

**NCCK**

**JUMUIA RESORTS**

BID DOCUMENT FOR DISPOSAL OF ASSORTED OBSOLETE, SCRAP ITEMS, SCRAP FURNITURE AND HOTEL ITEMS

**ISSUE NO 1**

**CLOSING DATE SEPTEMBER 16, 2024** **AT 10:00AM**

**NCCK/JR/DISPOSAL/003/2024**

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# SECTION I - INVITATION TO TENDER

# DISPOSAL OF ASSORTED OBSOLETE, SCRAP ITEMS, SCRAP FURNITURE AND HOTEL ITEMS

# Introduction.

# The intended sale of the listed assorted obsolete, scrap items, scrap furniture and hotel items is by sealed bids on “as is, where is basis” located at JUMUIA CONF & COUNTRY HOME LIMURU.

# Interested parties should deliver a completed bid document electronically or in a sealed envelope and drop it in the tender box at the JUMUIA CONF & COUNTRY HOME LIMURU based at Limuru Road near St. Paul University on or before September 15, 2024 from 10:00am addressed to:

# General Secretary

# National Council of Churches of Kenya

# P.O Box 45009

# Nairobi

# There will be a public opening on September 16, 2024 from 10:00am at JUMUIA CONF & COUNTRY HOME LIMURU based at Limuru Road near St. Paul University

# Bidders will be required to Pay Nonrefundable fee of KES 1,000 to the following account and attach payment receipt to the application document:

# NCCK Smep account via Mpesa

# PAYBILL NO. 777001

# ACCOUNT.  1001879638

# NCCK reserves the right to accept or reject any or all bids in whole or in part without the obligation to assign any reason for that decision.

# Registered Scrap Dealers, Individuals and Public Are Eligible to buy the Assorted Obsolete Scrap Items.

# Upon downloading the document, interested bidders MUST immediately forward their particulars (i.e. Name & Contacts of Applicant, tender no.) to email: [procurement@ncck.org](mailto:procurement@ncck.org%20)

# Prices quoted should be net inclusive of all taxes and must be in Kenya Shillings or a freely convertible currency and shall remain valid for ninety (90) days from the closing date of the tender.

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# SECTION II - TENDER SUBMISSION CHECKLIST

# This order and arrangement shall be considered as the Tender Format. Tenderers shall tick against each item indicating that they have provided it.

|  |  |  |
| --- | --- | --- |
| No. | Item | Tick WhereProvided |
| 1 | Tender security/deposit for the amount of Kshs. 1,000.00 (In form of Bank Guarantee) |  |
| 2 | Tender Form and Price Schedule |  |
| 3 | Confidential Business Questionnaire (CBQ) duly filled and signed |  |
| 4 | Valid Tax compliance Certificate |  |
| 5 | Proof of having viewed the items quoted for signed by the librarianIn charge |  |
| 6 | Copy of firms PIN Certificate (where applicable) or personal identification number for those bidding as individuals. |  |
| 7 | Copy of identification card for those bidding as individuals |  |
| 8 | Any other document or item required by the Tender Document. (The Tenderer shall specify such other documents or items it has submitted) |  |

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# SECTION III: INSTRUCTION TO BIDDERS

1. This invitation for bids is open to all bidders including NCCK and Jumuia Resorts employees.
2. The bidder shall bear all costs associated with the preparation and submission of its bid, and NCCK Jumuia Resorts, shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the disposal process.
3. The bidder is expected to examine all instructions, forms and terms in the bid documents and complete the forms as required i.e., price schedule, bid form and the confidential business questionnaire. Failure to meet all the requirements of the bid will be at the bidder’s risk and may result in bid rejection.
4. A prospective bidder requiring any clarification of the bid document may notify NCCK Jumuia resorts by writing an email to [info@resortjumuia.com](mailto:info@resortjumuia.com) copied to procurement@ncck.orgwith the subject as “Clarifications - Bid for Disposal of assorted obsolete, scrap items, scrap furniture and hotel items”. All clarifications/questions should have been sent to this email address by 5.00 PM on **September 15, 2024 from 10:00am**.
5. NCCK will respond in writing to bidders on any clarifications that will have been sought.
6. The bidder shall indicate on the attached price schedule the unit prices for each of the interested items.
7. Prices quoted by the bidder shall be fixed during the bid validity period and not subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.
8. The price quoted shall be in Kenya Shillings (KES)
9. Bids shall remain valid for 60 days.
10. Viewing of the bid items will be ongoing until **September 15, 2024 from 10:00am at Jumuia Conference and Beach resort Kanamai,Jumuia Hotel Kisumu and Jumuia Country Home Limuru.** This will enable them to arrive at the most competitive bids.
11. Bids are based on “AS IS WHERE IS CONDITION” and the conditions of the items are not warranted by the seller.
12. Any effort by the Bidder to influence the process will lead to automatic disqualification.
13. NCCK Jumuia Resorts will award the contract to the successful bidder(s) whose bid has been determined to be substantially responsive subject to the reserve prices for the assorted obsolete, scrap items, scrap furniture and hotel items and discretion of NCCK Jumuia Resorts management.
14. NCCK Jumuia Resorts will notify the successful bidder in writing and the successful bidder will be required to make payment within seven days (7 days) of notification of award.
15. In the event the successful bidder fails to pay for the item(s) awarded, NCCK Jumuia Resorts shall notify, the person who had submitted the second highest bid who will be expected to make payment within seven days (7 days).
16. Where the item’s duties and applicable taxes are not paid, the bidder(s) is/ are responsible to make the necessary payment to the tax authorities after payment of the bid price to NCCK Jumuia Resorts. In this regard, prospective bidders should verify the duty and taxes status for the items on offer.
17. Once the payment is received by NCCK Jumuia Resorts, the bidder will be expected to sign a sale agreement and undertake to collect the offered assorted obsolete, scrap items, scrap furniture and hotel items immediately.

