



CHAI SACCO SOCIETY LTD
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**TENDER DOCUMENT FOR SALE OF COMPUTER & ACCESSORIES,
OFFICE EQUIPMENT AND FURNITURES & FITTINGS**

REFERENCE NO. CHAI/DIS/001/2018

INVITATION TO TENDER.

Chai Sacco Society Ltd invites sealed bids for purchase of unserviceable items categorized as

- a) Computer & accessories
- b) Office equipment's
- c) Furniture & fittings

1. TENDER/BIDD DOCUMENT

Interested bidders can visit our offices at KTDA Plaza 4th Floor Moi Avenue Nairobi to view and assess the condition of items. Details on information and item the bidder is bidding for are to be filled in page 4 & 5 of this tender document.

The list of items can be downloaded from our website on [www.chai-sacco.co.ke/tender under Disposal Items List](http://www.chai-sacco.co.ke/tender_under_Disposal_Items_List) link

2. PREPARATION OF TENDER

All costs of preparation and submission of the bids shall be met by the bidder. Any tender that is not complete in any material respect shall be disqualified.

3. SUBMISSION OF THE TENDER

A non-refundable fee of **Kenya shillings Five Hundred shillings KSh. 500** is payable by cash deposit to the Society's Bank Account No. 01120000542000, Account Name: Chai SACCO Society Ltd, Co-operative Bank of Kenya, Co-op House Branch. The original bank slip showing proof of payment should be attached to the documents at the time of submission.

The completed tender document together with the original bank deposit slip in sealed envelope should be clearly marked "**COMPUTER & ACCESSORIES, OFFICE EQUIPMENT AND FURNITURES & FITTINGS**" – **TENDER Reference No. CHAI/DIS/001/2018**", be addressed to:

**The Chief Executive Officer,
Chai Sacco Society Ltd,
KTDA PLAZA,
P.O. Box 278 – 00200
NAIROBI.**

Tender documents should be deposited in the Tender Box at the reception on 4th Floor, KTDA Plaza, Moi Avenue Nairobi, **so as to be received not later than 12.00 pm on Monday, 5th February 2018.**

5. CONDITIONS OF TENDER

- i. The tender fee for each tender document is **Kenya Shillings Five Hundred only (KSh. 500/-)** which is non-refundable. The original of the bank deposit payment receipt must be attached to the tender document when submitting the bid.
- ii. Tender documents can be downloaded from www.chai-sacco.co.ke/tender
- iii. Interested bidders must fill all the required information in this tender document.
- iv. Bidders are free to bid for all, or any number of items provided herein but upon payment of the required tender fee.
- vi. Fully filled tender documents must be returned so as to be received before the closing date and time of **5th February 2018 at 12:00pm** as per instructions on the tender advert. Late bids shall not be accepted.
- vii. Successful bidders shall be required to pay for and collect the awarded item/s **within 21 days of notification**, failure to which the offer shall be cancelled.
- viii. The sale of all items on the list is on '**As where is Basis** and without any expressed warranties by Chai Sacco. Bidders bear all responsibility for inspection of the items on sale prior to purchase. Payment of the purchase price shall be deemed acceptance of the item(s).
- ix. Upon sale of purchased items to the bidder, Chai Sacco shall have no liability whatsoever as to the use or fitness of the purchased item/s.
- x. Viewing of the items will be by arrangement with the officer in-charge of the Procurement where the items are located as stated in the items list.
- xi. Offer prices must remain valid for **at least 90 days** from the date of tender opening.
- xii. For all items bidders are required to quote for the each item..



FORM OF TENDER

TENDER Ref. CHAI/DIS/001/2018

NAME OF BIDDER

.....

ITEMS BIDDED FOR:

- | | |
|-----------|----------|
| i)..... | iv)..... |
| ii)..... | v)..... |
| iii)..... | vi)..... |

AMOUNT PAID TO BANK ACCOUNT PROVIDED: Kes.....

DATE OF PAYMENT..... SIGN.....



BIDDER’S OFFER

I (Mr./Ms/Mrs)bid
for the above referenced items (tick where appropriate)

- a) Computer & accessories
- b) Office equipment’s
- c) Furniture & fittings

for Kenya Shillings (in figure).....

Amount in words

.....

Signature.....

Date

Postal Address

Telephone number/s

Email Address

Please Note:

- i) Bid prices quoted should be inclusive of 16% VAT where applicable.
- ii) Where the bid price in figures and words differ, the price in words shall prevail as the correct price.
- iii) The cost of ownership transfer shall be the responsibility of the bidder/buyer.
- iv) Bids with no attached bank deposit payment receipts for the tender fee will be disqualified.