



Kenya Bureau of  
Standards  
Standards for Quality life

# **KENYA BUREAU OF STANDARDS**

**TENDER NO. KEBS/T004/2025-2026**

**FOR**

**DISPOSAL OF EXPIRED CHEMICALS, TONNERS AND OTHER  
UNSERVICABLE, OBSOLETE OR SURPLUS STORES,  
EQUIPMENT OR ASSETS THROUGH  
INCINERATION**

**KENYA BUREAU OF STANDARDS P.O. BOX 54974-00200  
NAIROBI**

**POPO ROAD OFF MOMBASA ROAD  
TEL: 020 69048000**

**APRIL 2026**

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## INVITATION TO TENDER

PROCURING ENTITY: **KENYA BUREAU OF STANDARDS**

CONTRACT NAME AND DESCRIPTION: **DISPOSAL OF EXPIRED CHEMICALS, TONNERS AND OTHER UNSERVICEABLE, OBSOLETE OR SURPLUS STORES, EQUIPMENT OR ASSETS THROUGH INCINERATION**

1. The *Kenya Bureau of Standards* now invites sealed tenders from eligible candidates to Dispose of Expired Chemicals, Tonners and Other Unserviceable, Obsolete or Surplus Stores, Equipment or Assets Through Incineration
2. Interested eligible candidates may obtain further information at the address provided below. Items will be incinerated as they are, without any encumbrances.
3. Interested tenderers may inspect the expired chemicals, tonners and other unserviceable, obsolete or surplus stores, equipment or assets to be disposed of through incineration during office hours *between 0900 to 1300 hours* at the **KEBS Headquarters – Nairobi (Biochemical, Engineering & Stationary stores), Coast Region (KEBS Comple) and Lake Regional Office (Kisumu)**.
4. A complete set of tender documents may be obtained by interested candidates upon payment of non-refundable fees of **Kshs.1,000.00** (*One Thousand Kenya Shillings*) through e-citizen payable to the Kenya Bureau of Standards. Tender documents obtained electronically will be free of charge. The tender documents can also be viewed and downloaded from the website [www.kebs.org](http://www.kebs.org) or PPIP website <http://tenders.go.ke> at no cost. Bidders who download the tender document from the website must forward their contact information immediately to [procurement@kebs.org](mailto:procurement@kebs.org) and [dedej@kebs.org](mailto:dedej@kebs.org) for records and any further clarification and addenda. A copy of the payment receipt for the purchased tender document must be submitted with the bid document.
5. Completed tenders must be delivered to the address below on or before 1000hrs, **13<sup>th</sup> May 2026**. Electronic Tenders **will not** be permitted.
6. Prices quoted should be in Kenya Shillings and shall remain valid for the period to be determined by the Procuring Entity from the closing date of the tender.
7. Tenders will be opened immediately after the deadline date and time specified above or any deadline date and time specified later. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address below.
8. Late tenders will be rejected.
9. The addresses referred to above are:

A. Address for obtaining further information, and for inspecting the goods to be sold.

**Kenya Bureau of Standards,  
Supply Chain Department,  
Popo Road Off Mombasa Road  
P. O. Box 54974 – 00200, Nairobi  
[procurement@kebs.org](mailto:procurement@kebs.org), [dedej@kebs.org](mailto:dedej@kebs.org) & [info@kebs.org](mailto:info@kebs.org)  
Tel: (+254) 020 6948000**

B. Address for Submission of Tenders.

The Managing Director,  
Kenya Bureau of Standards,  
Popo Road Off Mombasa Road,  
P. O. Box 54974 – 00200, Nairobi  
The tender documents should be dropped in the tender box located on Ground Floor at KEBS Main Reception, Administration Block.

c. Address for Opening of Tenders.

**The Chief Manager - Supply Chain,  
Kenya Bureau of Standards,  
Procurement Boardroom,  
Popo Road Off Mombasa Road,  
P. O. Box 54974 – 00200, Nairobi.**

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*The Managing Director  
Kenya Bureau of Standards  
(Official of the Procuring Entity issuing the invitation)*

# 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 KEBS 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 **seven (7)** 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 into 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 sit 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 **NOT APPLICABLE**

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 instruction to tenderers after date of tender opening prescribed by the Procuring Entity, pursuant to paragraph 10.2. 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 7.1 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.

