



**KENYA PLANT HEALTH INSPECTORATE SERVICE (KEPHIS)**

**TENDER FOR**

**DISPOSAL OF BOARDED MOTOR VEHICLES**

**TENDER NO: K/T/14/2018-19 (NATIONAL OPEN TENDER)**

Oloolua Ridge, Off Ngong Rd, Karen  
Kenya Plant Health Inspectorate Service (KEPHIS)  
P.O. Box 49592-00100, Nairobi  
[www.kephis.org](http://www.kephis.org)  
Email:director@kephis.org  
Tel. 0709891000/020661800

**Deadline for Submission: June 19<sup>th</sup> 2019**

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## SECTION I INVITATION TO TENDER

Oloolua Ridge, Off Ngong Rd, Karen  
Kenya Plant Health Inspectorate Service (KEPHIS)  
P.O. Box 49592-00100, Nairobi  
[www.kephis.org](http://www.kephis.org)  
Email:director@kephis.org  
Tel. 0709891000/020661800

Date: **04.06.2019**

### **RE: TENDER NO. K/T/14/2018-19:- DISPOSAL BOARDED MOTOR VEHICLES**

The Kenya Plant Health Inspectorate Service (KEPHIS) invites sealed bids from eligible candidates for disposal boarded motor vehicles and equipment.

Interested eligible candidates may obtain further information from and inspect the tender documents at **KEPHIS Headquarters, Oloolua Ridge, off Ngong Road, Karen** during normal working hours or visit our website: **www.kephis.org**. or **IFMIS (The National Treasury)**: [supplier.treasury.go.ke](http://supplier.treasury.go.ke).

Completed tender documents are to be enclosed in plain sealed envelopes marked with tender reference number and be deposited in the Tender Box at KEPHIS Headquarters, Oloolua Ridge, off Ngong Road, Karen or be addressed to :

***The Director,  
Kenya Plant Health Inspectorate Service,  
P.O. Box 49592 00100 GPO,  
Nairobi***

So as to be received on or before ***Thursday 06<sup>th</sup> June, 2019 at 12.00 Noon.***

Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at KEPHIS Headquarters.

**The Managing Director  
Kenya Plant Health Inspectorate Service**

## **SECTION II - INSTRUCTIONS TO TENDERERS**

### **2.1 Eligible Tenderers**

- 2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Invitation to Tender.
- 2.1.2 Tenderers shall not be under a declaration of ineligibility for corrupt or fraudulent practices
- 2.1.3 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specifically allowed under section 131 of the Act.

### **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 procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.2.2 Tender document is available free of charge at [www.kephis.org](http://www.kephis.org). A printed copy is also available at our accounts office, Karen Headquarters at Ksh. 1,000.00 per copy.
- 2.2.3 The procuring entity shall allow the tender to review the tender document free of charge before purchase.

### **2.3. The Tender Document**

- 2.3.1 The tender document comprises the documents listed below and any addenda issued in accordance with clause 2.5 of these instructions to Tenderers
  - (i) Invitation to Tender
  - (ii) Instructions to tenderers
  - (iii) Schedule of items and price
  - (iv) Conditions of tender
  - (v) Form of tender
  - (vi) Confidential Business Questionnaire
  - (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 furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderers 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 Procuring entity in writing or by post at the entity's address indicated in the Invitation to Tender. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives not later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the procuring entity. Written copies of the Procuring entities 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.
- 2.2.2 Clarification of tenders shall be requested by the tenderer to be received by the procuring entity not later than 7 days prior to the deadline submission of tenders
- 2.2.3 The procuring entity 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 Procuring entity, for any reason, 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 Procuring entity, at its discretion, may extend the deadline for the submission of tenders.

## **2.6 Language of Tender**

- 2.6.1 The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchange by the tenderer and the Procuring entity, shall be written in English language, provided that any printed literature furnished by the tenderer may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

## **2.7 Tender Prices and Currencies**

- 2.7.1 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.
- 2.7.2 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.

