



THE AGRICULTURAL SOCIETY OF KENYA
“Your Agricultural and Trade Partner of
Choice”

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REQUEST FOR PROPOSAL DOCUMENT

**REQUEST FOR PROPOSAL FOR PROVISION OF
AUCTIONEERING SERVICES FOR AGRICULTURAL SOCIETY
OF KENYA FOR THE PERIOD OF TWO (2) YEARS, 2027-2028.**

**REQUEST FOR PROPOSAL (RFP) NO. ASK/AUCT/002/2027-
2028**

CLOSING DATE: 25th NOVEMBER 2026,12.00PM

OPENING DATE: 25th NOVEMBER 2026,2.00PM

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SECTION 1. INVITATION TO TENDER

PROCURING ENTITY: AGRICULTURAL SOCIETY OF KENYA

RE: REQUEST FOR PROPOSAL FOR PROVISION OF AUCTIONEERING SERVICES FOR AGRICULTURAL SOCIETY OF KENYA FOR THE PERIOD OF TWO (2) YEARS

1. The Agricultural Society of Kenya (A.S.K) invites sealed Proposals from eligible and interested candidates for the Provision of Auctioneering Services for the Period 2026- 2028

NO	DESCRIPTION	ELIGIBILITY	CLOSING DATE AND TIME	OPENING DATE AND TIME
1.	ASK/AUCT/002/2027-2028 PROVISION OF AUCTIONEERING SERVICES FOR A PERIOD OF TWO (2) YEARS	OPEN TENDER	25 TH NOVEMBER 2026, 12.00PM	25 TH NOVEMBER 2026,2.00PM

The Agricultural Society of Kenya is a body corporate duly constituted under the Trustees (Perpetual Succession) Act Cap. 164 Laws of Kenya. The Society is well positioned to help Kenyans address the changing agricultural needs of her people through provision of platforms for exhibitions and networking.

2. OBJECTIVES

The Society aims at achieving the following objectives in all its **16 branches** countrywide:

- (a) Certified auctioneer services, including the valuation, seizure, storage, marketing, and public auction of secured or attached assets in accordance with Kenyan laws.
- (b) **Pre-Auction Services:** Inventory tagging, cataloging, photography, and digital/physical marketing or advertising plan development.
- (c) **Auction Execution:** Conducting live, online, or simultaneous hybrid (live/virtual) auctions, securing necessary permits, and managing bidder registration and deposits.

(d) **Post-Auction Services:** Collection of proceeds, financial reporting, computerized inventory reconciliation, and secure asset storage prior to sale.

(e) Immediate Remittance of collected funds to the Society and detailed monthly reporting on account statuses.

3. A complete set of bidding documents in English may be obtained from A.S.K'S Website : www.ask.co.ke free of charge.
4. The tenderer shall chronologically serialize all pages of the tender documents submitted.
5. Submission should strictly be done via Tender box provided at **AGRICULTURAL SOCIETY OF KENYA, JAMHURI PARK SHOWGROUND AT THE CHIEF EXECUTIVE OFFICE.**
6. Bids will be opened on the time specified and Bidders or their representatives are welcome to witness the opening at **Agricultural Society of Kenya, Jamhuri park Showground, Head Office, at CEO'S Boardroom.**
7. Tenders shall be quoted in **Kenya Shillings** and shall include all **taxes**. Tenders shall remain valid for 90 days from the date of opening of tenders.
8. Late tenders will be rejected and any canvassing or giving of false information will lead to automatic disqualification.
9. The method of selection is: **responsive and competitive bidder who meets both financial and technical evaluation.**
10. The address for submissions are:

AGRICULTURAL SOCIETY OF KENYA

CHIEF EXECUTIVE OFFICER

P. O. BOX 30176-00100

NAIROBI, KENYA

PHONE:(020)8070808/9

Email: info@ask.co.ke

BID DOCUMENT /ASK/AUCT/002/2027-2028

11. For each proposal, the Tenderer shall prepare 2 copies. Each **Technical Proposal** and **Financial Proposal** shall be marked "**ORIGINAL**" or "**COPY**" as appropriate. If there are any discrepancies between the original and the copies of the proposal, the **original** shall govern

Yours Faithfully,

A handwritten signature in black ink, appearing to read 'Batram Muthoka', with a large initial 'B' and a stylized 'M'.