9.2 Viewing the items shall be as follows;

S/No.	Location	Dates
1.	KEBS Headquarters – Nairobi (Biochemical, Engineering & Stationary Stores)	08.05.2026
2.	Coast Region (KEBS complex)	27.04.2026
3.	Lake Region (Kisumu)	27.04.2026

## **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.

### **Deadline for Submission of Tenders**

Tenders must be received by the Procuring Entity at the address specified not later than **13<sup>th</sup> May 2026** at 1000HRS East African Time.

The Procuring Entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 5.2 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 12.1. 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.
- 12.2 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 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 1000HRS on **13<sup>th</sup> May 2026** and in 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.
- 15.3 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 Kenya Bureau of Standards (**KEBS**) 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 Kenya Bureau of Standards 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 **Kenya Bureau of Standards** 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 lowest tendered price.**

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

- 18.3 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.
- 18.4 Simultaneously the other tenderers shall be notified that their tenders have been unsuccessful.

## 18 Convassing/Contacting the Kenya Bureau of Standards

- 18.1 No tenderer shall contact the **Kenya Bureau of Standards** on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.
- 18.2 Any effort by a tenderer to influence the **Kenya Bureau of Standards** 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

### Notes on schedule of Items and Prices

1. The **Kenya Bureau of Standards** will prepare the schedule of items being sold, marking each item with a unique number. Where items are to be sold as a lot, the lots must be clearly indicated in the schedule.
2. The schedule of items and prices will include a column for the deposit to be paid by the tenderer for the item and lot. The deposit amount should be indicated by the Procuring Entity. **NOT APPLICABLE**
3. The tenderer shall complete the tender by preparing and completing the Table below, indicating the items tendered for and the prices offered and striking out those not tendered for. The Kenya Bureau of Standards will complete columns 1-6 and the Tenderer will complete columns 7 and 8, and sign as indicated below.

### SCHEDULE OF ITEMS AND PRICES

1	2	3	4	6	7	8
Item No.	Description of Item	Unit of Issue	Total Qty	Location	Unit price (KSHS)	Total Tender Price
1	Batteries D2	Pcs	49	<b>KEBS HQ Items - Location: Engineering Store</b>		
2	Batteries C2	Pcs	49			
3	Sealed LED battery	Pcs	6			
4	9V Duracell	Pcs	6			
5	9V Energizer	Pcs	29			
1	Tonner No. TN-3350 for printer Brother model MFC-8910DW	Pcs	8	<b>KEBS HQ - LOCATION: STATIONARY STORE</b>		
2	Tonner No. CE410A-(K) Black for printer Color -HP model HP LaserJet Pro MFP 400	Pcs	1			
3	Tonner No. CE411A- (C)Blue for printer Color -HP model HP LaserJet Pro MFP 400	Pcs	2			
4	Tonner No. CE412A-(Y) Yellow for printer Color -HP model HP LaserJet Pro MFP 400	Pcs	2			
5	Tonner No. CE413A-(M) Red for printer Color -HP model HP LaserJet Pro MFP 400	Pcs	3			
6	Tonner No. C9720A for printer Color -HP model Laserjet 4600	Pcs	5			
7	Tonner No. C9723A for printer Color -HP model Laserjet 4600	Pc	1			
8	Tonner No. C7115A for printer Color -HP model Laserjet 1200	Pcs	7			
9	Tonner No. Q5949A for printer Color -HP model Laserjet 1320	Pcs	6			
10	Tonner No. CB435A for printer Color -HP model Laserjet P1005/P1006	Pcs	6			
11	Tonner No. Q2613A for printer Color -HP model Laserjet 1300	Pcs	6			
12	Tonner No. CE255A for printer Color -HP model Laserjet P3015	Pcs	19			
13	Tonner No. CE250A for printer Color -HP model Laserjet CP3532/CM3530	Pcs	22			
14	Tonner No. CE505A for printer Color -HP model LaserJet P2035-P2055	Pcs	8			
15	Tonner No. Q1338A for printer Color -HP	Pcs	6			

