



**STANDARD TENDER DOCUMENT  
FOR**

**PROVISION OF AUCTIONEERING SERVICES  
RFQ NO. KENGENSRRBS/RFQ-007/2026**

**KENGEN PLAZA II  
P.O. BOX 47936-00100, NAIROBI  
TEL: +254711036962  
EMAIL: tenders@kengensrbs.co.ke**

**CLOSING DATE: 5<sup>TH</sup> MARCH, 2026  
AT 11:00 AM**

**MANDATORY SITE VISIT AT RBS GARDENS BETWEEN  
26<sup>TH</sup> FEBRUARY TO 3<sup>RD</sup> MARCH, 2026 DURING BUSINESS HOURS  
(8:00 AM TO 5:00 PM)**

**CONTACT PERSON 0711036286**

**BID VALIDITY: 120 DAYS**



### Tender Notice

KenGen Staff Retirement Benefits Scheme invites a sealed bid from the eligible candidate for the following RFQ:

NO.	DESCRIPTION	ELIGIBILITY	CLOSING DATE AND TIME
1.	<b>KENGENS RBS/RFQ-007/2026: PROVISION OF AUCTIONEERING SERVICES</b>	GENERAL	<b>5<sup>TH</sup> MARCH, 2025, 11.00 AM</b>

Interested eligible candidates may obtain further information and inspect the tender documents with detailed requirements at the office of the:

**CEO & Trust Secretary**  
KenGen SRBS  
Stima Plaza II  
P.O. BOX 47936-00100,  
TEL: +254711036962  
Nairobi, Kenya.  
website: [www.kengensrbs.co.ke](http://www.kengensrbs.co.ke)  
Email : [tenders@kengensrbs.co.ke](mailto:tenders@kengensrbs.co.ke)

A complete set of bidding documents in English may be obtained from KenGen SRBS E-Procurement portal available on the KenGen SRBS website [www.kengensrbs.co.ke](http://www.kengensrbs.co.ke) free of charge. Prospective bidders should register for E-Procurement to be included in the list of suppliers.

Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours 8:00am-5:00pm. Completed Bids are to be saved as PDF documents marked **KENGENS RBS/RFQ-005/2026: PROVISION AUCTIONEERING SERVICES** and submitted to the appropriate KenGen SRBS Tender Box found at KenGen Pension Plaza 2, 11th Floor so as to be received on or before **5<sup>th</sup> March, 2026 at 11.00 a.m.**

The tenderer shall chronologically serialize all pages of the tender documents submitted.

Submission should strictly be done via **the tender box**

Bids will be opened promptly after closing time and Bidders or their representatives are welcome to witness the opening at KenGen SRBS Boardroom.

Tenders shall be quoted in Kenya Shillings and shall include all taxes. Tenders shall remain valid **for 120 days** from the date of opening of tenders.

Tenders will be opened immediately after the deadline date and time specified above or any deadline date and time specified later. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address above.

. Late tenders will be rejected.

. Any canvassing or giving of false information will lead to automatic disqualification.

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## REQUEST FOR QUOTATIONS (RFQ)

To: \_\_\_\_\_ [Insert Name and Address of selected Tenderer] from: \_\_\_\_\_  
\_\_\_\_\_ (Insert the name and address of the Procuring Entity)  
(Insert the title of the quotation) \_\_\_\_\_ [Insert  
Quotation Reference Number] \_\_\_\_\_]

1. The \_\_\_\_\_ [insert name of Procuring Entity] invites you to submit quotations for \_\_\_\_\_ (insert one of the following: supply of goods, works, provision of services) indicated in detail in “Table A. Schedule of Requirements and Specifications”. The quotation shall follow the instructions and documents in this RFQ document and shall be in English Language. Tenderers may obtain further information during office hours \_\_\_\_\_ [insert office hours if applicable i.e. 0900 to 1500 hours] at the address given below.
2. Quotations shall be submitted in accordance with the instruction in Part 1: Quotation Procedures and in a sealed envelope clearly indicating name and address of tenderer, the quotation name and title and must reach the Procuring Entity at the address indicated below not later than [indicate date and time]. Quotations can be delivered by registered mail, courier or hand delivery at the tenderer's option. Late quotations shall be rejected.
3. Enquiries regarding this quotation may be addressed to \_\_\_\_\_ [indicate title and complete address of official in charge].
4. Any resulting contract shall be subject to the terms and conditions detailed in Part 3: Contract.
5. Please inform by email or express mail the undersigned within \_\_\_\_\_ (Specify the number of days) of receipt of this RFQ if you will not be submitting a quotation.

