



TENDER NO. KPA/227/2025-26/PSM

**DISPOSAL OF SCRAP AND UNSERVICEABLE
ASSORTED ITEMS**

TENDER DOCUMENT

MAY 2026

KENYA PORTS AUTHORITY
P.O BOX 95246 - 80104
MOMBASA,
KENYA

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INVITATION TO TENDER

DATE: MAY 2026

TENDER NO. KPA/227/2025-26/PSM

TENDER NAME: DISPOSAL OF SCRAP AND UNSERVICEABLE ASSORTED ITEMS

1. The Kenya Ports Authority now invites sealed tenders from eligible candidates for DISPOSAL OF SCRAP AND UNSERVICEABLE ASSORTED ITEMS.
2. Interested eligible candidates may obtain further information at the address provided below. Items will be sold as they are, without any encumbrance.
3. Interested tenderers may inspect the goods to be sold during office hours **1000HOURS TO 1500HOURS ON FRIDAY 22ND MAY, 2026 AT KAPENGURIA, PROCUREMENT CONFERENCE ROOM.**
4. Tender documents may be viewed and downloaded for free from the KPA website www.kpa.co.ke. Tenderers who download the tender document must forward their particulars immediately to tenders@kpa.co.ke for records.
5. Enquiries can be made via email address: tenders@kpa.co.ke.
6. Tenderers will be required to pay in advance a refundable deposit as indicated in the Appendix to Instructions to tenderers.
7. All Tenders in **one original** plus **two copies of original**, properly filled in, and enclosed in plain envelopes must be marked as follows: -

TENDER NO. KPA/227/2025-26/PSM

DISPOSAL OF SCRAP AND UNSERVICEABLE ASSORTED ITEMS "DO NOT OPEN BEFORE 1000HOURS ON THURSDAY 28TH MAY 2026"

8. Completed tenders must be delivered to the address below on or before **1000HOURS ON THURSDAY 28TH MAY 2026**. Electronic Tenders *will not* be permitted.
9. Prices quoted should be net, must be in Kenya Shillings and shall remain valid for the period of 310 days from the closing date of the tender.
10. Tenders will be opened promptly after **1030HOURS ON THURSDAY 28TH MAY, 2026**. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address below.
11. Late tenders will be rejected.
12. The addresses referred to above are:

A. Address for Submission of Tenders.

- i) Tender Box located at the **BUS TERMINUS PORT MAIN PEDESTRIAN GATE NO. 8,**

KILINDINI, MOMBASA

- ii) THE HEAD OF PROCUREMENT & SUPPLIES
KENYA PORTS AUTHORITY
KIPEVU HEADQUARTERS 4TH FLOOR
FINANCE BLOCK III, DOOR BLK-3.4.3
KILINDINI MOMBASA
Phone: +254 (41) 2113600/ 2113999
E-mail: tenders@kpaco.ke

B. Address for Opening of Tenders.

- i) Procurement Conference Room
New Service Area (Kapenguria)
KILINDINI MOMBASA

13. KPA is committed to the fight against corruption and adheres to high standards of integrity in its business operations. Bidders and the general public are encouraged to report any unethical behavior immediately to any of the following anonymous hotline service: -

- Hotline number: **0794272376**
- Email: stopcorruption@kpa.co.ke
- KPA website www.kpa.co.ke under the Report corruption tab


Moses K. Sirgoi
MANAGER PROCUREMENT & CONTRACT MANAGEMENT
FOR: MANAGING DIRECTOR



VISION, MISSION, & CORE VALUES

Vision

World class ports of choice.

Mission

To provide efficient and competitive port services to facilitate global trade

Core Values

Customer Focus: Service excellence is key to our operations and we endeavor to exceed customer expectations.

Integrity: We uphold fairness, honesty, professionalism and transparency in all our undertakings.

Teamwork: We embrace team spirit in all that we do.

Care: We care for our staff, the communities around us and are sensitive to the environment

Innovation: The Authority will invest and leverage on research, development and innovation to ensure that the Kenya Ports stay ahead of the curve in improving efficiency in their processes.

Kenya Ports Authority

Environment, Health & Safety Policy

Kenya Ports Authority recognizes the impacts caused by our activities and services and therefore undertakes to employ environmentally friendly practices and to provide safe and healthy working and operating environment for all employees, contractors, customers, port users and visitors. KPA demonstrates this commitment through the implementation of an Integrated Management System based on ISO 14001:2015 and ISO 45001:2018.

