

UKULIMA SACCO SOCIETY LIMITED
P.O.BOX.44071-0010 NAIROBI

RE- TENDER NO. UCSCS /02/ 2015

TENDER FOR SALE OF UKULIMA SACCO SOCIETY
LIMITED HOUSES IN ELDORET.

L.R NO's. HOUSE NO's AND PLOT NO's. LISTED INSIDE

ISSUED APRIL 2015

DATE OF LAST SUBMISSION OF TENDER DOCUMENTS IS ON OR BEFORE
21ST APRIL 2015 AT NOON

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INTRODUCTION

- 1.1 This Standard tender document for Sale of disposable Stores and Equipment has been prepared for use by public entities in Kenya in the disposal stores and equipment as provided by part X of the Public and Disposal Act, 2005.
- 1.2 The following general directions should be observed when using the document.
 - (a) Specific details should be furnished in the tender notice. The final document to be provided to the tenderers should not have blank spaces or give options
 - (b) The instructions to the tenderers should remain unchanged. Any necessary amendments to these parts should be made through the Appendix to instructions to tenderers.
- 1.3 Information contained in the invitation to tender shall conform to the data and information in the tender documents to enable tenderers to decide whether or not to participate in the tender and shall indicate any important tender requirements.

SECTION I- INVITATION TO TENDER

Date: 8th April 2015

RE- TENDER REF. NO. UCSCS/02/2015

**TENDER NAME-RE - TENDER FOR SALE OF UKULIMA SACCO SOCEITY LTD
HOUSES IN ELDORET**

1.1 The Ukulima Sacco Society limited invites sealed tenders from eligible candidates to purchase Houses located on a prime area within Eldoret Rural Housing Estate situated at a few metres to the west of Huruma Sub district Hospital.

Interested eligible candidates may obtain further information or inspect the tender documents from the Procurement office at Ukulima Co-operative House 4th Floor during normal working hours

1.2 A complete set of tender documents may be obtained by interested candidates upon payment of non-refundable fee of Kshs.1000 in cash, payable to Ukulima Sacco Society limited..

1.3 Bidders are expected to visit the site of the property

1.4 Successful bidder is required to pay a deposit of 20% of the tendered price within 14 days upon notification of acceptance of their bid and the balance before the expiry of **the 60 days sale period**. *If the successful bidder does not pay in full the purchase price within the period specified thus within (60) sixty days, then they will forfeit 10 % of the deposit paid.*

1.5 Completed tender documents are to be enclosed in plain sealed envelopes marked with the tender reference number and the tender name and deposited in the Tender Box at Ukulima House 2nd Floor or addressed to :

**CHIEF EXECUTIVE OFFICER,
UKULIMA SACCO SOCIETY LIMITED,
P.O. BOX. 44071 – 00100,
NAIROBI**

So as to be received on or before 21st April 2015

Prices quoted should be net, must be in Kenya Shillings and shall remain valid for **60 days from the closing date of the tender.**

1.6 Tenders will be opened immediately thereafter in the presence of the tenderers or their representatives who choose to attend at Ukulima Sacco Societies Board room 2nd Floor, Ukulima Co-operative House House.

SIGNED BY: Victor Chemarum

FOR: CHIEF EXECUTIVE OFFICER

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SECTION II - INSTRUCTION TO TENDERERS

2.1 Eligible Tenderers

- 2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Appendix to instructions to tenderers.
- 2.1.2 Tenderers shall not be under a declaration of ineligibility for corrupt or fraudulent practices
- 2.1.3 The procuring entity's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender unless where specifically allowed under section 131 of the Act.

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 procuring entity, 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 price to be charged for the tender document shall not exceed Kshs.1,000/=
- 2.2.3 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

2.3 The Tender Document

- 2.3.1 The tender document comprises the documents listed below and any addenda issued in accordance with clause 2.5 of these instructions to tenderers.

- (i) Invitation to tender
- (ii) Instructions to tenderers
- (iii) Schedule of items and price
- (iv) Conditions of Tender
- (v) Form of tender
- (vi) Confidential Business questionnaire Form

- 2.3.2 The tenderer is expected to examine all instructions, forms, terms and specifications in the tender documents. Failure to meet all the requirements of the tender will be at the tenderer's risk and may result in the rejection of its tender.