### Address for Submission of Quotations.

- 1) Name of Procuring Entity \_\_\_\_\_
- 2) Mailing Address: \_\_\_\_\_ (Postal Address (include name of Officer to be attentional)).
- 3) Physical address \_\_\_\_\_ (for hand and Courier Delivery to an office or Quotation Box, specify City, Street Name, Building, Floor Number and Room)

Yours sincerely,

\_\_\_\_\_  
[Signature, Designation and Position of Authorized Official]

## PART 1: INSTRUCTIONS TO TENDERERS

1. **Tenderers are advised to read carefully** these instructions and the Conditions of Contract in Part 3: Contract, before preparing the quotation. The standard forms in this RFQ may be photocopied for completion but the Tenderer is responsible for their accurate reproduction. The term Tenderer shall mean the firm or person invited to submit a quotation. The term Quotation herein shall mean the quotation submitted as usually understood in public procurement.
2. **Validity of Quotations:** The quotation will be held valid for \_\_\_\_\_ days from the date of submission.
3. **The Quotation shall consist of** completed Tables A, B and C and the Form of Quotation all indicated in Part 2 of this Request for Quotations, and documents to evidence Eligibility and Conformity to Technical Specifications.
4. **Sealing and Marking of Quotations:** Quotations in one “one original” should be sealed in a single envelope, clearly marked with the **Quotation Reference Number** in the RFQ, the Tenderer's name and the name of the Procuring Entity. Envelopes should be sealed in such a manner that opening and resealing cannot be achieved undetected.
5. **Submission of Quotations:** Quotations, and any alternatives if allowed as per Item 11 below, should be submitted to the address below, on or before the date and time indicated in sub-item 4 below. Late quotations will be rejected.

### Address for Submission of Quotations.

- 1) Name of Procuring Entity \_\_\_\_
- 2) Mailing Address: Postal Address (include name of Officer to be attentional)
- 3) Physical address for hand or Courier Delivery to an office or Quotation Box (City, Street Name, Building, Floor Number and Room)
- 4) Date of Submission (deadline): \_\_\_\_\_ (*day, month and year*).  
Time of Submission (deadline): \_\_\_\_\_ (*Kenya time*).
6. **Opening of Quotations:** Quotations will be opened immediately after the closing date and time specified in item 5 (4) above, by at least three appointed officials of the Procuring Entity.
7. **Tenderer Eligibility:** Tenderer must submit Documentary evidence to show His/her eligibility to be awarded a contract to cover each of the following:
  - (i) **Certificate of registration/Incorporation**
  - (ii) **Valid tax compliance certificate**
8. The Tenderer shall also complete attached forms to confirm eligibility and non-existence of a conflict of interest in relation to this procurement requirement by signing the attached Forms.
9. **Invitation not transferable:** This invitation is not transferable to other firms, or individuals not so invited.
10. **Goods Eligibility:** Tenderer must submit as evidence documents to show the country of origin of any goods to be supplied or incorporated in the work or services
11. **Technical Specifications:** Documentary evidence to show that the goods meet the technical specifications.
12. **Alternative Quotations:** Tenderers **are permitted/not permitted** (*select one*) to submit alternative quotations for goods/alternative technical solutions for specified parts of the Works or Services (*select one*). Only the alternatives, if any, of the Tenderer with the winning quotation conforming to the basic technical requirements shall be considered by the Procuring Entity.
13. **Currency:** Quotations shall be priced in Kenya Shillings. Quotations in other currencies will be rejected if not allowed.

The Procuring Entity shall allow/not allow quotations in foreign currency (*procuring Entity to select one*).

14. **Evaluation of Quotations:** The evaluation of quotations will be conducted using the procedure set out below:
  - i) Preliminary examination to determine Tenderer eligibility: (i) valid trading license
  - ii) (ii) certificate of registration, and (iii) tax compliance certificate (iv) valid AGRO Certificate (where applicable)
  - iii) Technical examination to determine goods eligibility, compliance with technical specifications and commercial responsiveness. Quotations failing this stage will be rejected and not considered in next stage.
  - iv) Financial comparison of quotations to determine the lowest evaluated quotation. In case foreign currency is allowed, for comparison purposes only, foreign currency quotations will be converted to Kenya shillings using the exchange rates published by the Central Bank of Kenya on the day of submission of quotations.
15. **Lowest Evaluated Quotation:** The lowest evaluated quotation shall be recommended for award of contract.
16. **Award of contract:** Award of contract shall be by placement of a Letter of Acceptance or Local Purchase Order in accordance with Part 3: Contract. The currency of award and payment shall be currency in which the quotation was submitted. Unsuccessful tenderers who responded will be notified of the accepted quotation, indicating the name and the amount of the accepted quotation
17. **Right to Reject:** The Procuring Entity reserves the right to accept or reject any quotation or to cancel the quotation process and reject all quotations at any time prior to contract award.

