

Serial No.
THE KENYA NATIONAL TRADING CORPORATION LIMITED



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**TENDER FOR
VALUATION OF COMPANY ASSETS**

TENDER NO: KNTC/VA/001/2020-2021

TABLE OF CONTENTS

	Page
INTRODUCTION	2
SECTION I INVITATION TO TENDER.....	3
SECTION II INSTRUCTIONS TO TENDERERS.....	5
APPENDIX TO INSTITUTIONS TO TENDER	17
SECTION III GENERAL CONDITIONS OF CONTRACT.....	19
SECTION IV SPECIAL CONDITIONS OF CONTRACT.....	23
SECTION V SCHEDULE OF REQUIREMENTS.....	24
SECTION VI TECHNICAL SPECIFICATIONS.....	25
SECTION VI STANDARD FORMS.....	28 -36

To: (Please fill name & address here)

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SECTION 1 INVITATION TO TENDER

TENDER REF NO: TENDER NO: KNTCL/VA/01/2020-2021

TENDER NAME: VALUATION OF COMPANY ASSETS

- 1.1 Kenya National Trading Corporation Limited invites sealed tenders from eligible candidates for the Valuation of Company Asset
- 1.2 Interested eligible candidates may obtain further information from and inspect the tender documents at Kenya National Trading Corporation Limited during normal working hours.
- 1.3 Prices quoted should be net inclusive of all taxes, must be in Kenya Shillings and shall remain valid for (90) days from the closing date of the tender.
- 1.4 Completed tender documents are to be enclosed in plain sealed envelopes marked with tender reference number and be deposited in the Tender Box at the **Company's Reception** addressed to **The Managing Director, Kenya National Trading Corporation Limited** so as to be received on or before **11.30 a.m. on 22nd October, 2020**
- 1.5 Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at the **Company's Boardroom.**

SECTION II – INSTRUCTIONS TO TENDERERS

	Page
2.1	Eligible Tenderers6
2.2	Cost of tendering6
2.3	Contents of tender documents7
2.4	Clarification of Tender documents7
2.5	Amendment of tender documents8
2.6	Language of tenders8
2.7	Documents comprising the tender8
2.8	Form of tender9
2.9	Tender prices9
2.10	Tender currencies9
2.11	Tenderers eligibility and qualifications9
2.12	Tender security10
2.13	Validity of tenders11
2.14	Format and signing of tenders11
2.15	Sealing and marking of tenders12
2.16	Deadline for submission of tenders12
2.17	Modification and withdrawal of tenders12
2.18	Opening of tenders13
2.19	Clarification of tenders14
2.20	Preliminary Examination14
2.21	Conversion to other currencies15
2.22	Evaluation and comparison of tenders15
2.23	Contacting the Company16
2.24	Post-qualification17
2.25	Award criteria17
2.26	Procuring entities right to vary quantities17
2.27	Procuring entities right to accept or reject any or all tenders17
2.28	Notification of award18
2.29	Signing of Contract18
2.30	Performance security19
2.31	Corrupt or fraudulent practices19

SECTION II INSTRUCTIONS TO TENDERERS

2.1 Eligible tenderers

- 2.1.1. This Invitation to tender is open to all tenderers eligible as described in the instructions to tenderers. Successful tenderers shall provide the services for the stipulated duration from the **date** of commencement (hereinafter referred to as the term) specified in the tender documents.
- 2.1.2. The Company's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.
- 2.1.3. Tenderers shall provide the qualification information statement that the tenderer (including all members, of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Company to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the services under this Invitation for tenders.
- 2.1.4. Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

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 Company, 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 Company shall allow the tenderer to review the tender document free of charge before purchase.

2.3 Contents of tender documents

- 2.3.1. The tender document comprises of the documents listed below and addenda issued in accordance with clause 6 of these instructions to tenders
- i) Instructions to tenderers
 - ii) General Conditions of Contract
 - iii) Special Conditions of Contract
 - iv) Schedule of Requirements
 - v) Details of service
 - vi) Form of tender
 - vii) Price schedules
 - viii) Contract form
 - ix) Confidential business questionnaire form
 - x) Tender security form
 - xi) Performance security form
 - xii) Principal's or manufacturers authorization form
 - xiii) 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 candidate making inquiries of the tender document may notify the Company in writing or by post, fax or email at the entity's address indicated in the Invitation for tenders. The Company will respond in writing to any request for clarification of the tender documents, which it receives no later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the Company. 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 who have received the tender documents”
- 2.4.2. The Company 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 Company, 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 issuing an addendum.
- 2.5.2. All prospective tenderers who have obtained the tender documents will be notified of the amendment by post, fax or email and such amendment 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 Company, 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 exchanged by the tenderer and the Company, shall be written in English language. 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 Documents Comprising the Tender

The tender prepared by the tenderer shall comprise the following components:

- (a) A Tender Form and a Price Schedule completed in accordance with paragraph 9, 10 and 11 below.
- (b) Documentary evidence established in accordance with Clause 2.11 that the

tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;

(c) Tender security furnished is in accordance with Clause 2.12

(d) Confidential business questionnaire

2.8 Form of Tender

2.8.1 The tenderers shall complete the Form of Tender and the appropriate Price Schedule furnished in the tender documents, indicating the services to be performed.

2.9 Tender Prices

2.9.1 The tenderer shall indicate on the Price schedule the unit prices where applicable and total tender prices of the services it proposes to provide under the contract.

2.9.2 Prices indicated on the Price Schedule shall be the cost of the services quoted including all customs duties and VAT and other taxes payable:

2.9.3 Prices quoted by the tenderer shall remain fixed during the term of the contract unless otherwise agreed by the parties. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.22.

2.9.4 Contract price variations shall not be allowed for contracts not exceeding one year (12 months)

2.9.5 Where contract price variation is allowed, the variation shall not exceed 10% of the original contract price.

2.9.6 Price variation requests shall be processed by the Company within 30 days of receiving the request.

2.10 Tender Currencies

2.10.1 Prices shall be quoted in Kenya Shillings unless otherwise specified in the appendix to in Instructions to Tenderers

2.11 Tenderers Eligibility and Qualifications.

2.11.1 Pursuant to Clause 2.1 the tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if its tender is accepted.

2.11.2 The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall establish to the Company's satisfaction that the tenderer has the financial and technical capability necessary to perform the contract.

2.12 **Tender Security (not required)**

2.12.1 The tenderer shall furnish, as part of its tender, a tender security for the amount and form specified in the Invitation to tender.

2.12.2 The tender security shall be in the amount not exceeding 2 per cent of the tender price.

2.12.2 The tender security is required to protect the Company against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.12.7

2.12.3 The tender security shall be denominated in a Kenya Shillings or in another freely convertible currency and shall be in the form of:

- a) A bank guarantee.
- b) Cash.
- c) Such insurance guarantee approved by the Authority.
- d) Letter of credit

2.12.4 Any tender not secured in accordance with paragraph 2.12.1 and 2.12.3 will be rejected by the Company as non responsive, pursuant to paragraph 2.20

2.12.5 Unsuccessful tenderer's security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of tender validity prescribed by the Company.

2.12.6 The successful tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.29, and furnishing the performance security, pursuant to paragraph 2.30.

2.12.7 The tender security may be forfeited:

(a) If a tenderer **withdraws** its tender **during** the period of tender validity specified by the Company on the Tender Form; or

(b) In the case of a successful tenderer, *if* the tenderer fails:

(i) to sign the contract in accordance with paragraph 30

or

(ii) to furnish performance security in accordance with paragraph 31.

(c) If the tenderer rejects, correction of an error in the tender.

2.13 Validity of Tenders

- 2.13.1 Tenders shall remain valid for 90 days or as specified in the invitation to tender after date of tender opening prescribed by the Company, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the Company as nonresponsive.
- 2.13.2 In exceptional circumstances, the Company 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 2.12 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender security. A tenderer granting the request will not be required nor permitted to modify its tender.

2.14 Format and Signing of Tender

- 2.14.1 The tenderer 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.
- 2.14.2 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. All pages of the tender, except for unamended printed literature, shall be initialed by the person or persons signing the tender.
- 2.14.3 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.

2.15 Sealing and Marking of Tenders

- 2.15.1 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.
The inner and outer envelopes shall:
- (a) be addressed to the Company at the address given in the invitation to tender
 - (b) bear, tender number and name in the invitation to tender and the words: "DO NOT OPEN BEFORE **11.30 am 22nd October, 2020**"
- 2.15.3 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". —
- 2.15.4 If the outer envelope is not sealed and marked as required by paragraph 2.15.2, the Company will assume no responsibility for the tender's misplacement or premature opening.

2.16 **Deadline for Submission of Tenders**

- 2.16.1 Tenders must be received by the Company at the address specified under paragraph 2.15.2 no later than **11.30 am 22nd October, 2020**
- 2.16.2 The Company may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 6, in which case all rights and obligations of the Company and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.
- 2.16.3 Bulky tenders which will not fit in the tender box shall be received by the Company as provided for in the appendix.

2.17 **Modification and withdrawal of tenders**

- 2.17.1 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 tender's is received by the Company prior to the deadline prescribed for the submission of tenders.
- 2.17.2 The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.15. A withdrawal notice may also be sent by cable, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.
- 2.17.3 No tender may be modified after the deadline for submission of tenders.
- 2.17.4 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 on the Tender Form. Withdrawal of a tender during this interval may result in the Tenderer's forfeiture of its tender security, pursuant to paragraph 2.12.7.
- 2.17.5 The Company may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 2.17.6 The Company shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

2.18 **Opening of Tenders**

- 2.18.1 The Company will open all tenders in the presence of tenderers' representatives who choose to attend, at **11.30 am 22nd October 2020** and in the location specified in the invitation to tender. The tenderers' representatives who are present shall sign a register evidencing their attendance.
- 2.18.3 The tenderers' names, tender modifications or withdrawals, tender prices, discounts, and the presence or absence of requisite tender security and such other details as the Company, at its discretion, may consider appropriate, will be announced at the opening.
- 2.18.4 The Company will prepare minutes of the tender opening which will be submitted to the tenderers that signed the tender opening register and will have made the request.

2.19 Clarification of tenders

- 2.19.1 To assist in the examination, evaluation and comparison of tenders the Company 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 shall be sought, offered, or permitted.
- 2.19.2 Any effort by the tenderer to influence the Company in the Company's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers tender.

Comparison or contract award decisions may result in the rejection of the tenderers' tender.