Batram Muthoka, EBS
Chief Executive Officer

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give particulars indicated in **Part I** and **part 2** as is applicable in your type of business. You are advised that false information/particulars will result in automatic disqualification and render the tender void.

Part 1 – General Business Name -----
Location of business premises -----
Plots number -----Street/Road-----
Postal Address -----
Telephone number -----
Nature of business -----
Registration number -----
Trade license Number ----- Date of Expiry -----
Maximum value of Business you can handle Kshs -----
Name of your bankers -----
Branch/address -----

Part 2- Registered company Private or Public -----
State the normal and issued capital of the company:
Normal Kshs..... Issued Kshs.....
Details of the Directors: - Name Nationality/citizenship
Shares 1. -----
Shares 2. -----
Date: ----- Signature of Tenderer -----

Official stamp -----

SECTION II: - INFORMATION TO TENDERERS (ITT)

2.1 Introduction:

2.1.1 The Client named in the Appendix to “ITT”. will select a firm among those invited to submit proposals, in accordance with the method of selection detailed in the appendix. The method of selection shall be as indicated by the procuring entity in the Appendix.

2.1.2 The tenderers are invited to submit a Technical Proposal and a Financial Proposal, as specified in the Appendix “ITT”. for services required for the assignment named in the said Appendix. The proposal will be the basis for Contract negotiations and ultimately for a signed Contract with the selected firm.

2.1.3 The tenderers must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain first-hand information on the assignment and on the local conditions, tenderers are encouraged to liaise with the Client regarding any information that they may require before submitting a proposal. tenderers should contact the officials named in the Appendix “ITT”. to arrange for any visit or to obtain additional information before proposals are submitted. tenderers should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.

2.1.4 The Client will provide the inputs specified in the Appendix “ITT”. and assist the tenderers in obtaining licenses and permits needed to carry out the services and make available relevant project data and reports.

2.1.5 Please note that (i) the costs of preparing the proposal and of negotiating the Contract, including any visit to the Client are not reimbursable as a direct cost of the assignment; and (ii) the Client is not bound to accept any of the proposals submitted.

2.1.6 The Agricultural Society of Kenya’s employees, committee members, board members and their relative (spouse and children) are not eligible to participate.

2.2 Clarification and Amendment of RFP Documents:

2.2.1 tenderers may request for a clarification of any of the RFP documents only up to seven [7] days before the proposal submission date. Any request for clarification must be sent in writing by paper mail or electronic mail to the Client’s address indicated in the Appendix “ITT”. The Client will respond by paper mail or electronic mail to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all invited tenderers who intend to submit proposals.

2.2.2 At any time before the submission of proposals, the Client may for any reason, whether at his own initiative or in response to a clarification requested

by an invited firm, amend the RFP. Any amendment shall be issued in writing through addenda. The Addenda shall be sent by paper mail or electronic mail to all invited tenderers and will be binding on them. The Client may at his discretion extend the deadline for the submission of proposals.

2.3 Preparation of Technical Proposals:

2.3.1 The tenderers proposal shall be written in English language.

2.3.2 In preparing the Technical Proposal, tenderers are expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.

2.3.3 While preparing the Technical Proposal, tenderers must give particular attention to the following:

(i) If a firm considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture or sub-consultancy as appropriate. Any firms associating in contravention of this requirement shall automatically be disqualified.

(ii) For assignments on a staff-time basis, the estimated number of professional staff-time is given in the Appendix. The proposal shall however be based on the number of professional staff-time estimated by the firm.

(iii) It is desirable that the majorities of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relationship with it.

