



**NILE BASIN INITIATIVE
NILE EQUATORIAL LAKES SUBSIDIARY ACTION PROGRAM
SIO-MALABA-MALAKISI RIVER BASIN MANAGEMENT PROJECT**

BID DOCUMENTS FOR DISPOSAL OF OFFICE EQUIPMENT

Bid Addressed to (PD Entity):	SIO-MALABA-MALAKISI RIVER BASIN MANAGEMENT PROJECT
Date of Bid:	10th February 2016
Disposal Reference Number:	SMM/NELSAP/DISP/2016-2
Subject of Disposal:	DISPOSAL OF OFFICE EQUIPMENT

INVITATION NOTICE AND BIDDING PROCEDURES
SALE OF OFFICE EQUIPMENT

The Sio-Malaba-Malakisi River Basin Management Project, one of the three transboundary integrated water resources management and development projects being implemented within the framework of the Nile Equatorial Lakes Subsidiary Action Program (NELSAP) of the Nile Basin Initiative and located in the Ministry of Water compound in Kakamega-Kefinco House, Kenya, invites interested bidders to submit bids for the purchase of old office equipment as follows:

S/NO	ITEM DESCRIPTION	LOCATION
1	Laptops, Printers, Computer screens, CPUs, UPS, keyboards and other accessories.	PMU Office
2	Photocopier	“
3	Binding machine	“
4	Telephone Sets & PABX	“
5	Fax Machine	“
6	2 plate electric cooker	“
7	Projector	“
8	Old vehicle tyres and batteries	“

The equipment can be viewed at the Sio-Malaba-Malakisi River Basin Management Project office on 15th -19th February 2016 during working hours i.e. 9:00 am to 4:00pm, Monday to Friday working days. Viewers may contact the administration Assistant on the telephone provided here below during office hours.

The equipment will be sold **“AS IS, WHERE IS”**.

For details, please contact the Administration Assistant on Tel: +254 720969310 Email: emakhokha@nilebasin.org

Bids may be priced in Kenya Shillings or any other freely convertible currency. The currency of evaluation will be Kenya Shilling. Bids in other currencies will be converted to this currency for evaluation purposes only, using the exchange rates published by the CBK on the date of the submission deadline.

Bids in sealed envelopes clearly marked **“Purchase of Office Equipment”** should be addressed and submitted to the above address indicated below and should be delivered to:

Project Officer
Sio Malaba Malakisi River Basin Management Project
P.O BOX 2571-50100
KAKAMEGA
TEL: 056-2032029
E-mail: sio-pmu@nilebasin.org
cmuli@nilebasin.org

Bids must be received not later than 24th February 2016 at 2:30 pm. Bids submitted after this deadline will not be considered. Bid opening will be done publicly immediately after closing.

The sale will be made to the highest evaluated bid, however Sio-Malaba-Malakisi River Basin Management Project reserves the right to accept or reject any bid.

BID SUBMISSION SHEET

We/I offer to purchase the item or items listed in the attached List of Assets and Price Schedule, at the prices indicated on the attached List of Assets and Price Schedule, in accordance with the terms and conditions stated in your Bidding Document referenced above.

The validity period of our bid is: _____ days/weeks/months from the time and date of the submission deadline.

We confirm that the prices quoted in the List of Assets and Price Schedule are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

Bid Submitted By:

Signature: _____

Name: _____

Date: _____ (DD/MM/YY)

Address: _____

Tel No: _____

Fax

e-mail

DESCRIPTION OF ASSETS
List of Assets and Price Schedule

Disposal Reference Number: **SMM/NELSAP/DISP/2016-2**

The descriptions of the assets given below are for information purposes only and the Sio-Malaba-Malakisi River Basin Management Project gives no guarantee of the accuracy of the description .The Bidder bears all risk for the condition of the Assets.