2.20 Preliminary Examination and Responsiveness

- 2.20.1 The Company will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required securities have been furnished whether the documents have been properly signed, and whether the tenders are generally in order.
- 2.20.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. if the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.
- 2.20.3 The Company may waive any minor informality or nonconformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any tenderer.
- 2.20.4 Prior to the detailed evaluation, pursuant to paragraph 23, the Company will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one which conforms to all the terms and conditions of the tender documents without material deviations. The Company's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.
- 2.20.5 If a tender is not substantially responsive, it will be rejected by the Company and may not subsequently be made responsive by the tenderer by correction of the nonconformity.

The following shall be checked:

	MANDATORY REQUIREMENTS
1	Legal requirements
	Pin & Vat
	Tax compliance certificate
	Certificate of incorporation (if it's a corporation)
2	Registration with relevant bodies <ol style="list-style-type: none"> 1. Institution of surveyors of Kenya (member) 2. Valuers registration Board. 3. Valid annual practicing certificate

2.21 Conversion to a single currency

2.21.1 Where other currencies are used, the Company will convert those currencies to Kenya shillings using the selling exchange rate on the date of tender closing provided by the central bank of Kenya.

2.22 Evaluation and comparison of tenders.

2.22.1 The Company will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.20

2.22.2 The comparison shall be of the price including all costs as well as duties and taxes payable on all the materials to be used in the provision of the services.

2.22.3 The Company's evaluation of a tender will take into account, in addition to the tender price, the following factors, in the manner and to the extent indicated in paragraph 2.22.4 and in the technical specifications:

(a) operational plan proposed in the tender;

(b) deviations in payment schedule from that specified in the Special Conditions of Contract;

2.22.4 Pursuant to paragraph 22.3 the following evaluation methods will be applied:

(a) ***Operational Plan.***

The Company requires that the services under the Invitation for Tenders shall be performed at the time specified in the Schedule of Requirements. Tenders offering to perform longer than the Company's required delivery time will be treated as non-responsive and rejected.

(b) ***Deviation in payment schedule.***

Tenderers shall state their tender price for the payment on a schedule outlined in the special conditions of contract. Tenders will be evaluated on the basis of this base price. Tenderers are, however, permitted to state an alternative payment schedule and indicate the reduction in

tender price they wish to offer for such alternative payment schedule. The Company may consider the alternative payment schedule offered by the selected tenderer.

2.22.5 The tender evaluation committee shall evaluate the tender within 30 days from the date of opening the tender.

2.22.6 To qualify for contract awards, the tenderer shall have the following:-

- (a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.
- (b) Legal capacity to enter into a contract for procurement
- (c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing
- (d) Shall not be debarred from participating in public procurement.

2.23. **Contacting the Company**

2.23.1 Subject to paragraph 2.19, no tenderer shall contact the Company on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

2.23.2 Any effort by a tenderer to influence the Company in its decisions on tender evaluation tender comparison or contract award may result in the rejection of the tenderers tender.

2.24 **Award of Contract**

a) **Post qualification**

2.24.1 In the absence of pre-qualification, the Company will determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.

2.24.2 The determination will take into account the tenderer's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 2.1.2, as well as such other information as the Company deems necessary and appropriate.

2.24.3 An affirmative determination will be a prerequisite for award of the contract to the tenderer. A negative determination will result in rejection of the Tenderer's tender, in which event the Company will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

b) **Award Criteria**

2.24.3 Subject to paragraph 2.29 the Company will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

A. Evaluation

S/N O	CRITERIA	POINTS
1	Responsiveness to specification	30
2	Completion time – within two weeks	20
3	Relevant experience (evidence of service from at least 2 major clients Of similar capacity as CSCL)	10
4	Financial Position (Attach audited books of accounts for the last three years)	10
5	Personnel Capability (attach CV's of major personnel to be involved in the process)	30
	Total percentage	100

The minimum Technical score is 70 marks

FINANCIAL EVALUATION

This will be carried out only for those tenders that have passed BOTH Preliminary and Technical Evaluation.

The evaluation shall be in two sections

- 1 Preliminary examinations and
2. Tender sum Comparisons

Comparison of rates

The evaluation committee will compare rates from different bidders and note consistency of rates and front loading. The evaluation committee will judge and make an appropriate decision giving evidence.

The formula in determining the financial score is as follows:-

$$SF = FM \times 100$$

F= Financial

SF = Financial Score

FM = Lowest Financial Proposal

F = Financial Proposal under consideration.

The weights given to the technical proposal (T) is 0.70 and for financial proposal (P) is 0.30.

The lowest bid will be given maximum financial score.

STAGE 4 COMBINED FINANCIAL AND TECHNICAL SCORE

The evaluation results will be ranked on Combined Financial and Technical Score which is given as follows:- $S = St + Sf$

Where

St = Technical Score

Sf = Financial Score

S = Combined Financial and Technical Score

Please indicate the fees as provided for by the relevant Valuers Act and the disbursements anticipated.

2.24.4 The Company reserves the right to accept or reject any tender and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the Company's action. If the Company determines that none of the tenderers is responsive; the Company shall notify each tenderer who submitted a tender.

2.24.5 A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

2.25 Notification of award

2.25.1 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.

2.25.2 The notification of award will signify the formation of the Contract subject to the signing of the contract between the tenderer and the Company pursuant to clause 2.29. Simultaneously the other tenderers shall be notified that their tenders have not been successful.

2.25.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 31, the Company will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.12

2.26 Signing of Contract

2.26.1 At the same time as the Company notifies the successful tenderer that its tender has been accepted, the Company will simultaneously inform the other tenderers that their tenders have not been successful.

2.26.2 Within fourteen (14) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the Company.

2.26.3 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.

2.27 Performance Security (not required)

2.27.1 Within thirty (30) days of the receipt of notification of award from the Company, the successful tenderer shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the tender documents, or in another form acceptable to the Company.

2.27.2 Failure of the successful tenderer to comply with the requirement of paragraph 2.29 or paragraph 2.30.1 shall constitute sufficient grounds for the annulment of the award and

forfeiture of the tender security, in which event the Company may make the award to the next lowest evaluated or call for new tenders.

2.28 **Corrupt or Fraudulent Practices**

2.28.1 The Company requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

2.28.2 The Company will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;

2.28.3 Further, a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

APPENDIX TO INSTRUCTIONS TO THE TENDERERS

Appendix to instructions to tenderers

The following information for procurement of services shall complement or amend the provisions of the instructions to tenderers. Wherever 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	Particulars of appendix to instructions to tenderers
2.1	Particulars of eligible tenders
2.10	Particulars of other currencies allowed.
2.11	Particulars of eligibility and qualifications documents of evidence required
2.12	Particulars of tender security if applicable.
2.24	Particulars of post – qualification if applicable
2.30	Particulars of performance security if applicable
Other's as necessary	Complete as necessary

SECTION III GENERAL CONDITIONS OF CONTRACT

CONTENTS		Page
3.1	Definitions	19
3.2	Application	19
3.3	Standards	19
3.4	Use of contract documents and information	19
3.5	Patent Rights	19
3.6	Performance security	19
3.7	Inspections and tests	20
3.8	Payment	20
3.9	Prices	21
3.10	Assignment	21
3.11	Termination for default	21
3.12	Termination for insolvency	21
3.13	Termination for convenience	21
3.14	Resolution of disputes	22
3.15	Governing language	22
3.16	Force majeure	22
3.17	Applicable law	22
3.18	Notices	22

SECTION III GENERAL CONDITIONS OF CONTRACT

3.1 Definitions

In this contract the following terms shall be interpreted as indicated:

- a) “The contract” means the agreement entered into between the Company and the tenderer as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- b) “The Contract Price” means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations.
- c) “The services” means services to be provided by the contractor including materials and incidentals which the tenderer is required to provide to the Company under the Contract.
- d) “The Company” means the organization sourcing for the services under this Contract.
- e) “The contractor means the individual or firm providing the services under this Contract.
- f) “GCC” means general conditions of contract contained in this section
- g) “SCC” means the special conditions of contract
- h) “Day” means calendar day

3.2 Application

These General Conditions shall apply to the extent that they are not superceded by provisions of other part of contract.

3.3 Standards

- 3.3.1 The services provided under this Contract shall conform to the 7 standards mentioned in the Schedule of requirements

3.5 Patent Right's

The tenderer shall indemnify the Company against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the services under the contract or any part thereof .

3.6 Performance Security (not required)

Within twenty eight (28) days of receipt of the notification of Contract award, the successful tenderer shall furnish to the Company the performance security where applicable in the amount specified in Special Conditions of Contract.

- 3.6.2 The proceeds of the performance security shall be payable to the Company as compensation for any loss resulting from the Tenderer's failure to complete its obligations under the Contract.

- 3.6.3 The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Company and shall be in the form of :

- a) Cash.
- b) A bank guarantee.
- c) Such insurance guarantee approved by the Authority.
- d) Letter of credit.

3.6.4 The performance security will be discharged by the Company and returned to the candidate not later than thirty (30) days following the date of completion of the tenderer's performance of obligations under the contract, including any warranty obligations under the contract.

3.7 Inspections and Tests

3.7.1 The Company or its representative shall have the right to inspect and/or to test the services to confirm their conformity to the Contract specifications. The Company shall notify the tenderer in writing, in a timely manner, of the identity of any representatives retained for these purposes.

3.7.2 The inspections and tests may be conducted on the premises of the tenderer or its subcontractor(s). If conducted on the premises of the tenderer or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Company.

3.7.3 Should any inspected or tested services fail to conform to the Specifications, the Company may reject the services, and the tenderer shall either replace the rejected services or make alterations necessary to meet specification requirements free of cost to the Company.

3.7.4 Nothing in paragraph 3.7 shall in any way release the tenderer from any warranty or other obligations under this Contract.

3.8 Payment

3.8.1 The method and conditions of payment to be made to the tenderer under this Contract shall be specified in SCC

3.9 Prices

Prices charged by the contractor for services performed under the Contract shall not, with the exception of any Price adjustments authorized in SCC, vary from the prices by the tenderer in its tender or in the Company's request for tender validity extension as the case may be. No variation in or modification to the terms of the contract shall be made except by written amendment signed by the parties.

3.10 Assignment

The tenderer shall not assign, in whole or in part, its obligations to perform under this contract, except with the Company's prior written consent.

3.11 Termination for Default

The Company may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the tenderer, terminate this Contract in whole or in part:

- a) if the tenderer fails to provide any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the Company.
- b) if the tenderer fails to perform any other obligation(s) under the Contract.
- c) if the tenderer, in the judgment of the Company has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

In the event the Company terminates the Contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, services similar to those undelivered, and the tenderer shall be liable to the Company for any excess costs for such similar services.