(iv) Proposed professional staff must have a minimum experience indicated in Appendix, preferably working under conditions similar to those prevailing in Kenya.

(v) Alternative professional staff shall not be proposed and only one Curriculum Vitae (CV) may be submitted for each position.

2.3.4 The Technical Proposal shall provide the following information using the attached Standard Forms;

(i) A brief description of the firm's organization and an outline of recent experience on assignments of a similar nature. For each assignment the outline should indicate *inter alia*, the profiles of the staff involved, duration of the assignment, contract amount and the firm's involvement.

(ii) Any comments or suggestions on the Terms of Reference, a list of services and facilities to be provided by the Client.

(iii) A description of the methodology and work plan for performing the assignment.

(iv) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member and their timing.

(v) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal. Key information should include number of years working for the firm/entity and degree of responsibility held in various assignments.

(vi) Estimates of the total staff input (professional and support staff staff-time) needed to carry out the assignment supported by bar chart diagrams showing the time proposed for each professional staff team member.

(vii) A detailed description of the proposed methodology, staffing and monitoring of training.

(viii) Any additional information requested in Appendix "ITT".

2.3.5 The Technical Proposal shall not include any financial information.

2.4 Preparation of Financial Proposal

2.4.1 In preparing the Financial Proposal, tenderers are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms (Section IV). It lists all costs associated with the assignment including; (a) remuneration for staff (in the field and at headquarters), and; (b) reimbursable expenses such as subsistence (per diem, transportation services and training. If appropriate these costs should be broken down by activity.

2.4.2 The Financial Proposal should clearly identify as a separate amount, the local taxes, duties, fees, levies and other charges imposed under the law on the tenderers, the sub-contracted and their personnel, unless Appendix "ITT" specifies otherwise.

2.4.3 tenderers shall express the costs of their services in Kenya Shillings, unless Appendix "ITT" specifies otherwise.

2.4.5 The Proposal shall remain valid for **90 days** after the submission date. during this period, the tenderers is expected to keep available, at his own cost, the professional staff proposed for the assignment. The Client will make his best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the tenderers shall agree to the extension.

2.5 Submission, Receipt, and Opening of Proposals

2.5.1 The original proposal shall be prepared in indelible ink. It shall contain no interlineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the persons or person authorized to sign the proposals.

2.5.2 For each proposal, the tenderers shall prepare 2 copies. Each Technical Proposal and Financial Proposal shall be marked **“ORIGINAL”** or **“COPY”** as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original shall govern.

2.5.3 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked **“TECHNICAL PROPOSAL,”** and the original and all copies of the Financial Proposal in a sealed envelope clearly marked **“FINANCIAL PROPOSAL”** and warning: **“DO NOT OPEN UNTIL {25TH NOVEMBER 2026, 2.00PM}** in the presence of Tender Opening Committee.”

2.5.4 The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in the Appendix “ITT”. Any proposal received after the closing time for submission of proposals shall be returned to the respective tenderers unopened.

2.6 Proposal Evaluation General

2.6.1 From the time the bids are opened to the time the Contract is awarded, if any tenderers wish to contact the Client on any matter related to his proposal, he should do so in writing at the address indicated in the Appendix “ITT”. Any effort by the firm to influence the Client in the proposal evaluation, proposal comparison or Contract award decisions may result in the rejection of the consultant’s proposal.

2.7 Evaluation of Technical and Financial Proposals:

2.7.1 The evaluation committee, appointed by the Client shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub criteria and point system specified in the Appendix “ITT”.

Each responsive proposal will be given a technical score (TS). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Appendix “ITT”.

2.8. Public Opening of Proposals:

2.8.1 After Proposal evaluation, the Client shall notify those tenderers whose proposals did not meet the minimum qualifying mark or were considered. Non-responsive bids to the RFP and Terms of Reference, indicating that their Proposals will be returned after completing the selection process. The Client shall simultaneously notify the tenderers who have secured the minimum qualifying mark, indicating the date and time set for opening the Proposals and stating that the opening ceremony is open to those tenderers who choose to attend. The notification may be sent by paper mail or electronic mail.