2.4. Clarification of Documents

- 2.4.1 A prospective tenderer requiring any clarification of the tender document may notify the Procuring entity in writing or by post at the entity's address indicated in the Invitation for tenders. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives not later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the procuring entity. 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 that have received the tender document.
- 2.4.2 Clarification of tenders shall be requested by the tenderer to be received by the procuring entity not later than 7 days prior to the deadline for submission of tenders.
- 2.4.3 The procuring entity 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 Procuring entity, for any reasons, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by amendment
- 2.5.2 All prospective candidates that have received the tender documents will be notified of the amendment in writing or by post and 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 Procuring entity, at its discretion, may extend the deadline for the submission of tenders.

2.6 Tender Prices and Currencies

- 2.6.1 The tenderer shall indicate on the appropriate Price Schedule the unit prices and total tender price of the items it proposes to purchase under the contract
- 2.6.2 Prices quoted by the tenderer shall be fixed during the tender validity period and not subject to variation on any account. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected
- 2.6.3 **The Price quoted shall be in Kenya Shillings.**

2.7 Tender Security

- 2.7.1 The tenderer shall furnish, as part of its tender, a tender security for the amount specified in the Appendix to Invitation to Tenderers.
- 2.7.2 **The tender security shall be in the amount of 2 % of the tender price.**
- 2.7.3 The tender security is required to protect the Ukulima Sacco Society limited against the risk of Tenderers conduct which would warrant the security's forfeiture, pursuant to paragraph 2.7.7
- 2.7.4 The tender security shall be denominated in Kenya Shillings or in another freely convertible currency, and shall be in the form of a bank guarantee or a bank draft issued by a reputable bank located in Kenya and shall be valid for **thirty (30) days beyond the validity of the tender.**
- 2.7.5 Any tender not secured in accordance with paragraph 2.7.1 and 2.7.3 will be rejected by the Procuring entity as non-responsive
- 2.7.6 Unsuccessful Tenderers tender security will be discharged or returned as promptly as possible as but not later than thirty (30) days after the expiration of the period of tender validity prescribed by the Procuring entity.
- 2.7.7 The successful Tenderers tender security will be discharged upon the tenderer signing the contract
- 2.7.8 The tender security may be forfeited:
- (a) if a tenderer withdraws its tender during the period of tender validity specified by the procuring entity 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 2.27

2.8 Validity of Tenders

- 2.8.1 Tenders shall remain valid for 120 **days** or as specified in the appendix to instruction to tenderers after date of tender opening prescribed by the Procuring entity, pursuant to paragraph 2.10 Tender valid for a shorter period shall be rejected by the Procuring entity as non-responsive.

2.8.2 In exceptional circumstances, the Procuring entity 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 deposit provided under paragraph 2.7 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender deposit. A tenderer granting the request will not be required nor permitted to modify its tender.

2.9. Viewing of Tender Items

2.9.1 Prospective bidders are advised to view the plot in liaison with the procuring entity before they bid for it. This will enable them to arrive at the most reasonable and competitive bids. Bids are based on AS WHERE IS CONDITION and the conditions of the items are not warranted by the seller.

Viewing arrangements can be made with the Branch Chairman and Fosa Branch manager Eldoret situated at sirikwa Hotel, Tel No. 0711252343, 0720259655

2.10 Sealing and Marking of Tenders

2.10.1 The tenderer shall seal the tender and mark it with the number and name of the tender and "DO NOT OPEN BEFORE" 21st April 2015 **at 12 noon.**

2.11 Deadline for Submission of Tenders

2.11.1. Tenders must be received by the Procuring entity at the address specified not later than or **before 21st April 2015 at 12.noon.**

2.11.2 The procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.5. in which case all rights and obligations of the procuring entity and tenderers previously subject to the deadline will thereafter be subject to the deadline as extended.

2.12 Modifications And Withdrawals Of Tenders

2.12.1 Modification of tenders

2.12.1.1 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 tenders, is received by the Procuring entity prior to the deadline prescribed for submission of tenders.

2.12.1.2 The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.9.1. A withdrawal notice may also be sent by fax but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

2.12.1.3 No tender may be modified after the deadline for submission of tenders

2.12.2 Withdrawals and tenders

2.12.2.1 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. Withdrawal of a tender during this interval may result in the tenderer's forfeiture of its tender deposit, pursuant to paragraph 2.7.5

2.13 Opening of Tenders

2.13.2 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend at 12.00 noon 2015 and in the location specified in the invitation to tender.

The tenderers or representatives who are present shall sign a register evidencing their attendance.

2.13.3 The tenderers' names, tender modifications or withdrawals, tender prices, and the presence or absence of requisite tender deposit and such other details as the Procuring entity, at its discretion, may consider appropriate, will be announced at the opening.