3.12 Termination of insolvency

The Company may at the anytime terminate the contract by giving written notice to the contractor if the contractor becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the contractor, provided that such termination will not produce or affect any right of action or remedy, which has accrued or will accrue thereafter to the Company.

3.13 Termination for convenience

3.13.1 The Company by written notice sent to the contractor may terminate the contract in whole or in part, at any time for its convenience. The notice of termination shall specify that the termination is for the Company convenience, the extent to which performance of the contractor of the contract is terminated and the date on which such termination becomes effective.

3.13.2 For the remaining part of the contract after termination the Company may elect to cancel the services and pay to the contractor on agreed amount for partially completed services.

3.14 Resolution of disputes

The Company's and the contractor shall make every effort to resolve amicably by direct informal negotiations any disagreement or dispute arising between them under or in connection with the contract.

If after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute either party may require that the dispute be referred for resolution to the formal mechanisms specified in the SCC.

3.15 Governing Language

The contract shall be written in the English language. All correspondence and other documents pertaining to the contract, which are exchanged by the parties, shall be written in the same language.

3.16 Force Majeure

The contractor shall not be liable *for* forfeiture of its performance security, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

3.17 Applicable Law.

The contract shall be interpreted in accordance with the laws of Kenya unless otherwise specified in the SCC

3.18 Notices

Any notices given by one party to the other pursuant to this contract shall be sent to the other party by post or by fax or E-mail and confirmed in writing to the other party's address specified in the SCC

A notice shall be effective when delivered or on the notices effective date, whichever is later.

SECTION IV SPECIAL CONDITIONS OF CONTRACT

- 4.1 Special conditions of contract shall supplement the general conditions of contract, wherever there is a conflict between the GCC and the SCC, the provisions of the SCC herein shall prevail over those in the GCC.
- 4.2 Special conditions of contract with reference to the general conditions of contract.

General conditions of contract reference	Special conditions of contract
3.6	Specify performance security if applicable
3.8	Specify method and conditions of performance
3.9	Specify price adjustments allowed
23.14	Specify resolution of disputes
3.17	Specify applicable law
3.18	Indicate addresses of both parties
Other's as necessary	Complete as necessary

SECTION V – SCHEDULE OF REQUIREMENTS

Notes for preparing the schedule of requirements

The schedule of requirements for the services shall be included in the tender documents by the Company and shall cover at the minimum a description of the goods and services to be supplied and the delivery schedule.

The objectives of schedule of requirements is to provide sufficient information to enable tenderers to prepare their tenders efficiently and accurately, in particular, the price schedule, for which information is provided.

In addition, the schedule of requirements, together with the price schedule, should serve as a basis in the event of quantity variations at the time of award of contract pursuant to instructions to tenderers clause 26.

The date or period of delivery should be carefully specified, taking into account the date prescribed herein from which the Company's delivery obligations start (notice of award).

This part will include any deliverables under the service contract

Number	Description	Quantity	Delivery Time Start _____ End _____
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SECTION VI – DESCRIPTION OF SERVICES

To carry out a valuation of the Assets of Kenya National Trading Corporation Limited as at 30th September 2020 including:

- **Land**
- **Buildings and site works**
- **Motor vehicles**
- **Furniture and fittings**
- **Machinery**
- **Tagging**

Bidders are advised to visit the site to ascertain the volume of work during working hours before the closing date of Tender.

Bidders to give their methodology of completing the work.

The Corporation has the following assets and land resources.

KENYA NATIONAL TRADING CORPORATION LTD SCHEDULE OF LAND

AS AT 30TH JUNE 2020

Nairobi County
Loita Street
LR 209/10343
Yarrow road Complex Industrial Area
LR 209/8607
Nanyuki/Runyenjes road Nairobi
LR 209/8612
Kitui Road Nairobi
LR 209/4220
Kiambu County
Thika LR 4952/633
Murang'a County
Maragua LR 4946/1
Nyeri County
Karatina Town LR 1/71
Kisumu County
Kisumu Town LR 3/52
Mombasa County
Changamwe Mombasa LR 9695/18/IV
Nakuru County
Nakuru Town LR 6/42
Nakuru Town LR 6/42 (Grabbed)
Naivasha Railways 1144/XVI/14
Uasin Gishu County
Eldoret Town LR 2/58/1
Kericho plot
Bungoma plot
Kapsabet -unsurveyed plot
Nyahururu plot
Nanyuki plot

KENYA NATIONAL TRADING CORPORATION LTD**SCHEDULE OF BUILDINGS****AS AT 30TH JUNE 2020**

S/NO	ASSET DESCRIPTION
1	Yarrow road Office Block
2	Yarrow road Godown 1
3	Yarrow road Godown 2
4	Yarrow road Godown 3
5	Yarrow road Godown 4
6	Yarrow road Godown 5
7	Yarrow road Godown 6
8	Yarrow road Godown 7
9	Yarrow road Godown 8
10	Yarrow road Godown 9
11	Yarrow road Godown 10
12	Yarrow road Godown 11
13	Yarrow road Godown 12
14	Yarrow road Godown 13
15	Yarrow road Godown 14
16	Yarrow road Godown 15
17	Yarrow road Godown 16
18	Yarrow road Godown 17
19	Yarrow road Godown 18
20	Nanyuki Road Godown 1A
21	Nanyuki Road Godown 1B
22	Nanyuki Road Godown 2
23	Nanyuki Road Godown 3A
24	Nanyuki Road Godown 3B
25	Nanyuki Road Godown 4
26	Nanyuki Road Godown 5A
27	Nanyuki Road Godown 5B
28	Nanyuki Road Godown 6
29	Nanyuki Road Godown 7
30	Nanyuki Road Godown 8
31	Nanyuki Road Godown 9
32	Nanyuki Road Godown 10
33	Nanyuki Road Godown 11A
34	Nanyuki Road Godown 11B
35	Nanyuki Road Godown 12

36	Nanyuki Road Godown 13
37	Nanyuki Road Godown 14
38	Kisumu Godown 1
39	Kisumu Godown 2
40	Mombasa Godown 1
41	Mombasa Godown 2
42	Thika Godown
43	Nakuru Godown 1
44	Nakuru Godown 2
45	Kitui Road Office Block
46	Kitui Road Godown
47	Kitui Road Cold Rooms
48	Eldoret Godown 1
49	Eldoret Godown 2A
50	Eldoret Godown 2B
51	Naivasha Godown
52	Karatina Godown

1.	L.R No	209/8607	2.	L.R No	4952/633/
	Location	Nairobi-Industrial Area		Location	Thika Municipality
	Acreage	Approximately 4.525 hectares.		Acreage	Approximately 3.76 acres
	Improvements	18 no. go-downs, an office block, Generator house and house gate		Improvements	a go-down with adjoining office block.
3.	L.R No	209/8612	4.	L.R No	1144/XV114
	Location	Nairobi-Industrial Area		Location	Naivasha Town
	Acreage	Approximately 2.651 hectares		Acreage	Approximately 0.2062 hectares
	Improvements	3 blocks go downs		Improvements	a go down, a labour quarter and a pit latrine block
5.	L.R No	209/4220	6.	L.R No	2787/514
	Location	Nairobi-Industrial Area		Location	Nanyuki Municipality
	Acreage	Approximately 2 acres		Acreage	Approximately 1.147 acres
	Improvements	a large go-down, an office and cold rooms		Improvements	N/A
7.	L.R No	9695/18/IV	8.	L.R No	1/19718
	Location	Changamwe Mombasa		Location	Kericho Municipality
	Acreage	Approximately 1.058 acres		Acreage	Approximately 0.1356 hectares
	Improvements	a large go-down, and 4. no. offices		Improvements	Mains electricity and sewer available
9.	L.R No	1/71/	10.	L.R No	Bungoma Township/ 567
	Location	Karatina Township		Location	Bungoma Municipality.
	Acreage	Approximately 0.0557 hectares		Acreage	Approximately 0.225 hectares
	Improvements	A single story go down building and 4. no. offices		Improvements	N/A
11.	L.R No	Block 3/52 (1148/1182)	12.	L.R No	4946/1
	Location	Kisumu Industrial Area		Location	Murang'a South District
	Acreage	Approximately 0.12991 hectares		Acreage	0.069 hectares
	Improvements	partly double storey industrial go down		Improvements	Temporary structures on the plot
13.	L.R No	451/1301	14.	L.R No	6585/323/2
	Location	Nakuru Industrial Area		Location	Nyahururu Town
	Acreage	Approximately 0.1445 hectares		Acreage	Approximately 0.42 hectares
	Improvements	Twin ware house block and ancillary office blocks.		Improvements	N/A
15.	L.R No	Block 2/58	16.	L.R No	Nandi Kapsabet Township/54
	Location	Eldoret Industrial Area		Location	Kapsabet
	Acreage	Approximately 0.1392 hectares		Acreage	Approximately 0.1257 ²⁹ hectares
	Improvements	2 go gowns and a loading Yard.		Improvements	god down and 3 offices

SCHEDULE OF MOTOR VEHICLES**AS AT 30TH JUNE 2020**

VEHICLE MAKE & MODEL	TYPE	REGISTRATION NUMBER
Nissan Diesel	Lorry	KAE 897F
Isuzu FTFR	Pick Up	KAL 918U
Mercedes Actros 3331	Prime Mover	KAN 120U
	Open Trailer	ZB 4904
Toyota Hilux	D/ Cabin Pickup	KAY 079V
VW Passat	Saloon	KBJ 465U
Nissan UD	Prime Mover	KBL 164G
CMC	Closed Trailer	ZC 9047
Mitsubishi Fuso FV 517	Prime Mover	KBR 204U
Bhachu	Closed Trailer	ZD 5215
Mitsubishi Fuso FV 517	Prime Mover	KBR 205U
Bhachu	Closed Trailer	ZD 5216