# SECTION IV: SCHEDULE OF ITEMS

# COFFEE HOUSE

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|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **REF NO** | **ITEM** | **DESCRIPTION** | **UNIT OF ISSUE** | **LOCATION** | **JUSTIFICATION FOR DISPOSAL** | **REFERENCE NO. TO CURRENT RECORDS** | **ESTIMATED RESERVE PRICE** | **QUOTED PRICE** |
| 1 | SAFE | Metallic cream safe who's lock is non-functioning | 1 | Jumuia Hotel Kisumu | Poor working condition |  |  |  |
| 2 | SAFE | Black safe who's combination is unknown | 1 | Jumuia Hotel Kisumu | Poor working condition | NCCK/JGHK/P&EQ/008 |  |  |
| 3 | SCANNER | Cream HP Deskjet F2280 All in one | 1 | Jumuia Hotel Kisumu | Poor working condition | NCCK/JHK/EQ/3349 |  |  |
| 4 | SCANNER | Cream HP LaserJet 4250n | 1 | Jumuia Hotel Kisumu | Poor working condition |  |  |  |
| 5 | SCANNER | Black HP LaserJet Pro 400 m401a | 1 | Jumuia Hotel Kisumu | Poor working condition | NCCK/JHK/EQ/3352 |  |  |
| 6 | SCANNER | HP Black and white scanner that is non-functioning | 1 | Jumuia Hotel Kisumu | Poor working condition |  |  |  |
| 7 | SCANNER | Canon Scanner Lide 90 that isn't functioning | 1 | Jumuia Hotel Kisumu | Poor working condition | NCCK/JGHK/COMP/0023 |  |  |
| 8 | PHOTOCOPIER & PRINTER | Bizhub C252 model | 1 | Jumuia Hotel Kisumu | Poor working condition |  |  |  |
| 9 | PRINTER | White black and white- coloured printers that are non-functioning | 2 | Jumuia Hotel Kisumu | Poor working condition | NCCK/JGHK/COMP/0007 |  |  |
| 10 | PRINTER | White non-functioning printer | 1 | Jumuia Hotel Kisumu | Poor working condition | NCCK/JGHK/P&EQ/0033 |  |  |
| 11 | PRINTER | Black and white HP LaserJet P2015 | 1 | Jumuia Hotel Kisumu | Poor working condition |  |  |  |
| 12 | LAMINATING MACHINE | Not working | 1 | Jumuia Hotel Kisumu | Poor working condition |  |  |  |
| 13 | PAPER SHREDDER | Atlas CC1540 non-functioning | 1 | Jumuia Hotel Kisumu | Poor working condition |  |  |  |
| 14 | DUPLICATING MACHINE | Broken and non-functioning machine | 1 | Jumuia Hotel Kisumu | Poor working condition |  |  |  |
| 15 | ETR MACHINE | Old model Datecs ETR machine | 1 | Jumuia Hotel Kisumu | Redundant |  |  |  |
| 16 | POS MACHINES | Black POS machines that are non-functioning | 2 | Jumuia Hotel Kisumu | Poor working condition |  |  |  |
| 17 | ETHERNET SWITCH | Black ethernet switch that aren't working | 2 | Jumuia Hotel Kisumu | Poor working condition |  |  |  |
| 18 | TELEPHONE | Panasonic telephone model KX-TS500MXW with some non-functioning buttons | 1 | Jumuia Hotel Kisumu | Poor working condition | NCCK/JGHK/TEL/0057 |  |  |
| 19 | KEYBOARDS | White non-functioning keyboard | 1 | Jumuia Hotel Kisumu | Poor working condition |  |  |  |
| 20 | COMPUTER | Old model computers that are non-functioning | 2 | Jumuia Hotel Kisumu | Poor working condition |  |  |  |
| 21 | COMPUTER | Black Lenovo computer damaged by lightening | 1 | Jumuia Hotel Kisumu | Poor working condition |  |  |  |
| 22 | MONITORS | Non-functioning black and grey computer monitors | 4 | Jumuia Hotel Kisumu | Poor working condition |  |  |  |
| 23 | CPU | Broken and non-functioning | 4 | Jumuia Hotel Kisumu | Poor working condition |  |  |  |
| 24 | SPEAKERS | Black speakers that are non-functioning | 2 | Jumuia Hotel Kisumu | Poor working condition |  |  |  |
| 25 | POWER AMP | Unfunctioning power amp used together with speakers and mics | 1 | Jumuia Hotel Kisumu | Poor working condition |  |  |  |
| 26 | TELEVISION | A digital TV whose screen is broken | 1 | Jumuia Hotel Kisumu | Poor working condition |  |  |  |
| 27 | RADIO | Mp3 Radio that is unusable | 1 | Jumuia Hotel Kisumu | Poor working condition |  |  |  |
| 28 | NOTICE BOARDS | White old card-board made boards | 4 | Jumuia Hotel Kisumu | Poor working condition |  |  |  |
| 29 | OFFICE TABLE CHAIR | Broken and old brown wooden chair | 1 | Jumuia Hotel Kisumu | Poor working condition |  |  |  |
| 30 | OFFICE CHAIRS | Black torn | 4 | Jumuia Hotel Kisumu | Poor working condition |  |  |  |
| 31 | FRIDGES | White rusted and non-functioning fridge | 1 | Jumuia Hotel Kisumu | Poor working condition |  |  |  |
