



**DISPOSAL OF KRA OBSOLETE RECORDS COUNTRYWIDE FOR A
PERIOD OF THREE YEARS [RE-ADVERTISEMENT]**

TENDER NO. KRA/HQS/NCB-034/2025-2026

**TIMES TOWER BUILDING
P.O. BOX 48240-03600
TEL: +254 02 281 7022
EMAIL: eprocurement@kra.go.ke**

NAIROBI, KENYA.

PREBID DATE: 25TH FEBRUARY 2026 at 11:00 AM,

PREBID LINK: REGISTER [HERE](#)

CLOSING DATE: 05TH MARCH 2026 at 11:00 AM,

BID VALIDITY: 335 DAYS

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OPEN NATIONAL TENDER NOTICE

INVITATION TO TENDER

PROCURING ENTITY: KENYA REVENUE AUTHORITY

TENDER NAME: DISPOSAL OF KRA OBSOLETE RECORDS COUNTRYWIDE FOR A PERIOD OF THREE YEARS [RE-ADVERTISEMENT]

TENDER NUMBER: KRA/HQS/NCB-034/2025-2026

1. Kenya Revenue Authority, invites sealed tenders from eligible candidates for Disposal of KRA Obsolete Records Countrywide for a period of Three (3) Years
2. Interested eligible candidates may obtain further information at the address provided below. Items will be sold as they are, without any encumbrances.
3. A complete set of tender documents may be obtained by interested candidates electronically from KRA E-Procurement portal available on the KRA website www.kra.go.ke free of charge. Prospective bidders should register for E-Procurement to enable them access the KRA portal under “New Supplier Registration” found under the Tender Tab.
4. Tenderers will be required to pay in advance a refundable deposit as indicated in the Appendix to Instructions to tenderers. Tenders shall remain valid for **335 days** from the date of tender opening.
5. Completed Bids are to be saved as PDF documents marked “**KRA/HQS/NCB -034/2025-2026: Disposal of Obsolete Records at KRA Offices Countrywide for a period of Three (3) Years** and submitted to the appropriate KRA E-procurement Web Portal found on the KRA website so as to be received on or before **05TH MARCH 2026 AT 11:00 AM**
6. The Tenderer shall chronologically serialize all pages of the tender documents submitted.
7. Prices quoted should be net, must 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.
8. 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.
9. Late tenders will be rejected.
10. The addresses referred to above are:

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

Deputy Commissioner - Supply Chain Management

**Times Tower Building, 21st Floor,
P.O Box 48240– 0100,
Tel. +254 0709 012
368 Nairobi, Kenya.**

B. Address for Submission of Tenders.

Deputy Commissioner - Supply Chain Management

Times Tower Building, 21st Floor,

P.O Box 48240– 00100 GPO, Tel. +254 709 012 368 Nairobi, Kenya

C. Address for Opening of Tenders.

Kenya Revenue Authority

Nairobi, Haile Selassie Avenue, Times Tower Building, 21st Floor, SCM Boardroom

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 ineligibility 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 three (3) 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 items 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 the tendered item(s) in the amount indicated in the schedule of items and prices, to the Bank account indicated in Section IV-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 **Thirty (30) 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 **335 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. Sealing and Marking of Tenders

NB: ALL TENDERS SHALL BE SUBMITTED ELECTRONICALLY.

The electronic Tender submission procedures shall be:

The tenderer to note that the COMBINED TECHNICAL AND FINANCIAL proposals shall be submitted through the KRA Supplier Portal in the Notes and Attachment Folder. Hard copy tender submissions shall NOT be accepted.

- 9.1 Tenderer shall submit in one document the list of and prices of the items tendered for and addressed as follows.
 - i. Bear the name and address (including telephone number and email) of the Tenderer;
 - ii. Bear the name and Reference number of the Tender;
 - iii. Bear the name and address of the Procuring Entity; and
 - iv. Attach a payment slip or certified banking details from a bank, warranting the deposit payment made for the items tender for.
- 9.2 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

Tenders must be received by the Procuring Entity at the address specified not later than **05TH MARCH 2026 at 11.00 a.m.**

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.

12.2 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 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 **11.00 a.m., 05TH MARCH 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 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 (PRICE PER KG)**

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

Notes on schedule of Items and Prices

1. 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.
2. 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 Procuring Entity will complete columns 1-4 and the Tenderer will complete columns 5 and 6, and sign as indicated below.

