



WAUMINI SACCO SOCIETY LTD

**DISPOSAL OF ASSORTED OFFICE
FURNITURE AND OTHER SCRAP MATERIAL**

TENDER No: WS/DISP-002/2019

TENDER DOCUMENT

ATTACHED ARE:

- 1) Letter of invitation
- 2) Bidder's details
- 3) Instructions to Bidders
- 4) Commercial Offer
- 5) Site Visit Form

PART A: LETTER OF INVITATION

Tender Ref No: WS/DISP-002/2019

Tender Name: DISPOSAL OF ASSORTED OFFICE FURNITURE AND OTHER SCRAP ITEMS

Waumini Sacco invites sealed bids for DISPOSAL OF ASSORTED OFFICE FURNITURE AND OTHER SCRAP ITEMS.

Completed tender documents should be submitted in plain and sealed envelopes clearly marked: - Tender No. WS/DISP-002/2019 DISPOSAL OF ASSORTED OFFICE FURNITURE AND OTHER SCRAP ITEMS

Addressed to:

The Tender Committee Chairperson,
Waumini Sacco Society Ltd Box 66121-00800
Nairobi.

Delivered to:-

Tender Box at the entrance of our old customer care office, Waumini House, 1st floor or be addressed and posted to The Tender committee Chairperson, Waumini Sacco Ltd P. O. Box 66121-00800 Nairobi, to be received on or before 17.00hrs (5pm), Friday 26th April 2019.

Successful bidders will be contacted and notified of the outcome of the tender process within 7 days after the closing date.

PART B: BIDDER'S DETAILS

NAME/INSTITUTION-----

MNO/PRD: -----

P.O BOX-----CODE-----COUNTY: -----

TELEPHONE NUMBER (Office line) -----MOBILE NO: -----

EMAIL ADDRESS: -----

PART C: INSTRUCTIONS TO BIDDERS

1. **Eligibility:** This invitation is open to all active Sacco members, this include board members and staff.
2. **Cost of Tender:** This tender is free of charge.
3. **Clarification of Tender Documents:** A candidate making inquiries of the tender document may notify Waumini Sacco by email address procurement@wauminisacco.com. The Sacco will respond in writing to any request for clarification of tender documents which it receives not later than three (3) days prior to the deadline for the submission of tenders.
4. **Tender Prices and Currencies:** Bidders shall indicate on the appropriate Commercial Price Schedule the total price for the lot they propose to purchase. All prices MUST be indicated in Kenya Shilling (KES). Prices quoted by the Bidders shall be fixed during the tender validity period and are not subject to a variation on any account. Bids submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.
5. **Viewing of Tender Items:** Prospective bidders are advised to view the items and schedule a Mandatory site visit at our Previous Sacco offices, Waumini house, 1st floor, Westlands. Site visits are Monday to Friday 9.00 a.m. to 4.00pm Starting Tuesday 16th April 2019. Items will be sold on “AS IS WHERE IS” basis and the conditions of the items are not warranted by the seller.
6. **Sealing and Marking of Tenders:** Completed tender documents should be submitted in plain and sealed envelopes. Clearly marked: Tender No. WS/DISP-002/2019 DISPOSAL OF ASSORTED FURNITURE AND OTHER SCRAP ITEMS.
7. **Deadline of Submission of Tenders:** Tenders must be received at Waumini Sacco Fosa Banking hall, Waumini House, Ground floor, not later than 17.00hrs (5pm)Friday 26th April 2019 They may also be posted to “TENDER COMMITTEE CHAIRPERSON , P. O. Box 66121-00800, Nairobi” to be received not later than date and time indicated.
8. **Award of Tenders:** Bidders whose tender is accepted will be notified of the award through Sms/Email. Award will be made based on bid determined to be substantially responsive and highest evaluated.
9. **Payment Terms:** Successful bidders will pay for and collect furniture/items within seven (7) working days of award notification. Bidders shall pay the full bid price to our Fosa account details provided in the Email/Sms on award notice. Material will only be collected after the Sacco confirms receipt of funds. Failure to take up the offer at terms prescribed above shall lead to automatic cancellation of the award.

PART D: COMMERCIAL OFFER

Item description	Item tag	Bidders Offer
4 way work station(separable 4pcs)	FA203	
1.8 Reception desk	FA202	
Straight 4 way work station-1pc	FA250	
Boardroom table	FA118	
Executive leather chair	FA105	
Fire extinguishers(10pcs)		
Customer care desk	FA049	
Customer care desk	FA050	
Office table	FA062	
LG 800B/HR wall type AC	FA093	
LG WALL 24KH AC	FA095	
Visitors waiting seats		
Ramtons microwave-faulty	FA263	
HP Scanjet 5590 scanner (faulty)	FA179	

PART E: SITE VISIT FORM

NOTE: FAILURE BY BIDDER TO HAVE THIS FORM DULY FILLED BY THE REPRESENTATIVE WILL BE GROUNDS FOR REJECTION OF SUCH TENDERS.

DECLARATION BY THE BIDDERS

I (Name of Bidders) do hereby declare that I have viewed the office furniture/scrap items as required in tender.

Signature----- Date-----

I..... (Name of the Sacco representative) do hereby certify that (Name of Bidder's representative) Have visited the site as per tender ref: WS/DISP-002/2019: DISPOSAL OF ASSORTED FURNITURE AND OTHER SCRAP ITEMS

This day Of Month 2019

..... Signature Official Stamp