



**SALE OF BOARDED MOTOR VEHICLES BY PUBLIC
AUCTION ON JUNE 29, 2021.**

DISPOSAL NO: UON/DOMV/01/2020-2021

SALE CATALOGUE

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INTRODUCTION

- 1.1 This Standard tender document for Sale of motor vehicles has been prepared for use by public entities in Kenya in the disposal stores and equipment as provided by part XIV of the Public and Asset Disposal Act, 2015.
- 1.2 The following general directions should be observed when using the document.
 - (a) Specific details should be furnished in the bid notice. The final document to be provided to the tenderers should not have blank spaces or give options
 - (b) The instructions to the bidders should remain unchanged. Any necessary amendments to these parts should be made through the Appendix to instructions to bidders.
- 1.3 Information contained in the invitation to bid shall conform to the data and information in the bid documents to enable bidders to decide whether or not to participate in the bid and shall indicate any important bid requirements.

SECTION I - INVITATION TO TENDER

Disposal Ref No. UON/DOMV/01/2020 -2021

Tender Name: Disposal of Boarded Motor Vehicles by Public Auction

- 1.1 The *University of* invites eligible candidates for sale of *boarded motor vehicles* by public Auction.
- 1.2 Interested eligible candidates may obtain further information from and inspect the tender documents at *the Procurement Manager's office, Room 104, Administration Block 1st floor, Main Campus during* normal working hours.
- 1.3 A complete set of catalogue documents may be obtained by interested candidates upon payment of non-refundable cash fee deposit of **Kshs.500.00 at Absa Bank Ac. No. 094-8245531** Queensway House Branch and thereafter obtaining an official receipt from Gandhi Wing Room G4 **or download free of charge from; procurement.uonbi.ac.ke**
- 1.4 Bidders will be required to pay in advance a refundable deposit of **Kshs. 30,000.00 except for item No. 9, 11 & 14** who should pay a bid deposit of **Kshs. 4,000.00** as indicated in the Appendix to Instructions to bidders.
- 1.5 Catalogues and bid numbers are to be carried during the auction for the bidders to be allowed access to the auction sites. The catalogue and bid numbers shall be only used for a particular sale and are not interchangeable.
- 1.6 Prices should be in Kenya Shillings and shall remain valid for the duration of the Auction.
- 1.7 The Auction is open to all interested members of the public.

MARY KARIUKI
AG.PROCUREMENT MANAGER

SECTION II -INSTRUCTIONS TO BIDDERS

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SECTION II - INSTRUCTION TO TENDERERS

2.1 Eligible Bidders

- 2.1.1 This Invitation for bids is open to all bidders eligible as described in the Appendix to instructions to bidders.
- 2.1.2 Bidders shall not be under a declaration of ineligibility for corrupt or fraudulent practices

2.2 Cost of Bidding

- 2.2.1 The bidder 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 bidding process.
- 2.2.2 The price to be charged for the bid document shall not exceed Kshs.500/=
- 2.2.3 The procuring entity shall allow the bidder to review the tender document free of charge before purchase.

2.3 Bid Offers and Currencies

- 2.3.1 The bidder shall give its offer on the auction day and total bid price of motor vehicles it proposes to purchase under the bid.
- 2.3.2 Prices quoted by the bidder shall be fixed during the auction period and not subject to variation on any account. A bid offer submitted with an adjustable price quotation will be treated as non responsive and will be rejected
- 2.3.3 The Price quoted shall be in Kenya Shillings.

2.4 Auction deposit

2.4.1 The bidder shall pay a deposit of **25%** of the offered price for every motor vehicle bidden by the close of business on the auction day.

2.4.2 Failure to pay the required deposit for any item bidden for will lead to disqualification of the bid for the item.

2.4.3 The successful and unsuccessful bidder's bid deposit will be discharged or returned as promptly as possible as but not later than (7) days after the expiration of the auction period prescribed by the procuring entity.

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

2.4.5 The bid number deposit may be forfeited:

- (a) if a bidder withdraws its bid during the period of auction validity specified by the procuring entity.
- (b) in the case of a successful bidder, if the bidder fails to pay the balance of the bid price.
- (c) In the case of a successful bidder, if the bidder fails to pay for any of the motor vehicle won.

2.4.6 The bid deposit may be forfeited:

- a) If a bidder withdraws its bid during the period of auction validity specified by the procuring entity.
- b) In the case of a successful bidder, if the bidder fails to pay the balance of the bid price.

2.5 Validity of Bids

2.5.1 Bids shall remain valid for the period of auction.

2.5.2 In exceptional circumstances, the Procuring entity may solicit the bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The bid deposit provided under paragraph 2.4 shall also be suitably

extended. A bidder granting the request will not be required nor permitted to modify its bid.