2.13.4 The Procuring entity will prepare minutes of the tender opening.

2.14 Clarification of tenders

2.14.2 To assist in the examination, evaluation and comparison of tenders the Procuring entity 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 of the tender shall be sought, offered, or permitted.

2.14.3 Any effort by the tenderer to influence the Procuring entity in the Procuring entity's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

2.15 Evaluation and Comparison of Tenders

- 2.15.1 The Procuring entity will examine the tenders to determine whether they are complete, whether any computation errors have been made, whether required deposits have been furnished, whether documents have been properly signed and whether the tenders are generally in order. After examination a tender that will be determined to be substantially non responsive, will be rejected by the procuring entity.
- 2.15.2 The Procuring entity will evaluate and compare the tenders, which have been determined to be substantially responsive.
- 2.15.3 The tender evaluation committee shall evaluate the tender within 15 days of the validity period from the date of opening the tender.

2.16 Award Criteria

- 2.16.1 The Procuring entity will award the contract to the successful tenderer(s) whose tender has been determined to be substantially responsive and has been determined to be the highest evaluated tender, subject to the reserves price.

2.17 Notification of Award

- 2.17.2 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.
- 2.17.3 Simultaneously the other tenderers shall be notified that their tenders have been unsuccessful.

2.18 Contacting the Procuring entity

- 2.18.1 No tenderer shall contact the Procuring entity on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.
- 2.18.2 Any effort by a tenderer to influence the Procuring entity in its decisions on tender evaluation, tender comparison, or contract award may result in the rejection of the tenderer's tender.

Appendix to Instructions to tenderers.

Notes on the appendix to the Instructions to Tenderers.

1. The Appendix to Instructions to tenderers is intended to assist the procuring entity in providing specific information in relation to the corresponding clauses in the instructions to tenderers included in Section II and the appendix has to be prepared for each specific tender.
2. The procuring entity should specify in the appendix, information and requirements specific to the circumstances of the procuring entity, the procuring of the tender, the nature of items being sold and the evaluation criteria that will apply to the tender.
3. In preparing the appendix, the following aspects should be taken into consideration:
 - (a) the information that specifies and complements provisions of Section II to be incorporated
 - (b) Amendments and or supplements if any, to provisions of Section II as necessitated by the circumstances of specific items to be also incorporated.
4. Section II should remain unchanged and can only be amended through the appendix.

Appendix to Instructions to tenderers.

The following information for sale of the plot shall complement, supplement or amend the provisions of the instructions to tenderers. Whenever 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 Reference	<i>Particulars of appendix to Instructions to tenderers</i>
2.1.1	<p><u>Indicate eligible tenderers</u></p> <p>As described in clause 2.1.2 & 2.1.3 where “Procuring Entity” shall refer to Ukulima Sacco Society Ltd</p>
2.7.2	<p>Tender security Bond of 2% of the tendered sum in form of a Bankers cheque from a reputable Bank.</p>
2.8.1	<p><u>Indicate tender validity</u></p> <p>60 days</p>
2.8.2	<p>Tender Security Bond of 2% of the quoted sum is required in form of a Bankers cheque from a reputable Bank.</p>
2.9.1	<p><u>Viewing</u></p> <p><i>Viewing arrangements can be made with the Branch Chairman and the Fosa Branch Manager Eldoret situated at sirikwa Hotel, Tel.No.0711252343, 0720259655.</i></p>

SECTION III- SCHEDULE OF ITEMS AND PRICES

Notes on schedule of Items and Prices

1. The procuring entity will prepare the schedule of items being sold, marking each item with a unique number. Where items are to be sold as a lot, the lots must be clearly indicated in the schedule.
2. The schedule of items and prices will include a column for the deposit to be paid by the tenderer for the item or items. The deposit amount should be indicated by the procuring entity.

Leases, plot NO's and sizes are hereby listed.

NO.	PLOT NO.	TITLE NO.	APPROX. SIZE (Hectares)
1	15/335	99 year lease as from 1/4/1983	0.0746
2	15/336	ALL	0.0450
3	15/337		0.0522
4	15/338		0.0450
5	15/339		0.0450
6	15/340		0.0450
7	15/341		0.0450
8	15/342		0.0450
9	15/343		0.0450
10	15/344		0.0450
11	15/345		0.0450
12	15/346		0.0450
13	15/347		0.0450
14	15/348		0.0450
15	15/349		0.0450
16	15/350		0.0450
17	15/351		0.0450
18	15/352		0.0450
19	15/353		0.0450
20	15/354		0.0450
21	15/355		0.0450
22	15/356		0.0450
23	15/357		0.0450
24	15/358		0.0450
25	15/359		0.0489
26	15/360		0.0488
27	15/361		0.0488
28	15/362		0.0450
29	15/363		0.0450
30	15/364		0.0450
31	15/365		0.0450
32	15/366		0.0450