To accomplish this commitment KPA shall:

1. Implement sound and environmentally friendly practices aimed at preventing pollution, efficient waste containment and management and protection of the environment from negative environmental impacts arising from all aspects of our operations.
2. Engage our stakeholders including but not limited to contractors, suppliers and business partners in a manner that will ensure compliance with EMS/OSH standards, designed procedures and other relevant legal requirements whilst encouraging them to protect the environment.
3. Comply with all applicable environmental and occupational health and safety legal and other requirements.
4. Eliminate hazards and reduce occupational health and safety risks in order to prevent work-related injuries and ill health.
5. Enhance consultation and participation of workers, and/or their representatives in development and roll-out of health and safety policies.
6. Educate and train employees and the community on safe working and environmentally friendly practices in order to create a culture of safety and sustainable environmental improvement and stewardship.
7. Regularly review and continually improve the EMS/OSH management system to enhance performance and to conform to changing trends.
8. Provide adequate funds and resources to accomplish the established EMS/OSH objectives and targets and for the maintenance and improvement of the Integrated Management System based on ISO 14001:2015 and ISO 45001:2018.

The Managing Director and Top Management of the Port are responsible and accountable for effective implementation of this Policy.



Capt. William K. Ruto, MBS, AFNI
MANAGING DIRECTOR

1st July 2024



KEBS ISO 9001:2015 Certified Org. No. 087

KENYA PORTS AUTHORITY

QUALITY AND INFORMATION SECURITY POLICY

Our Vision

"World-class ports of choice"

Our Quality And Information Security Policy Statement

We are committed to complying with the requirements of ISO 9001:2015 Quality Management System (QMS) and ISO 27001:2022 Information Security Management System (ISMS) Standards, applicable statutory regulations and aligning our management system policies and processes with Risk Management.

Our Strategic Objectives

1. Attain a customer satisfaction index of 75%
2. Improve port efficiency by 35%
3. Promote a safe and healthy working environment with zero accidents
4. Increase common transit market share by 7%
5. Increase profitability to KES 20 billion by 2027/2028
6. Increase employee productivity index to 2
7. Promote 100% compliance to legal and regulatory requirements and good governance principles

We shall;

- provide efficient and competitive port services to facilitate global trade through enhanced customer service, operational excellence, governance and the preservation of confidentiality, integrity, and availability of information
- ensure that this policy and Management System objectives are aligned to the Authority's Strategic Objectives
- effectively implement and continually improve our Management System policies, processes and capabilities
- review these objectives for suitability on an annual basis in accordance with the Authority's Performance Management Framework

Kenya Ports Authority shall ensure that the Quality & Information Security Objectives are established at relevant functions and processes with the organisation.



Capt. William Ruto, AFNI
MANAGING DIRECTOR

Date: 28th August 2023



KEBS ISO 9001:2015 Certified Org. No. 087

SECTION I - INSTRUCTIONS TO TENDERERS

1. Eligible Tenderers

- 1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Appendix to instructions to tenderers.
- 1.2 Tenderers shall be under a declaration of in eligibility for corrupt or fraudulent practices
- 1.3 The Procuring Entity's employees, committee members, board members and their Spouses, Child, Parent, Brothers or Sister. Child, Parent, Brother or Sister of a Spouse are not eligible to participate in the tender unless where specifically allowed under section 131 of the Act.
- 1.4 A Kenyan tenderer shall provide evidence of having fulfilled his/her tax obligations by producing a valid tax compliance certificate or tax exemption certificate issued by the Kenya Revenue Authority.

2. Cost of Tendering

- 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 The Procuring Entity shall allow the tenderer to review the tender document and the goods to be sold free of charge before tendering.

3. The Tender Document

- 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 prices,
 - iv) Conditions of Tender,
 - v) Form of tender,
 - vi) Confidential Business Questionnaire Form,
 - vii) Tender Commitment Declaration Form.
- 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.

4. Clarification of Documents

- 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 thirty (30) 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.
- 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.

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.

5. Amendment of Documents

5.1 At any time prior to the deadline for submission of tenders, the Procuring Entity, may for any reasons, whether at its own initiative or in response to a clarification requested by a prospective tenderer, modify the tender documents by amendment

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.

5.3 In order to allow prospective tenderers reasonable time in which to take the amendment in to account in preparing their tenders, the Procuring Entity, at its discretion, may extend the deadline for the submission of tenders.

6. Tender Prices and Currencies

6.1 The tenderer shall indicate on the appropriate Price Schedule the unit prices and total tender price of the item it proposes to purchase under the contract.

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.

6.3 The Price quoted shall be in Kenya Shillings.

7. Tender deposit

7.1 The tenderer shall put a deposit for every item tendered for in the amount indicated in the schedule of items and prices, to the Bank account indicated in Section III - Schedule of Items and Prices

7.2 Failure to put the required deposit for any item tendered for will lead to disqualification of the tender for the item.