2.7.3 The price quoted shall be in Kenya Shillings unless otherwise specified in the Appendix to Instructions to Tenderers.

## **2.8 Tender Deposit**

2.8.1 The tenderer shall put a deposit for every Motor Vehicle tendered for in the amount indicated in the schedule of items and prices.

2.8.2 Failure to put the required deposit for any Motor Vehicle tendered for will lead to disqualification of the bid for the item.

2.8.3 Unsuccessful Tenderer's tender deposit will be discharged or returned as promptly as possible as but not later than Seven (7) days after the expiration of the period of tender validity prescribed by the procuring entity.

2.8.4 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 tender will be required to pay the bid price less the deposit security.

2.8.5 The tender deposit may be forfeited:

- (a) if a tenderer withdraws its tender during the period of tender validity specified by the procuring entity.
- (b) in the case of a successful tenderer, if the tenderer fails to pay the balance of the bid price.

## **2.9 Validity of Tenders**

2.9.1 Tenders shall remain valid for 60 days or as specified in the Invitation to tender after the date of tender opening prescribed by the Procuring entity, pursuant to paragraph 2.10. Tender valid for a shorter period shall be rejected by the Procuring entity as non-responsive.

2.9.2 In exceptional circumstances, the Procuring entity 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 security 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.

## **2.10 Viewing of Tender Items**

2.10.1 Prospective bidders are advised to view the items, stores/equipment in liaison with the procuring entity before they bid for each lot. This will enable them to attain at the most reasonable and competitive bids. Bids are based on *AS WHERE IS CONDITION* and the conditions of the items are not warranted by the seller.

## **2.11 Format and Signing of Tender**

- 2.11.1 The Procuring entity shall prepare two copies of the tender, clearly marking each “ORIGINAL TENDER” and “COPY OF TENDER,” as appropriate. In the event of any discrepancy between them, the original shall govern.
- 2.11.1 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the tender. All pages of the tender, except for an amended printed literature, shall be initialed by the person or persons signing the tender.
- 2.11.2 The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person or persons signing the tender.

## **2.12 Sealing and Marking of Tenders**

- 2.12.1 The Tenderer shall seal the original and each copy of the tender in separate envelopes, duly marking the envelopes as “ORIGINAL” and “COPY.” The envelopes shall then be sealed in an outer envelope.
- 2.12.1 The inner and outer envelopes shall:
- (a) Be addressed to the Procuring entity at the address given in the Invitation to Tender:
  - (b) Bear, tender number and name in the Invitation for Tenders and the words, “DO NOT OPEN BEFORE,” *Thursday19<sup>th</sup> June 2019 at 12.00 Noon.*
- 2.12.2 The inner envelopes shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared “late”.
- 2.12.3 If the outer envelope is not sealed and marked as required by paragraph 2.17.2, the Procuring entity will assume no responsibility for the tender’s misplacement or premature opening.

## **2.13 Deadline for Submission of Tenders**

- 2.13.1** Tenders must be received by the Procuring entity at the address specified not later than *Thursday19<sup>th</sup> June 2019 at 12.00 Noon.*
- 2.13.2 The Procuring entity 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 Procuring entity and candidates previously subject to the deadline will therefore be subject to the deadline as extended.

## **2.14 Modification and Withdrawal of Tenders**

- 2.14.1 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 Procuring Entity prior to the deadline prescribed for submission of tenders.
- 2.14.1 The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.12. 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.
- 2.14.2 No tender may be modified after the deadline for submission of tenders.
- 2.14.3 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 security, pursuant to paragraph 2.7.5

## **2.15 Opening of Tenders**

- 2.15.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, at *Thursday 19<sup>th</sup> June 2019 at 12.00 Noon*, and in the location specified in the Invitation to Tender.
- 2.15.2 The tenderers' representatives who are present shall sign a register evidencing their attendance.
- 2.15.3 The tenderers' names, tender modifications or withdrawals, tender prices, discounts and the presence or absence of requisite tender deposit and such other details as the Procuring entity, at its discretion, may consider appropriate, will be announced at the opening.
- 2.15.4 The Procuring entity will prepare minutes of the tender opening.