KENYA NATIONAL TRADING CORPORATION LTD

FURNITURE & FITTINGS SCHEDULE

AS AT 30TH JUNE 2020

	ASSET DESCRIPTION	ASSET NUMBER
Managing Director's Office		
	High back leather swivel armchair	KNTC/NBI/FF/123
	Wooden framed leather boardroom chair	KNTC/NBI/FF/132
	Wooden framed leather boardroom chair	KNTC/NBI/FF/133
	Wooden framed leather boardroom chair	KNTC/NBI/FF/134
	Wooden framed leather boardroom chair	KNTC/NBI/FF/135
	Wooden framed leather boardroom chair	KNTC/NBI/FF/129
	Wooden framed leather boardroom chair	KNTC/NBI/FF/125
	Wooden framed leather boardroom chair	KNTC/NBI/FF/128
	Wooden framed leather boardroom chair	KNTC/NBI/FF/130
	Wooden framed leather boardroom chair	KNTC/NBI/FF/127
	Wooden framed leather boardroom chair	KNTC/NBI/FF/121
	Wooden framed leather boardroom chair	KNTC/NBI/FF/126
	Wooden framed leather boardroom chair	
	Boardroom table size 4x1.6m	KNTC/NBI/FF/137
	Round veneer table	KNTC/NBI/FF/138
	Coat Hanger	KNTC/NBI/FF/177
	Hardwood coffee table size 0.5x1.2x0.5m	
	Hardwood coffee table size 0.79x0.46x0.56m	
	4x2 drawer hardwood desk 1.03x1.6x0.8m	
	Flip chart with stand	
	Boardroom Table	
	Conference Chairs	
	Conference Chairs	
	Conference Chairs	
	Conference Chairs	
	Conference Chairs	
	Conference Chairs	
	Conference Chairs	
	Conference Chairs	
	Conference Chairs	
	Conference Chairs	
	Conference Chairs	
	Conference Chairs	
	Conference Chairs	
	Executive L-shaped mahogany polished desk with side drawers, size 3x0.9m	KNTC/NBI/FF/088
	Executive high back leather chair	KNTC/NBI/FF/089
	Executive high level bookshelf with glass door, size 3x1.8m	
	Round mahogany polished coffee table	KNTC/NBI/FF/091
	6-Seater leather sofaset	KNTC/NBI/FF/095
	Mahogany polished coffee table, size 0.61x22m	KNTC/NBI/FF/096
	Steel coat hanger	KNTC/NBI/FF/097
	Coffee table, size 0.3x0.3m	
	Plastic intray	
	2 Drawer steel filing cabinet	KNTC/NBI/OE/004

	Wooden Coat Hanger	
	Mid Black Swivel Chair with rexin cushion	
	Mid Black Swivel Chair with rexin cushion	
	Single Door fire proof safe	
	Swivel secretarial chair black	
	Swivel secretarial chair black	
	2 Way steel framed non scratched workstation	KNTC/NBI/FF/050
	hardwood bookshelf 1.22x1.9x0.39m	KNTC/NBI/FF/051
	hardwood bookshelf 1.22x1.9x0.39m	KNTC/NBI/FF/052
	3 seater sofa	KNTC/NBI/FF/055
	One seater sofa	KNTC/NBI/FF/056
	One seater sofa	KNTC/NBI/FF/057
	Glazed Coffee Table	
	Metallic waste bin	
	Wooden Shelf (slim)- 0.46x0.77x0.68m	KNTC/NBI/FF/069
	Wooden Document Tray	
	Wooden Cabinet 0.47x0.73x1.83m	
	Wooden Stool	KNTC/NBI/FF/053
Internal Audit Department		
	2 Way steel framed non scratched workstation	
	Side drawer	
	Mid back swivel Blue armchair	
	Glazed wooden bookshelf 1.1x1.55x0.57m	KNTC/NBI/FF/146
	Velvet steel framed armchair	
	Wooden coat hanger	
	Conference Chairs	
	Brown Metal Arm Chair	
	2 Way steel framed non scratched workstation	KNTC/NBI/FF/119
	High back PVC swivel armchair	KNTC/NBI/FF/141
	Blue Arm Chair	
	Wooden Side Cupboard	KNTC/NBI/FF/141
	Maroon metallic arm chair	KNTC/NBI/XXXX
	4 Drawer steel filing cabinet	KNTC/NBI/OE/098
	4 Drawer steel filing cabinet	KNTC/NBI/OE/099
	3 Drawer steel filing cabinet	KNTC/NBI/OE/102
	High Level Wooden glazed Cupboard	KNTC/NBI/FF/180
	2 Way steel framed non scratched workstation	KNTC/NBI/FF/144
	High back PVC swivel armchair	KNTC/NBI/FF/143
	Large wooden wall unit	KNTC/NBI/FF/146
	Grey metallic arm chair	KNTC/NBI/FF/017
Finance & Accounts Department		
	2 Way steel framed non scratched workstation with glass cover	
	Mid back fabric swivel chair	
	Side drawer to EXCD010001	
	Computer Table(grey)	
	Metal Arm Chair	KNTC/NBI/FF/174
	Visitors Chair blue	KNTC/NBI/FF/178
	Visitors Chair blue	KNTC/NBI/FF/179
	Four Drawer Metal File Cabinet	KNTC/NBI/OE/108
	Three Drawer Metal File Cabinet	KNTC/NBI/OE/101

	Metal Shelf Rack	KNTC/NBI/XXXX
	Plastic Paper basket	
	Conference Chairs	
	L-shaped steel framed curved desk	KNTC/NBI/FF/155
	Swivel secretarial Chair - Grey	KNTC/NBI/FF/186
	Side drawer	
	2 Door Metal File Cabinet	KNTC/NBI/OE/103
	Metal Arm Chair-Velvet	
	Four Drawer Metal File Cabinet	KNTC/NBI/OE/087
	Four Drawer Metal File Cabinet	KNTC/NBI/OE/088
	Four Drawer Metal File Cabinet	KNTC/NBI/OE/089
	Small Wooden Side Table	
	Low level Wooden Cupboard	KNTC/NBI/FF/182
	Low level Wooden Cupboard	WC070145
	L-shaped steel framed curved desk	KNTC/NBI/FF/153
	Mid back fabric swivel chair	KNTC/NBI/CA/168
	L-shaped steel framed curved desk	WS010313
	Mid back fabric swivel chair	
	L-shaped steel framed curved desk	KNTC/NBI/FF/159
	Mid back fabric swivel chair	KNTC/NBI/FF/172
	L-shaped steel framed curved desk	KNTC/NBI/CA/158
	High back velvet swivel chair	KNTC/NBI/FF/172
	Executive Arm Chair Velvet	KNTC/NBI/CA/178
	Computer Desk Grey	
	3 drawer wooden Side desk	KNTC/NBI/CA/1678
	L-shaped steel framed curved desk	KNTC/NBI/CA/059
	Executive Chair high back (brown)	KNTC/NBI/CA/173
	L-shaped steel framed curved desk	
	L-shaped steel framed curved desk	
	L-shaped steel framed curved desk	
	L-shaped steel framed curved desk	
	Mid back fabric swivel chair	KNTC/NBI/CA/175
	Mid back fabric swivel chair	KNTC/NBI/CA/176
	Mid back fabric swivel chair	
	Mid back fabric swivel chair	
	Mid back fabric swivel chair	
	Mid back fabric swivel chair	
	Mid back fabric swivel chair	
	Mid back fabric swivel chair	
	Mid back fabric swivel chair	
	Metal Shelf Rack	
	Metal Shelf Rack	
	4 Drawer steel Filing Cabinet	KNTC/NBI/OE/090
	4 Drawer steel Filing Cabinet	KNTC/NBI/OE/091
	4 Drawer steel Filing Cabinet	KNTC/NBI/OE/092
	4 Drawer steel Filing Cabinet	KNTC/NBI/OE/093
	4 Drawer steel Filing Cabinet	KNTC/NBI/OE/094
	4 Drawer steel Filing Cabinet	KNTC/NBI/OE/095
	4 Drawer steel Filing Cabinet	KNTC/NBI/OE/096
	4 Drawer steel Filing Cabinet	KNTC/NBI/OE/097
	4 Drawer steel Filing Cabinet	
	Three Drawer Metal Cabinet	KNTC/NBI/OE/100
	L-shaped steel framed curved desk	
	Steel framed fabric visitors chair	

	High back swivel armchair	
	Wooden Desk 0.8x1.82x0.77	
	Hardwood table	
	2 drawer steel filing cabinet	
LEGAL DEPARTMENT		
	Glazed wooden bookshelf	KNTC/NBI/FF/058
	Wooden coat hanger	KNTC/NBI/FF/059
	Veener computer table	KNTC/NBI/FF/060
	3 Drawer steel framed non scratch desk	KNTC/NBI/FF/061
	Mid black fabric chair with swivel base	
	Steel Framed Fabric visitors chair	
	Steel Framed Fabric visitors chair	
	Steel Framed Fabric visitors chair	
	4 Drawer fireproof safe	KNTC/NBI/OE/026
	Conference Chairs	
	2 Way steel framed non scratched workstation	KNTC/NBI/FF/043
	4 drawer steel filing cabinet	KNTC/NBI/OE/018
	4 drawer steel filing cabinet	KNTC/NBI/OE/019
	4 drawer steel filing cabinet	KNTC/NBI/OE/020
	4 drawer steel filing cabinet	KNTC/NBI/OE/021
	4 drawer steel filing cabinet	KNTC/NBI/OE/022
	4 drawer steel filing cabinet	
	4 drawer steel filing cabinet	
	4 drawer steel filing cabinet	
	Wooden Side Desk	
HUMAN RESOURCE & ADMINISTRATION DEPARTMENT		
	2 Way steel framed non scratched workstation	KNTC/NBI/FF/092
	Wooden glazed Bookshelf 1.1x1.53x0.37m	
	Steel framed fabric Visitors Chair	KNTC/NBI/FF/112
	Steel framed fabric Visitors Chair	KNTC/NBI/FF/183
	Mid black fabric chair with swivel base	
	Wooden Bookshelf	
	Wooden Coffee Table	
	Wooden Stool	
	Wooden Cupboard 0.4x0.54x0.73m	
	Four Drawer metal cabinet	KNTC/NBI/OE/045
	Four Drawer metal cabinet	KNTC/NBI/OE/046
	Four Drawer metal cabinet	KNTC/NBI/OE/047
	Four Drawer metal cabinet	KNTC/NBI/OE/048
	Four Drawer metal cabinet	KNTC/NBI/OE/049
	Four Drawer metal cabinet	KNTC/NBI/OE/050
	Four Drawer metal cabinet	
	Conference Chairs	
	L shaped steel framed curved desk size 1.2x2.6x0.77m	KNTC/NBI/FF/062
	Mid back fabric swivel arm chair	KNTC/NBI/FF/067
	Glass/Wooden Wall Unit	KNTC/NBI/FF/113
	Steel framed rexin armchair	
	Non scratch computer table size 0.56x0.9x1.1m	
	Mobile veener computer table size 0.56x0.9x1.1m	
	L shaped steel framed curved desk size 1.2x2.6x0.77m	