2.8.2 The Proposals shall be opened publicly in the presence of the tenderers representatives who choose to attend. The name of the consultant, the technical scores and the proposed prices shall be read aloud and recorded when the Proposals are opened. The Client shall prepare minutes of the public opening.

2.8.3 The evaluation committee will determine whether the financial proposals are complete i.e. whether the consultant has costed all the items of the corresponding Technical Proposal and correct any computational errors. The cost of any unpriced items shall be assumed to be included in other costs in the proposal.

2.8.5 tenderers who score the minimum technical score of **70%** and above shall be considered for financial evaluation / analysis and the lowest bid price will be considered for award.

2.8.6 The tender evaluation committee shall evaluate the proposal within 30 days from the date of opening the proposals.

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

2.9 Negotiations

2.9.1 Negotiations will be held at the same address as “address to send information to the Client” indicated in the Appendix “ITT”. The aim is to reach agreement on all points and sign a contract.

2.9.2 Negotiations will include a discussion of the Technical and Financial Proposal, the proposed methodology and work plan, staffing and any suggestions made by the firm to improve the Terms of Reference. The Client and firm will then work out final Terms of Reference, staffing and bar charts indicating activities, staff periods in the field and in the head office, staff-months, logistics and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the “Description of Services” and form part of the Contract.

Special attention will be paid to getting the most the firm can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the assignment.

2.9.3 Unless there are exceptional reasons, the financial negotiations will not involve the remuneration rates for staff (no breakdown of fees).

2.9.4 Having selected the firm on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, the Client will require assurances that the experts will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the firm may be disqualified.

2.9.5 The negotiations will conclude with a review of the draft form of the Contract. To complete negotiations the Client and the selected firm will initial the agreed Contract. If negotiations fail, the Client will invite the firm whose proposal received the second highest score to negotiate a contract.

2.9.6 The procuring entity shall appoint a team for the purpose of the negotiations.

2.10 Award of Contract

2.10.1 The Contract will be awarded following negotiations. After negotiations are completed, the Client will promptly notify other tenderers on the shortlist that they were unsuccessful and return the Proposals of those tenderers were not successful.

2.10.2 The selected firm is expected to commence the assignment on the date and at the location specified in Appendix "ITT".

2.10.3 The parties to the contract shall have it signed within 14 days from the date of notification of contract award unless there is an administrative review request.

2.10.4 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

2.10.5 The procuring entity 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.

2.10.6 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.

2.11 Confidentiality

2.11.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the tenderers who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the Contract.

2.12 Corrupt or fraudulent practices

2.12.1 The procuring entity requires that the tenderers observe the highest standards of ethics during the selection and award of the consultancy contract and also during the performance of the assignment. The tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

2.12.2 The procuring entity will reject a proposal for award if it determines that the consultant recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

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

Appendix to Information to Tenderers (ITT)

The following information for procurement of Auctioneering services and selection of tenderers shall complement or amend the provisions of the information to tenderers, wherever there is a conflict between the provisions of the information and to the tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the information to tenderers.

2.1.1 a. The name of the Client is: **AGRICULTURAL SOCIETY OF KENYA**

b. The method of selection is: **responsive and competitive bidder who meets both financial and technical evaluation.**

2.1.2 Technical and Financial Proposals are requested for: **Provision of Auctioneering services for the Period 2027-2028.**

2.1.3 The name(s), address(es) and telephone numbers of the Client's official(s) are:

**AGRICULTURAL SOCIETY OF KENYA
CHIEF EXECUTIVE OFFICER
P. O. BOX 30176-00100
NAIROBI, KENYA
PHONE: 020-8070808/9
Email: info@ask.co.ke
BID DOCUMENT ASK/AUCT/002/2027 -
2028**

2.1.4 The Client will provide the following inputs: **Information regarding the assignment will be provided to the successful firm.**

2.2.1 Clarifications may only be requested up to seven (7) days before the submission date.

Bidders requiring clarification shall submit questions in writing through the official A.S.K Tender email address specified in this RFP.