## **2.16 Clarification of Tenders**

- 2.16.1 To assist in the examination, evaluation and comparison of tenders the Procuring entity 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.
- 2.16.2 Any effort by the tenderer to influence the Procuring entity in the Procuring entity's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.



## **2.17 Evaluation and Comparison of Tenders**

- 2.17.1 The Procuring entity will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required deposits have been furnished, whether the 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 procuring entity
- 2.17.2 The Procuring entity will evaluate and compare the tenders, which have been determined to be substantially responsive.
- 2.17.3 The tender evaluation committee shall evaluate the tender within 30 days of the validity period from the date of opening the tender.

## **2.18 Award Criteria**

- 2.18.1 The Procuring entity 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.

## **2.19 Notification of Award**

- 2.19.1 Prior to the expiration of the period of tender validity, the Procuring entity will notify the successful tenderer in writing that its tender has been accepted.
- 2.19.2 Simultaneously the other tenderers shall be notified that their tenders have been unsuccessful.

## **2.20 Contracting the Procuring entity**

- 2.20.1 No tenderer shall contact the Procuring entity on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.
- 2.20.2 Any effort by a tenderer to influence the Procuring entity in its decisions on tender evaluation, tender comparison, or contract award may result in the rejection of the tenderer's tender.

## **Appendix to Instructions to Tenderers**

The following information for disposal of obsolete/unserviceable items shall complement, supplement or amend the provisions of the instructions to tenderers. Whenever there is a conflict between the provision of the instructions to tenderers and the provisions of the Appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers.

<b>INSTRUCTIONS TO TENDERERS REFERENCE</b>	<b>PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS</b>
2.1.1	Interested bidders
2.8.1	Tender validity should remain valid for 30 days after date of tender opening

### **SECTION III: SCHEDULE OF ITEMS AND PRICES**

#### **Notes on schedule of Items and Prices**

1. The procuring entity will prepare the schedule of items being sold, marking each item with a unique number. Where items are to be sold as a lot, the lots must be clearly indicated in the schedule.
2. The schedule of items and prices will include a column for the deposit to be paid by the tenderer for the item and lot. The deposit amount should be indicated by the procuring entity.

## SECTION III – SCHEDULE OF TERMS AND PRICES

### OBSOLETE/UNSERVICEABLE ITEMS FOR DISPOSAL 2018

	REG NO.	MAKE/TYPE	REGION	Y.O. M	AGE (YRS )	RESERVE PRICE	Deposit	Your Price offer	
1	KAR 318L	TOYOTA HILUX D/cabin	HQ	2004	14	250,000	10000		
2	KAY 455V	FORD RANGER D/cabin	MOMBAS A	2007	11	230,000	10000		
3	KBB 306S	FORD RANGER D/cabin	HQ	2008	10	310,000	10000		
4	KAL 376U	NISSAN D/CAB D/cabin	HQ	2001	17	105,000	10000		
5	KAN 240U	NISSAN S/CAB	HQ	2002	16	250,000	10000		
6	KAY 123V	YAMAHA	HQ	2007	11	33,000	5000		
7	KAY 122V	YAMAHA	NAKURU	2007	11	29,000	5000		
8	KAY 125V	YAMAHA	MOMBAS A	2007	11	37,000	5000		
9	KAN 718U	YAMAHA	MOMBAS A	2003	15	20,000	5000		
10	KAN 722U	YAMAHA	HQ	2003	15	31,000	5000		
11	KAY 977V	SUZUKI	HQ	2007	11	60 ,000	5000		