	L shaped steel framed curved desk size 1.2x1.8x0.77m	
	Mid back fabric swivel armchair	KNTC/NBI/FF/166
	Rexin steel framed arm chair	
	Single drawer wooden cupboard	KNTC/NBI/FF/077
	Executive wooden Desk - 3 drawer with glass top	KNTC/NBI/FF/010
	Wooden side cupboard	
	Metal Arm Chair	KNTC/NBI/FF/046
	Steel framed velvet armchair	KNTC/NBI/FF/114
	Steel framed velvet armchair	KNTC/NBI/FF/115
	Steel framed velvet armchair	KNTC/NBI/FF/064
	Steel framed velvet armchair	KNTC/NBI/FF/062
	Steel framed velvet armchair	KNTC/NBI/FF/063
	Steel framed velvet armchair	KNTC/NBI/FF/184
	Wooden Coffee Table 1.2x0.4m	
	Mid black fabric chair with swivel base	
	Wooden Side drawer 0.4x1.8m	
	4 Drawer steel filing cabinet	
	Wooden Tender box	
	Wooden stool	
	Vision & Mission statement portrait	
	Wooden Photocopier Stand	
	Office Partitions (Registry)	
	Kitchen	
	Steel Framed Velvet armchair	
	Steel Framed Velvet armchair	
	Steel Framed Velvet armchair	
	Steel Trolley	
SALES & MARKETING DEPARTMENT		
	4 piece Veneer curved Mahogany polished 8 drawer Desk	KNTC/NBI/FF/109
	hardwood glass bookshelf 1.21x0.4x0.8m	KNTC/NBI/FF/101
	hardwood glass Cupboard 0.9x0.37x0.82m	KNTC/NBI/FF/102
	hardwood glass Cupboard 1.2x0.43x1.86m	
	Metal framed Computer desk	KNTC/NBI/FF/105
	Hardwood Table 0.74x0.32m	
	Mid back fabric chair with swivel base	
	Computer Table Veneer 0.9x0.46x0.77m	
	Steel Framed Fabric visitors chair	
	Steel Framed Fabric visitors chair	
	Wooden coat hanger	
	map of kenya portrait	
	Conference Chairs	
	L shaped steel framed curved desk size 1.2x2.6x0.77m	
	Swivel Secretarial Chair - Blue	KNTC/NBI/FF/038
	Four Drawer metal cabinet	
	Four Drawer metal cabinet	KNTC/NBI/OE/029
	Two Drawer metal cabinet	KNTC/NBI/OE/030
	Computer desk	
	Wooden Side Desk	KNTC/NBI/FF/037
	Wooden Cupboard 0.77x0.47x0.77m	
	Mid back fabric swivel armchair	
	Rexin steel framed chair	
	L shaped steel framed curved desk size 1.2x2.6x0.77m	KNTC/NBI/FF/034
	Low back executive chair blue	KNTC/NBI/FF/074
	Rexin steel framed chair	KNTC/NBI/FF/188

	L shaped steel framed curved desk size 1.2x2.6x0.77m	
	Low back executive chair blue	KNTC/NBI/FF/026
	Mid back swivel armchair	KNTC/NBI/FF/
	Steel framed fabric visitors chair	KNTC/NBI/FF/112
	L shaped steel framed curved desk size 1.2x2.6x0.77m	
	Mid back swivel armchair	KNTC/NBI/FF/149
	Plastic waste dustbin	
	2 Way steel framed non scratched workstation	
	Wooden coat hanger	
	Wooden cupboard 0.76x0.46x0.69m	
ICT DEPARTMENT		
	Four Drawer metal cabinet	KNTC/NBI/OE/036
	Four Drawer metal cabinet	KNTC/NBI/OE/037
	Four Drawer metal cabinet	KNTC/NBI/OE/038
	Four Drawer metal cabinet	KNTC/NBI/OE/039
	Four Drawer metal cabinet	KNTC/NBI/OE/040
	2 Door metal Cabinet	KNTC/NBI/OE/034
	2 drawer steel filing cabinet	
	Wooden Coat hanger	KNTC/NBI/FF/015
	L shaped steel framed curved desk size 1.2x2.6x0.77m	KNTC/NBI/FF/070
	High back Executive chair Blue	KNTC/NBI/FF/018
	Steel framed Fabric Visitors Chair	KNTC/NBI/FF/008
	Mid back fabric swivel armchair	
	Velvet Steel framed armchair	
	Velvet Steel framed armchair	
	Conference Chairs	
	L shaped steel framed curved desk size 1.2x2.6x0.77m	KNTC/NBI/FF/075
	Low back Junior Executive chair Blue	KNTC/NBI/FF/011
	Steel framed velvet armchair	
PROCUREMENT		
	L shaped steel framed curved desk size 1.2x2.6x0.77m	KNTC/NBI/FF/080
	Mid back fabric Swivel chair	
	Steel framed fabric visitors Chair	
	Wooden Bookshelf 0.63x0.4x0.77m	
	Wooden Bookshelf 0.47x0.77x0.77m	KNTC/NBI/FF/081
	5 tier ashut document tray	
	4 Drawer Steel Filing cabinet	
	Four Drawer metal cabinet	KNTC/NBI/OE/055
	Four Drawer metal cabinet	KNTC/NBI/OE/054
	Four Drawer metal cabinet	KNTC/NBI/OE/056
	Conference Chairs	
	4 Drawer steel Filing Cabinet	
	4 Drawer steel Filing Cabinet	
CENTRAL 1 DEPOT		
	6 drawer steel framed formica top desk	
	Formica top computer trolley desk	
	Wooden framed cushion lounge chair	
	Wooden framed cushion lounge chair	
	5 Tier steel framed file rack	

	4 Drawer Steel Filing Cabinet	
	3 drawer wooden desk	
	3 drawer wooden desk	
	3 drawer wooden desk	
	Steel framed utility chair	
	Mid back fabric chair	
	High back swivel velvet chair	
	4 Drawer Steel Filing Cabinet	
	4 Tier steel framed file rack	
	Wooden framed cushion lounge chair	
	Steel framed lounge chair	
	Steel framed lounge chair	
	Steel framed lounge chair	
	Steel framed lounge chair	
	Steel framed lounge chair	
	Steel framed lounge chair	
	Steel framed lounge chair	
	Steel framed lounge chair	
	Wooden coffee table	
	3 drawer steel framed hardwood desk	
	Mid back fabric chair	
	Steel framed lounge chair	
	4 Tier steel framed file rack	
CENTRAL 2 DEPOT		
	1.6m 6 drawer steel framed wooden desk	
	Mid back fabric chair	
	steel framed lounge chair	
	steel framed lounge chair	
	4 Drawer Steel filing cabinet	
	4 Drawer Steel filing cabinet	
	3 drawer steel framed formica desk	
	High back fabric swivel chair	
	4 drawer steel filing cabinet	
	6 drawer wooden desk	
	Steel framed PVC chair	
	Mid back fabric chair	
KARATINA DEPOT		
	6 drawer wooden desk	
	Mid back fabric swivel chair	
	Mid back fabric swivel chair	
	6 drawer wooden desk	
	1.5mm 6 drawer wooden desk	
	steel framed cushion chair	
	steel framed cushion chair	
	High back Fabric Chair	
	High back Fabric Chair	
	4 Drawer Steel filing cabinet	
	4 Drawer Steel filing cabinet	
ELDORET DEPOT		

	6 drawer double pedestral wooden desk	
	Mid back fabric swivel chair	
	Open wooden book case	
	steel framed fabric cushion chair	
	4 Drawer Steel filing cabinet	
	Steel Cupboard	
	6 Drawer double pedestral desk	
	Wooden Book case small	
	Wooden Book case large	
	Mid back fabric swivel chair	
	4 Drawer Steel filing cabinet	
	6 Drawer double pedestral desk	
	Low level wooden cabinet	
	6 Drawer double pedestral desk	
	Steel framed wooden desk	
	Mid back fabric chair	
	steel framed fabric cushion chair	
	steel framed fabric cushion chair	
	steel framed fabric cushion chair	
	TRANSFERRED FROM KAPSABET DEPOT TO ELDORET	
	6 drawer wooden desk	
	Mid back fabric swivel chair	
	Mid back fabric swivel chair	
	Wooden cupboard	
	Wooden table	
	6 drawer wooden desk 1.8x0.9m	
	Wooden Book case	
	steel framed visitors vinyl cushion chair	
	steel framed visitors vinyl cushion chair	
	steel framed visitors vinyl cushion chair	
	4 Drawer Steel filing cabinet	
	Steel Cupboard	
	steel framed visitors vinyl cushion chair	
	steel framed visitors vinyl cushion chair	
	steel framed Wooden desk	
	Mid back fabric swivel chair	
	4 Drawer Steel filing cabinet	
	Wooden Guard House	
	KISUMU DEPOT	
	6 drawer double pedestral wooden desk	
	6 drawer double pedestral wooden desk	
	Mid back fabric swivel chair	
	3 drawer wooden desk	
	steel framed fabric cushion chair	
	steel framed fabric cushion chair	
	3 Drawer Steel filing Cabinet	
	3 Drawer Steel filing Cabinet	
	steel framed fabric cushion chair	
	3 drawer wooden desk	
	Open wooden book case	
	Wooden cabinet with glass door	
	Mid back fabric chair with armrest	
	3 Drawer Steel filing cabinet	
	Single pedestral stell framed desk	

	Mid back fabric chair with armrest	
	Wooden table with formica top	
	Cash box	
	steel framed visitors vinyl cushion chair	
	steel framed visitors vinyl cushion chair	
	steel framed visitors vinyl cushion chair	
	steel framed visitors fabric cushion chair	
	3 drawer wooden desk	
	3 Drawer Steel filing cabinet	
	Steel Cupboard	
	Steel Cupboard	
	Wooden Table	
	steel framed visitors vinyl cushion chair	
	Wooden Cupboard	
NAKURU DEPOT		
	DSM Office	
	6 drawer double pedestral wooden desk	
	Side cabinet small size	
	Low back fabric junior chair	
	wooden book case open	
	steel framed fabric cushion chair with armrest	
	steel framed fabric cushion chair with armrest	
	steel framed fabric cushion chair with armrest	
	4 Drawer Steel filing Cabinet	
	3 Drawer Steel filing Cabinet	
	Single Pedestal 3 drawer wooden desk	
	Wooden Cupboard	
	6 drawer double pedestral wooden desk	
	steel framed vinyl cushion chair	
	steel framed vinyl cushion chair	
	Mid back fabric chair with armrest	
	Wooden table	
	6 drawer double pedestral wooden desk	
	Double pedestral wooden desk	
	Mid back fabric chair with armrest	
	Mid back fabric chair with armrest	
	steel framed visitors vinyl cushion chair	
	steel framed visitors vinyl cushion chair	
	steel framed visitors vinyl cushion chair	
	Double pedestral wooden desk with formica top	
	Wooden Cupboard small size	
MACHAKOS DEPOT		
	6 drawer double pedestral wooden desk	
	6 drawer double pedestral wooden desk	
	Easy Velvet Chair Brown	EC12006
	Low back fabric junior chair	
	wooden Coffee Table	WCT12007
	wooden Table	WT12008
	Metal Arm Chair	MAC010286
	Metal Arm Chair	MAC010340
	Metal Arm Chair	MAC01200
	Metal Arm Chair	MAC010021