A.S.K. may issue clarifications or addenda to all participating bidders where appropriate.

CLARIFICATION DEADLINE: Monday, 16th November, 2026

OFFICIAL CONTACT/EMAIL: tender@ask.co.ke

EVALUATION CRITERIA

2.7.1 The number of points to be given under each of the evaluation criteria are:

a) MANDATORY REQUIREMENTS

These are mandatory requirements and bidders are expected to provide all the documents in order proceed to the next stage of evaluation. This stage shall be evaluated on a PASS/FAIL basis.

Sno.	Particulars	PASS/FAIL(✓/X)
1.	1 Original and 1 copy of Tender document MUST be paginated/ serialized /Numbered sequentially on all pages including attachments from the beginning of the document to the end. This includes ALL the attachments submitted by the bidder and ALL the pages already paginated by Agricultural Society of Kenya (A.S.K).	
2.	Submission of a sealed financial proposal envelope, clearly Labelled, signed and stamped, Original and Copy.	
3.	Submission of technical proposal form dully filled, signed and stamped, Original and Copy.	
4.	Confirmation of Directors- CR12 for limited companies, CR.13 for partnerships or National Identity card/Passport for sole proprietor.	
5.	Copy of Certificate of Incorporation/Registration	
6.	Submission of Valid Tax compliance certificate (Expired tax compliance certificates will not be accepted) or a tax exemption certificate from KRA	
7.	A list of five (5) major Clients, description of the assignment, date, duration of the assignment and contact details of persons in client's organization who supervised the assignment (name of the person, telephone and email address);	
8.	Submission of Dully filled and signed Confidential business questionnaire as Provided.	
9.	Attach Audited Accounts for the last three financial years (2023,2024 and 2025)	
10.	Must submit a Tender Security Kenya Shillings Fifty Thousand Only (KES. 50,000.00) valid for 90 days from tender closing date in the form of a guarantee issued by a financial institution approved and licensed by the Central Bank of Kenya (CBK) or by an Insurance Company registered and licensed by the Insurance Regulatory Authority (IRA) addressed and payable to the Chief Executive Officer A.S.K	

11.	Must Provide Current License of Registration from the Auctioneers Licensing Board under Auctioneers Act Cap 526 Class B	
12.	Must attach a copy of the Power of Attorney except for sole proprietors.	
13.	MUST Provide evidence of ATLEAST Three (3) LPOS or contracts at least Kshs. 200,000 with firms / organization you have offered similar services (Auctioneering services) within the last 3 years.	

Note: Failure to meet any of the above listed mandatory requirements shall lead the firm being declared as non-responsive, and hence shall not qualify to proceed to the Technical Evaluation stage.

B) TECHNICAL EVALUATION CRITERIA

The proposals submitted by the firms will be evaluated on the basis of the following technical evaluation criteria

No.	CRITERIA	MAX POINTS
1.	Experience: • Provide letters of reference/recommendations from five (5) major clients in the last Five (5) years supported by the contract/LSO. Recommendation letters should have Name, Contact and email address. • Each recommendation must be supported by contract (10 Marks) a total of 30 Marks) i) Three (3) or More contracts (30 marks) ii) Two (2) Contracts – (20 Marks) iii) One (1) Contract – (10 Marks) iv) Recommendation without contract (0 marks) The recommendation letters should be addressed to the A.S.K Chief Executive Officer with the following details Contact Name, Telephone No. and Email address of the clients.	30