Authorized Official \_\_\_\_\_

Name

\_\_\_\_\_

Signature



## **SECTION IV - CONDITIONS OF TENDER**

- 4.1 A tenderer may tender for each item or each lot and may tender for as many items or lots as he/she wishes.
- 4.2 A tenderer will pay a deposit in advance before the closing date of the tender for each item or lot tendered for as indicated in the schedule of items and prices.
- 4.3 Tenderers who will be awarded contracts will be required to pay for the items within 14 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 who will not be awarded will be refunded the deposits fourteen (14) days after notification of the communication of the contract awards.
- 4.5 Tenderers will be required to collect the items they have paid for within fourteen (14) days after making the payment failure to which storage charges will be charged as indicated in the appendix to Conditions of tender.
- 4.6 Items will be sold to the highest bidder.

## Appendix to conditions of tender

The following information for sale of boarded stores and equipment shall complement, supplement, or amend, the provisions of the conditions of the tender. Whenever there is a conflict between the provisions of the conditions of tender and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the conditions of tender.

<b>Conditions of tender reference</b>	<b>Particulars of the appendix to Conditions of tender</b>
4.5	<i>The storage charge will be <b>Kshs. 1,000.00</b> per month after the due collection date</i>
4.6	<i>The procuring entity will provide bidders with the reserve prices for all the items.</i>

## 5.1 Form of Tender

Date: \_\_\_\_\_

Tender No. \_\_\_\_\_

**To : The Managing Director**

Kenya Plant Health Inspectorate Service,  
P. O. Box 49592 – 00100 GPO,  
Nairobi

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

	<p><b>Part 2 (a) – Sole Proprietor</b></p> <p>Your Name in full ..... Age .....</p> <p>Nationality ..... Country of origin .....</p> <p>* Citizenship details .....</p>																									
	<p style="text-align: center;"><b>Part 2 (b) Partnership</b></p> <p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 35%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> <th style="width: 20%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>1</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	.....	.....	.....	.....	1	.....	.....	.....	.....	2	.....	.....	.....	.....	3	.....	.....	.....	.....
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	<p style="text-align: center;"><b>Part 2 (c) – Registered Company</b></p> <p>Private or Public .....</p> <p>State the nominal and issued capital of company –          Nominal Kshs.</p>																									



	<p>Issued Kshs.</p> <p>Given details of all directors as follows</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 30%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 25%;">Citizenship Details</th> <th style="width: 10%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>5.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	.....	.....	.....	.....	2.	.....	.....	.....	.....	3.	.....	.....	.....	.....	4.	.....	.....	.....	.....	5.	.....	.....	.....	.....
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5.	.....	.....	.....	.....																											
<p>Date ..... Seal/Signature of Candidate .....</p> <p>.....</p>																															

### 5.3 Tender deposit commitment Declaration Form

\*Tender No. (as per tender documents)

\*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:-

ITEM No. or Lot No.	Item Description	Deposit Kshs.	Receipt No. and Date

Authorizing Official \_\_\_\_\_  
(name)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(Date)

**5.4 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

## 5.5 REQUEST FOR REVIEW FORM

FORM RB 1

**REPUBLIC OF KENYA**  
**PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

APPLICATION NO.....OF.....20.....

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring Entity*) of  
.....dated the...day of .....20.....in the matter of Tender No.....of  
.....20...

### REQUEST FOR REVIEW

I/We.....,the above named Applicant(s), of address: Physical  
address.....Fax No.....Tel. No.....Email ....., hereby request the Public  
Procurement Administrative Review Board to review the whole/part of the above mentioned decision  
on the following grounds , namely:-

- 1.
  - 2.
- etc.

By this memorandum, the Applicant requests the Board for an order/orders that: -

- 1.
  - 2.
- etc

SIGNED .....(Applicant)

Dated on.....day of ...../...20...

**FOR OFFICIAL USE ONLY**

Lodged with the Secretary Public Procurement Administrative Review Board on ..... day of  
.....20.....

**SIGNED**  
**Board Secretary**