33	15/367		0.0450
34	15/368		0.0450
35	15/369		0.0450
36	15/370		0.0450
37	15/371		0.0450
38	15/372		0.0450
39	15/373		0.0465
40	15/374		0.0450
41	15/375		0.0450
42	15/376		0.0450
43	15/377		0.0465
44	15/378		0.0450
45	15/379		0.0450
46	15/380		0.0905
47	15/381		0.0681

SECTION III - SCHEDULE OF ITEMS AND PRICES
TENDER NO: UCSC/05/2014
TITLE: TENDER FOR SALE OF UKULIMA SACCO SOCIETY LTD HOUSES IN
ELDORET.

Item No.	Location of Property	Description/ status of Property	LR. No. of Property	Acreage (hectares)	Total Tender Price (Kshs)	Required Deposit 20% of Bided Price (Kshs) payable within 14 days after award.
1.	The property is situated within Eldoret rural housing Estate a few metres to the west of Huruma sub district Hospital	Improved Houses	As indicated above	As indicated above	-	

NOTE:
For detailed description of the property, see Section V of the Tender Document.

SECTION IV - EVALUATION CRITERIA

1. The property and its improved unit houses are being offered for sale free of any encumbrances;
2. Purchasers are expected to have viewed the property;
3. The sale is subject to a reserve price;
4. Ukulima Sacco Society Limited reserves the right to accept or reject any tender in whole and is not bound to accept any tender or give reasons for its decision;
5. Late bids shall be rejected. Modification of bids or withdrawal after submission shall not be allowed;
6. The sale shall be subject to the terms set out in the tender document;
7. All bidders shall be informed in writing of the outcome of their bid(s);
8. The decision of the Tender committee shall be final;
9. The tender documents **MUST** be accompanied by a copy of the Society's official receipt to signify the payment of the tender fee;
10. The bidder(s) are required to attach to their bids copies of supporting documents as follows:
 - a) Individual bidders - National Identity card and PIN certificate.
 - b) Companies - Certificate of Registration / Incorporation, Copy of Memorandum and Articles of association, VAT and PIN certificate.

- 4.1 Bidders are supposed to tender for all houses and the available space as a whole and not as single units
- 4.2 Successful bidder is required to pay a deposit of 20% of the tendered price within 14 days upon notification of acceptance of their bids and the balance before the expiry of 60 days sale period.
- 4.3 If there is an administrative review, the review procedures shall be followed.
- 4.4 Tenderers will take possession of the property after making full payment and transfer process completed.
- 4.5 The procuring entity will retain confidential reserve prices for the whole property and its improved unit houses. If the tendered price is below the reserve price then the plot will be retained by the procuring entity.
- 4.6 Preference shall be given to Institutions or Individuals who may want to pay all the tendered sum for the whole property at once subject to the reserve price
- 4.7 Tender Security of 2% of the tendered sum is required in a form of a Bankers cheque from a reputable Bank
- 4.8 Any Tenderer who Tenders for specific Houses or for part of the property shall automatically be disqualified**

FINANCIAL EVALUATION

LEASES AND PLOT SIZES.

NO.	PLOT NO.	TITLE NO.	APPROX. SIZE (Hectares)	TENDERED SUM FOR THE WHOLE PROPERTY
1	15/335	99 year lease as from 1/4/1983	0.0746	
2	15/336	ALL	0.0450	
3	15/337		0.0522	
4	15/338		0.0450	
5	15/339		0.0450	
6	15/340		0.0450	
7	15/341		0.0450	
8	15/342		0.0450	

9	15/343		0.0450	
10	15/344		0.0450	
11	15/345		0.0450	
12	15/346		0.0450	
13	15/347		0.0450	
14	15/348		0.0450	
15	15/349		0.0450	
16	15/350		0.0450	
17	15/351		0.0450	
18	15/352		0.0450	
19	15/353		0.0450	
20	15/354		0.0450	
21	15/355		0.0450	
22	15/356		0.0450	
23	15/357		0.0450	
24	15/358		0.0450	
25	15/359		0.0489	
26	15/360		0.0488	
27	15/361		0.0488	
28	15/362		0.0450	
29	15/363		0.0450	
30	15/364		0.0450	
31	15/365		0.0450	
32	15/366		0.0450	
33	15/367		0.0450	
34	15/368		0.0450	
35	15/369		0.0450	
36	15/370		0.0450	
37	15/371		0.0450	
38	15/372		0.0450	
39	15/373		0.0465	
40	15/374		0.0450	
41	15/375		0.0450	
42	15/376		0.0450	
43	15/377		0.0465	
44	15/378		0.0450	
45	15/379		0.0450	
46	15/380		0.0905	
47	15/381		0.0681	

SECTION V - STANDARD FORMS

Notes on Standard Forms

- 5.1 The form of tender, the confidential business questionnaire form and the tender deposit commitment declaration form **must be completed** by the tenderers and returned with the tender. Failure to complete any of these forms will lead to the disqualification of the tenderer.