## QUOTATION AND QUALIFICATION DOCUMENTS

*Instructions to Tenderer. Tenderer must complete and submit as part of the Form of quotation.*

- (i) SCHEDULE OF REQUIREMENTS TABLE
- (ii) FORM FOR DISCLOSURE OF INTEREST
- (iii) CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION
- (iv) SELF-DECLARATION FORM
- (v) FOREIGN TENDERER 40% RULE (where provided)

### **FORM OF QUOTATION** [To be completed by Tenderer]

<b>Quotation Addressed to (Procuring Entity)</b>	
Date of Quotation	
Quotation Reference Number:	
Subject of Quotation	

1. We have examined and have no reservations to the Request for Quotation document and understand its full content and intent.
2. In compliance with your request for quotations dated ....., referenced above, we offer to .....(specify one of supply goods, complete the works or provide the services) to cover and conform to our pricing listed in the attached in Table B. Quotation Submission TABLE at a total price of Kenya Shillings .....(in words) ....  
**OR** in Foreign Currency (if allowed), Currency .....amount ..... (in words) \_ \_ \_ \_
3. We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in Part 1: INSTRUCTIONS TO TENDERERS.
4. We also confirm that the \_\_\_\_\_(goods to be supplied/works to be constructed/services to be provided (select one) conform to the **SCHEDULE OF REQUIREMENTS** below and in conformity with technical specifications listed in PART 2: SCHEDULE OF REQUIREMENTS of this RFQ Document.
5. We undertake to adhere by the Code of Ethical Conduct for Suppliers, Contractors and Service Providers, copy available from \_\_\_\_\_(specify website) during the procurement process and the execution of any resulting contract.
6. We confirm that the prices quoted are fixed and firm for the duration of the validity period and performance of the contract and will not be subject to revision or variation.
7. The validity period of our quotation is: \_\_\_\_\_days from the time and date of the submission deadline (number to be same as in the instructions to Tenderers).
8. We confirm we are not submitting any other Quotation as an individual or firm, and we are not participating in any other Quotation as a Joint Venture member or as a subcontractor.

9. We, along with any of our subcontractors, suppliers, Engineer, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to a temporary suspension or a debarment imposed by the Public Procurement Regulatory Authority or any other entity of the Government of Kenya, or any international organization.
10. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.
11. We hereby certify and confirm that the Quotation is genuine, non-collusive and made with the intention of accepting the contract if awarded. To this effect we have signed the “Certificate of Independent Quotation Determination” attached below.
12. We, the Tenderer, have completed fully and signed the **FORM FOR DISCLOSURE OF INTEREST**- interest of the firm in the Procuring Entity, attached below.

The Delivery/Completion period offered is: \_\_\_\_\_ days from date of acceptance of Quotation. The warranty period offered is \_\_\_\_\_ weeks.

Quotation Authorized by:

Name and designation \_\_\_\_\_

Signature: \_\_\_\_\_

i) **FORM FOR DISCLOSURE OF INTEREST** - Interest of the Firm in the Procuring Entity.

i) Are there any person/persons in ..... (Name of Procuring Entity) who has/have an interest or relationship in this firm? Yes/No.....

If yes, provide details as follows.

	Names of Person	Designation in the Procuring Entity	Interest or Relationship with Tenderer
1			
2			
3			

ii) **Conflict of interest disclosure**

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly controls, is controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Quotation has a relationship with another tenderer, directly or through common third parties, that puts it in a position to influence the quotation of another tenderer, or influence the decisions of the Procuring Entity regarding this quotation process.		
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the quotation.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Quotation Document.		
7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Quotation document or specifications of the Contract, and/or the Quotation evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the quotation process and execution of the Contract?		

**iii) Certification**

On behalf of the Tenderer, I certify that the information given above is complete, current and accurate as at the date of submission.

