



**BID DOCUMENT FOR THE
DISPOSAL OF MOTOR VEHICLE**

October 2020

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OPEN BID NOTICE

Africa Network for Animal Welfare (herein after referred as “ANAW”) wishes to invite sealed Bids for the item listed below from eligible individuals or firms:

Vehicle Make	Model	Year of manufacture	Registration Number	CC Rating and Fuel	Transmission	Color
NISSAN	Elgrand AVWE50	1999	KAZ 484 E	3150 Diesel	Automatic	Silver

The intended sale of the listed vehicle is by sealed bids on “**as is, where is basis**” located at ANAW offices.

Interested parties should deliver a completed bid in a sealed envelope and marked *Bid Documents for Disposal of Motor Vehicle*, to ANAW office located at Kifaru House number 137 Mlima road Karen on or before 3.00pm 29th October, 2020 addressed to:

**The Executive Director,
Africa Network for Animal welfare
Kifaru House,
Number 137, Milima Road, Hardy-Karen.
P.O Box 3731 – 00506, Nairobi, Kenya.
Email: info@anaw.org**

ANAW 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 ANAW 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 namely, price schedule, bid form and the confidential business or personal 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 ANAW by writing an email to info@anaw.org with the subject as "Clarifications - Bid for Disposal of Motor Vehicle". All clarifications/questions should have been sent to this email address by 5.00 PM on 13th October, 2020
5. ANAW will respond in writing to bidders by 5.00 PM, 14th October 2020 on any clarifications that will have been sought.
6. The bidder shall indicate on the attached price schedule for the vehicle
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 21 days
10. Viewing of the bid items will be ongoing until 23rd October 2020 between 10.00AM to 3.00PM at ANAW Offices. Prospective bidders are encouraged to view the motor vehicle before they bid to enable them to arrive at the most competitive bid.
11. Bids are based on "**AS IS WHEREIS CONDITION**" and the conditions of the vehicle is **NOT WARRANTED BY THE SELLER**.
12. Any effort by the Bidder to influence the process will lead to automatic disqualification.
13. ANAW will award the contract to the successful bidder(s) whose bid has been determined to be substantially responsive subject to the reserve prices for the motor vehicle and discretion of ANAW management
14. ANAW 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 vehicle awarded, ANAW shall notify, the person who had submitted the second highest bid who will be expected to make payment within seven days (7 days) of notification.
16. . Once the payment is received by ANAW, the bidder will be expected to sign a sale agreement and undertake to collect the vehicle immediately.

PRICE SCHEDULE

Vehicle Make/model	Year of manufacture	Registration	Quoted Amount (Ksh)
NISSAN Elgrand AVWE50	1999	KAZ 484 E	

Authorized Official/Person/Bidder

.....

Name Signature Date

BID FORM

Date.....

To Executive Director
Africa Network for Animal Welfare
P.O Box 3731 – 00506,
Nairobi, Kenya.

RE: Invitation of Bids- Disposal of Motor Vehicles

Dear Sir,

Having examined the bid document, the receipt of which is hereby duly acknowledged, I /We the undersigned, offer to purchase and collect the motor vehicle offered to us in conformity

With the said bid documents for the sum of (Figures).....
..... (In words)

1. I/We undertake, if our bid is accepted, to pay for and collect the vehicle 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.

Datedthis day of2020 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 AddressTel 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