



ATHLETICS KENYA

AK/DISPOSAL/001/2025

**TENDER FOR DISPOSAL OF USED MOTOR
VEHICLES “AS IS WHERE IS”**

**CLOSING DATE AND TIME: 1ST SEPTEMBER 2025 AT
11.00AM**

Athletics Kenya
P.O. Box 46722-00100
NAIROBI
Website: www.athleticskenya.or.ke

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INTRODUCTION

- 1.1 This Standard tender document for Sale of disposable Stores and Equipment has been prepared for use by Athletics Kenya as per its policy.
- 1.2 The following general directions should be observed when using the document.
 - (a) Specific details should be furnished in the tender notice. The final document to be provided to the tenderers should not have blank spaces or give options
 - (b) The instructions to the tenderers should remain unchanged. Any necessary amendments to these parts should be made through the Appendix to instructions to tenderers.
- 1.3 Information contained in the invitation to tender shall conform to the data and information in the tender documents to enable tenderers to decide whether or not to participate in the tender and shall indicate any important tender requirements.

SECTION I: INVITATION TO TENDER

TENDER REF NO: AK/DISPOSAL/001/2025

TENDER DESCRIPTION: TENDER FOR DISPOSAL OF USED MOTOR VEHICLES “AS IS WHERE IS”

Athletics Kenya (AK) invites sealed tenders from eligible candidates for **“Disposal of used motor vehicles”** whose specifications are detailed in the tender document.

An electronic copy of the tender document may be viewed and downloaded from the website www.athleticskenya.or.ke by interested firms and will only be valid upon payment of a non-refundable fee of Kshs. 1,000 payable (banking slip must be attached to the submitted tender) to our bank details as follows.

**Kenya Commercial Bank
Moi Avenue Branch
Account Number - 1108989934**

The completed tenders in plain sealed envelopes clearly marked with **Tender No. and Tender reference name shall be addressed to:**

**The Chief Administrative Officer
Athletics Kenya
P.O. Box 46722 – 00100
NAIROBI, KENYA**

and deposited in the tender box on the 1st Floor of Riadha House, Douglas Wakihuri Road, Nairobi West, not later than **1st September, 2025 at 11.00am (1100Hrs).**

VIEWING OF VEHICLES

NB: The vehicles on sale can be viewed at **the car park of Riadha House between 9.00am and 3.00pm during weekdays**. Viewing vehicles is open for bidders from **19th to 29th August 2025**.

SECTION II - INSTRUCTIONS TO TENDERERS

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SECTION II - INSTRUCTION TO TENDERERS

2.1 Eligible Tenderers

2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Appendix to instructions to tenderers.

2.1.2 Tenderers shall not be under a declaration of ineligibility for corrupt or fraudulent practices

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 The price to be charged for the tender document shall not exceed Kshs.1,000/=

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 Form
- (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 meet all the requirements of the tender will be at the tenderer's risk and may result in the rejection of its tender.

2.4 Tender Prices and Currencies

- 2.4.1 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
- 2.4.2 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
- 2.4.3 The Price quoted shall be in Kenya Shillings.

2.5 Tender deposit

- 2.5.1 The tenderer shall put a 20% deposit in the amount indicated in the schedule of items and prices **OR** as otherwise instructed in the tender document
- 2.5.2 Failure to put the required deposit for the items will lead to disqualification of the bid.
- 2.5.3 Unsuccessful Tenderer's tender deposit will be discharged or returned as promptly as possible but not later than Seven (7) days after the expiration of the period of tender validity prescribed by the procuring entity.
- 2.5.4 The successful Tenderer's tender deposit will be refunded once the tenderer has collected the materials and cleaned the site to the satisfaction of AK
- 2.5.5 The tender deposit may be forfeited:
- (a) If a tenderer withdraws its tender before the closing/opening by the procuring entity.
 - (b) In the case of a successful tenderer, if the tenderer fails to pay full bid price within the stipulated timeframe.

2.6 Viewing of Tender Items

- 2.6.1 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 arrive at the most reasonable and competitive bids. Bids are based on “**AS IS WHERE IS**” and the conditions of the items are not warranted by the seller.