2.	Qualification and Experience of Team leaders and key technical staff. Attach CVs of the personnel: Must provide qualifications and experience (profiles) of at least three (3) key members of staff who will handle the assignment i. At least a Degree in related field and five years of experience in Auctioneering Services (15 Marks) ii. At least a Diploma in related field and five (5) years of experience in Auctioneering Services (10 Marks) iii. At least a Certificate in related field and five years of experience in Auctioneering Services (5 Marks)	30
4	Other minimum five (5) extra services offered, Each service 2 Marks	10
	TOTAL	70

The minimum score to proceed to financial evaluation stage is **55 points** and above out 70 points

C) **FINANCIAL PROPOSAL**

1. In preparing the Financial Proposal, the firms are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms provided herein. It lists all costs associated with the assignment.
2. The Financial Proposal should include all applicable taxes and levies.
3. Firms shall express the price of their services in **Kenya Shillings**.
4. The Proposal must remain valid for **90 days** after the submissions' closing date. During this period, the firm is expected to keep available, at its own cost, the professional staff proposed for the assignment. AGRICULTURAL SOCIETY OF KENYA will make its best effort to complete evaluation, contract award and negotiations processes within this period. If A.S.K wishes to extend the validity period of the proposals, the firm which will not agree, have the right not to extend the validity of their proposals.
5. The financial proposals must comply with the law governing the profession of the firm.

OPENING AND EVALUATION OF FINANCIAL PROPOSAL

1. After the evaluation of the Technical Proposals, A.S.K shall disqualify the proposals that did not meet the minimum qualifying mark or were considered non-responsive to the RFP and Terms of Reference, from any further evaluation. A.S.K shall thereafter open and evaluate the financial proposals for the firms that will pass the technical criteria.
2. The Evaluation Committee will determine whether the financial proposals are complete (that is whether the firm has costed all the items of the corresponding Technical Proposal). The cost of any unpriced items shall be assumed to be included in other costs in the proposal. In all cases, the total price of the Financial Proposal as submitted shall prevail. Contract price variation is not allowed.

CRITERIA FOR EVALUATION AND SCORING OF FINANCIAL PROPOSALS

Tenderers will be expected to quote in KES, inclusive of all taxes.

Work Description	Amount (Kshs)
Fees Charged for each Expected Auctioning Task to be Given	
Disbursements	
Taxes	
Total	

Tenderers are also expected to indicate their proposed payment schedule.

DUE DILIGENCE

The procuring entity **MAY carry** out due diligence to verify the accuracy of the information provided and past performance of the lowest evaluated tenderer. Any inconsistencies noted in any of the above requirements and unsatisfactory performance shall lead to automatic disqualification.

SECTION IV - TENDERING FORMS

1. Form of Tender – Technical Proposal Form

(Amended and issued pursuant to PPRA CIRCULAR No. 02/2022)

INSTRUCTIONS TO TENDERERS

- i) *All italicized text is to help the Tenderer in preparing this form.*
- ii) *The Tenderer must prepare this Form of Tender on stationery with its letterhead clearly showing the Tenderer's complete name and business address. Tenderers are reminded that this is a mandatory requirement.*
- iii) *Tenderer must complete and sign CERTIFICATE OF INDEPENDENT TENDER DETERMINATION and the SELF DECLARATION FORMS OF THE TENDERER as listed under (o) below.*

Date of this Tender submission:[insert date (as day, month and year) of Tender submission] **Tender Name** **and**

Identification:[insert

identification] **Alternative** **No.:**[insert

identification No if this is a Tender for an alternative]

To.....[Insert complete name of Procuring Entity]

We, the undersigned Tenderer, hereby submit our

Tender, in two parts, namely:

- i) The Technical Proposal, and
- ii) The Financial Proposal.