	Wooden Book sheet	WS12009
KITALE DEPOT		
	Double Pedestral Desk	DPC1507
	Velvet Excutive Chair	XEC1508
	Metal Arm Chair	MAC1509
	Metal Arm Chair	MAC1510
	Wooden Arm Chair	WAC1511
	Four Drawer Metal Cabinet	4DC1512
	Four Drawer Metal Cabinet	4DC1513
	Wooden Arm Chair	WAC1515
	Double Pedestral Desk	DPD1516
	Velvet Grey Excutive Chair	EXC1519
	Wooden Arm Chair	WAC1522
	Small Wooden Table	SWC1523
	Wooden Bookshelf	WBS1524
	Double Pedestral Desk	DPD1526
	Double Pedestral Desk	DPD1527
	Wooden Arm Chair	WAC1528
	Velvet Excutive Chair	EXC1529
	Pallets	165 PCS
	Wooden Drawer	
	Wooden Stool	
MERU DEPOT		
	Double Pedestral Desk	DPD16001
	Double Pedestral Desk	DPD16002
	Secetarial Chair	SC16003
	Secetarial Chair	SC16004
	Ease Excutive Chair	EXC16005
	Coffee Table(metal frame)	CT16007
	Wooden Stool	WS16008
	Wooden Booksheet	WBS16009
	Wooden Booksheet	WBS16010
	Wooden Cupboard	WC16011
	Small Kitchen Table	SKT16012
	Double Pedestal Desk	
	Double Pedestal Desk	
		TOTAL

KENYA NATIONAL TRADING CORPORATION LTD
MACHINERY & OFFICE EQUIPMENT
AS AT 30TH JUNE 2020

LOCATION	ASSET DESCRIPTION	ASSET CODE
HEAD OFFICE		
	Borehole C/W Accessories	
	Digital Weighing Scale	
	Avery weighing scale small size SN 023306	
	Panasonic telephone headset Advanced ITS, model KX-TS 3282BX, S/No. PQJXC0402Z	
	Sony TV	
	Single door fire proof safe	
	Westminster chime wall clock	
	Panasonic telephone headset Advanced ITS, model KX-TS 3282BX, S/No. OLAKDZ833071	
	Panasonic telephone headset, model KX-T2371, S/No. 9JCKB186388	
	Armco water dispenser	
	Panasonic Fax machine KXF580BX	
	Binding machine 2188N	
	Rexel ACCO Whisper paper shredder	
	single door Ignis refrigerator	
	Sharp AR 5320 photocopying machine SN 65061033	
	9 Ltrs Water Fire extinguisher	
	Pristine Water Dispenser	
	Robinson Quartz Wall Clock	
	Seiko wall clock	
	Grand View Projector screen	
	Samsung Smart TV 43"	
	LG Smart TV 32"	
	Atlas CC2240 Paper Shredder	
	Telephone Headset Panasonic KX-T880	
	Nikon Camera	
	Web cam	
	Panasonic telephone headset, model KX-TS500MXW, S/No. 2ABLJ292609	
	Panasonic telephone headset, model KX-TS500MXW, S/No. IIALJ195159	
	Panasonic telephone headset, model KX-TS500MXW, S/No. IIALJ195159	
	Panasonic telephone headset, model KX-T2371MXW, S/No. 9JAKB170673	

	Pristine water dispenser	
	Robinson Quartz wall clock	
	Panasonic telephone headset	
	Panasonic telephone headset	
	Canon fax machine model Fax-T31	
	Armco water dispenser	
	Panasonic telephone headset, model KX-T2371MXW, S/No. OLBKC420788	
	Telephone head set	
	Metallic First Aid box 0.47x0.3x0.13m	
	Metallic First Aid box 0.27x0.61x0.26m	
	Panasonic telephone headset, model KX-11730, S/No. PQJX2PSL01Y	
	Projector Screen	
	Heavy Duty Safe	
	Projector Screen	
	LG Smart TV 32"	
	Photocopier Konica Minolta	
	LG Microwave	
	KSY 20 Steel tea Urn	
	9 Ltr Water type fire extinguisher	
	Meko Cooking Gas	
	Meko Cooking Gas	

	Panasonic telephone headset, model KX-TS5MXW, S/No. 9KCFA090100	
	Metallic Safe size 0.57x0.56x0.75m	
	Telephone Headset	
	KPTC manual Dial telephone Headset	
	KPTC manual Dial telephone Headset	
	Server Cabinet 22U	
	Network Cabinet	
	KPTC dial telephone headset	
	KPTC dial telephone headset	
	Black & Decker Blower	
	Armco water dispenser	
	Projector Epson SB05	
	Air fan	
	Metallic Safe 0.46x0.46x0.68m	
	Ramtons water dispenser	
	Benn wall clock	

	Panasonic telephone headset, model KX-TS500MXW, S/No. PQJXE0411Z	
	Panasonic telephone headset,, S/No. OKALF354638	
	Pristine water dispenser	
	4 drawer Hase Fireproof Safe	
	Water fire extinguisher	
	Panasonic Telephone Headset	
	Panasonic telephone headset,, S/No. 93067888	
	Sharp Phocopying machine AR 5520 SN 93067888	
CENTRAL 1 DEPOT		
	Ramtoms water dispenser	
	Built in fireproof safe	
	Panasonic Telephone Head set	

CENTRAL 2 DEPOT

	Avery Weighing Scale 500kgs	
	EPOS ETR Machine	
	Panasonic Telephone head set	
	Pristine water dispenser	
	Eltrade ETR Machine	
	Built in Fireproof safe	
	Huawei safaricom Modem	
	Avery Weighing Scale 500kgs	
	ETR Machine Mecury 130W	
	Huawei safaricom Modem	
	ETR Machine	
KARATINA DEPOT		
	Incotex 130F ETR Machine	
	EPOS TER 220 Thermal Printer	
	Medium Size Fireproof safe	
	Huawei safaricom Modem	
	ETR Machine Mecury 130W	
	Digital Weighing Scale	
ELDORET DEPOT		
	Avery Weighing Scale 250kgs	689068
	Digital Weighing Scale	
	Panasonic fax Machine	
	EPOS TER 220 Thermal Printer	
	safe small size	
	Eltrade ETR Machine	

	Armco water dispenser	
	Huawei safaricom Modem	

	Telephone Head set	
	EPOS TER 220 Thermal Printer	
	Inbuilt safe	
	Eltrade ETR Machine	
	Huawei safaricom Modem	
	ETR Machine Mecury 130W	
	Huawei safaricom Modem	
	Fax Machine	FM12010
	Orange Modem	
	First Aid Box	
	Fire Extinguishers	
	Nokia Mobile Phone	
	Eltrade ETR Machine	
	Water Dispenser	
	Wiko Mobile Handset	
	ZTE Modem Safaricom	
	ETR Machine Mecury 130W	
	Avery Weighing Scale 750kgs	BN781105-3
	Orange Modem	
	First Aid Box	
	Fire Extinguishers	
	Nokia Mobile Phone	
	ETR Machine	
	Wiko Mobile Handset	
	ZTE Modem Safaricom	

KISUMU DEPOT

	Small Size Samsung Refrigerator	
	Panasonic fax Machine	
	E- POS TER 220 Thermal Printer	
	ETR Cash Register	
	safe small size	
	Hot Point water dispenser	
	CO2 Fire Extinguisher	
	CO2 Fire Extinguisher	
	9kgs ABC dry powder fire Extinguisher	
	Huawei safaricom Modem	
	Bicycle model Jet 2833	
	Digital Weighing Scale	
	Avery Weighing Scale 200kgs	

	Generator	

NAKURU DEPOT

	Telephone Headset	
	E- POS TER 220 Thermal Printer	
	ETR Cash Register	
	Inbuilt safe	
	Armco water dispenser	
	Water Kettle	
	CO2 9kg Fire Extinguisher	
	CO2 9kg Fire Extinguisher	
	CO2 4.5 kg Fire Extinguisher	
	Cash Box	
	Electronic Calculator	
	Mobile Steel Cashbox	
	Mobile Steel Cashbox	
	Huawei safaricom Modem	
	Avery Weighing Scale 200kgs	
	Avery Weighing Scale 200kgs	
	Avery Weighing Scale 200kgs	
	Avery Weighing Scale 500kgs	578F0430

MACHAKOS DEPOT

	Huawei safaricom Modem	
	Fax Machine	FM12010
	Orange Modem	
	First Aid Box	
	Fire Extinguishers	
	Nokia Mobile Phone	
	Eltrade ETR Machine	
	Water Dispenser	
	Wiko Mobile Handset	
	ZTE Modem Safaricom	

KITALE DEPOT

	Huawei safaricom Modem	
	Fax Machine	FM12010
	Orange Modem	
	First Aid Box	
	Fire Extinguishers	
	Nokia Mobile Phone	
	ETR Machine	
	Water Dispenser	
	Wiko Mobile Handset	
	ZTE Modem Safaricom	

	Digital Weighing Scale	
MERU DEPOT		
	Huawei safaricom Modem	
	Fax Machine	FM12010
	Orange Modem	
	First Aid Box	
	Fire Extinguishers	
	Nokia Mobile Phone	
	Eltrade ETR Machine	
	Water Dispenser	
	Wiko Mobile Handset	
	ZTE Modem Safaricom	
	ETR Machine Mecury 130W	
	Digital Weighing Scale	

KENYA NATIONAL TRADING CORPORATION LTD

COMPUTERS & ICT EQUIPMENT SCHEDULE

AS AT 30TH JUNE 2020

ASSET TYPE	ASSET DESCRIPTION	LOCATION	ASSET NUMBER	MANUFACTURER SERIAL NO.
HEAD OFFICE				
		HP Laptop	KNTC/NBI/CA/001	
Computer CPU	HP Compaq dx7500 Microtower	HR Managers Office		CZC91361VL
Computer Monitor	HP 17" TFT	HR Managers Office		CNC904P1V9
Printer	HP Laserjet P2055d	HR Managers Office		CNCJB73334
UPS	APC cs 650	HR Managers Office		3B0814X38259
Laptop	Lenovo IdeaPad 110-151BR	HRA		
Computer CPU	HP Pro 3500 Microtower	HRA		TRF35009H3
Monitor	HP 20" LED Screen	HRA		CNC325P6HG
UPS	APC UPS	HRA		4B1311252425
Computer CPU	HP Compaq dx2300	HRO	KNTC/NBI/CA/017	HUB7190DCW
Monitor	HP 17" LCD Screen	HRO	KNTC/NBI/CA/018	CNC904P1TW
UPS	APC UPS	HRO	KNTC/NBI/CA/019	3B0814X31742
Keyboard	HP	HRO	KNTC/NBI/CA/020	