2.7 Sealing and Marking of Tenders

- 2.7.1 The tenderer shall seal the tender and mark it with the number and name of the tender and “**DO NOT OPEN BEFORE (1st September 2025 at 11.00AM)**”

2.8 Deadline for Submission of Tenders

- 2.8.1. Tenders must be received by the Procuring entity at the address specified not later than **(1st September 2025 at 11.00AM)**

2.9 Opening of Tenders

- 2.9.1 The Procuring entity will open all tenders in the presence of tenderers’ representatives who choose to attend on 1st September 2025, at 11.00 AM and in the location specified in the invitation to tender.
The tenderers or representatives who are present shall sign a register evidencing their attendance.
- 2.9.2 The tenderers’ names, or withdrawals, tender prices, 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.
- 2.9.3 The Procuring entity will prepare minutes of the tender opening.

2.10 Clarification of tenders

2.10.1 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.

2.10.2 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.

2.11 Evaluation and Comparison of Tenders

2.11.1 The Procuring entity will examine the tenders to determine whether they are complete, whether any computation errors have been made, whether required deposits have been furnished, whether documents have been properly signed and whether the tenders are generally in order. After examination a tender that will be determined to be substantially nonresponsive, will be rejected by the procuring entity.

2.11.2 The Procuring entity will evaluate and compare the tenders, which have been determined to be substantially responsive.

2.11.3 The tender evaluation committee shall evaluate the tender within 14 days from the date of opening the tender.

2.12 Award Criteria

2.12.1 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 price.

2.13 Notification of Award

2.13.1 The Procuring entity will notify the successful tenderer in writing that its tender has been accepted 14 days after completion of the evaluation.

2.13.2 Simultaneously the other tenderers shall be notified that their tenders have been unsuccessful.

2.14 Contacting the Procuring entity

2.14.1 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.

2.14.2 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.

Notes on the appendix to the Instructions to Tenderers.

1. The Appendix to Instructions to tenderers is intended to assist the procuring entity in providing specific information in relation to the corresponding clauses in the instructions to tenderers included in Section II and the appendix has to be prepared for each specific tender.
2. The procuring entity should specify in the appendix information and requirements specific to the circumstances of the procuring entity, the procuring of the tender, the nature of items being sold and the evaluation criteria that will apply to the tender.
3. In preparing the appendix, the following aspects should be taken into consideration:
 - (a) the information that specifies and complements provisions of Section II to be incorporated
 - (b) amendments and or supplements, if any, to provisions of Section II as necessitated by the circumstances of specific items to be also incorporated.
4. Section II should remain unchanged and can only be amended through the appendix.

Appendix to Instructions to tenderers.

The following information for sale of boarded stores and equipment shall complement, supplement or amend, the provisions of the instructions to tenderers. Whenever there is a conflict between the provisions 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.

INSTRUCTIONS TO TENDERERS REFERENCE	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
Eligibility	The tender is eligible to all bidders
Accessibility	<p>An electronic copy of the tender document may be viewed or downloaded on www.athleticskenya.or.ke and will be only valid on payment of a non-refundable fee of KES 1,000/= to the following bank details.</p> <p>Kenya Commercial Bank Moi Avenue Branch 1108989934</p> <p>Bidders must attach the evidence of payment to their tender documents.</p>

Clarification	<p>A prospective tenderer requiring any clarification of the tender document may notify Athletics Kenya in writing through procurement@athleticskenya.or.ke</p> <p>Athletics Kenya will respond in writing (e-mail in PDF format) to any request for clarification received at least seven (7) days prior to the deadline for the submission of tenders.</p>
Taxes	The prices should include all taxes
Currency	Prices quoted shall be in Kenya Shillings
Tender deposit	Bidders must pay through Athletics Kenya bank account and obtain a receipt. A copy of the receipt must be attached in the bid document (personal cheques and cash is not acceptable)
Submission	The tenderer should submit an Original and two (2) copies of the tender. All pages of the tender, except for unamended printed literature, shall be paginated, serialized, well bound with table of content and initialed by the person or persons signing the tender.
Tender closing/opening date	The tender closing date is; Monday, 1st September 2025.