In submitting our Tender, we make the following declarations:

- a) **No reservations:** We have examined and have no reservations to the Tendering Document, including Addenda issued in accordance with Instructions to Tenderers (ITT 8);
- b) **Eligibility:** We meet the eligibility requirements and have no conflict of interest in accordance with ITT 4;
- c) **Tender-Securing Declaration:**
We have not been debarred by the Authority based on execution of a Tender-Securing Declaration or Tender Securing Declaration in Kenya in accordance with ITT 4.8;
- d) **Conformity:** We offer to supply in conformity with the Tendering Document and in accordance with the Schedules specified in the Schedule of Service Requirements the

following Management Services: *[insert a brief description of the Management Services]*;

- e) **Tender Validity Period:** Our Tender shall be valid for the period specified in TDS ITT 20.1 (as amended, if applicable) from the date fixed for the Tender submission deadline specified in TDS ITT 23.1 (as amended, if applicable), and it shall remain binding upon us, and may at any time before the expiration of that period;
- f) **Performance Security:** If our Tender is accepted, we commit to obtain a performance security in accordance with the Tendering Document;
- g) **One Tender per Tenderer:** We are not submitting any other Tender(s) as an individual Tenderer, and we are not participating in any other Tender(s) as a Joint Venture member or as a subcontractor, and meet the requirements of ITT 4.4.
- h) **Suspension and Debarment:** We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the PPRA. Further, we are not ineligible under the Kenya laws or official regulations or pursuant to a decision of the United Nations Security Council;
- i) **State-owned enterprise or institution:** *[select the appropriate option and delete the other] [We are not a state-owned enterprise or institution]/[We are a state-owned enterprise or institution but meet the requirements of ITT 4.7];*
- j) **Binding Contract:** We understand that this Tender, together with your written acceptance thereof included in your Form of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- k) **Not Bound to Accept:** We understand that you are not bound to accept the lowest evaluated cost Tender, the Lowest Evaluated Tender or any other Tender that you may receive; and
- l) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.
- m) We undertake to adhere by the Code of Ethical Conduct for Persons Participating in Public Procurement and Asset Disposal Activities in Kenya, copy available from ***www.pppra.go.ke*** during the procurement process and the execution of any resulting contract.
- n) **Beneficial Ownership Information:** We commit to provide to the procuring entity the Beneficial Ownership Information in conformity with the Beneficial Ownership Disclosure Form upon receipt of notification of intention to enter into a contract in the event we are the successful tenderer in this subject procurement proceeding.
- o) We, the Tenderer, have duly completed, signed and stamped the following Forms as part of our Tender:
 - i) Tenderer's Eligibility; Confidential Business Questionnaire – to establish we are not in any conflict to interest.
 - ii) Certificate of Independent Tender Determination – to declare that we

completed the tender without colluding with other tenderers.

- iii) Self-Declaration of the Tenderer—to declare that we will, if awarded a contract, not engage in any form of fraud and corruption.
- iv) Declaration and commitment to the code of ethics for Persons Participating in Public Procurement and Asset Disposal Activities in Kenya,

Further, we confirm that we have read and understood the full content and scope of fraud and corruption as informed in “**Appendix 1- Fraud and Corruption**” attached to the Form of Tender.

Name of the Tenderer: *[insert complete name of Tenderer]

Name of the person duly authorized to sign the Tender on behalf of the Tenderer: **
[insert complete name of person duly authorized to sign the Tender]

Title of the person signing the Tender: [insert complete title of the person signing the Tender] **Signature of the person named above:** [insert signature of person whose name and capacity are shown above] **Date signed** [insert date of signing] **day of** [insert month], [insert year]

*: In the case of the Tender submitted by a Joint Venture specify the name of the Joint Venture as Tenderer.

**: Person signing the Tender shall have the power of attorney given by the Tenderer. The power of attorney shall be attached with the Tender Schedules.

1. TENDERER'S ELIGIBILITY - CONFIDENTIAL BUSINESS QUESTIONNAIRE

Instructions to Tenderer

Tender is instructed to complete the particulars required in this Form, *one form for each entity if Tender is a JV*. Tenderer is further reminded that it is an offence to give false information on this Form.