Computer CPU	HP Compaq dx7500 Microtower	Procurement Officer		CZC91361Z5
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Computer Monitor	HP 17" LCD	Procurement Officer		CNC704PD9D
UPS	APC cs 650	Procurement Officer		QB0607134966
Laptop	Lenovo IdeaPad 110-151BR	SCM		
Server	HP Proliant DL380P Gen 8	Server area	KNTC/NBI/CA/005	CZ232301LH
UPS	APC 1 KVA Smart	Server area	KNTC/NBI/CA/006	QB0607134966
Router	Cisco 800 Series	Server area	KNTC/NBI/CA/	
Ethernet switch	D Link ethernet switch 24 Port	Server area	KNTC/NBI/CA/	
Ethernet switch	D Link ethernet switch 24 Port	Server area	KNTC/NBI/CA/	
Patch panel	AMP Patch panel 24 port	Server area	KNTC/NBI/CA/	
Patch panel	AMP Patch panel 24 port	Server area	KNTC/NBI/CA/	
UPS	APC RS 1.1 KVA	Server area	KNTC/NBI/CA/	
Monitor	HP 20" LED	Server area	KNTC/NBI/CA/084	CNC303PSLH
CPU	HP 500 micro tower	Mail server area		TRF120358X
Monitor	HP 20" LED Screen	Mail server area		3CQ1260Y40
UPS	APC cs 650	Mail server area		QB0708132921
UPS				
Laptop	HP Probook 4530	ICT Adm Office		CNU127337T
Monitor	HP 17" LCD screen	ICT Adm Office		
UPS	APC cs 650	ICT Adm Office		5B0803T31047
Laptop	Lenovo IdeaPad 110-151BR	ICTA		
Laptop	Lenovo IdeaPad 110-151BR	ICTA		
Laptop	Lenovo IdeaPad 110-151BR	ICTA		
Router	4G Router	ICT		
	Monitor			
	Server HP Proliant Gen 10			
	Server UPS			
	Server UPS			

Computer CPU	HP Compaq dx7500 Microtower	Exec Assistant	KNTC/NBI/CA/025	CZC913620G
Computer Monitor	HP 17" LCD	Exec Assistant	KNTC/NBI/CA/027	CNC704P1TW
UPS	APC cs 650	Exec Assistant	KNTC/NBI/CA/026	3B0814X31742
Scanner	HP Scanjet 5590	Exec Assistant	KNTC/NBI/CA/028	CN92DTSOS4
	Keyboard	Exec Assistant	KNTC/NBI/CA/029	
Computer CPU	HP Pro 3500 Microtower	MD office	KNTC/NBI/CA/035	TRF35009VK
Monitor	HP 20" LED Screen	MD office	KNTC/NBI/CA/032	CNC344Q97T
UPS	APC cs 650 UPS	MD office	KNTC/NBI/CA/041	5B0803T3300
Printer	HP Laserjet P2055d	MD office	KNTC/NBI/CA/033	CNCJF17624
Keyboard	HP	MD office	KNTC/NBI/CA/064	
Printer	Hp Colorjet Pro M452dn			

Computer CPU	HP Compaq dx2300	Legal Officer	KNTC/NBI/CA/039	HUB7190DCW
Monitor	HP 17" LCD Screen	Legal Officer	KNTC/NBI/CA/040	CNC904P1TW
UPS	APC UPS	Legal Officer	KNTC/NBI/CA/042	3B0814X31742
Keyboard	HP		KNTC/NBI/CA/041	
Computer CPU	HP Pro 3500 Microtower	CALSM Office	KNTC/NBI/CA/	TRF35009NH
Monitor	HP 20" LCD Screen	CALSM Office	KNTC/NBI/CA/	CNC344Q97T
UPS	APC cs 650 UPS	CALSM Office	KNTC/NBI/CA/	
Printer	HP Laserjet P2055d	CALSM Office	KNTC/NBI/CA/	CNCJF17818
Keyboard	HP	CALSM Office	KNTC/NBI/CA/	
Laptop	Lenovo IdeaPad 110-151BR	CALSM		
Computer CPU	HP Compaq dx7500 Microtower	WS 1	KNTC/NBI/CA/	CZC91361VG
Computer Monitor	HP 17" LCD	WS 1	KNTC/NBI/CA/	CNC704PD9C
UPS	APC cs 650	WS 1	KNTC/NBI/CA/	5B0803T28140
	Keyboard	WS 1	KNTC/NBI/CA/	
Computer CPU	HP Compaq dx2300	WS 2	KNTC/NBI/CA/	HUB7190DJ5
Computer Monitor	HP 17" LCD	WS 2	KNTC/NBI/CA/	CNC904NZZY
UPS	APC cs 650	WS 2	KNTC/NBI/CA/	5B0803T39203
	Keyboard	WS 2	KNTC/NBI/CA/	
Printer	HP Laserjet P2055d	WS 2	KNTC/NBI/CA/	CNCJD20214
Computer CPU	HP Compaq dx2300	WS 3	KNTC/NBI/CA/	HUB7190DG5
Computer Monitor	HP 17" LCD	WS 3	KNTC/NBI/CA/	CNC904NZZY
UPS	APC cs 650	WS 3	KNTC/NBI/CA/	3B0717X40454
	Keyboard	WS 3	KNTC/NBI/CA/	
	Dlink Ethernet Switch	WS 3		
Computer CPU	HP Compaq dx7500 Microtower	WS 4	KNTC/NBI/CA/	CZC91361UG
Computer Monitor	HP 17" LCD	WS 4	KNTC/NBI/CA/	CNC904PIVJ
UPS	APC cs 650	WS 4	KNTC/NBI/CA/	3B0814X47064
	Keyboard	WS 4	KNTC/NBI/CA/	
Laptop	HP Probook 4540	SMM Office	KNTC/NBI/CA/	CNU12733BS
Laptop	HP Probook 4541	SMM Office	KNTC/NBI/CA/	CNU9203CY9
Computer CPU	HP Compaq dx2300 M	WS 1	KNTC/NBI/CA/075	HUB7190DKY
Computer Monitor	HP 17" LCD	WS 1	KNTC/NBI/CA/	CNC704PDN
UPS	APC cs 650	WS 1	KNTC/NBI/CA/	QB0708237068
	HP Keyboard	WS 1	KNTC/NBI/CA/049	
	Mouse			
Computer CPU	HP Compaq dx2300 M	WS 2	KNTC/NBI/CA/074	HUB7190DDY

Computer Monitor	HP 17" LED	WS 2	KNTC/NBI/CA/076	CNC704PDN
UPS	APC cs 650	WS 2	KNTC/NBI/CA/	QB0708237068
	HP Keyboard	WS 2	KNTC/NBI/CA/099	
	Mouse	WS 2		
Computer CPU	HP Compaq dx2300 M	WS 3	KNTC/NBI/CA/074	HUB7190DJW
Computer Monitor	HP 17" LED	WS 3	KNTC/NBI/CA/076	CNC704PCN9
UPS	APC cs 650	WS 3	KNTC/NBI/CA/	3B0814X38246
Keyboard	HP Keyboard	WS 3	KNTC/NBI/CA/	
	Mouse	WS 3		
Computer CPU	HP Compaq dx7500 Microtower	WS 4	KNTC/NBI/CA/	CZC03700Y1
Computer Monitor	HP 17" CRT	WS 4	KNTC/NBI/CA/	313BK43LF702
UPS	APC cs 650	WS 4	KNTC/NBI/CA/	3B1207X06273
	Keyboard	WS 4	KNTC/NBI/CA/	
	Mouse	WS 4	KNTC/NBI/CA/	
Computer CPU	HP Compaq dx7500 Microtower	WS 5	KNTC/NBI/CA/	CZC913620Y
Computer Monitor	HP 17" LCD Screen	WS 5	KNTC/NBI/CA/	CNC904P002
UPS	APC cs 650	WS 5	KNTC/NBI/CA/	5B0803T33046
Printer	HP Laserjet P2055d	WS 2	KNTC/NBI/CA/	CNCJD20216
	Keyboard	WS 5	KNTC/NBI/CA/	
	Mouse	WS 5	KNTC/NBI/CA/	
Computer CPU	HP Compaq dx2300 M	WS 6	KNTC/NBI/CA/074	CZC9136iVP
Computer Monitor	HP 17" LED	WS 6	KNTC/NBI/CA/076	CNC904P00D
UPS	APC cs 650	WS 6	KNTC/NBI/CA/	5B0803132916
Keyboard	HP Keyboard	WS 6	KNTC/NBI/CA/	
	Mouse	WS 6		
Computer CPU	HP Compaq dx2300 M	WS 7	KNTC/NBI/CA/	CZC913620L
Computer Monitor	HP 17" LED	WS 7	KNTC/NBI/CA/	CNC704PD9K
UPS	APC cs 650	WS 7	KNTC/NBI/CA/	3B0717X40397
Keyboard	HP Keyboard	WS 7	KNTC/NBI/CA/	
	Mouse	WS 7		
Computer CPU	HP Pro 3500	FAM Office	KNTC/NBI/CA/	HUB33005M9
Computer Monitor	HP 17" LED	FAM Office	KNTC/NBI/CA/	CNC646PL0Q
UPS	APC cs 650	FAM Office	KNTC/NBI/CA/	3B0814X47064
Keyboard	HP Keyboard	FAM Office	KNTC/NBI/CA/	
	Mouse	FAM Office		
Laptop	Lenovo IdeaPad 110- 151BR	FAM		
Printer	Hp Laserjet M607			

Computer CPU	HP Compaq dx7500 Microtower	WS 1	KNTC/NBI/CA/	
Computer Monitor	HP 17" LCD Screen	WS 1	KNTC/NBI/CA/	
UPS	APC cs 650	WS 1	KNTC/NBI/CA/	
	Keyboard	WS 1	KNTC/NBI/CA/	
	Mouse	WS 1	KNTC/NBI/CA/	
Computer CPU	HP Compaq dx7500 Microtower	WS 2	KNTC/NBI/CA/	
Computer Monitor	HP 17" LCD Screen	WS 2	KNTC/NBI/CA/	
UPS	APC cs 650	WS 2	KNTC/NBI/CA/	
Printer	HP Laserjet P2055d	WS 2	KNTC/NBI/CA/	
	Keyboard	WS 2	KNTC/NBI/CA/	
	Mouse	WS 2	KNTC/NBI/CA/	
Computer CPU	HP Compaq dx7500 Microtower	WS 3	KNTC/NBI/CA/	
Computer Monitor	HP 17" LCD Screen	WS 3	KNTC/NBI/CA/	
UPS	APC cs 650	WS 3	KNTC/NBI/CA/	
	Keyboard	WS 3	KNTC/NBI/CA/	
	Mouse	WS 3	KNTC/NBI/CA/	
	HP Prodesk CPU	HQ Sales & Mkting		
	Monitor			
	HP Prodesk CPU			
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	HP Prodesk CPU			
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	HP Prodesk CPU			
	Monitor			
	HP Prodesk CPU			
	Monitor			
	HP Prodesk CPU			
	Monitor			

CENTRAL2 DEPOT				
CPU	HP Compaq			
Monitor				
Scanner	Hp Scanjet G2410			CN181E21XN
Printer	HP Laserjet 1300			CNCJH90626
	ZTE Router			
CENTRAL1 DEPOT				
CPU	Lenovo CPU			1577057KGR8831KF
Monitor				
Scanner	Hp Scanjet G2410			CN181E21WZ
Printer	HP Laserjet P1005			VNFNG04625
UPS	APC 650			
CPU	Lenovo CPU			11545K6457ZVJ5UNO9PO3P
	Wireless Router			
KARATINA DEPOT				
CPU	HP CPU			HUB7190DKP
Printer	HP Laserjet P2015			CNC2728553
Monitor	HP Monitor			
Scanner	HP Scanjet G2410			CN181E214Q
UPS	RS 650			
ELDORET DEPOT				
CPU	HP Pro Microtower			
Printer	HP Laserjet P2015			
Monitor	HP Monitor			
Scanner	HP Scanjet G2410			
UPS	APU 650v			
	Keyboard			
CPU	HP CPU			
Printer	HP Laserjet P2015			
Monitor	HP Monitor			
Scanner	HP Scanjet G2410			

UPS	RS 650			
	Keyboard			
KISUMU DEPOT				
CPU	HP Pro Microtower			
Printer	HP Laserjet P2015			
Monitor	HP Monitor			
Scanner	HP Scanjet G2410			
UPS	APU 650v			
	Keyboard			
NAKURU DEPOT				
CPU	HP Pro Microtower			
Printer	HP Laserjet P2015			
Monitor	HP Monitor			
Scanner	HP Scanjet G2410			
UPS	APU 650v			
	Keyboard			
Additions				
	TOTAL			

SECTION VII- STANDARD FORMS

Notes on standard forms

1. The tenderer shall complete and submit with its tender the form of tender and price schedules pursuant to instructions to tenderers clause 9 and in accordance with the requirements included in the special conditions of contract.
2. When requested by the appendix to the instructions to tenderers, the tenderer should provide the tender security, either in the form included herein or in another form acceptable to the Company pursuant to instructions to tenderers clause 12.3
3. The contract form, the price schedules and the schedule of requirements shall be deemed to form part of the contract and should be modified accordingly at the time of contract award to incorporate corrections or modifications agreed by the tenderer and the Company in accordance with the instructions to tenderers or general conditions of contract.
4. The performance security and bank guarantee for advance payment forms should not be completed by the tenderers at the time of tender preparation. Only the successful tenderer will be required to provide performance/entity and bank guarantee for advance payment forms in accordance with the forms indicated herein or in another form acceptable to the Company and pursuant to the – conditions of contract.
5. The principal's or manufacturer's authorisation form should be completed by the principal or the manufacturer, as appropriate in accordance with the tender documents.

SECTION VI - STANDARD FORMS

TABLE OF CONTENTS		Page
1. Form of tender		28
2. Price schedules	29	
3. Contract form		30
4. Confidential Questionnaire form		31
5. Tender security form		32
6. Performance security form		33
7. Bank guarantee for advance payment		34

FORM OF TENDER(Mandatory)

Date_____

Tender No._____

To.....

.....

[Name and address of Company]

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos.....*[insert numbers,* the of which is hereby duly acknowledged, wed, the undersigned, offer to provide. *services]* *[description of* in conformity with the said tender documents for the sum as guided by the ACT 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 provide the services in accordance with the services schedule specified in the Schedule of Requirements.
3. If our Tender is accepted, we will obtain the tender guarantee in a sum equivalent to _____ percent of the Contract Price for the due performance of the Contract, in the form prescribed by (Company).
4. We agree to abide by this 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.
5. Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Dated this _____ day of _____ 20

[signature] _____ *[In the capacity of]*

Duly authorized to sign tender for and on behalf of _____

PRICE SCHEDULE OF SERVICES(for information only)

Name of Tenderer _____ Tender Number _____ Page ____ of _____.

1	2	3	4	5	6	7
Item	Description	quality	Duration	Unit Price	Total Price	Unit Price of other incidental services payable

Signature of tenderer _____

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

CONTRACT FORM (for information only)

THIS AGREEMENT made the ___day of _____20___between.....[name of procurement entity] of[country of Procurement entity](hereinafter called “the Company”) of the one part and[name of tenderer] of[city and country of tenderer](hereinafter called “the tenderer”) of the other part.

WHEREAS the Company invited tenders for certain materials and spares. Viz.....[brief description of materials and spares] and has accepted a tender by the tenderer for the supply of those materials and spares in the sum of[contract price in words and figures]

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) the Tender Form and the Price Schedule submitted by the tenderer;
 - (b) the Schedule of Requirements;
 - (c) the Technical Specifications;
 - (d) the General Conditions of Contract;
 - (e) the Special Conditions of Contract; and
 - (f) the Company’s Notification of Award.
3. In consideration of the payments to be made by the Company to the tenderer as hereinafter mentioned, the tenderer hereby covenants with the Company to provide the materials and spares and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Company hereby covenants to pay the tenderer in consideration of the provision of the materials and spares 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.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by_____ the _____(for the Company)

Signed, sealed, delivered by_____ the _____(for the tenderer)

in the presence of_____.

CONFIDENTIAL BUSINESS QUESTIONNAIRE (Mandatory)

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2(b) or 2(c) whichever applied to your type of business.

You are advised that it is a serious offence to give false information on this form.

<p>Part 1 General</p> <p>Business Name</p> <p>Location of Business Premises</p> <p>Plot No,.....Street/Road.....</p> <p>Postal address Tel No. Fax Email</p> <p>Nature of Business</p> <p>Registration Certificate No.....</p> <p>Maximum value of business which you can handle at any one time – Kshs.</p> <p>Name of your bankers.....</p> <p>Branch.....</p>
--

	<p style="text-align: center;">Part 2 (a) – Sole Proprietor</p> <p>Your name in full.....Age.....</p> <p>Nationality.....Country of Origin.....</p> <p>Citizenship details</p>																				
	<p style="text-align: center;">Part 2 (b) – Partnership</p> <p>Given details of partners as follows</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship details</th> <th>Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship details	Shares	1.	2.	3.	4.
Name	Nationality	Citizenship details	Shares																		
1.																		
2.																		
3.																		
4.																		
	<p style="text-align: center;">Part 2 (c) – Registered Company</p> <p>Private or Public</p> <p>State the nominal and issued capital of company</p> <p>Nominal Kshs.</p> <p>Issued Kshs.</p> <p>Given details of all directors as follows</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship details</th> <th>Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship details	Shares	1.	2.	3.	4.
Name	Nationality	Citizenship details	Shares																		
1.																		
2.																		
3.																		
4.																		
	<p>Date.....Signature of Candidate.....</p>																				

TENDER SECURITY FORM (for information only)

Whereas[name of the tenderer]

(hereinafter called “the tenderer”)has submitted its tender dated.....[date of submission of tender] for the provision of

[name and/or description of the services]

(hereinafter called “the Tenderer”).....

KNOW ALL PEOPLE by these presents that WE.....

Of.....having registered office at

[name of Company](hereinafter called “the Bank”)are bound unto.....

[name of Company](hereinafter called “the Company”) in the sum of

for which payment well and truly to be made to the said Company, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this _____ day of 20 _____.

THE CONDITIONS of this obligation are:

- 1. If the tenderer withdraws its Tender during the period of tender validity specified by the tenderer on the Tender Form; or
- 2. If the tenderer, having been notified of the acceptance of its Tender by the Company during the period of tender validity:

- (a) fails or refuses to execute the Contract Form, if required; or
- (b) fails or refuses to furnish the performance security, in accordance with the instructions to tenderers;

we undertake to pay to the Company up to the above amount upon receipt of its first written demand, without the Company having to substantiate its demand, provided that in its demand the Company will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions. This guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the above date.

[signature of the bank]

(Amend accordingly if provided by Insurance Company)

PERFORMANCE SECURITY FORM (for information only)

To:

[name of the Company]

WHEREAS.....[name of tenderer]

(hereinafter called "the tenderer") has undertaken, in pursuance of Contract No. _____ [reference number of the contract] dated _____ 20 _____ to supply.....

[Description services](Hereinafter called "the contract")

AND WHEREAS it has been stipulated by you in the said Contract that the tenderer shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Tenderer's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the tenderer a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the tenderer, up to a total of
[amount of the guarantee in words and figures],

and we undertake to pay you, upon your first written demand declaring the tenderer to be in default under the Contract and without cavil or argument, any sum or sums within the limits of
[amount of guarantee] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of 20

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

(Amend accordingly if provided by Insurance Company)

BANK GUARANTEE FOR ADVANCE PAYMENT (for information only)

To.....

[name of tender].....

Gentlemen and/or Ladies:

In accordance with the payment provision included in the special conditions of contract, which amends the general conditions of contract to provide for advance payment,

.....

[name and address of tenderer][hereinafter called “the tenderer”] shall deposit with the Company a bank guarantee to guarantee its proper and faithful performance under the said clause of the contract in an amount of
[amount of guarantee in figures and words].
We, the

[bank or financial institution], as instructed by the tenderer, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the Company on its first demand without whatsoever right of objection on our part and without its first claim to the tenderer, in the amount not exceeding
[amount of guarantee in figures and words].

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the Company and the tenderer, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the tenderer under the Contract until [date].

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

LETTER OF NOTIFICATION OF AWARD (for information only)

Address of Company

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