Lot/ No	Brief Description of Asset	Model	Bid Number	Price
1	Laptop	Toshiba Z5243381K	LAP/01	
2	Laptop	HP CNF 8404BNP	LAP/02	
3	Laptop	Toshiba 3A355229K	LAP/03	
4	Projector	Sony 2047462	PRO/04	
5	Printer	HP Color LaserJet 4025dn	PRT/05	
6	Copier	Kyocera Mita	CP/06	
7	Screen	Dell	SCR/07	
8	CPU	Dell	CPU/08	
9	CPU	Dell	CPU/09	
10	Telephone Head	KX-TS 500MX Panasonic	TELHEAD/1	
11	Fax	Panasonic FAX-KX FP342	FAX/1	
12	UPS	APC-650	UPS/03	

Price Schedule Submitted By:

Signature: _____

Name: _____

Date: _____ (DD/MM/YY)

Address: _____

Tel No: _____

Form of Contract

Any resulting contract shall be placed using the contract agreement form below and shall be subject to the Sio-Malaba-Malakisi River Basin Management Project Conditions of Contract as attached.

This CONTRACT (hereinafter called the "Contract") is made the _____ day of the month of _____ between, on the one hand, _____ (hereinafter called the "Client") and, on the other hand, _____ (hereinafter called the "Buyer").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

This Agreement shall be subject to the attached terms and conditions for the Disposal of Sio-Malaba-Malakisi River Basin Management Project assets, except where modified herein.

2. The Buyer hereby covenants to pay the Sio-Malaba-Malakisi River Basin Management Project in consideration of the provision of the Assets, the Contract Price at the times and in the manner prescribed by the Contract.
3. In consideration of the payments to be made by the Buyer to the Sio-Malaba-Malakisi River Basin Management Project as indicated in the contract, the project hereby covenants with the Buyer to release the Assets in conformity in all respects with the provisions of the Contract.

The following documents shall be deemed to form and be read and construed as part of this Agreement, and the priority of the documents shall be as follows:

- (a) Bid Submission Sheet
- (b) Price Schedule
- (c) Terms and Conditions for the Sale of Office Equipment

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of the Sio-Malaba-Malakisi River Basin Management Project

Project Officer
Sio-Malaba-Malakisi River Basin Management Project

For and on behalf of Buyer

Terms and Conditions for the Office Equipment

ACCEPTANCE - If accepted, Sio-Malaba-Malakisi River Basin Management Project shall notify the purchaser of such acceptance within five (5) days after the closing date.

TERMS - Cash or Bankers cheque for the full amount within five (14) days after signing of contract and not later than 21 days failure to which the contract will be cancelled. .

WITHDRAWAL – Sio-Malaba-Malakisi River Basin Management Project reserves the right to withdraw from the sale of the office equipment if it has not been delivered to the Purchaser, without incurring any liability except to refund to the Purchaser any amount paid.

CONDITION - The property listed is offered "**AS IS – WHERE IS**". Sio-Malaba-Malakisi River Basin Management Project makes no warranty, express or implied, as to the condition of the office equipment or its fitness for any use or purpose.

REMOVAL - the Purchaser/buyer, upon signing of the contract , shall at his/her expense, take the equipment under the supervision of an appointee of Sio-Malaba-Malakisi River Basin Management Project within fourteen (14) days after payment for the items referred to in paragraph 1 above. At the time of taking the equipment, the Purchaser will provide proof of payment.

FAILURE TO REMOVE - Should the purchaser fail to remove the equipment in accordance with paragraph 5, the Sio-Malaba-Malakisi River Basin Management Project without prejudice to other remedies, may cancel the contract without notice to the Purchaser and retain as liquidation damages any amount paid on account of the property. The Purchaser shall lose all claim to and interest in the property and may be held responsible for all loss, cost and expense incurred by the Sio-Malaba-Malakisi River Basin Management Project.

Sio-Malaba-Malakisi River Basin Project will not bear any cost to the effect of the equipment after a full payment has been effected and agreement duly signed by both parties (the Purchaser and the Buyer) and to the applicability of paragraph 5.

The Sio-Malaba-Malakisi River Basin Management Project reserves the right to accept or reject any bid.