7.3 Unsuccessful Tenderer's tender deposit will be discharged or returned as promptly as possible but not later than Seven (7) days after the expiration of the period of tender validity prescribed by the Procuring Entity.

7.4 The successful Tenderer's tender deposit will be credited to his tender price so that it forms part of the amount of the tender and the tender will be required to pay the tender price less the deposit security.

7.5 The tender deposit shall be forfeited:

- a) If a tenderer withdraws its tender during the period of tender validity specified by the Procuring Entity.
- b) In the case of a successful tenderer, if the tenderer fails to pay the balance of the tender price.

8. Validity of Tenders

8.1 Tenders shall remain valid for 60 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.

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 there to 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.

9. Viewing of Tender Items

9.1 Prospective tenders are advised to view the items to be sold before tendering. This will enable them to arrive at the most reasonable and competitive tenders. Tenders are based on "AS WHERE IT IS AND THE CONDITION IT IS IN" and the conditions of the items are not guaranteed or warranted by the seller.

10. Sealing and Marking of Tenders

10.1 The Tenderer shall deliver the Tender in a single, sealed envelope bearing the name and Reference number of the Tender, addressed to the Procuring Entity and a warning not to open before the time and date for Tender opening date. Within the single outer envelope the Tenderer shall place another sealed envelope containing the list of and prices of the items tendered for and addressed as follows.

- a) Bear the name and address (including telephone number and email) of the Tenderer;
- b) Bear the name and Reference number of the Tender;
- c) Bear the name and address of the Procuring Entity; and
- d) Attach a payment slip or certified banking details from a bank, warranting the deposit payment made for the items tender for.

10.2 If all envelopes are not sealed and marked as required, the *Procuring Entity* will assume no responsibility for the misplacement or premature opening of the Tender, or failure to contact the tenderer in case of advice on the status of the tender or refund of deposit. Tenders that are misplaced or opened prematurely will not be accepted.

11. Deadline for Submission of Tenders

11.1 Tenders must be received by the Procuring Entity at the address specified not later than....(*day, date and time*).

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.

12. Modification of tenders

12.1 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.

12.2 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 or email but followed by a signed confirmation copy, post marked not later than the deadline for submission of tenders.

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

13. Withdrawals and tenders

13.1 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

14. Opening of Tenders

14.1 The Procuring Entity will open all tenders in the presence of tenderers' representatives who choose to attend at the location specified in the invitation to tender. The tenderers or representatives who are present shall sign a register evidencing their attendance.

14.2 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.

14.3 The Procuring Entity will prepare minutes of the tender opening.

15. Clarification of tenders

15.1 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.

15.2 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.

16. Evaluation and Comparison of Tenders

16.1 The Procuring Entity will examine the tenders to determine whether they are complete, whether the tenderer has fulfilled the eligibility criteria, 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.

16.2 Provided that the Tender is substantially responsive, the Procuring Entity shall handle errors on the following basis:

- a) Any error detected if considered a major deviation that affects the substance of the tender, shall lead to disqualification of the tender as non-responsive.
- b) Any errors in the submitted tender arising from a miscalculation of unit price, quantity, subtotal and total bid price shall be considered as a major deviation that affects the substance of the tender and shall lead to disqualification of the tender as non-responsive .and
- c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.

16.3 The Procuring Entity will evaluate and compare the tenders, which have been determined

to be substantially responsive.

16.4 The tender evaluation committee shall evaluate the tender within 30 days of the validity period from the date of opening the tender.

17. Award Criteria

17.1 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 tendered price, subject to the reserve price.

18. Notification of Intention to enter into a Contract/Notification of Award

18.1 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.

18.2 Simultaneously the other tenderers shall be notified that their tenders have been unsuccessful.

19. Canvassing/Contacting the Procuring Entity

19.1 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.

19.2 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.