TECHNICAL SPECIFICATIONS FOR DISPOSAL OF OBSOLETE RECORDS

S/N	ITEM	REQUIREMENT	BIDDER'S RESPONSE
1.	Transport & Logistics	Bidder to provide evidence of having at least three (3) well-maintained closed body trucks of minimum 10 tons for the movement of the obsolete records from the authority's premises to their disposal site. (Bidder to submit copies of logbooks and pictures for vehicles owned/leased. If leased, bidder to provide corresponding lease agreement)	
2.	Weighbridge and Pulping machine	Bidder to provide evidence of dedicated weighbridge area and installed pulping plant at their disposal site. (Bidder to submit pictures of both items as per their company profile) Note: KRA will verify this at Due Diligence/Post qualification.	
3	Number of Dedicated staff to undertake the Work.	Bidder to provide evidence of having a dedicated workforce of at least 50 staff to undertake the exercise. (Bidder to submit organogram indicating organizational structure and staff numbers).	
4	Working Environment (Space)	Bidder to provide evidence of having availability of at least 500 square Feet work space for offloading, sorting and pulping. (Bidder to submit title deed/ lease agreement indicating square footage of disposal site). Note: KRA will verify this at Due Diligence/Post qualification.	

5	Capacity of tonnage processed	Bidder to provide evidence of capacity to process at least 20 tons of waste per day. Bidder to submit sample waste management reports detailing waste tonnage handled.	
6.	Payment Terms	Bidder to commit to KRA payment terms of 30 days upon delivery of invoices.	
7.	Deliverable	Bidder to commit to issue certificate of destruction upon completion of the exercise to the Authority.	
8.	Clientele	Bidder to provide one (1) reference letter from another organization as proof of offering satisfactory similar work undertaken.	
REMARKS (PASS/FAIL)			

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/he 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 21days. 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 Thirty (30) 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.**

EVALUATION OF TENDERS

The Procuring Entity shall use the criteria listed in this Section to evaluate Tenders. By applying these criteria, the Procuring Entity shall determine the successful Tender or Tenders which has/ have been determined to:

- a) Be substantially responsive to the tender documents;
- b) Offer the highest evaluated cost to the Procuring Entity for all items of Goods to be sold based on either a single Contract or multiple Contracts as the case may be.
- c) Highest Offer will be considered for the item tendered for.

TENDER EVALUATION CRITERIA

Tenderers are required to submit the under-listed **mandatory requirements** for evaluation purposes:

1. Certificate of Incorporation/Registration
2. CR12/CR13 Certificate generated within the last 12 months to the tender closing date.
3. Valid Tax Compliance Certificate.
4. Advance refundable deposit of **Kenya Shillings Fifty Thousand (KES. 50,000.00)** {Tenderer to attach copy of receipt issued as proof of payment}

Payment Details are as follows:

Bank: National Bank of Kenya, Times Tower

Account Name: KRA MAIN IMPREST ACCOUNT

Account Number: 01023015000000

5. Valid County Government License
6. Valid NEMA license to operate a waste management/disposal plant/site
7. Valid OSHA certificate
8. Valid ISO 45001:2018 Health, Safety and Environment Certification.
9. Duly filled and signed Form of Tender **(Refer page 16).**
10. Duly filled and signed Confidential Business Questionnaire Form **(Refer page 17-18).**
11. Duly filled and signed Self Declaration Forms (SD 1 and SD 2) **(Refer page 19-20).**
12. Duly filled and signed Declaration and Commitment to the Code of Ethics **(Refer page 21)**

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 herewith 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.

1	2	3	4	5	6
Item No.	Description of Item	Unit of Issue	Estimated Annual Quantity	Total Tender Price (Per KG)	Deposit Paid
1	Disposal of Obsolete Records	KG	100,000		

Dated this day of 20

.....
[Signature]

.....
[In the capacity of]

Duly authorize to sign tender for and on behalf of

Confidential Business Questionnaire Form

You are requested to give the particulars indicated in Part1 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 in 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

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	Disposal of Obsolete KRA Records		

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 herein 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 herein 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 hereby 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 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	3	4	5
Item No.	Description of Item	Total Quantity	Unit Price	Offered Price
1	Obsolete Records			
2				
3				
4				
5				
TOTAL PRICE OF ALL ITEMS				XXXX

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)*

*[Letter head 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	3	4	5
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:

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 of20.....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 ReviewBoard on.....day of20.....

SIGNED

Board Secretary