	model Laserjet 4200				
16	Tonner No. Q5942A for printer Color -HP model Laserjet 4250dn/4240/4350	Pcs	10		
17	Tonner No. CE390A for printer Color -HP model Laserjet 600 M602dn	Pcs	20		
18	Tonner No. Q7551A for printer Color -HP model Laserjet P3005/M3027 mfp	Pcs	11		
19	Tonner No. CE285A for printer Color -HP model Laserjet P1102	Pcs	13		
20	Tonner No. CE260A for printer Color -HP model Laserjet M551/500 mfp/M575	Pcs	3		
21	Tonner No. CF259A for printer Color -HP model Laserjet Pro M304/M404/M406/M428/M430	Pcs	14		
22	Tonner No. CF280A for printer Color -HP model Laserjet Pro 400 MFP M425dn	Pcs	5		
23	Tonner No. CC364A for printer Color -HP model Laserjet P4014dn/P4015x	Pcs	8		
24	Tonner No. CF283A for printer Color -HP model HP LaserJet Pro MFP M125nw	Pcs	11		
25	Tonner No. TK-130 for printer Kyocera model FS-1128MFP	Pcs	31		
26	Tonner No. TK-410/420/435 for printer Kyocera model Mita KM-1620/1635/1650	Pcs	9		
1	70% ETHANOL	1L	2	<b>KEBS HQ - LOCATION: BIOCHEMICAL STORE</b>	
2	Acetonitrile Lc-MS Grade	1L	10		
3	Lactic Acid, AR	500ML	1		
4	Amyl Alcohol for Milk Testing, To Come with Coa, Msds	2.5L	4		
5	Isopropyl Alcohol 99.5%	2.5 L	4		
6	Kobalt (11) Chloride Hexahydrate	100G	1		
7	Di - Sodium Hydrogen Phosphate Anhydrous AR	500 G	2		
8	Buffer Solution 2.00+0.2	1L	3		
9	Buffer Solution 1.68+0.01	1L	1		
10	Sodium Hexamethaphosphate 68% Extra Pure	500G	1		
11	Sodium Bisulphate	500 G	4		
12	Sodium Silicate Powder	500 G	4		
13	5-Sulphosalicylic Acid 250 G	250G	4		
14	Siligagel Self Indicating Mesh Blue	500G	2		
15	Sodium Lauryl AR	500G	1		
16	Sodium Hydrogen Carbonate	500G	2		
17	Tris Buffer	500G	6		
18	Boric Acid AR	500G	28		
19	Nickel Chloride Hexahydrate	500G	1		
20	Ammonium Ferric Citrate	500 G	1		
21	D (+) Glucose	500G	5		
22	D {-} Mannitol AR	500G	8		
23	Magnesium Chloride Hexahydrate 500	500 G	2		
24	Sodium Acetate AR	500g	1		
25	Citric Acid Anhydrous AR	500 G	11		
26	Calcium Chloride Dihydrate	500G	1		
27	Alizarinrot	100G	1		
28	Ammonium Bromide	500 G	2		
29	Ferric Chloride Hexahydrate AR	500 G	2		
30	Zinc Chloride Anhydrous	500GM	1		
31	Potassium Dihydrogen Phosphate	500G	1		

