motor Vehicle

Dear Sir,

Having examined the bid document, we the undersigned, offer to purchase and collect the item offered to us in conformity with the said bid documents for the sum of _____(figures)

_____ (words)

1. I/We undertake, if our bid is accepted, to pay for and collect the item in accordance with the requirements of the bid.

2. I/We agree to abide by the bid for a period of _____ [number] days from the date fixed for bid opening of the instructions to bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

3. I/We understand that you are not bound to accept the highest or any bid that you may receive while awarding the bid to the successful bidder.

Dated this _____ day of _____ 20_____ at _____

_____ [Signature] [In the capacity of/Title]

Duly authorized to sign bid for and on behalf of _____

CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated below and you are advised that it is a serious offence to give false information on this form:

| |
|--|
| Business Name or Name of individual |
| Location of business premises or individual. |
| Plot No..... Street/Road..... |
| Postal Address Tel No.Company Mobile |
| E mail address.....Contact Person.....Mobile..... |
| Nature of Business/ occupation of the individual |
| Registration Certificate No or Identification number (ID No.) |
| Name of your bankers Branch. |

END OF THE BID DOCUMENT FOR DISPOSAL OF MOTOR VEHICLE