Tenderer's details

	ITEM	DESCRIPTION
1	Name of the Procuring Entity	
2	Name of the Tenderer	
3	Full Address and Contact Details of the Tenderer.	1. Country 2. City 3. Location 4. Building 5. Floor 6. Postal Address 7. Name and email of contact person.
4	Reference Number of the Tender	
5	Date and Time of Tender Opening	
6	Current Trade License No and Expiring date	

7	Maximum value of business which the Tenderer handles.	
8		

General and Specific Details

Sole Proprietor, provide the following details.

Name in full _____ Age _____

Nationality _____ Country of Origin _____

Citizenship _____

Partnership, provide the following details.

	Names of Partners	Nationality	Citizenship	% Shares owned
1				
2				
3				

Registered Company, provide the following details.

i) Private or public Company _____

ii) State the nominal and issued capital of the Company-

Nominal Kenya Shillings (Equivalent).....

Issued Kenya Shillings (Equivalent).....

iii) Give details of Directors as follows

	Names of Director	Nationality	Citizenship	% Shares owned
1				
2				
3				

2. DISCLOSURE OF INTEREST- Interest of the Firm in the Procuring Entity.

i) Are there any person/persons in..... ? (*Name of Procuring Entity*) who has an interest or relationship in this firm?

Yes/No..... If yes,

	Names of Person	Designation in the Procuring Entity	Interest or Relationship with Tenderer
1			
2			
3			

provide details as follows.

(ii) **Conflict of interest disclosure**

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly controls, is controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tender has a relationship with another tenderer, directly or through common third parties, that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process.		
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender Document.		
7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the such Contract.		

9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract.		
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CERTIFICATION

On behalf of the Tenderer, I certify that the information given above is correct.

Full Name..... Title or

Designation

(Signature)

(Date)

IMPORTANT NOTES TO BIDDERS

Bidders are responsible for understanding the scope of this RFP and complying with the requirements specified in it. Bidders must provide accurate responses to all requirements within this document. References to external documents or websites will not be considered.

Failure to comply with any of the requirements in this RFP may result in the rejection of the bidder's proposal. The responses of the bidder to this RFP will become the property of A.S.K, which reserves the right to use any information in the proposal to its benefit.

INSTRUCTIONS

1. The response document must be fully and comprehensively completed in all respects.
2. All documents must be submitted in English.
3. You may be asked to clarify your answers or provide more details.
4. A.S.K will examine the documents to determine completeness, general orderliness, and adequacy of response. Failure to fully complete this questionnaire and/or to provide written answers to any further questions or requested additional information for clarification will result in the supplier's elimination from further consideration.
5. Please note that by responding to this questionnaire you accept that all answers provided in this questionnaire are LEGALLY BINDING and should a need arise, may be used as evidence in any court of law. Further A.S.K reserves the right without further recourse to verify at its own cost the accuracy of any answers provided therein.
6. Information given by applicants shall be treated in strict confidence.
7. Applicants to note that this DOES NOT amount to any contractual obligation on the part of A.S.K and A.S.K is not obliged to place orders with any of the respondents to this RFP.
8. Where insufficient space has been provided, additional answers may be submitted as supplementary on separate sheet bearing rubberstamp and signature of a senior person in the Organization.
9. The original document shall be prepared in indelible ink. It shall not contain interlineations or overwriting, except as necessary to correct errors made by the supplier. Any such corrections must be initialed by the person(s) who sign(s) the document.
10. The completed document shall be signed off and initialed by authorized signatories of the organization.
11. Applicants will meet all costs associated with the preparation and submission of their applications.
12. Canvassing will lead to automatic disqualification of the applicant.
13. Submission should follow instructions given in the Invitation to Tender.
14. Late submissions will not be accepted. Any application(s) received after the date and time of closure will not be considered

DECLARATION

I/We have completed this form to the best of our knowledge and it is agreed that all responses can be substantiated if requested to do so.

I/We understand that any inaccuracy in the information filled herein will be used as a ground for removal or termination of the tender.

Signed and Sealed:

For and on behalf of: -

Positions in the Company

Date: