



WAUMINI SACCO SOCIETY

DISPOSAL OF ASSORTED OFFICE FURNITURE AND OTHER SCRAP MATERIAL

TENDER No: WS/DISP-002/2019

TENDER DOCUMENT

Attached are:

- i) Letter of invitation
- ii) Bidders details
- iii) Instructions to Bidders
- iv) Commercial Offer
- v) 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), Wednesday 20th March 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 9.00am to 4.00pm. Starting Tuesday 12th March 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 Tender Box, at the entrance of our old customer care office, Waumini house,1st floor, not later than 17.00hrs (5pm) Monday 18th March 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	Bidder's offer
Office table	FA062	
Office table	FA063	
Vertical blinds	FA071	
Sanyo wall fans	FA102	
Conference table	FA118	
Water dispenser	FA107	
CCTV tv	FA148	
Office desk brown	FA123	
Sanyo wall fans	FA100	
Sanyo wall fans	FA101	
Wooden cupboard-brown		
L-shaped office desks 1500x750	FA052	
Brown office desk	FA053	
Brown office desk	FA055	
office desk	FA058	
office desk	FA059	
Brown office desk	FA120	
Brown office desk	FA121	
Brown office desk	FA122	
Sanyo wall fans	FA135	
Sanyo water dispenser	FA143	
Sanyo wall fans	FA144	
Hp Scanjet 5590	FA179	
JD file cabinet Mahogany	FA048	
Customer care desk	FA049	
Customer care desk	FA050	
Customer care desk	FA051	
RB office table	FA057	
Sanyo wall fans	FA124	
Sanyo wall fans	FA125	
Small cabinet cab slide	FA136	
Sanyo water dispenser	FA137	
1.8 Reception desk	FA202	
2 link reception seats	FA 204	
Sanyo wall fans	FA134	
Brown office desk	FA054	
LG 1800bTu/Hr wall type	FA093	
Executive Leather chair	FA105	
4 way work station(BOSA)	FA203	
Notice board	B01	
Coffee table(glass)	FA215	

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