Full Name\_\_ .....Title or Designation\_\_\_\_\_

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*(Signature)*

*(Date)*

iv) **CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION**

I, the undersigned, in submitting the accompanying Letter of quotation to the\_\_

\_\_\_\_\_ *[Name of Procuring Entity]* for: \_\_\_\_\_  
\_\_\_\_\_ *[Name and number of quotations]* in response to the request for  
tenders made by: \_\_\_\_\_ *[Name of Tenderer]* do hereby make the following  
statements that I certify to be true and complete in every respect:

I certify, on behalf of \_\_\_\_\_ *[Name of Tenderer]* that:

1. I have read and I understand the contents of this Certificate;
2. I understand that the Tenderer will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the quotation on behalf of the Tenderer;
4. For the purposes of this Certificate and the quotation, I understand that the word “competitor” shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who:
  - a) has been requested to submit a quotation in response to this request for quotations;
  - b) could potentially submit a quotation in response to this request for quotations based on their qualifications, abilities or experience;
5. The Tenderer discloses that [check one of the following, as applicable]:
  - a) The Tenderer has arrived at the quotation independently from, and without consultation, communication, agreement or arrangement with, any competitor;
  - b) the Tenderer has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this request for quotations, and the Tenderer discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
6. In particular, without limiting the generality of paragraphs (5) (a) or (5) (b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - a) prices;
  - b) methods, factors or formulas used to calculate prices;
  - c) the intention or decision to submit, or not to submit, a quotation; or
  - d) the submission of a quotation which does not meet the specifications of the request for quotations; except as specifically disclosed pursuant to paragraph (5) (b) above;
7. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the works or services to which this request for tenders relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph (5) (b) above;
8. the terms of the quotation have not been, and will not be, knowingly disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official quotation opening, or of the awarding of the Contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (5) (b) above.

Name .....Title .....Date ..... *[Name, title and signature of authorized agent of Tenderer and Date]*

v) **SELF-DECLARATION FORM**

We, the Tenderer ..... (*insert name*) submitting our Quotation in respect of Quotation No .....for ..... (*insert quotation Title Description*) for ..... (*insert Name of Procuring Entity*)

**DECLARE AS FOLLOWS:**

That, We the Tenderer including any entity or individual that directly or indirectly controls, is controlled by or is under common control with us, and any subcontractors, suppliers, project managers, consultants, manufacturers, service providers, agents, individuals, or any other party involved or to be involved for any part of the processes of procurement and contract execution related to the above quotation:

a) have not engaged/will not engage in any corrupt or fraudulent practices in the processes of procurement and contract execution related to the above quotation as defined and/or described in the following:

- i) the RFQ for the above Quotation;
- ii) Kenya's Public Procurement and Asset Disposal Act, 2015) and its attendant Regulations;
- iii) Kenya's Anti-Corruption and Economic Crimes Act, 2013; and
- iv) any such other Acts or Regulations of Government of Kenya;

b) have not offered/will not offer any inducement to any member of the board, management, staff and/or employees and/or agents of ..... (*name of the procuring entity*);

c) have not engaged/will not engage in any collusive or corrosive practice with other tenderers participating in the subject quotation;

d) have not been sanctioned or debarred by any entity from participation in public procurement proceedings of Kenya.

That, what is deponed to herein above is true to the best of our knowledge, information and belief.

**Name of the Tenderer:** ..... [*Insert complete name of tenderer signing the quotation*]

**Name of the person duly authorized to sign the quotation on behalf of the Tenderer:** ..... [*Insert complete name of person duly authorized to sign the quotation*]

**Title of the person signing the Quotation:** ..... [*Insert complete title of the person signing the quotation*]

**Signature of the person named above:** ..... [*Insert signature of person whose name and capacity are shown above*]

vi) **FOREIGN TENDERER 40% RULE**

*(not to be included in the RFQ for supply of goods, supply and installation of plant and equipment, insurance, purchase of property, and other RFQ where this rule may not be practical).*

Pursuant to the provisions in the Public Procurement and Disposal Act, 2015, a Foreign Tenderer must complete this form to demonstrate that the quotation fulfils this condition

ITEM	Description of Work Item	Describe location of Source	COST in K. shillings	Comments, if any
A	Local Labor			
1				
2				
3				
4				
5				
B	Sub contracts from Local sources			
1				
2				
3				
4				
5				
C	Local materials			
1				
2				
3				
4				
5				
D	Use of Local Plant and Equipment			
1				
2				
3				
4				
5				
E	Add any other items			
1				
2				
3				
4				
5				
6				
	TOTAL COST LOCAL CONTENT		XXXXX	
	PERCENTAGE OF CONTRACT PRICE			

**PART 2: SCHEDULE OF REQUIREMENTS**

**TABLE A. SCHEDULE OF REQUIREMENTS, TECHNICAL SPECIFICATIONS FOR AUCTIONEERING SERVICES**

Table A. SCHEDULE OF REQUIREMENTS AND TECHNICAL SPECIFICATIONS

*[Procuring Entity to complete Columns a-d and Tenderer to complete Column Indicating YES or No and if NO indicate the specification of the offered item]*

Item No	Description of Goods <i>(Procuring Entity to complete)</i> <i>For Works attach</i>	TECHNICAL SPECIFICATIONS (completed by <i>Procuring Entity</i> )	CONFORMITY WITH TECHNICAL SPECIFICATIONS <i>(to be completed by Tenderer)</i>		CONFORMITY WITH TECHNICAL SPECIFICATIONS <i>(to be completed by Tenderer)</i>
	B	D	E		
			QTY	UNIT	
1.	Provision of Auctioneering Services	<p>KenGen SRBS intends to dispose through Public Auction Boarded items in.</p> <p>1. In general, the Terms of Reference shall include but not be limited to-</p> <ul style="list-style-type: none"> <li>• Scrap Metals and assorted equipment</li> <li>• Computers and related items</li> <li>• Office furniture and Equipment</li> </ul> <p>2. The Auctioneer shall perform the tasks that include but are not limited to the following:-</p> <ul style="list-style-type: none"> <li>• Appraise all the items that are up for sale and advise on regrouping them according to type in if necessary;</li> <li>• Prepare public auction catalogue/list/markings that identifies all the items to be auctioned;</li> <li>• Accept sale of all items offered by KenGen SRBS in writing by authorized staff;</li> <li>• Prepare conditions of the auction;</li> <li>• Advise and Arrange for viewing of the items;</li> <li>• Take bids, acknowledging each bidder as the price increases;</li> <li>• Bang a gavel/hammer to identify the highest bidder once the winning bid is evident subject to a reserve price provided</li> <li>• Display and during the whole time of such auction keep displayed in some conspicuous part of the room or place where the auction is held a ticket or board containing his true and full name and residence, painted, printed or written in large letters, publicly visible and legible;</li> <li>• Preserve the interests of KenGen SRBS at all times in all the transactions;</li> <li>• Prepare all the necessary reports and briefs to KenGen SRBS to facilitate approvals of necessary actions;</li> </ul>	Various	Various	

		<ul style="list-style-type: none"> <li>• Prepare a detailed report that includes but not limited to: a. background/ Introduction; b. the list of items that were lotted for public auction in each scheme/station; c. the conduct/proceedings of public auction in each station, names of those present, the lowest and the highest bid for each item, the sale price, reserve prices; the record of the name of the winning bidder (full address, identification details, amount paid on fall of hammer/on spot, the balance and duration to be settled; d. the record of items that did not attract any bid; e. any other necessary information; f. undertake any other task to ensure the items are sold in accordance with the set terms and conditions.</li> </ul> <p>3. Obligations of the Auctioneer</p> <ul style="list-style-type: none"> <li>• The Auctioneer shall carry out the Services as per the terms of the Contract</li> <li>• Exercise a basic duty of competence and fairness to the seller in accordance with the Auctioneers Act, Cap The Auctioneer as the agent of the seller is in a fiduciary position and therefore has the duty to turn over the full proceeds of the auction sale to KenGen SRBS</li> <li>• The Auctioneer must exercise ordinary care and skill in the performance of the duties given to him;</li> <li>• The Auctioneer shall be responsible for proving its staff with all their financial requirements for successful implementation of the project;</li> <li>• At the completion of the assessment of the project, the Auctioneer shall submit the Accounting Officer, all reports and documents in hard and soft copies, working files, calculations and computer data properly organized in the English Language;</li> <li>• Gather/ procure all necessary data, information and equipment needed in the execution of the assignment and realization of the desired outputs;</li> <li>• The Auctioneer shall perform the Services and carry out its obligations with all due diligence, efficiency and economy in accordance with generally accepted professional techniques and practices and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Auctioneer shall always act, in respect of any matter relating to this Contract or to the Services, as faithful adviser to National Oil and shall at all times support and safeguard the National Oil's legitimate interests in any dealing with sub auctioneers or third parties.</li> <li>• The Auctioneer shall keep accurate and systematic records and accounts in respect of the Services, which shall clearly identify all charges and expenses. KenGen SRBS reserves the right to audit or to nominate a reputable accounting firm to audit the Auctioneer's records relating to amounts claimed under this Contract during its term and any extension and for a period of three [3] months thereafter</li> <li>• The auctioneer will be expected to cater for their own transport</li> <li>• The auctioneer to be selected will carry out auction whenever needed for a period of two (2) years</li> </ul>			
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## TECHNICAL SPECIFICATIONS FOR WORKS/SERICES

(a) A preliminary description of the proposed works/services and work method and schedule, including drawings and charts, as necessary, containing all required information by which the proposed works may be evaluated (e.g. technical characteristics, operational capacities, maintenance, environmental effect, etc.) together with manuals or instructions for use or any other relevant information and documentation, delivery/installation schedules, etc.;

(b) A detailed statement of how the tenderer will carry out the works/services that will form an integral part of the Contract.