2.6. Viewing of Auctions Motor Vehicles

2.6.1 Prospective bidders are advised to view the motor vehicles in liaison with the procuring entity before they bid. This will enable them to arrive at the most reasonable and competitive bids. Bids are based on *As – Is- where-Is condition* and the conditions of the motor vehicles are not warranted by the seller.

2.7 Deadline for Submission of Bids

2.7.1. Bidders offers must be received by the procuring entity at the fall of the hammer.

2.7.2 The procuring entity may, at its discretion, extend this deadline for the submission of bids in which case all rights and obligations of the procuring entity and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

2.8 Modification of Bids

2.8.1 No bids may be modified after the auction.

2.9 Award Criteria

2.9.1 The Procuring entity will award the motor vehicles to the successful bidders(s) whose bid has been determined to be the highest evaluated bidder, subject to the reserve price.

2.10 Notification of Award

2.11 Prior to the end of auction, the Procuring entity will notify the successful bidder that its bid has been accepted after reconciliation of both Auctioneer's and **the Procuring entity Sale Records**.

2.12 Contacting the Procuring entity

2.11.1 No bidder shall contact the Procuring entity on any matter relating to its bid, from the time of the advertisement to the time the auction, except on inquiries about the sale of catalogues.

2.11.2 Any effort by a bidder to influence the Procuring entity in the auctioneering process may result in the rejection of the bidder's bid.

3.0 CONDITIONS OF AUCTION

3.1.1 A complete set of catalogue may be obtained by the interested candidates upon payment of non – refundable fees of **Kshs.500.00 at Absa Ac. No. 094 - 8245531 Queensway House Branch** and thereafter obtaining an official receipt from Gandhi Wing Room G4 or download free of charge from **procurement.uonbi.ac.ke**

3.1.2 A bidder will pay a bid number deposit of Kshs. **30,000.00** except for items No. 9, 11 and 14 who's bid deposit will be Kshs. **4,000.00** in order to obtain a bidding number so that he/ she can participate in the bidding.

3.1.3 A bidder may bid for each motor vehicle and may bid for as many motor vehicles as he/she wishes.

3.1.4 A bidder will deposit of **25%** of bid offer by close of business on the auction day for each motor vehicle bid for as indicated in the schedule of items.

3.1.5 Successful bidders will be required to pay for the items within 7 days from the last auction date failure to which the award will be cancelled and the deposit forfeited. If there is an administrative review, the review procedures shall be followed.

3.1.6 Unsuccessful bidders will be refunded the bid number deposits immediately after the auction.

3.1.7 Bidders will be required to collect motor vehicles they have paid for within seven (7) days after making the payment failure to which storage charges will be charged as indicated in the appendix to conditions of auction.

3.1.8 In circumstances whereby the Auctioneer sells any motor vehicle on offer below the set reserve price , the Auctioneer will be deducted the difference from his/ her commission payment due.

3.1.9 Under no circumstances will University of Nairobi be liable to pay any refunds request by any bidder for items sold during the Auctioneer.

3.1.10 The University of Nairobi reserves the right to accept or reject the highest or any bid offer either in whole or in part and does not bind itself to give reasons for the rejection.

4.0 CONDITIONS FOR SALE

4.1.1 Motor Vehicle can be viewed between the date of advertisement or before **June 28, 2021**. The officers responsible for the exercise are the Transport officers (Transport & Garage).

4.1.2 Purchase of the bid number(s) should be done at the offices of Phillips International Auctioneers upon payment of Ksh. **30,000.00** and **Kshs. 4,000.00** respectively for items No. per bid in form of bankers Cheque payable to **University of Nairobi** .

4.1.3 The University of does not guarantee the condition of motor vehicles and interested bidders are advised to view and verify the details of the motor vehicle themselves.

4.1.4 The motor vehicles/ motor bike are subject to reserve price.

4.1.5 Successful bidders will be required to pay **25%** of the bid amount by close of business on the auction day and the balance of 75% within **seven (7)** days from the auction date in the account details provided in the catalogue.

4.1.6 Motor vehicles to be collected within seven (7) days failure to which the purchaser will be liable to pay a storage fee of Kshs.500/= per day.

**NB: Please note that cash transactions will not be allowed.
For duty paid and unpaid please contact the Transport Manager.**

Appendix to Instructions to Bidders

The following information for sale of boarded motor vehicles shall complement, supplement or amend the provisions of the Instructions to bidders. Whenever there is a conflict between the provisions of the instructions to bidders and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to bidders.

Instructions to Bidders Reference	Particulars of the appendix to instructions to bidders.
2.1.1	<i>Public Auction</i>
2.4.1	Required deposit 25% (vehicles) of the bid amount by close of business on the auction day.

Appendix to conditions of tender

The following information for sale of boarded stores and equipment shall complement, supplement, or amend, the provisions of the conditions of the auction. Whenever there is a conflict between the provisions of the conditions of auction and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the conditions of auction .

Conditions of Auction reference	<i>Particulars of the appendix to Conditions of Auction</i>
3.1.7	<i>Failure to collect the items within seven (7) days after making the payment, the purchaser shall be liable to pay storage charges of 1% of the bid offer per day up to the offer value. Where the offer will be withdrawn, a bidder will forfeit the bid deposit and bid number deposit.</i>

Tender Deposit Commitment Declaration Form

Disposal No. **UON/DOMV/01/2020-2021**

As indicated, we do confirm that we have put deposits for the items bid for as supported by the attached copies of receipts as follows:-

ITEM No.	Item Description	Deposit Kshs.	Receipt No. And Date

Authorizing Official _____
(name)

(signature)

(Date)

SECTION III - SCHEDULE OF ITEMS

Item No.	Reg No.	Make/Type	Qty	Duty Not Paid	YOM	Owner	To be viewed at
01	KAN 444B	SUZUKI 4WD S/Wagon	1	Duty Not Paid	2001	UON	CAVS Agri. Econ
02	KAM 002C	SUZUKI ESCUDO S/Wagon	1	Duty Not Paid	1992	UON	CAVS Agri. Econ
03	KAL 659U	TOYOTA RAV4 S/Wagon	1	Duty Not Paid	1996	UON	CAVS Maintenance
04	KAJ 765S	TOYOTA PRADO 4X4 S/Wagon	1	Duty Not Paid	1993	UON	Cavs Maintenance
05	KYF 335	NISSAN URVAN, Microbus	1	Duty Not Paid	1998	UON	CAVS Veterinary
06	KUV 523	DATSUN D/Cabin	1	Duty Not Paid	1983	UON	CAVS Field Station
07	KAA 061P	PEUGEOT S/Wagon	1	Duty Not Paid	1971	UON	CAVS Agri. Eng
08	KAK 878R	SUZUKI S/Wagon	1	Duty Not Paid	1993	UON	CAVS Field Station
09	KVE 244	V/WAGON Combi	1	Duty Not Paid	1978	UON	CAVS Field Station
010	ZB1592	HORSE TRAILER	1	Duty Not Paid	1990	UON	CAVS Maintenance
011	KAA 603P	BSA, Motor Bike	1	Duty Not Paid	1991	UON	CAVS, Kibwezi
012	KAA 382P	TRACTOR SHELL, Tractor	1	Duty Not Paid	1984	UON	CAVS, Kibwezi
013	KAA 381P	TRACTOR SHELL, Tractor	1	Duty Not Paid	1984	UON	CAVS, Kibwezi
014	KWU 954	KAWASAKI	1	Duty Not Paid	1982	UON	CAVS, Kibwezi
015	KAA 396P	TOYOTA COROLLA	1	Duty Not Paid	1990	UON	Kenya Science Campus
016	KAG 797F	TOYOTA COROLLA	1	Duty Not Paid	1996	UON	Kenya Science Campus
017	KAN 801U	PEUGEOT 504 S/W	1	Duty Not Paid	2003	UON	Kenya Science Campus
018	KAJ 755S	NISSAN CARAVAN	1	Duty Not Paid	1991	UON	Kenya Science Campus
019	KAW 529P	PAJERO IO	1	Duty Not Paid	1999	UON	Central Transport Pool
020	KAG 794F	TOYOTA L/C 4WD S/W	1	Duty Not Paid	1996	UON	Central Transport Pool
021	KAG 809F	TOYOTA DYNA LORRY	1	Duty Not Paid	1996	UON	Central Transport Pool
022	KAN 803U	PEUGEOT 504 S/W	1	Duty Not Paid	2003	UON	Central Transport Pool

023	KAN 891U	PEUGEOT 504 S/W	1	Duty Not Paid	2003	UON	Central Transport Pool
024	KZG 499	ISUZU 3.3 LORRY	1	Duty Not Paid	1988	UON	Central Transport Pool
025	KAJ 216M	SUBARU LEON	1	Duty Not Paid	1997	UON	Central Transport Pool
026	KAG 798F	TOYOTA COROLLA	1	Duty Not Paid	1996	UON	Central Transport Pool
027	KAG 803F	TOYOTA	1	Duty Not Paid	1996	UON	Central Transport Pool
028	KAV 868E	TOYOTA COROLLA NZE	1	Duty Paid	2007	UON	SWA, Central Catering Unit
029	KAN 802U	PEUGEOT 504 S/W	1	Duty Not Paid	2003	UON	CHSS, Parklands