SECTION II - SCHEDULE OF ITEMS AND PRICES

No.	Item description	Tender Deposit (Kshs.)	Reserve Price (Kshs.)	Tendered Price (Bidders to Indicate Price Here)
1.	Unserviceable Toyota Hiace KAY 422V	40,000.00	400,000.00	
2.	Toyota Saloon- KBR 262U- Model NRE 150R	30,000.00	300,000.00	
3.	Toyota Corolla Saloon KBT 489N Model NRE 150R	30,000.00	300,000.00	
4.	Volkswagen Polo Saloon KCA 004F	28,000.00	280,000.00	
5.	KCH 863Q Nissan NP200	25,000.00	250,000.00	
6.	KCD 835G Nissan NP200	25,000.00	250,000.00	
7.	KCD 837G Nissan NP200	25,000.00	250,000.00	
8.	<p>Disposal CCE Batteries (LOTOF 50)</p> <p>1. Batteries 12V 200AH-36 2. Batteries 12V 120 AH-53 3. 12V 100AH-6 4. 12V 90AH- 16 5. 12V 65AH-4 6. 12V 150AH-25</p> <p>Scrap Metal license and Nema Certificate on batteries</p> <p>a) Scrap Dealership License/Certificate - from NEMA (MANDATORY) b) Scrap dealership license from Scrap Council of Kenya (MANDATORY)</p>	N/A	5,000.00 (LOT OF 50)	
9.	<p>1 SP04-Bromma automatic spreader EH12- 1 pc</p> <p>c) Scrap Dealership License - from NEMA (MANDATORY) d) Scrap dealership license from Scrap Council of Kenya (MANDATORY)</p>	10,000.00	100,000.00	
10.	<p>SP05-Bromma automatic spreader EH12U</p> <p>a) Scrap Dealership License - from NEMA (MANDATORY) b) Scrap dealership license from Scrap Council of Kenya (MANDATORY)</p>	10,000.00	100,000.00	

No.	Item description	Tender Deposit (Kshs.)	Reserve Price (Kshs.)	Tendered Price (Bidders to Indicate Price Here)
11.	PC22-Carron Portal Yard crane5T-1 pc a) Scrap Dealership License - from NEMA (MANDATORY) b) Scrap dealership license from Scrap Council of Kenya (MANDATORY)	80,000.00	800,000.00	
12.	MC 53-Grove Mobile crane RT 760E-1 Pc a) Scrap Dealership License - from NEMA (MANDATORY) b) Scrap dealership license from Scrap Council of Kenya (MANDATORY)	160,000.00	1,600,000.00	
13.	MC57-Grove Mobile Crane RT650E-1Pc a) Scrap Dealership License - from NEMA (MANDATORY) b) Scrap dealership license from Scrap Council of Kenya (MANDATORY)	160,000.00	1,600,000.00	
14.	1 KS16 SMV Forklift 16Ton-1 Pc	30,000.00	300,000.00	
15.	KS18 SMV Forklift 16Ton-1 Pc	30,000.00	300,000.00	
16.	KS 023 SMV Forklift 25Ton-1Pc	30,000.00	300,000.00	
17.	1 HH109 Hyster Forklift 5Ton-1Pc	10,000.00	100,000.00	
18.	HH112 Hyster Forklift 3 Ton-1Pc	5,000.00	50,000.00	
19.	HH125 Hyster Forklift 3Ton	5,000.00	50,000.00	
20.	1 KTT198 Kalmar Terminal Tractor-1Pc	5,000.00	50,000.00	
21.	MTT222-MAF Terminal Tractor-1Pc	5,000.00	50,000.00	
22.	KTT205 Kalmar Terminal Tractor-1Pc	5,000.00	50,000.00	
23.	1 HTR365 CIMC/FONTON Skeletal trailer 1Pc	5,000.00	50,000.00	
24.	HTR320 CIMC/Fontol skeletal trailer 1Pc	5,000.00	50,000.00	
25.	MRTT125 Mol Terminal Tractor-1 Pc	5,000.00	50,000.00	
26.	MRTT115 Mol Terminal Tractor 1Pc	5,000.00	50,000.00	
27.	MRTT 106 Mol Terminal Tractor 1 Pc	5,000.00	50,000.00	
28.	HK23 Kalmar Reach Stacker	5,000.00	50,000.00	
29.	HH29 Hyster Reach stacker	20,000.00	200,000.00	
30.	HK Kalmar Reach Stacker	20,000.00	200,000.00	
31.	1 KTT222 Kalmar Terminal Tractor	7,500.00	75,000.00	
32.	Power Saw Asset no. KPA/720144 /NSA 1Pc	10,000.00	100,000.00	