Evaluation criteria	<p>At the preliminary evaluation stage, the following mandatory requirements that determines a bidder's responsiveness will be assessed :-</p> <ul style="list-style-type: none"> a) Duly filled and Signed Tender Form b) Duly filled and signed bidding summary c) A copy of National ID d) Attach a copy of PIN Certificate e) Duly filled "Mandatory Confidential Business Questionnaire"; f) Method statement including activity and Duration in days. g) Correct amount of Tender deposits effected <p>NB: Bidders who will not meet the above requirements will be declared non-responsive</p>
Storage Charges	This will be at the rate of Kshs. 1,000.00 per day effective from the last date allowed for collection
Tender deposit refund	The unsuccessful tenderers' deposit will be refunded within fourteen (14) days after the expiration of the period of tender validity period prescribed in the tender document, while the winning tenderers' deposit shall be refunded after collection of the materials and/or clean-up of the yard.
Viewing of Vehicles	The vehicles on sale can be viewed at Riadha House between 9.00am and 3.00pm during week days . Viewing of vehicles is open for bidders from 19th to 29th August 2025
Transport	Bidders are requested to arrange their own transport.
Notification	The unsuccessful tenderers will be notified on the outcome of the tender at the same time the successful tenderer is notified.
Payment and collection	<p>Sum total of the bid price must be made before collection of the Vehicle(s).</p> <p>Collection period begins seven (7) days after the date of the letter of award.</p>
Reserve price	Sale is subject to reserve price indicated in the tender document

SECTION III - SCHEDULE OF TERMS AND PRICES

S/no	Vehicle Registration Number	Model	Qty	Reserves price (Kshs)
1	KBB 2207X	Daewoo Bus-KLS54	1	1,200,000.00
2	KBP 105W	Nissan Xtrail Bus- UA-NT30	1	540,000.00
3	KBS 624N	Toyota Alphard - CBA-ANH15W	1	620,000.00

TENDERERS' BIDDING SUMMARY

Tender for disposal of used motor vehicles

Tenderers **MUST** fill this bidding summary

SUMMARY TABLE

Reg. No.	Location of the Vehicle	Tender deposit (Kshs)	No. of days required for collection	Bid Amount(Kshs)
KBB 2207X	Riadha House			
KBP 105W	Riadha House			
KBS 624N	Riadha House			

Authorized official _____
Name

Signature

Date

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 after **7 days** and not later than **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 contracts 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 tendered for below the reserve price will be retained by the procuring entity.

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.

Reserve price	Items tendered for below the reserve price will be retained by the procuring entity
Tender deposit	As stipulated in the tender document a deposit of 20% of the purchase price must be enclosed in the tender document in the form of a copy of a GDC cash receipt
Bid price comparison	The highest evaluated bidder for each Vehicle will be awarded.

SECTION V - STANDARD FORMS

Notes on Standard Forms

- 5.1 The form of tender, the confidential business questionnaire form and the tender deposit commitment declaration form must be completed by the tenderers and returned with the tender. Failure to complete any of these forms will lead to the disqualification of the tenderer.

5.1 Form of Tender

Date: _____
Tender No. _____

To:
.....
[name and address of procuring entity]

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

Part 1 – General Business Name Location of business Premises Plot No. Street/Road Postal Address Tel No. Nature of business Current Trade Licence No. Expiring date Maximum value of business which you can handle at any one time Kshs Name of your bankers Branch																																		
	Part 2 (a) – Sole Proprietor Your Name in full Age Nationality Country of origin * Citizenship details																																	
	Part 2 (b) Partnership Given details of partners as follows: <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: 25%;">Citizenship Details</th> <th style="width: 15%;">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					
	Name	Nationality	Citizenship Details	Shares																														
1.																														
1																														
2																														
3																														
	Part 2 (c) – Registered Company Private or Public State the nominal and issued capital of company – Nominal Kshs. Issued Kshs. Given details of all directors as follows <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: 25%;">Citizenship Details</th> <th style="width: 15%;">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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1.																														
2.																														
3.																														
4.																														
5.																														
Date Seal/Signature of Candidate																																		

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:-

Sale of used motor vehicles

No.	Vehicle Reg. Number	Deposit Kshs.	Receipt No. and Date

Authorizing Official _____
(name) (signature) (Date)

5.4 Method Statement

No	Activity	Duration in days

Failure to include a method statement will lead to disqualification

5.5. 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