| 32 | FRIDGE GAS TANKS | Green gas tanks used in the fridge | 3 | Jumuia Hotel Kisumu | Poor working condition |  |  |  |
| 33 | LAWN MOWER | Red old and broken lawn mower | 1 | Jumuia Hotel Kisumu | Poor working condition |  |  |  |
| 34 | MICROWAVES | Broken and non-functioning black microwaves | 2 | Jumuia Hotel Kisumu | Poor working condition |  |  |  |
|  | IRON BOXES | Stainless non-functioning iron boxes | 3 | Jumuia Hotel Kisumu | Poor working condition |  |  |  |
| 35 | WASHING MACHINE | Old rusted washing machine with no top cover | 1 | Jumuia Hotel Kisumu | Poor working condition |  |  |  |
| 36 | MINCED MEAT MAKER | Old rusted and broken minced meat maker fixated on a table | 1 | Jumuia Hotel Kisumu | Poor working condition |  |  |  |
| 37 | CRATES AND SODA BOTTLES | Old and empty soda crates with soda bottles branded Alvaro | 8 | Jumuia Hotel Kisumu | Redundant brand- Alvaro |  |  |  |
| 38 | WATER DISPENSER | Broken and old white dispensers | 2 | Jumuia Hotel Kisumu | Poor working condition |  |  |  |
| 39 | WATER DISPENSER | Old cream and white non-functioning dispenser | 1 | Jumuia Hotel Kisumu | Poor working condition | NCCK/JHK/EQ/3347 |  |  |
| 40 | SUFURIAS | Aluminium made sufurias of different sizes that have holes | 11 | Jumuia Hotel Kisumu | Poor working condition |  |  |  |
| 41 | TEA URNS | Non-functioning grey and black tea urns | 9 | Jumuia Hotel Kisumu | Poor working condition |  |  |  |
| 42 | COOLERS | Blue coolers used for ice cubes and soda | 2 | Jumuia Hotel Kisumu | Poor working condition |  |  |  |
| 43 | METALLIC JIKO | Big rusted metallic jiko | 1 | Jumuia Hotel Kisumu | Poor working condition |  |  |  |
| 44 | OVEN TRAYS | Rusted trays used in the oven | 5 | Jumuia Hotel Kisumu | Poor working condition |  |  |  |
| 45 | METALLIC KARAI | Huge, bowl-shaped rusted metallic trays | 3 | Jumuia Hotel Kisumu | Poor working condition |  |  |  |
| 46 | COOKER | A two burner cooker that is rusted | 1 | Jumuia Hotel Kisumu | Poor working condition |  |  |  |
| 47 | TOASTER | A rusted toast making machine | 1 | Jumuia Hotel Kisumu | Poor working condition |  |  |  |
| 48 | FRIER | Stainless black non-functioning frier | 1 | Jumuia Hotel Kisumu | Poor working condition |  |  |  |
| 49 | FAN | Broken and rusted fan | 1 | Jumuia Hotel Kisumu | Poor working condition |  |  |  |
| 50 | DEEP FREEZER | Non-functioning and now rusted deep freezers | 4 | Jumuia Hotel Kisumu | Poor working condition |  |  |  |
| 51 | SOLAR PANELS | Old panels that were replaced with the ones currently in place | 13 | Jumuia Hotel Kisumu | Poor working condition |  |  |  |
| 52 | SOLAR TANKS | Old tanks that were replaced with the ones currently in place | 4 | Jumuia Hotel Kisumu | Poor working condition |  |  |  |
| 53 | CHLORIDE EXIDE BATTERIES | Acid batteries previously used in the generator | 2 | Jumuia Hotel Kisumu | Poor working condition |  |  |  |
| 54 | SCRAP MATERIALS | Metalic, plastic and wooden made materials that are broken, rusted and non-functioning | SENT AS PICTURE | Jumuia Hotel Kisumu | Poor working condition |  |  |  |
| 55 |  | SHOWER MIXERS- Non-functioning and do not have any re-usable parts |  | Jumuia Hotel Kisumu | Poor working condition |  |  |  |
| 56 |  | BLENDERS- Non-functioning |  | Jumuia Hotel Kisumu | Poor working condition |  |  |  |
| 57 | LAPTOP | Two grey laptops - HP core i5 | 2 | Jumuia Hotel Kisumu | Fixable condition |  |  |  |
| 58 | LAPTOP | One black laptop | 1 | Jumuia Hotel Kisumu | Fixable condition |  |  |  |
| 59 | BRAILE TYPE WRITER | Blue unused machine. | 1 | Jumuia Hotel Kisumu | In good condition |  |  |  |
| 60 | COFFEE MAKER | A coffee making machine that is repairable | 1 | Jumuia Hotel Kisumu | Fixable condition |  |  |  |
| 61 | SPEAKER | Yamaha speaker that is repairable | 1 | Jumuia Hotel Kisumu | Fixable condition |  |  |  |
| 62 | SUFURIA LIDS | Good condition | 2 | Jumuia Hotel Kisumu | In good condition |  |  |  |
| 63 | WEIGHING MACHINE | Old model weighing machine | 1 | Jumuia Hotel Kisumu | In good condition |  |  |  |
| 64 | BED COVERS | Brown and golden bed covers | 18 | Jumuia Hotel Kisumu | In good condition |  |  |  |