### (c) DRAWINGS

Above requirements to house the generator shown below:

#### ***Mandatory Requirements***

NO	REQUIREMENTS	Mandatory
1	Certificate of registration/Incorporation	Mandatory
2	Valid tax compliance certificate	Mandatory
	Certified copy of current/valid license from the Auctioneers Licensing Board	Mandatory

#### ***TECHNICAL EVALUATION***

NO	REQUIREMENTS	Mandatory
1	General and Specific experience in provision of auctioneering Services. Provide Service Orders and letters of reference/recommendation from five (5) major clients in the last two (2) years and the contact details <ul style="list-style-type: none"><li>• Indicate the client's name</li><li>• Value of the contract</li><li>• Period of business/when</li></ul>	50 Marks
2	Qualification and experience of Team leader and key technical staff. Professional qualification of management team involved in auction exercise. <ul style="list-style-type: none"><li>• Team leader (1)... (20 marks) Attach certified CV and academic certificates</li><li>• Technical staff (1) ... (10marks) (Attach certified CV and academic certificates)</li></ul>	30 Marks
	Certified copy of current/valid license from the Auctioneers Licensing Board	20 Marks

### **SCHEDULE OF REQUIREMENTS TABLE - AUCTIONEERING SERVICES**

*(Procuring Entity will complete the list of items to be same as those on Part 2 Table A. Schedule of Requirements and Technical Specifications and tenderer should complete columns D and E).*

#### **PRICE SCHEDULE OF SERVICES PRICED**

Your price should be inclusive of Capacity Building Levy at a rate of 0.03% of the value of the contract exclusive of applicable taxes. This is pursuant to (PPRA circular No. 01/2024 dated 30<sup>th</sup> August 2024. Legal notice No. 206 of 6<sup>th</sup> November 2023. To be Calculated as follows: Total cost = A+ A\*B +A \*C (A is Cost of item before tax, B is tax charged, and C is Capacity building levy)

ITEM	DESCRIPTION	REMUNERATION AS PER AUCTIONEERS ACT CAP 526 – PERCENTAGE (%) OF TOTAL SALE PROCEED (INCLUSIVE VAT) (KES.)
1.	Provision of Auctioneering Services)	

Signature: \_\_\_\_\_

And seal/Stamp

Name: \_\_\_\_\_

Position:

Authorized for and on behalf of (*specify name of tenderer*) \_\_\_\_\_

Date \_\_\_\_\_

### **PART 3: CONTRACT**

#### **CONTRACT AGREEMENT**

(1) THIS CONTRACT AGREEMENT is made \_\_\_\_\_ (specify date).

Between \_\_\_\_\_

[Insert complete name of Procuring Entity], and having its principal place of Business at

\_\_\_\_\_  
[Insert address of Procuring Entity] and \_\_\_\_\_  
[Insert name of Supplier, or contractor or service provider], and having its principal place of business at \_\_\_\_\_  
[Insert address of Supplier, contractor or service provider].

(2) WHEREAS the Procuring Entity invited quotations for the Supply of Goods/works/services (select one) described \_\_\_\_\_ in \_\_\_\_\_ Table \_\_\_\_\_ B, \_\_\_\_\_ i.e. \_\_\_\_\_ [insert brief description of Goods, works and Services] and has accepted a Quotation by the Tenderer in the sum of \_\_\_\_\_ [insert Contract Price in words and figures] (hereinafter called "the Contract Price").

(3) NOW THIS AGREEMENT WITNESSED AS FOLLOWS:

1. This Contract Agreement includes the following documents:

- (a) Table A. SCHEDULE OF REQUIREMENTS AND TECHNICAL SPECIFICATIONS
- (b) Table B. QUOTATIONSUBMISSION TABLE
- (c) FORM OF QUOTATION
- (d) Conditions of Contract

2. In consideration of the payments to be made by the Procuring Entity to the *Supplier/contractor/service provider* as hereinafter mentioned, the *Supplier/contractor/service provider* hereby covenants with the Procuring Entity to provide the Goods/works/services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

3. The Procuring Entity hereby covenants to pay the Supplier/Contractor/service provider (select one) in consideration of the provision of the Goods/works/services (select one) and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

(4) In WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Kenya.

#### **For and on behalf of the Procuring Entity**

Signed: \_\_\_\_\_ [insert signature]  
in the capacity of [insert title or other appropriate designation]

in the presence of [insert identification of official witness]

#### **For and on behalf of the Supplier/Contractor/Service Provider (select one)**

Signed: \_\_\_\_\_ [insert signature of authorized representative(s) of the Supplier]  
in the capacity of [insert title or other appropriate designation]  
in the presence of [insert identification of official witness]

## **CONDITIONS OF CONTRACT**

### **1. Language**

The Contract as well as all correspondence and documents relating to the Contract exchanged by the Supplier/Contractor/Service Provider (*select one*) Provider and the Procuring Entity, shall be written in the English Language.

### **2. Eligibility**

The goods shall have the nationality of an eligible country. All Goods and Related Services to be supplied under the Contract shall have their origin in Eligible Countries.

### **3. Notices**

Any notice given by one party to the other pursuant to the Contract shall be in writing.

### **4. Governing Law**

The Contract shall be governed by and interpreted in accordance with the Laws of Kenya, unless otherwise specified hereunder.

### **5. Settlement of Disputes**

The Procuring Entity and the Supplier/Contractor/Service (*select one*) shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract. If the parties have failed to resolve their dispute or difference by such mutual consultation, either the Procuring Entity or the Supplier/Contractor/Service (*select one*) may give notice to the other party of its intention to commence arbitration. The dispute shall be referred to adjudication or arbitration in accordance with the laws of Kenya.

### **6. Supplier/Contractor/Service Provider Responsibilities**

The Supplier/Contractor/Service Provider (*select one*) shall supply all the Goods included in the Schedule of Requirements.

### **7. Contract Price**

Prices charged by the Supplier/Contractor/Service Provider (*select one*) under the Contract shall not vary from the prices quoted by the Supplier/Contractor/Service Provider (*select one*) in its quotation.

### **8. Terms of Payment**

The Contract Price shall be paid One hundred (100) percent of the Contract Price as follows (*select one*):

- (i) For Goods, price of goods received upon submission of a claim/invoice supported by the acceptance certificate issued by the Procuring Entity.
- (ii) For Works, upon valuation by the Contractor of the portion of the works completed, such valuation to be accepted by the Procuring Entity, payments up to final completion certificate.
- (iii) For Services, upon valuation by the Service Provider of the services completed, such valuation to be accepted by the Procuring Entity, payments up to final completion certificate

### **9. Inspections and Tests**

The Supplier/Contractor/Service Provider (*select one*) shall at its own expense and at no cost to the Procuring Entity carry out all such tests and/or inspections of the Goods, works or Services to confirm their conformity to technical specifications.

### **10. Warranty**

The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the contract.