32	Sucrose AR	500G	1		
33	Tanic Acid AR	500G	2		
34	Ethylene Diamine Tetracetic Acid Disodium Salt	500G	1		
35	Sodium Sulphide	500G	1		
36	Di - Sodium Hydrogen Orthophosphate	500G	1		
37	Cupric Oxide	100G	2		
38	Ferric Chloride Anhydrous 99% Ar	500G	2		
39	D-Xylose Ar	100G	3		
40	Di-Sodium Tetraborate Decahydrate	500G	6		
41	Dichloromethane Ar 99%	2.5 L	9		
42	Glycerol 99.5%Ar	1L	1		
43	3m sponge stick with 10ml neutralising	BOX	2		
44	Quanti-tray legiolert	BOX	4		
45	Hexamine	500g	1		
46	Iodine	500g	2		
47	Mercuric Chloride	500g	2		
48	Acetic acid glacial 99.5% extra pure	2500ml	36		
49	Hydrochloric Acid (ampoules)	100ml	2		
50	Sodium Hexametaphosphate 68% extra pure	500g	1		
51	Sodium Lauryl	500g	2		
52	Urea LR	500G	1		
53	Benzene AR-LO13A	2.5L	2		
54	Dimethyl Formanid AR	2.5L	2		
55	Ethyl Acetate AR	2.5L	2		
56	ISO-Amyl Alcohol Purified	2.5l	2		
1	Sodium Hydroxide 0.1mol/L	Pc	1	<b>COAST REGION - LOCATION: KEBS COMPLEX</b>	
2	Sodium Thiosuphate 0.1mol	Pc	2		
3	Hydrochloric Acid 0.1mol	Pc	6		
4	Hydrazine Sulphate Ar 500g	Pc	1		
5	Potassium Hydroxide Pellete 500g	Pc	1		
6	Baird Parker Agar Base 500g	Pc	1		
7	Zinc Oxide Plaster Adhesive White	Pc	5		
8	Steri Gause Non Sterile Gause Swabs	Pc	2		
9	Steri Gause Non-Sterile Gause Swabs	Pc	1		
10	Steri Gause Non-Sterile Gause Swabs	Pc	2		
11	Tds Calibration Solution 1241ppt	Pc	1		
12	Sure Plast	Pc	5		
13	Sulphuric Acid 0.1mol/L	Pc	1		
14	METHIL RED INDICATOR AR 25g	Pc	1		
15	POTTASium SODIUM TYTRATE TETRAHYDRATE 99% AR 500g	Pc	8		
16	Magnesium Sulphate Heptahydrate Ar	Pc	1		
17	SHIGELLA BROTH BASE 500g	Pc	1		
18	Hektoen Entric Agar	Pc	1		
19	ONE BRORH LISTERIA BASE 500ml	Pc	1		
20	ACETON 99.5AR 2500ml	Pc	1		
21	HPLC GRADE WATER 2.5ltr	Pc	2		
22	ALLUMINIUM POTTASium SULPHATE EXTRA PURE 500g	Pc	1		
23	Analytical Reagent	Pc	1		
24	POTTASium HYDROXIDE PELLETES AR 500g	Pc	1		

