



BID DOCUMENT FOR THE DISPOSAL OF MOTOR VEHICLES

June, 2024

TABLE OF CONTENTS

BID DOCUMENT FOR THE DISPOSAL OF MOTOR VEHICLES	1
OPEN BID NOTICE.....	3
INSTRUCTION TO BIDDERS.....	4
PRICE SCHEDULE	6
BID FORM.....	6

OPEN BID NOTICE

Watu – Kenya, wishes to invite sealed bids for the items listed below from eligible employees and the general public:

Vehicle Make/ Model	Year of Manufacture	Reg Number	CC Rating	Type
1.Toyota Hilux D/ Cab/LN 166	2005	KAU 991H	2779cc	Manual 4WD
2.Toyota Hilux S/ Cab/LN 167	2002	KAZ 119W	2980	Manual 4WD

The intended sale of the listed vehicles is by sealed bids on “as is, where is basis” located at Automan based in Nyali and Seas Motors Nakuru Respectively.

Interested parties should deliver a completed bid document Via the SRM portal www.srmhub.com on or before 5.30pm June 24, 2024

Tender document with detailed information and instructions may be viewed and downloaded from Watu www.watukenya.or.ke or **SRM eProcurement portal** www.srmhub.com

Bid Preparation and Submission

Watu has appointed SRM eprocurement to manage this project. The application and submission will be conducted electronically on SRM eProcurement Portal i.e. www.srmhub.com . Please follow the following steps to complete your application;

- 1.Join SRM for free via URL www.srmhub.com
2. Create a user account or log in with existing credentials
3. Under APPLY TENDER tab, express interest to review details of the tender from Watu
- 4.Click EXPRESS INTEREST to begin application:
 - i. Select your Category
 - ii. Respond to QUESTIONNAIRE
 - iii. UPLOAD requisite documents
 - iv. Pay the tender fees payment
 - v. SUBMIT response

Access to submit the application shall be automatically granted. There will be a refundable deposit of 3,000 shillings.

Watu 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 who are Watu Employees and general public.
2. The bidder shall bear all costs associated with the preparation and submission of its bid, and Watu, 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. Any retrospective bidder requiring any clarification after he/she Submits the bid document may notify Watu by writing an email to bids@watukenya.co.ke and admin@srmhub.com with the subject as "Clarifications - Bid for Disposal of Motor Vehicles". **All clarifications/questions should have been sent to this email address by 12.00 noon on June 21, 2024.**
5. **Watu will respond in writing to bidders by 5.00 PM, June 21, 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 30 days.
10. Viewing of the bid items will be ongoing until **June 21, 2024, between 10.00AM to 3.00PM** at the respective Garages indicated for each vehicle.
11. Prospective bidders are encouraged to view the items 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. Watu will award the Vehicle 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 Watu Management.
14. Watu 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, Watu 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 Watu. In this regard, prospective bidders should verify the duty and taxes status for the items on offer.
17. Once the payment is received by Watu, the bidder will be expected to sign a sale agreement and undertake to collect the offered items immediately.

PRICE SCHEDULE

Vehicle Make/ Model/Location	Registration	Reserved Price	Quoted amount (KES)
1. Toyota Hilux D/ Cab/LN 166 Viewing is at Nyali Automan	KAU 991H	350,000	
2. Toyota Hilux S/ Cab/LN 167 Viewing is at Nakuru Seas Motors	KAZ 119W	250,000	

Authorized Official/Person/Bidder

Name

Signature

Date

BID FORM

To Country Manager

Date: _____

Watu - Kenya,
P.O. Box ----,

Bid Purchase receipt.

00100 Nairobi

No. _____

RE: Self Declaration Form - Disposal of Motor Vehicles

Dear Sir/Madam,

Having examined the bid document, the receipt of which is hereby duly acknowledged, we the undersigned, offer to purchase and collect all the items offered to us in conformity with the said bid documents for the sum.

of _____ (figures) _____ (words)

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 _____

END OF THE BID DOCUMENT FOR DISPOSAL OF MOTOR VEHICLES