No.	Item description	Tender Deposit (Kshs.)	Reserve Price (Kshs.)	Tendered Price (Bidders to Indicate Price Here)
33.	Welding Machine Asset No. KPA/720257/NSA 1 Pc	7,500.00	75,000.00	
34.	1 TTT184 Terberg Terminal Tractor-1Pc-	5,000.00	50,000.00	
35.	MRTT106 Mol Terminal Tractor-1Pc	5,000.00	50,000.00	
36.	KTT220 Kalmar Terminal Tractor-1Pc	5,000.00	50,000.00	
37.	HK25 Kalmar Reach Stacker a) Scrap Dealership License - from NEMA (MANDATORY) b) Scrap dealership license from Scrap Council of Kenya (MANDATORY)	50,000.00	500,000.00	
38.	HTR349 Skeletal Fonton Trailer	2,000.00	20,000.00	
39.	HTR350 Fonton Skeletal Trailer	2,000.00	20,000.00	
40.	1 KTT196 Kalmar Terminal Tractor-1 Pc	5,000.00	50,000.00	
41.	KTT206 Kalmar Terminal Tractor-1 Pc	5,000.00	50,000.00	
42.	KTT 195 Kalmar Terminal Tractor-1 Pc	5,000.00	50,000.00	
43.	1 HTR 170 Skeletal Trailer	1,000.00	10,000.00	
44.	HTR 198 Skeletal Trailer-1Pc	1,000.00	10,000.00	
45.	HTR 223 Skeletal Trailer-1Pc	1,000.00	10,000.00	
46.	HH31 Hyster Reach stacker-1 Pc	10,000.00	100,000.00	
47.	HH32 Hyster Reach stacker-1Pc	10,000.00	100,000.00	
48.	ECH11 Ferrari Empty Container Handler-1Pc	10,000.00	100,000.00	
49.	ECH15 Ferrari Empty Container Handler-1Pc	25,000.00	250,000.00	
50.	ECH16 Hyster Empty Container Handler-1Pc	25,000.00	250,000.00	
51.	ECH08 Hyster Empty Container Handler-1Pc	25,000.00	250,000.00	
52.	ECH10 Hyster Empty Container Handler-1Pc	10,000.00	100,000.00	
53.	ECH06 Hyster Empty Container Handler-1Pc	10,000.00	100,000.00	
54.	KTT201 Kalmar Terminal Tractor-1Pc	5,000.00	50,000.00	
55.	HTR 279 Skeletal Trailer-1Pc	1,000.00	10,000.00	
56.	HTR313 Skeletal Trailer-1Pc	1,000.00	10,000.00	
57.	Grab No 37	4,500.00	45,000.00	
58.	Grab No 38	4,500.00	45,000.00	
59.	Grab No 39	4,500.00	45,000.00	
60.	Grab No 40	4,500.00	45,000.00	
61.	Grab No 41	4,500.00	45,000.00	
62.	Grab No 42	4,500.00	45,000.00	
63.	Grab No 43	4,500.00	45,000.00	

No.	Item description	Tender Deposit (Kshs.)	Reserve Price (Kshs.)	Tendered Price (Bidders to Indicate Price Here)
64.	Grab No 44	4,500.00	45,000.00	
65.	Unserviceable 5 Ton Portal crane Asset No 610030	10,000.00	100,000.00	
66.	1 HTR 169 Asset No. 650268	2,000.00	20,000.00	
67.	HTR 173 Asset No. 650273	2,000.00	20,000.00	
68.	HTR 130	2,000.00	20,000.00	
69.	Goose neck HGN15	5,000.00	50,000.00	
70.	TTT 43 Asset No. 650465	2,000.00	20,000.00	
71.	TTT44 Asset No. 650466	2,000.00	20,000.00	
72.	KTT 191 Asset No. 650873	2,000.00	20,000.00	
73.	KTT 197 Asset No. 650879	2,000.00	20,000.00	
74.	MSPD 141 Asset No. 700499	2,000.00	20,000.00	
75.	SPD190	2,000.00	20,000.00	
76.	SPD194	2,000.00	20,000.00	
77.	SPD220 Asset No. 700584	2,000.00	20,000.00	
78.	SPD236	2,000.00	20,000.00	
79.	SPD154 Asset No. 700514	2,000.00	20,000.00	
80.	SPD 65	2,000.00	20,000.00	
81.	SPD 76	2,000.00	20,000.00	
82.	SPD 77	2,000.00	20,000.00	
83.	SPP 81	2,000.00	20,000.00	
84.	SPP156 Asset No. 700517	2,000.00	20,000.00	
85.	SPD 157 Asset No. 700517	2,000.00	20,000.00	
86.	SPD 173	2,000.00	20,000.00	
87.	OH5184 Asset No. 700547	2,000.00	20,000.00	
88.	SPP 120	2,000.00	20,000.00	
89.	MSPD 59 Asset No. 700317	2,000.00	20,000.00	
90.	MSPD90 Asset No. 700445	2,000.00	20,000.00	
91.	MSPD95 Asset No. 700429	2,000.00	20,000.00	
92.	MSPD96 Asset No. 700451	2,000.00	20,000.00	
93.	MSPD123 Asset No. 700491	2,000.00	20,000.00	
94.	MSPD 134 Asset No. 700492	2,000.00	20,000.00	
95.	MSPD 139 Asset No. 700497	2,000.00	20,000.00	
96.	MSPD 58	2,000.00	20,000.00	
97.	SPD 122	2,000.00	20,000.00	
98.	SPD 175 Asset No. 700550	2,000.00	20,000.00	
99.	SPD 175 Asset No. 700551	2,000.00	20,000.00	
100.	MSPD99 Asset No. 700345	2,000.00	20,000.00	
101.	MSPD 99 Asset No. 700482	2,000.00	20,000.00	
102.	MSPD 130 Asset No.700488	2,000.00	20,000.00	
103.	MSPD60 Asset No. 700318	2,000.00	20,000.00	
104.	MSPD 82 Asset No. 700325	2,000.00	20,000.00	
105.	MSPD 84 Asset No. 700346	2,000.00	20,000.00	
106.	MSPD 100 Asset No. 700487	2,000.00	20,000.00	
107.	MSPD 129 Asset No. 700487	2,000.00	20,000.00	
108.	MSPD 148 Asset No. 700508	2,000.00	20,000.00	
109.	MSPD 149 Asset No. 700509	2,000.00	20,000.00	
110.	MSPD 61 Asset No.700316	2,000.00	20,000.00	
111.	SPOOLL	2,000.00	20,000.00	
112.	MSPD 97 Asset No. 700452	2,000.00	20,000.00	

