



BID DOCUMENT FOR THE DISPOSAL OF MOTOR VEHICLES

February 2024

OPEN BID NOTICE

IGAD Centre for Pastoral Areas and Livestock Development; [herein after referred as “ICPALD”] wishes to invite **sealed bids** for the items listed below from eligible individuals/ firms:

Description	Year of Manufacture	Registration No.	Cc Rating	Duty Status
Nissan Xtrail	2008	KBB 411T	2800cc	Not Paid
Toyota Land Cruiser (Prado)	2008	KX87A07	3000cc	Not Paid

The intended sale of the listed vehicles is by sealed bids on an “as is, where is basis” located at

ICPALD offices. Interested parties should deliver a completed bid document in a sealed envelope and drop it in the tender box at the ICPALD office, located at Kabete Vetlabs, Kapenguria Road, Off Waiyaki Way on or before **1200hrs 28th February 2024** addressed to:

The Director,

IGAD Centre for Pastoral Areas and Livestock Development

P.O Box 47824-00100

Nairobi

Interested bidders **MUST** fill in the acknowledgement form (refer below) and send to elvis.mutii@igad.int and icpald@igad.int.

There will be a public opening thereafter for bidders who will choose to attend.

ICPALD reserves the right to accept or reject any or all bids in whole or in part without the obligation to assign any reason for that decision.

INSTRUCTION TO BIDDERS

1. This invitation for bids is open to all bidders.
2. The bidder shall bear all costs associated with the preparation and submission of its bid, and ICPALD, shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the disposal process.
3. The bidder is expected to examine all instructions, forms and terms in the bid documents and complete the forms as required i.e., price schedule, bid form and the confidential business questionnaire. Failure to meet all the requirements of the bid will be at the bidder's risk and may result in bid rejection.
4. A prospective bidder requiring any clarification of the bid document may notify ICPALD by writing an email to elvis.mutii@igad.int and copy to icpald@igad.int with the subject as "Clarifications - Bid for Disposal of Motor Vehicles". All clarifications/questions should have been sent to this email address by 4.00pm 21st February 2024.
5. ICPALD will respond in writing to bidders by 4.00 PM, 23rd February 2024 on any clarifications that will have been sought.
6. The bidder shall indicate on the attached price schedule the unit prices for each of the interested items.
7. Prices quoted by the bidder shall be fixed during the bid validity period and not subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.
8. The price quoted shall be in Kenya Shillings (KES)
9. Bids shall remain valid for 60 days
10. Viewing of the bid items will be ongoing until 23rd February 2024 between 10.00AM to 4.00PM at ICPALD Offices.
11. Prospective bidders are encouraged to view the items at ICPALD Offices before they bid for each item. This will enable them to arrive at the most competitive bids. Bids are based on "AS IS WHERE IS CONDITION" and the conditions of the items are not warranted by the seller.
12. Any effort by the Bidder to influence the process will lead to automatic disqualification.
13. ICPALD will award the contract to the successful bidder(s) whose bid has been determined to be substantially responsive subject to the reserve prices for each item and discretion of ICPALD management.
14. ICPALD will notify the successful bidder in writing and the successful bidder will be required to make payment within seven days (7 days) of notification of award.
15. In the event the successful bidder fails to pay for the item(s) awarded, ICPALD shall notify, the person who had submitted the second highest bid who will be expected to make payment within seven days (7 days).

16. Where the item's duties and applicable taxes are not paid, the bidder(s) is/ are responsible to make the necessary payment to the tax authorities after payment of the bid price to ICPALD. In this regard, prospective bidders should verify the duty and taxes status for the items on offer.

17. Once the payment is received by ICPALD, the bidder will be expected to sign a sale agreement and undertake to collect the offered items immediately.

PRICE SCHEDULE

Description	Year of manufacture	REGISTRATION NO.	Quoted Amount (KES)
1. Nissan Xtrail	2008	KBB411T	
2. Toyota Land Cruiser (Prado)	2008	KX87A07	

Authorized Official/Person/Bidder

Name

Signature

Date

ACKNOWLEDGEMENT FORM

The Director,

IGAD Centre for Pastoral Areas and Livestock Development

P.O Box 47824-00100

Nairobi

Date:

Acknowledgement form

No. _____

RE: Invitation of Bids- Disposal of Motor Vehicles

Dear Sir,

1. I/We undertake, if our bid is accepted, to pay for and collect the items in accordance with the requirements of the bid.

2. I/We agree to abide by the bid for a period of _____ [number] days from the date fixed for bid opening of the instructions to bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

3. I/We understand that you are not bound to accept the highest or any bid that you may receive while awarding the bid to the successful bidder.

Dated this _____ day of _____ 20____ at _____

[Signature]

[In the capacity of/Title]

Duly authorized to sign bid for and on behalf of _____

CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated below and you are advised that it is a serious offence to give false information on this form:

Business Name or Name of individual

.....

Location of business premises or individual.

.....

Plot No..... Street/Road

.....

Postal Address Tel No.company

Mobile

E mail address.....Contact Person

.....Mobile.....

Nature of Business/ occupation of the individual

.....

Registration Certificate No or Identification number (ID No.)

.....

Name of your bankers

Branch.

END OF THE BID DOCUMENT FOR DISPOSAL OF MOTOR VEHICLES