**PROPOSED LIST OF DISPOSAL ITEMS**

ANNUAL ASSET DISPOSAL PLAN - DRAFT  
Financial Year: 2026  
KenGen STAFF RETIREMENT BENEFITS SCHEME

No.	Item Description	Qty	Unit of Issue	Date of purchase	Justification for Disposal	Item Life Span	Ref.No to the asset register	Disposal Method
1	12V AC/DC Adapter	13	NA	2009	Obsolete	13yrs	NA	Public Auction
2	Access Control	1	NA	2009	Obsolete	13yrs	NA	Public Auction
3	Alarm panel switch	2	NA	2009	Obsolete	13yrs	NA	Public Auction
4	CCTV cameras (Indoor)	19	NA	2009	Obsolete	3yrs	NA	Public Auction
5	Coffee maker	28	NA	2015	Obsolete	3yrs	NA	Public Auction
6	Coffee maker (bases only)	11	NA	2015	Obsolete	3yrs	NA	Public Auction
7	Cooking pot	2	NA	2009	Obsolete	3yrs	NA	Public Auction
8	CPU fan	4	NA	2009	Obsolete	3yrs	NA	Public Auction
9	Decoder remotes	51	NA	2009	Obsolete	3yrs	NA	Public Auction
10	Reception & Desk Drawers	2	NA	2009	Obsolete	3yrs	NA	Public Auction
11	D-Link router	2	NA	2015	Obsolete	3yrs	NA	Public Auction
12	D-link switch	3	NA	2015	Obsolete	3yrs	NA	Public Auction
13	DSTV decoders	13	NA	2009	Obsolete	13yrs	NA	Public Auction
14	Dustbin (small)	28	NA	2009	Obsolete	13yrs	NA	Public Auction
15	Duvets	34	NA	2009	Obsolete	13yrs	NA	Public Auction
16	Duvets covers	8	NA	2009	Obsolete	13yrs	NA	Public Auction
17	DVB decoders	52	NA	2015	Obsolete	3yrs	NA	Public Auction
18	Fire equipment - Ring & hosepipe	1	NA	2009	Obsolete	13yrs	NA	Public Auction
19	Fire equipment - Ring only	1	NA	2009	Obsolete	13yrs	NA	Public Auction
20	Fire equipment - Water drum	1	NA	2009	Obsolete	13yrs	NA	Public Auction
21	Fluorescent case	5	NA	2009	Obsolete	13yrs	NA	Public Auction
22	Garden table	1	NA	2009	Obsolete	13yrs	NA	Public Auction
23	Heap of broken glass	1	NA	2009	Obsolete	13yrs	NA	Public Auction
24	HP age pro printer	1	NA	2009	Obsolete	13yrs	NA	Public Auction
25	HP Laptop Probook	1	NA	2009	Obsolete	13yrs	NA	Public Auction
26	HP Officejet 355 All in one	1	NA	2009	Obsolete	13yrs	NA	Public Auction
27	Intercom	8	NA	2009	Obsolete	13yrs	NA	Public Auction
28	Lamaz balls	3	NA	2009	Obsolete	13yrs	NA	Public Auction
29	Laundry basket (basin round)	14	NA	2015	Obsolete	8yrs	NA	Public Auction
30	Laundry basket (big)	8	NA	2015	Obsolete	8yrs	NA	Public Auction
31	Laundry basket (small)	7	NA	2015	Obsolete	8yrs	NA	Public Auction
32	Laundry machine	1	NA	2009	Obsolete	13yrs	NA	Public Auction
33	Lenovo Core i5	1	NA	2009	Obsolete	13yrs	NA	Public Auction
34	LG DVD player	1	NA	2009	Obsolete	13yrs	NA	Public Auction
35	Mattress covers	28	NA	2009	Obsolete	13yrs	NA	Public Auction
36	Milk crates	7	NA	2009	Obsolete	13yrs	NA	Public Auction
37	Mop buckets	14	NA	2015	Obsolete	1yr	NA	Public Auction
38	Mosquito nets	656	NA	2009	Obsolete	3yrs	NA	Public Auction
39	Pillow- Rectangular covers	615	NA	2009	Obsolete		NA	Public Auction
40	Powermax treadmill	1	NA	2009	Obsolete	13yrs	NA	Public Auction
41	Samsung 32 Inch Smart TVs	9	NA	2021	Obsolete	5yrs	NA	Public Auction
42	Samsung 43" TVs	1	NA	2009	Obsolete	13yrs	NA	Public Auction
43	Seat pillows	6	NA	2009	Obsolete	13yrs	NA	Public Auction
44	Sheets	68	NA	2015	Obsolete	13yrs	NA	Public Auction

45	Soap dispenser	2	NA	2015	Obsolete	13yrs	NA	Public Auction
46	Staff uniforms	25	NA	2015	Obsolete	13yrs	NA	Public Auction
47	Standing lamps	112	NA	2009	Obsolete	13yrs	NA	Public Auction
48	Suggestion Box	1	NA	2009	Obsolete	13yrs	NA	Public Auction
49	Table top Cooker	1	NA	2009	Obsolete	13yrs	NA	Public Auction
50	Telephone	2	NA	2009	Obsolete	13yrs	NA	Public Auction
51	Toasters	39	NA	2015	Obsolete	5yrs	NA	Public Auction
52	Towels	25	NA	2021	Obsolete	5yrs	NA	Public Auction
53	TP - link	12	NA	2015	Obsolete	5yrs	NA	Public Auction
54	UPS	15	NA	2021	Obsolete	5yrs	NA	Public Auction
55	UPS batteries	19	NA	2021	Obsolete	5yrs	NA	Public Auction
56	Window Blinds (heap)	1	NA	2009	Obsolete	5yrs	NA	Public Auction
57	Zuku antennae	1	NA	2015	Obsolete	5yrs	NA	Public Auction
58	Zuku decoder	4	NA	2015	Obsolete	5yrs	NA	Public Auction
59	Zuku switch	1	NA	2015	Obsolete	5yrs	NA	Public Auction
60	Lenovo IdeaPad z500 touch	1	NA	2013	Obsolete	13 Years	NA	Public Auction
61	Lenovo IdeaPad 110-15isk	1	NA	2016	Obsolete	10 Years	NA	Public Auction
62	Faulty sub-mersible drainage pumps	2NO	NA	NA	Obsolete	NA	NA	Public Auction
63	Faulty hose reel unit complete with pipes	2NO	NA	NA	Obsolete	NA	NA	Public Auction
64	Used office partitions a. Aluminum doors	2	NA	NA	Obsolete	NA	NA	Public Auction
65	b. Aluminum tubes c. Cut MDF boards	LOT	NA	NA	Obsolete	NA	NA	Public Auction