No.	Item description	Tender Deposit (Kshs.)	Reserve Price (Kshs.)	Tendered Price (Bidders to Indicate Price Here)
113.	MSPD 98 Asset No. 700458	2,000.00	20,000.00	
114.	MSPD 86 Asset No. 700329	2,000.00	20,000.00	
115.	MSPD 91 Asset No. 700429	2,000.00	20,000.00	
116.	MSPD 138 Asset No. 700496	2,000.00	20,000.00	
117.	MSPD 152	2,000.00	20,000.00	
118.	Alternator 722.5KVA RTGNP01	500.00	5,000.00	
119.	9KW S/NO 1505G000431	500.00	5,000.00	
120.	9KW S/NO 209910070	500.00	5,000.00	
121.	STS Trolley Motors 20KW.2pcs S/No 150590018316	800.00	8,000.00	
122.	STS Trolley Motors 20KW.2pcs S/No 150590018317	800.00	8,000.00	
123.	Trolley Motor rated 7.5 KW	N/A	3,000.00	
124.	1 HK 23 Asset No. 630222	20,000.00	200,000.00	
125.	HH 33 Asset No. 630253	20,000.00	200,000.00	
126.	HH 35 Asset No. 630252	20,000.00	200,000.00	
127.	ECH 09 Asset No. 630283	15,000.00	150,000.00	
128.	ECH 14 Asset No. 630280	15,000.00	150,000.00	
129.	1 Travelling Motors rated 37KW 9Pcs	N/A	3,000.00	
130.	Travelling motors 29KW 4 pcs	N/A	3,000.00	
131.	Survey form No. B03774 dated 4/02/26 1 STS Hoist Motors 400KW 3 Pcs	8,000.00	8,000.00	
132.	STS Hoist Motors 2 Pcs	8,000.00	8,000.00	
133.	Trolley Motors 200KW 2Pcs	1,500.00	15,000.00	
134.	Scrap metal lot 1	4,000.00	40,000.00	
135.	Scrap metal lot 2	2,000.00	20,000.00	
136.	Scrap metal lot 3	2,000.00	20,000.00	
137.	Scrap metal lot 4	2,000.00	20,000.00	

The Deposit(s) have been made to the Account as detailed below (details to be completed by the Procuring Entity).

Account Name	Account No.	Bank Name	Swift Code	Address
Kenya Ports Authority	Kes 300046401	Citibank	CITIKENA Bank Code 16000	Citibank House Nkrumah Road P.O. Box 83615 - 80100 MOMBASA

Signatory.....

Official Seal/ Stamp

SECTION III - CONDITIONS OF TENDER

- 1.1 A tenderer may tender for each item or each lot and may tender for as many items or lots she/she wishes.
- 1.2 A tenderer will pay a deposit in advance before the closing date of the tender for each item or lot tendered for as indicated in the schedule of items and prices.
- 1.3 Tenderers who will be awarded contracts will be required to pay for the items after 14 days and not later than 21 days. Failure to which the contract award will be cancelled, and the deposit forfeited. If there is an administrative review, the review procedures shall be followed.
- 1.4 Tenderers who will not be awarded contracts will be refunded the deposits within fourteen (14) days after notification of the communication of the contract awards.
- 1.5 Tenderers will be required to collect the items they have paid for within fourteen (14) days after making the payment, failure to which storage charges will be charged as indicated in the appendix to Conditions of Tender.
- 1.6 The cranes SHALL be disposed of on the basis of "AS WHERE IS".
- 1.7 The bidders SHALL be required to provide a methodology statement in their submission on the method of removal of the cranes from the site.
- 1.8 The Authority shall not incur, subsidies or reimburse the awarded firm any amount of cost/s to be incurred by the awarded firm.
- 1.9 The Authority shall provide a safety officer to supervise on safety and mitigate fire risk during the entire assignment and at the expense of the contractor.
- 1.10 It will be mandatory for the contracted firm to have at any given time a private security personnel who will look after their tools and equipment of work.
- 1.11 The contractor shall be responsible for any loss or damage of their tools and equipment of work.
- 1.12 The contractor shall be fully responsible for any injury or loss of life of their team members.
- 1.13 The contracted firm shall clean all debris and ensure the affected areas are as clean as before the assignment.

Evaluation Criteria.

A bidder must meet the following minimum requirement.

- i. Certificate of Good Conduct for the Director(s) of registered companies **(Mandatory)**.
- ii. Certificate of Registration/Incorporation (for registered companies), copies of PIN Certificates and National Identity Cards **(Mandatory)**.
- iii. Valid current Tax Compliance Certificate from KRA **(Mandatory)**.
- iv. Duly filled, signed, and stamped Confidential Business Questionnaire Form **(Mandatory)**
- v. Duly filled, signed and stamped Declaration Form **(Mandatory)**

- vi. Duly filled, signed and stamped Anti-Corruption Declaration Commitment/ Pledge Form. **(Mandatory)**
- vii. Commitment letter addressed to the Managing Director of Kenya Ports Authority to observe the Authority's Health and Safety Policy. **(Mandatory)**
- viii. Scrap Dealership License - from NEMA (Where applicable) **(MANDATORY)**
- ix. Scrap dealership license from Scrap Council of Kenya (Where applicable) **(MANDATORY)**.
- x. Confirmation of payment of deposit. (Attach deposit receipt) – **(MANDATORY)**

SECTION IV - STANDARD FORMS

Note on Standard Forms

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.

Form of Tender

To:

Date:.....

.....
 [Name and address of Procuring
 Entity]

Tender No.....

Gentlemen and/or Ladies:

1. Having examined the tender documents including addenda and having examined the items on sale, we the undersigned, offer to purchase and collect all the items 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 Items and Prices attached here with 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 adhere by the tender price 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.

SCHEDULE OF ITEMS AND PRICES

1	2	3	4	5	6	7
Item No.	Description of Item	Unit of Issue	Total Quantity	Unit price	Total Tender Price	Required Deposit
1						
2						
3						
4						
5						

Dated this _____ day of _____ 20_____

 [Signature]

 [In the capacity of]

Duly authorized to sign tender for and on behalf of _____

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.

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 License No.....Expiring date.....

Maximum value of business which you can handle at any one-time Kenya shillings..... (In words)

Name of your Bankers Branch

Part 2 (a) – Sole Proprietor or Individual

Your Name in full Age

Nationality Country of origin

Citizenship details (*ID and or Passport Number*).....

Name.....and signature.....

Part 2 (b) Partnership

Given details of partners as follows:

Name	Nationality	Citizenship Details	Shares
1.....			
2.....			
3.....			

[Name, Designation and Signature of Tenders Representative in the Company]

Name.....

Designation.....

Signature and Company stamp or Seal.....

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:

Name	Nationality	Citizenship Details	Shares
------	-------------	---------------------	--------

1.
2.
3.
4.
5.

ETC.

[Name, Designation and Signature of Tenders Representative in the Company]

Name.....

Designation.....

Signature and Company stamp or
.....

Date

Tender deposit commitment Declaration Form

Tender No. (As per tender documents)

As indicated in the schedule of items and prices, we do confirm that we have put deposits for the items tendered for as supported by the attached copies of receipts as follows: -

ITEM No. or Lot No.	Item Description	Deposit (Kshs.)	Receipt No. and Date
1			
2			
3			
4			
5			

Authorizing Official _____
(Name)

Designation _____

(Signature) _____

(Date)

SELF-DECLARATION FORMS

FORM SD1

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I,....., of Post Office Box being a resident of in the Republic of do hereby make a statement as follows:-

1. THAT I am the Company Secretary/Chief Executive/Managing Director/Principal Officer/Director of..... (Insert name of the Company) who is a Bidder in respect of **Tender No.** for..... (Insert tender title/description) for..... (Insert name of the Procuring entity) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
3. THAT what is deponed to here in above is true to the best of my knowledge, information and belief.

.....
(Title)

.....
(Signature)

.....
(Date)

Bidder's Official Stamp

FORM SD2

SELF-DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.

I,of P. O. Box being a resident of.....
..... in the Republic of do hereby make a statement as follows:-

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of..... *(Insert name of the Company)* who is a Bidder in respect of **Tender No.**..... for *(Insert tender title/description)* for..... *(Insert name of the Procuring entity)* and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its servants and/or agents/subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of.....*(insert name of the Procuring entity)* which is the procuring entity.
3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of*(name of the procuring entity)*.
4. THAT the aforesaid Bidder will not engage/has not engaged in any corrosive practice with other bidders participating in the subject tender
5. THAT what is deponed to here in above is true to the best of my knowledge information and belief.

.....
(Title)

.....
(Signature)

.....
(Date)

Bidder's Official Stamp

DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I (person) on behalf of **(Name of the Business/ Company/Firm)**.....declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act, 2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal Activities in Kenya and my responsibilities under the Code.

I do here by commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of Authorized signatory.....

Sign.....

Position.....

Office address.....

Telephone..... E-mail.....

Name of the Firm/Company..... Date.....

(Company Seal/ Rubber Stamp where applicable)

Witness

Name.....

Sign..... Date.....

LETTER OF NOTIFICATION OF AWARD

[Letter head paper of the Procuring Entity] [Date]

To: [name and address of the Contractor] This is to notify you that your Tender dated [date] for the purchase of the items and at prices listed on the table below is here by accepted by..... (Name of Procuring Entity).

Please acknowledge receipt of this letter of notification by signing the attached copy and returning it to us within 14 days of the issue of the notification to signify your acceptance of this award. Your signing the attached copy will constitute a contract between us and yourselves for sale of the said items.

On signature of the copy of the letter of notification, you are required to pay the balance of the tender price within 14 days and collect the items.

In connection with this award, you may contact the Officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

OFFERED ITEMS AND PRICES

1 Item No.	2 Description of Item	4 Total Quantity	5 Unit price	6 Offered Price
1				
2				
3				
4				
TOTAL PRICE OF ALL ITEMS				XXXXX

Authorized Signature:

Name and Title of Signatory:

Name of Procuring Entity.....

COPY OF THE LETTER OF NOTIFICATION OF AWARD

(To be signed by the Purchaser) [Letterhead paper of the Procuring Entity] [Date]

To: [name and address of the Purchaser]

This is to notify you that your Tender dated [date] for the purchase of the items and at prices listed on the table below is hereby accepted by.....
(name of Procuring Entity).

Please acknowledge receipt of this letter of notification by signing the attached copy and returning it to us within 14 days of the issue of the notification to signify your acceptance of this award. Your signing the attached copy will constitute a contract between us and yourselves for sale of the said items.

On signature of the copy of the letter of notification, you are required to pay the balance of the tender price within 14 days and collect the items.

In connection with this award, you may contact the Officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

OFFERED ITEMS AND PRICES

1 Item No.	2 Description of Item	4 Total Quantity	5 Unit price	6 Offered Price
1				
2				
3				
4				
TOTAL PRICE OF ALL ITEMS				xxxxx

Authorized Signature:.....

Name and Title of Signatory:.....

Name of Procuring Entity:.....

Officer(s) to be contacted

Name of Officer _____

Postal Address _____

Telephone Number _____

Email Address _____

Physical Address (City, Street, Building, Floor number and room number)

SIGNED BY THE PURCHASER

I/we, the undersigned accept the award and will execute the sale of the items as per conditions of the award. We understand that the award will remain cancelled, and no deposits will be refunded if we do not:

- a) Return this letter signed within 14 days: or
- b) Pay the balance of the tender amount within fourteen (14) days after notification of the award.

We further understand that if we do not collect the items, we have paid for within fourteen (14) days after making the payment, you charge storage charges at rates to be determined by yourselves.

Name of Purchaser _____

Authorized Signature: _____ Date _____

Name and Title of Signatory _____

REQUEST FOR REVIEW

FORM FOR REVIEW (r.203(1))

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION NO..... OF.....20.....

BETWEEN

..... APPLICANT

AND

.....RESPONDENT (Procuring Entity)

Request for review of the decision of the..... (Name of the Procuring Entity ofdated the...day of20.....in the matter of Tender No.....of20.... for(Tender description).

REQUEST FOR REVIEW

I/We.....,the above named Applicant(s), of address: Physical address.....P. O. Box No..... Tel. No.....Email, hereby request the Public Procurement Administrative Review Board to review the whole/part of the above mentioned decision on the following grounds , namely:

- 1.
- 2.

By this memorandum, the Applicant requests the Board for an order/order that:

- 1.
- 2.

SIGNED(Applicant) Dated on.....day of/...20.....

FOR OFFICIAL USE ONLY Lodged with the Secretary Public Procurement Administrative Review Board on.....day of20.....

SIGNED

Board Secretary