25	POTTASIAM HYDROXIDE PELLETES AR 500g	Pc	1		
26	SODIUM HYDROXIDE PELLETS AR 500g	Pc	1		
27	Ammonium Feric Sulphate Dodecahydrate	Pc	1		
28	Analytical Reagent Grade Phenol Diaminoathanetrate	Pcs	2		
29	Standard Plate Count Agar	Pc	1		
30	Sorbic Acid	Pc	1		
31	Sodium Sulphate Ar	Pc	1		
32	Di Sodium Tetraborate Ar	Pc	1		
33	Zinc Dust (Desco)	Pc	1		
34	DI-Typtophan	Pc	1		
35	Analytical Rasayan I-Naphthol Ar	Pcs	3		
36	Analytical Rasayan Lead Nitrate Ar	Pc	1		
37	Phloroglucinol Dihydrate	Pc	1		
38	Potassium Iodate	Pcs	2		
39	Potassium Tellurite Hydrate	Pc	1		
40	Mercuric Oxide Red	Pc	1		
41	Sodium Sulphate Thiosulphate	Pc	1		
42	Magnesium Sulphate Unhydrous	Pc	1		
43	Magnesium Nitrate	Pc	1		
44	Zinc Metal	Pc	1		
45	Potassium Sodium Tartrate	Pc	1		
46	Magnesium Sulphate Ar	Pc	1		
47	Sodium Sulphate Ar	Pc	1		
48	Sodium Sulphate	Pc	1		
49	Calcium Carbonate	Pc	1		
50	Magnesium Oxide	Pc	1		
51	Mercuric Sulphate	Pc	1		
52	Phenophthalein Indicator	Pc	1		
53	One Blank	Pc	1		
54	Iodine Solution	Pc	1		
55	Methyl Red Indicator	Pc	1		
56	Benzoic Acid	Pc	1		
57	Silica Gel Self Indicating 20 Mesh Blue	Pc	1		
58	Potassium Chloride	Pc	1		
59	Sodium Thiosulphate	Pc	1		
60	Silica Gel 60-120 March for Cholum Chromatography 500g	Pc	1		
61	Saponin	Pc	1		
62	Potassium Dichromate	Pc	1		
63	Activated Charcoal	Pc	1		
64	Boric Acid	Pc	1		
65	Ammonium Acetate	Pc	1		
66	Butylated Hydroxytoluene	Pc	1		
67	Benzoic Acid	Pc	1		
68	Cation Exchange Resin	Pc	1		
69	Sodium Chloride	Pc	1		
70	Potassium Hydrogen Phthalate	Pc	1		
71	Ferrous Sulphate	Pc	1		
72	Benzoic Acid	Pc	2		
73	Silica Gel	Pc	1		
74	Ferric Oxide Red	Pc	1		
75	Ammonium Acetate	Pc	1		

76	Saponin	Pc	3		
77	Sodium Dihydrate Ortho Phosphate	Pc	1		
78	Magnesium Nitrate	Pc	1		
79	Potassium Sulphate	Pc	1		
80	Potassium Hydrogen Phosphate	Pc	1		
81	Rankem Naf P224c06	Pc	1		
82	Bromoscrasal Green Indicator	Pc	1		
83	Sodium Nitrate	Pc	1		
84	Rankem Resorcinol	Pc	1		
85	Unlabelled Iodine	Pc	1		
86	Unlabelled Solution	Pc	1		
87	Potassium Dichromate	Pc	1		
88	Brain Heart Infusion.	Pc	2		
89	Tryptone Soy Agar.	Pc	1		
90	Maximum Recovery Diluent.	Pc	1		
91	Iron Sulphite Agar.	Pc	1		
92	Cm0469 Xld Medium.	Pc	1		
93	Cm0469 Xld Medium.	Pc	1		
94	Maximum Recovery Diluent	Pc	1		
95	Tetrathionate Broth Base.	Pc	1		
96	Alkaline Saline Peptone Water (Iso)	Pc	2		
97	Cm0007 Mac-Conkey Agar	Pc	1		
98	Violet Red Bile Glucose Agar.	Pc	1		
99	Lysine Medium	Pc	1		
100	Pserfringes Agar Base Tsc & Sfp	Pc	1		
101	Violet Red Bile Glucose Agar.	Pc	1		
102	Brilliant Green Bile 2% (Broth)	Pc	1		
103	Campylobacter Blood – Free Selective Agar	Pc	1		
104	Alkaline Saline Peptone Water.	Pc	1		
105	Cm0469 Xld Medium.	Pc	1		
106	Legionella Cye Agar Base.	Pc			
107	Maximum Recovery Diluent	Pc	1		
108	Brilliant Green Agar	Pc	1		
109	One Broth – Listeria Base.	Pc	1		
110	Cm0395 Selenite Broth Base.	Pc	1		
111	Brilliant Green Agar.	Pc	1		
112	Rappaport – Vassiliadis (Rv) Enrichment Broth.	Pc	1		
113	Cm0469 Xld Medium.	Pc	1		
114	Kanamycin Aesculin Azide Agar Base.	Pc	1		
115	Tryptone Water.	Pc	1		
116	Cm 0191 Lysine Medium	Pc	1		
1	Ammonium Acetate	Pc	1	<b>LAKE REGION: KISUMU OFFICE - LABORATORIES</b>	
2	Ammonium Ferrous sulphate	Pc	4		
3	Ammonium Ferric sulphate dodecahydrate	Pc	3		
4	Ammonium thiocyanate	Pc	1		
5	Amyl alcohol	Pc	1		
6	Aluminium potassium sulfate	Pc	1		
7	Barium chloride dihydrate	Pc	1		
8	2,2, bipyridyl	Pc	1		
9	Calcium acetate hydrate	Pc	1		
10	Calcium chloride	Pc	1		
11	Copper (II) sulphate pentahydrate	Pc	2		
12	Citric acid monohydrate	Pc	1		

13	Eirochrome black T_indicator	Pc	1		
14	Activated charcoal	Pc	1		
15	Hydroxylamine Hydrochloride	Pc	1		
16	Potassium iodate	Pc	1		
17	Potassium oxalate monohydrate	Pc	1		
18	Potassium thiocyanate	Pc	1		
19	Potassium hydrogen phthalate	Pc	1		
20	Potassium sodium tartarate tetrahydrate	Pc	1		
21	Phenanthroline monohydrate	Pc	1		
22	Lead acetate	Pc	4		
23	Lead acetate	Pc	1		
24	Lanthanum Chloride	Pc	1		
25	Methyl Oragne_ Indicator	Pc	1		
26	Magnesium acetate	Pc	1		
27	magnesium sulphate	Pc	1		
28	Phenolphthalein_ Indicator	Pc	1		
29	Phenolphthalein_ Indicator	Pc	1		
30	1,10-Phenanthroline	Pc	2		
31	Resorcinol	Pc	1		
32	Sodium Carbonate anhydrous	Pc	1		
33	Sodium Dihydrogen orthophosphate	Pc	1		
34	Sodium hydroxide pellets	Pc	1		
35	Sodium Salicylate	Pc	1		
36	Sodium sulphate anhydrous	Pc	1		
37	Sodium sulphate anhydrous	Pc	4		
38	Sodium Nitrate	Pc	1		
39	Sodium Nitrate	Pc	1		
40	Sodium chloride	Pc	1		
41	Starch Soluble	Pc	1		
42	Starch Soluble	Pc	1		
43	Silica gel	Pc	2		
44	Silver nitrate	Pc	1		
45	Sodium thiosulphate pentahydrate	Pc	1		
46	Sodium sulphide flakes	Pc	1		
47	Sodium metabisulphite	Pc	1		
48	Sodium molybdate dihydrate	Pc	1		
49	Sucrose	Pc	1		
50	Sucrose	Pc	1		
51	Ferroun Indicator	Pc	1		
52	Glycerol	Pc	1		
53	Bacteriological peptone	Pc	3		
54	Nutrient Agar	Pc	2		
55	Triple sugar iron	Pc	3		
56	Sheep blood agar	Pc	1		
57	Brain heart infusion Agar	Pc	1		
58	Brain heart agar	Pc	1		
59	Tryptone water	Pc	2		
60	Thioglycolate medium	Pc	1		
61	Alkaline peptone Water	Pc	1		
62	Perfringens agar base	Pc	1		
63	Nutrient broth	Pc	1		
64	Milk plate count Agar	Pc	1		
65	Tetrathionate broth base	Pc	1		
66	Listeria Agar	Pc	1		

67	Peptone water	Pc	1		
68	Brilliant green bile broth 2%	Pc	1		
69	Sodium chloride ar	Pc	1		
70	Potassium chloride	Pc	1		
71	Potassium dichromate	Pc	1		
72	Formic Acid	Pc	1		
73	Sodium thiosulphate	Pc	1		
74	Sodium thiosulphate pentahydrate	Pc	1		
75	Acridine Orange	Pc	1		
76	Sorbic Acid	Pc	1		
77	1-Napthanol	Pc	1		
78	Creatine Monohydrate AR	Pc	1		
79	Neutral red indicator	Pc	1		
80	Diaminoethanoetra acetic acid	Pc	2		
81	Iodine	Pc	1		
82	Glycerol	Pc	3		
83	Tripple sugar Iron	Pc	1		
84	Perfrigens agar base	Pc	3		
85	Bacteriological peptone	Pc	2		
86	Nutrient agar	Pc	2		
87	Brain heart infusion	Pc	1		
88	Listeria agar	Pc	1		
89	Violet red bile agar	Pc	1		
90	Peptone water	Pc	2		
91	Tryptone water	Pc	1		
92	Sheep blood agar	Pc	1		
93	Alkaline peptone water	Pc	1		
94	Nutrient broth	Pc	2		
95	Brilliant green bile broth	Pc	1		
96	Thioglycollate medium (brewer)	Pc	1		
97	Full moon light fittings	Pcs	32		

**Award Criteria**

The Kenya Bureau of Standards 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 lowest evaluated tender as per **clause 17.1** instruction to tenderers.

***NOTE:** The tenderer/ supplier shall pay a public procurement capacity building levy of 0.03% of the value of the signed contract, exclusive of applicable taxes on all procurement contracts signed between the procuring entity and the supplier vide Legal Notice No. 206 of 6<sup>th</sup> November, 2023 as per Public Procurement Regulatory Authority Circular no. 01/202 dated 30<sup>th</sup> August 2024.*

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

NAME OF ACCOUNT HOLDER	<b>N/A</b>
NAME OF THE BANK	
BRANCH NAME	
CITY	
ACCOUNT NUMBER	
SWIFT CODE	
BANK CODE	
CURRENCY	

Banking correspondent (If any) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Tenderer \_\_\_\_\_  
\_\_\_\_\_

Name of Authorized official \_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_  
\_\_\_\_\_

### **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 he/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 Procuring Entity will retain confidential reserve prices for all the items. Items tendered for below the reserve price will be retained by the Procuring Entity.

## **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.

<b>S/No.</b>	<b>Mandatory Requirements (Documentary evidence)</b>	<b>Compliance Yes/ No</b>
MR1.	A copy of Valid Tax Compliance Certificate from Kenya Revenue Authority at the time of tender opening.	
MR2.	Must Submit a copy of Certificate of Registration with CR13/ Incorporation with CR12 not older than 6 months.	
MR3.	A copy of valid license issued by NEMA for hazardous chemical waste collection, transportation, and incineration.	
MR4.	Dully Filled, Signed and Stamped Form of Tender.	
MR5.	Dully Filled, Signed and Stamped Form for Confidential Business Questionnaire Form.	
MR6.	Dully Filled, Signed and Stamped Self-Declaration Forms (SD1 and SD2).	
MR7.	Dully Filled, Signed and Stamped Form Declaration and Commitment to the Code of Ethics	
MR8.	Paginate the tender document sequentially (1, 2, 3, 4, 5, 6, ..., n), where <i>n</i> represents the last page number.	

# 1. Form of Tender

Date:.....

Tender No.....

To: .....

.....

[Name and address of Procuring Entity]

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	8
Item No.	Description of Item	Unit of Issue	Total Quantity	Unit price	V.A.T 16%	Add 0.03% of PPCBL	Total Tender Price
1							
2							
3							
4							
5							

**KEY: PPCBL: - Public Procurement Capacity Building Levy**

**NOTE:** The tenderer/ supplier shall pay a public procurement capacity building levy of 0.03% of the value of the signed contract, exclusive of applicable taxes on all procurement contracts signed between the procuring entity and the supplier vide Legal Notice No. 206 of 6<sup>th</sup> November 2023 as per Public Procurement Regulatory Authority Circular no. 01/202 dated 30<sup>th</sup> August 2024.

**NOTE:** The amount quoted should be NET plus 16% and 0.03% of public procurement capacity building levy.

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

## **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 Seal.....

Date .....

**6. Tender deposit commitment Declaration Form *NOT APPLICABLE***

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)



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

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	2	4	5	6
Item No.	Description of Item	Total Quantity	Unit price	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 of .....dated the...day of .....20.....in the matter of Tender No.....of .....20..... 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/orders 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 of .....20.....

**SIGNED**

**Board Secretary**