TENDER NO: UCSC/01/2015

TITLE: TENDER FOR SALE OF PROPERTY AND ITS UNIT HOUSES IN ELDORET.

1. PARTICULARS OF THE PROPERTY,IT HAS 46 UNIT HOUSES, A COMMON PLAY GROUND, GUARDS TOILETS AND MAIN GATES.

L. R. Numbers and plot Numbers as listed above

Location: The property is located on a prime area within Eldoret at rural Housing Estate. It is easily identified as Ukulima Housing Estate and is situated a few metres to the west of Huruma Sub district Hospital.

Area Size: The Plots measures approximately as indicated above.

User: **Tenants are occupying some of those houses at the moment.**

Services: The Plot is served with water, sewer connections and Electricity

Description: The plot is rectangular shaped, red soil with boundaries marked by building lines and beacons. The property has 46 unit Houses, a playground, guards toilets and a main gate entrance all houses have its own compound and gate.

Viewing: This can be arranged through the Branch Chairman and the Fosa Branch Manager Eldoret situated at sirikwa Hotel during working hours (Mon-Fri).

Sale Condition: The Property and its unit Houses are free of any encumbrances and some Houses are currently being occupied by Ukulima Sacco society tenants. It will be released to the successful bidder or successful bidders upon the full payment of the purchase price followed by successful registration of the Transfer in the name of the bidder.

Purchase

Condition: The successful bidder will be expected to pay **20% of the purchase price** in a banker's cheque on receipt of letter of offer within (14) fourteen days and the balance within **60 sixty days** therefrom. If the Successful bidder does not pay in full the purchase price within the period **sixty (60) days** they will forfeit 10% of the deposit paid.

Extension

Condition Any extension request of payment of the deposit or the balance of the tendered price shall only be granted if the successful bidder requests the extension before the expiry of the given period and the extension shall not exceed **thirty (30) days** from the date of expiry

**Transfer of
Registration:** The Society will **ONLY** sign the Transfer documents upon receipt of the **full payment of the purchase price** to its Lawyers.

NB. All Houses and the open space have individual titles

5.1.1 FORM OF TENDER

ITEM No 1 : BID FOR PURCHASE OF ALL ELDORET HOUSES AND AVAILABLE OPEN SPACE

Date: _____
Tender No. _____

To: Ukulima Sacco Society limited
P.O.Box44071 – 00100
Nairobi - Kenya

Gentlemen and/or Ladies:

1. Having examined the tender document..
Nos.[insert numbers]. The receipt of which is hereby duly
acknowledged, we the undersigned, offer to purchase and collect all the items/property
offered to us in conformity with the said tender documents for the sum of
.....[total tender
amount in words and figures] 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 pay for and collect the items in
accordance with the requirements of the tender.

3. We agree to abide by the 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.

4. We understand that you are not bound to accept the highest or any tender that you
may receive.

Dated this _____ day of _____ 20 _____

Name

Address.....

Telephone No.....Cell No.....

[signature] [in the capacity of]
Duly authorized to sign tender for and on behalf of _____

5.2 Confidential Business Questionnaire Form

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

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

Part 1 – General

Business Name
.....

Location of business Premises
.....

Plot No. Street/Road
.....

Postal Address Tel No.
.....

Nature of business
.....

Current Trade Licence No. Expiring
date

Maximum value of business which you can handle at any one time Kshs
.....

Name of your bankers Branch
.....

Part 2 (a) – Sole Proprietor

Your Name in full Age
.....

Nationality Country of origin
.....

* Citizenship details
.....

	Part 2 (b) Partnership																																								
Given details of partners as follows:																																									
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2.																																					
3.																																					
4.																																					
Part 2 (c) – Registered Company																																									
Private or Public																																									
State the nominal and issued capital of company – Nominal Kshs. Issued Kshs.																																									
Given details of all directors as follows																																									
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Date	Seal/Signature of Candidate																																								

5.4. LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

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