



CHAI SACCO SOCIETY LTD
KTDA PLAZA 4TH FLOOR, MOI AVENUE P.O. BOX 278, 00200 Nairobi
Tel: 0709808000/01
E-mail: info@chai-sacco.co.ke Site: www.chai-sacco.co.ke

**TENDER DOCUMENT FOR SALE OF MOTOR VEHICLE,
COMPUTER & ACCESSORIES, OFFICE EQUIPMENT AND
FURNITURES & FITTINGS**

REFERENCE NO. CHAI/DIS/001/2020

CLOSING DATE 21/12/2020

TIME 10:30 AM

1. INVITATION TO TENDER.

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

- a) Computer & accessories
- b) Office equipments
- c) Furniture & fittings
- d) Motor Vehicle

2. TENDER/BID DOCUMENT

Interested bidders can visit our offices at KTDA Plaza 4th Floor Moi Avenue Nairobi and our branches in Kisii, Nkubu, Litein and Mombasa 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 download from our website on www.chai-sacco.co.ke/tender under Disposal Items List link

3. 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.

4. SUBMISSION OF THE TENDER

A non-refundable fee of **Kenya shillings one thousand shillings only KSh. 1,000** 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 "**MOTOR VEHICLE, COMPUTER & ACCESSORIES, OFFICE EQUIPMENT AND FURNITURES & FITTINGS**" – TENDER Reference No. **CHAI/DIS/001/2020**", 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 10.30 pm on Monday, 21st December 2020**

5. CONDITIONS OF TENDER

- i. The tender fee for each tender document is **Kenya Shillings one thousand only (Kshs. 1,000/-)** 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. Dully filled tender documents must be returned so as to be received before the closing date and time of **21st December 2020 at 10:30 AM** 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 21days 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/001/2020

NAME OF BIDDER

ITEMS BIDDED FOR

AMOUNT PAID TO BANK ACCOUNT GIVEN

DATE OF PAYMENT

BIDDER'S OFFER

I (Mr/Ms/Mrs)

.....bid for

the above referenced items (tick where appropriate)
(please also select (Tick) specific items from the list)

- a) Computer & accessories
- b) Office equipments
- c) Furniture & fittings
- d) Motor Vehicle

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

Amount in words

.....

Signature

..... Date

.....

Postal Address

.....

Telephone number/s

..... Email Address

.....

Please Note:

i) Where the bid price in figures and words differ, the price in words shall prevail as the correct price.

ii) The cost of ownership transfer shall be the responsibility of the bidder/buyer.

iii) Bids with no attached bank deposit payment receipts for the tender fee will be disqualified

LIST OF ITEMS

PLEASE INDICATE (TICK) THE SPECIFIC ITEMS YOU ARE INTERESTED WITH

1. LITEIN BRANCH

NO	ITEM DESCRIPTION	QTY	UNIT OF MEASUREMENT	ESTIMATED COST
1	computer CPU	1	Pc	1000
2	computer Keyboard	1	Pc	100
3	mobile extension	1	Pc	300
4	CRT computer monitor	1	Pc	500
5	Motorbike	1	Pc	20,000
6	Table Long MDF board	1	Pc	1000
7	TFT computer screen	1	Pc	500
8	CPU computer Unit	1	Pc	1000
9	computer Keyboard	1	Pc	100

2. MOMBASA BRANCH

NO	ITEM DESCRIPTION	QTY	UNIT OF MEASUREMENT	ESTIMATED COST
1	OFFICE CHAIR	1	Pc	2000
2	OFFICE CHAIR	1	Pc	2000
3	OFFICE CHAIR	1	Pc	2000
4	OFFICE CHAIR	1	Pc	1500
5	TELLER SEAT	1	Pc	200
6	OFFICE CHAIR	1	Pc	2000
7	TELLER SEAT	1	Pc	200
8	CUSTOMER'S SEAT	1	Pc	1000
9	CUSTOMER SEAT	1	Pc	2000
10	CUSTOMER SEAT	1	Pc	2000
11	3 SEATER	1	Pc	4000
12	3 SEATER	1	Pc	5000
13	OFFICE CHAIR	1	Pc	2000
14	OFFICE DESK	1	Pc	4000
15	AC UNIT	1	Pc	2,000
16	AC UNIT	1	Pc	2,000
17	NETWORK BOX	1	Pc	7,000
18	UPS	1	Pc	1000

19	D-LINK	1	Pc	20,000
20	Dispenser	1	Pc	1000
21	3 Seater	1	Pc	1,000
22	Leather Seat	1	Pc	1,000
23	Teller Seat	1	Pc	500
24	HP CPU	1	Pc	500
25	HP Monitor	1	Pc	1000
26	Key Board	1	Pc	50
27	Drawer	1	Pc	1,000

3. KISII BRANCH

	ITEM DESCRIPTION	QTY	UNIT OF MEASUREMENT	ESTIMATED COST
1	Office Chairs	7	pcs	10,500

4. NAIROBI BRANCH

NO	ITEM DESCRIPTION	QTY	UNIT OF MEASUREMENT	ESTIMATED COST
	HEAD OFFICE			
1	Paper Shredder	1	pc	1500
2	Steel Cabinet	1	pc	1000
3	Printer Table	1	pc	500
4	Boadroom Chair	1	pc	1000
5	Boadroom Chair	1	pc	1000
6	Boadroom Chair	1	pc	1000
7	Boadroom Chair	1	pc	1000
8	Boadroom Chair	1	pc	1000
9	Boadroom Table	1	pc	3000
10	Office chair	1	pc	1000
11	Office chair	1	pc	1000
12	Office chair	1	pc	1000
13	Office chair	1	pc	3000
14	Office chair	1	pc	3000
15	Office chair	1	pc	3000
16	Secretarial Table	1	pc	2000
17	Secretarial Table	1	pc	2000
18	Coat Hanger	1	pc	200
19	Office chair	1	pc	1000

20	Office chair	1	pc	1000
21	office Table	1	pc	4000
22	Motor Vehicle	1	Pc	700,000
23	Office Chair	1	Pc	1000
24	Executive office table	1	Pc	5000
25	Office Chair	1	Pc	1000
26	Boardroom Chair	1	Pc	1000
26	Boardroom Chair	1	Pc	1000
26	Boardroom Chair	1	Pc	1000
26	Boardroom Chair	1	Pc	1000
26	Boardroom Chair	1	Pc	1000
26	Boardroom Chair	1	Pc	1000
26	Boardroom Chair	1	Pc	1000
26	Boardroom Chair	1	Pc	1000
26	Boardroom Chair	1	Pc	1000
26	Boardroom Chair	1	Pc	1000
26	Boardroom Chair	1	Pc	1000
26	Boardroom Chair	1	Pc	3000
26	Boardroom Chair	1	Pc	3000
26	Boardroom Chair	1	Pc	3000
26	Boardroom Chair	1	Pc	3000
27	Boardroom Chair	1	Pc	1000

TOSHIBA PRINTERS

No	Item Description	Branch	Year of Purchase	ESTIMATED COST
1	Toshiba studio 257 copier	Nairobi branch	2015	1500
2	Toshiba studio 257 copier	Litein	2015	15000
3	Toshiba studio 257 copier	Mombasa	2016	2500
4	Toshiba studio 257 copier	Kisii	2016	15000
5	Toshiba studio 257 copier	Nkubu	2016	15000
6	Toshiba studio 257 copier	HQ 4 th floor	2015	15000

NO	ITEM DESCRIPTION	QTY	UNIT OF MEASUREMENT	ESTIMATED COST
1	HP3500 CPU	1	Pc	1500
2	Think Center CPU	1	Pc	500
3	Lenovo CPU	1	Pc	500
4	HP3500 CPU	1	Pc	1500
5	Hp monitor	1	Pc	500
6	Laser jet Printer	1	Pc	1000
7	Laser jet Printer	1	Pc	1000
8	Hp Laptop	1	Pc	1500
9	Lenovo Monitor	1	Pc	300
10	Lenovo Monitor	1	Pc	300
11	Cables	1	Lot	0
12	Hp Laptop	1	Pc	3000
13	HP Laptop	1	Pc	1500
14	Linksys Router	1	Pc	6000
15	HP Prolant G5380 server	1	Pc	5000
16	yearlink phone	1	Pc	300
17	yearlink phone	1	Pc	300
18	yearlink phone	1	Pc	500
19	Thermo printers	3	Pc	2000