**Authorized Official/Person/Bidder**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name Signature Date

**Note:**

***If Bidding as a firm, please attach certificate of Incorporation, Profile and CR 12***

***If Bidding as an Individual, please attach National Identification Card***

# BID FORM

**To:**

# General Secretary,

# National Council of Churches of Kenya.

# RE: Invitation of Bids- Disposal of assorted obsolete, scrap items, scrap furniture and hotel items

Dear Sir/Madam,

Date:

Bid Purchase Receipt No.\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Having examined the bid document, 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 bid documents for the sum of (figures) (words).
2. I/We undertake, if our bid is accepted, to pay for and collect the items in accordance with the requirements of the bid.
3. I/We agree to abide by the bid for a period of [number] days from the date fixed for bid opening of the instructions to bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. I/We understand that you are not bound to accept the highest or any bid that you may receive while awarding the bid to the successful bidder.

Dated this day of 20\_ at

[Signature] [In the capacity of/Title]

Duly authorized to sign bid for and on behalf of

# CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated below and you are advised that it is a serious offence to give false information on this form:

Business Name or Name of individual ……………………………………………………………………………………

Location of business premises or individual.

……………………………………………………………………………………..

Plot No………………………………………………… Street/Road …………………………………………...

Postal Address ……………………… Tel No. ……………………. company Mobile …………………...

E mail address……………………………. Contact Person ……………………Mobile…………………...

Nature of Business/ occupation of the individual

………………………………………………………………………………

Registration Certificate No or Identification number (ID No.)

…………………………………………………………

Name of your bankers ……………………………………………. Branch. ……………………………

# PROOF OF VIEWING ASSORTED OBSOLETE, SCRAP ITEMS, SCRAP FURNITURE AND HOTEL ITEMS

Librarian In-Charge, Sign and Stamp the form after Scrap dealer views scrap/salvage items in your respective library.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **NAME OF LOCATION** | **NAME OF THE LIBRARIAN**  **IN-CHARGE OR**  **ASSISTANT** | **SIGN** | **STAMP** | **DATE** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |

We confirm that we have viewed ALL the obsolete Scrap Items, Furniture’s and Hotel Items on Tender at the locations indicated above:

**NAME OF THE FIRM SIGN & STAMP DATE**

# END OF ADDENDUM TO THE BID DOCUMENT FOR DISPOSAL OF assorted obsolete, scrap items, scrap furniture and hotel items