



**SUPPLY AND DELIVERY OF SECOND HAND MOTOR  
VEHICLE**

**ALL BIDDERS ARE ADVISED TO READ CAREFULLY THIS TENDER  
DOCUMENT BEFORE MAKING ANY BID**

**CBM Christoffel-Blindenmission Christian Blind Mission e.V  
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## **SECTION I: GENERAL INSTRUCTIONS**

CBM Christoffel-Blindenmission Christian Blind mission e.V is an international Christian disability and inclusive development organization whose primary purpose is to improve quality of life of the world's poorest persons with disabilities and those at risk of disability, who live in the most disadvantaged societies.

Each bidder is required to provide all the information as per the tender document, clearly indicating the information required. CBM will examine the documents for completeness and responsiveness as per the information provided.

The completed bid documents should be signed and initialed by Director or Senior Management of the firm/company and initialed on each page and signed and stamped on the last page.

As part of the review process, the tender committee may request the bidder for a site visit at its premises to view the proposed vehicle or invite the prospective firms for a presentation. The information provided by all bidders shall be strictly confidential.

## SECTION II: INSTRUCTION TO BIDDERS

- a) This invitation is open to all firms/companies who can demonstrate ability to supply and deliver the requested motor vehicle.
- b) The Tender Document comprises the documents listed below: -
- ✓ Instructions to bidders
  - ✓ Specifications and requirements
  - ✓ Schedule of items and price
  - ✓ Tender forms
- c) The bidder is expected to examine all information, forms, terms and specifications in the tender document. Failure to meet all the requirements of the tender may result to rejection of the tender application.
- d) A prospective bidder requiring any clarification of the tender document may notify the tender committee in writing at [procurement.nairobi@cbm.org](mailto:procurement.nairobi@cbm.org). The committee will respond in writing to any request for clarification of the tender documents, which it receives not later than five days prior to the deadline for the submission of tenders.
- e) Tender Prices and Currencies
- ✓ The bidder shall indicate on the appropriate Price Schedule, unit prices and total tender price of the items proposed to supply
  - ✓ Prices quoted by the tender applicant shall be fixed during the tender validity period and not subject to variation.
  - ✓ The Price quoted shall be in Kenya Shillings.
- f) The tender shall remain valid for 90 days after date of tender.
- g) In exceptional circumstances, the committee 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.
- h) Tenders must be received by the tender committee at the following address and a PDF, copy sent to [procurement.nairobi@cbm.org](mailto:procurement.nairobi@cbm.org) :-

**Tender Committee**  
**CBM Christoffel-Blindenmission Christian Blind Mission e.V**  
**11 Ring Road, Parklands**  
**P.O. Box 58004-00200,**  
**NAIROBI, KENYA**

- i) No tender document may be modified after the deadline for submission of tenders.
- j) Due to COVID protocols, the tender committee will communicate on email to all bid applicants and will not have a public opening.
- k) To assist in the examination, evaluation and comparison of tenders the tender committee may, at its discretion, ask the bidder 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.
- l) The tender committee will award the contract to the successful bidder (s) whose tender has been determined to be substantially responsive and the bidder is determined to be qualified to supply the motor vehicle.
- m) Notification of Award: Prior to the expiration of the period of tender validity, the tender committee will notify the successful bidder in writing that the tender application has been accepted.
- n) Contacting CBM Employees: No bidder shall contact any of CBM employees on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded. Any effort by a bidder to influence the tender committee in its decisions on tender evaluation, tender comparison, or contract award may result in the rejection of the bidder's tender.

## **SECTION III – SPECIFICATIONS & REQUIREMENTS**

### **Technical Specifications**

- a) Bidders are requested to submit with their offers detailed specifications, drawings, catalogues, for the motor vehicle. They intend to supply.
- b) Bidders must indicate whether the motor vehicle quoted for comply with each specified requirement.
- c) Deviations from the basic requirements, if any, shall be explained in detail in writing with the offer.

## ANNEX 1 Vehicle Specifications

Vehicle Description	Manufacturer in built Specifications	Additional Accessories
<ol style="list-style-type: none"> <li>1. Secondhand Land Cruiser Hardtop 4WD Manual Transmission with 4000cc – 4200cc Diesel Engine.</li> <li>2. 5 speed Manual Transmission</li> <li>3. Rigid axle, coil springs &amp; Leaf springs</li> <li>4. Front brake discs and rear trailing drums</li> <li>5. 90 – 130 litres Fuel Tank capacity.</li> <li>6. Side steps</li> <li>7. Front &amp; rear mud-guards</li> <li>8. Heavy duty suspension</li> <li>9. Back door spare wheel carrier with lock</li> </ol>	<p style="text-align: center;"><b>Interior:</b></p> <ul style="list-style-type: none"> <li>- 12Volts power sockets</li> <li>- Air-conditioning &amp; heater</li> <li>- Central Locking</li> <li>- Double Glove box with Lock</li> <li>- Seating Capacity 10: Driver separate, Front Passenger (2), Middle Transverse (3) and rear Parallel (4)</li> <li>- Bottle holders</li> <li>- Power assisted Steering</li> <li>- Sliding and Reclining seats.</li> <li>- driver and passenger seats.</li> </ul> <p style="text-align: center;"><b><u>Safety</u></b></p> <ul style="list-style-type: none"> <li>- Anti- theft alarm and immobilizer</li> <li>- Driver and front passenger airbags</li> <li>- Power door locks &amp; power windows</li> <li>- Rear window defogger</li> <li>- Air Cleaner Snorkel</li> </ul>	<ul style="list-style-type: none"> <li>- Airbag compatible Bulbar</li> <li>- Gear Lock</li> <li>- Alarm System</li> <li>- Special wheel lock nut</li> <li>- Car Tracking device</li> <li>- Number plate holders</li> <li>- Car identity &amp; riveting of the exterior removable parts</li> <li>- Tubular steel rear bar with step &amp; jacking point</li> <li>- Steel carrier with ladder fitted at the rear door</li> <li>- Fully equipped Tool box</li> <li>- Two spare wheels</li> <li>- High lift jack to be fitted on the carrier</li> </ul>

## General Requirement

- a) The quoted motor vehicle will be supplied as quoted with complete accessories/extras.
- b) Bidders should include copies of importation/clearance documents for the vehicle
- c) Bidders shall submit details of fittings, catalogues of items which shall be supplied as optional extras, and cost of such extras to be quoted for separately;
- d) The tender committee shall carry out inspection and tests for quality at bidder's premises before supply and delivery;
- e) In case of defects or non-compliance with the specifications quoted, the purchaser has the right to reject the motor vehicle.

## SECTION IV: SCHEDULE OF ITEMS AND PRICES

### (a) Motor Vehicle

Item No	Item Description	Vehicle specifications	Price (Kshs)	VAT (16%)	Total cost	Availability	After sales service period

### (b) Accessories /Extras

Item No	Item Description	Price (Kshs)	VAT (16%)	Total cost



**Authorized Official:**

**Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Stamp**

**SECTION IV - FORMS OF TENDER**

**Appendix 1: Confidential Business Questionnaire**

***Part 1 General***

Business Name.....

Location of business premises; Country/Town.....

Plot No.....Street/Road.....

Postal Address.....Tel .....

No.....

Fax No.....

E-mail.....

Nature of Business.....

Current Trade License No.....Expiring date.....

Maximum value of business, which you can handle at any time:

Kshs.....

Name of your bankers.....

Branch.....

**Part 2 (a) – Sole Proprietor**

Your name in full.....Age.....

Nationality.....Country of Origin.....

\*Citizenship details.....

**Part 2 (b) – Partnership**

Give details of partners as follows:

Name in full, Nationality, citizenship details and shares

- 1) .....
- .....
- 2) .....
- .....
- 3) .....
- .....
- 4) .....
- .....
- 5) .....
- .....

**Part 2(c) - Registered Company**

Private or Public.....

State the nominal and issued capital of the company –

Nominal Kshs.....

Issued Kshs.....

Give details of all directors as follows:

Name in full, Nationality, Citizenship Details and Shares

- 1) .....
- 2) .....
- 3) .....
- 4) .....
- 5) .....

Date.....Signature of Applicant.....

\*If Kenyan Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

**Appendix 2: Declaration**

I/We.....hereby declare:

- a) That I/We are not insolvent/in receivership, bankrupt or being wound up, business activities not suspended/not subject to legal proceedings.
- b) That I/We have legal capacity to enter into contract.
- c) That I/We have fulfilled obligations to pay taxes
- d) That if the legal, technical, financial position, or the contractual capacity of the firm changes, we commit ourselves to inform you and acknowledge your sole right to review the pre-qualification made.
- e) That I/We understand that I/We shall be disqualified should the information submitted here for purpose of seeking qualification be materially inaccurate or materially incomplete.
- f) That if pre-qualified, I/we undertake to participate in submission of a tender or quotation when called upon to do so.

Name.....

Designation.....

Signature.....

Official rubber stamp.....

Date.....

**Appendix 4: Conflict of Interest and Code of Ethics**

CBM employees are not allowed to accept or agree to accept any money, gifts, or other benefit on behalf of themselves or anyone else, from a person or firm having dealings with the Organization.

The standard of conduct for all potential suppliers include the following:

- 1) Potential suppliers are required to refrain from offering, directly or indirectly, any gratuity, gifts, favors, entertainment to employees of CBM who may be in a position to influence the procurement decision.
- 2) Potential suppliers should declare relationships, if any, that could be termed as conflict of interest.

**Conflict of Interest**

Please give details of any conflict of interest that may exist between yourself and employee(s) of CBM as indicated below: -

- a) Has any employee of CBM been your employee in the past one year?

If yes, please give details

.....  
.....  
.....

- b) Do you have any family ties with any CBM employee(s) through spouse or immediate family?

If yes, please explain:

.....  
.....  
.....  
.....

- c) Have you had past business dealings with any employee of CBM?

If yes, please give details:

.....  
.....  
.....  
.....

Do you have any relationships with an employee of CBM which may impede his/her independence or objectivity?

.....  
.....  
.....

I confirm that all the information given above is true. I understand that failure to comply with the code of ethics and conflict of interest policy will lead to disqualification of my application.

Name.....

Designation.....

Signature.....

Official rubber stamp.....

Date.....

#### **Appendix 4:- Legal and statutory documentation**

Please provide the following documentation in aid of further review of your tender: -

- Certificate of Incorporation/Incorporation
- Valid Tax Compliance Certificate
- PIN
- Value Added Tax (VAT) Certificate
- Proof of ability to supply the motor vehicle (Bank statement for Six (6) months ).