

## INVITATION TO BID SALE OF MOTOR VEHICLES

### INSTRUCTION TO BIDDERS

1. This invitation for bids is open to all bidders including CHS staff.
2. The bidder shall bear all costs associated with the preparation and submission of its bid, and CHS, shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the disposal process.
3. The bidder is expected to examine all instructions, forms and terms as provided and complete the forms as required i.e., price schedule, bid form and the confidential business questionnaire. Failure to meet all the requirements of the bid will be at the bidder's risk and may result in bid being treated as non-responsive and bid rejection.
4. A prospective bidder requiring any clarification of the bid document may notify CHS by writing an email to [procurement05@chskkenya.org](mailto:procurement05@chskkenya.org) with the subject as **"Clarifications - Bid for Sale of Motor Vehicles"**. All clarifications/questions should have been sent to this email address **by 5:00 PM on September 19, 2025**.
5. CHS will respond in writing to bidders by **5:00 PM, September 26, 2025**, on any clarifications that will have been sought.
6. The bidder shall indicate on the attached price schedule the unit price.
7. The bid amount should be **Exclusive** of all **Taxes and Government Duties**, the successful bidder shall pay the **Duty(s), Taxes or VAT** or any other Government fees directly to the **Kenyan Revenue Authority (KRA)**.
8. Price quoted by the bidder shall be fixed during the bid validity period and not subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.
9. The price quoted shall be in Kenya Shillings (KES).
10. Bids shall remain valid for 60 days.
11. Viewing of the bid item will be done on weekdays between **10:00 AM to 1:00 PM** at CHS Nairobi offices located at Watermark Business Park, Ndege Road, Spring Court, First Floor on the specified dates:

- **Monday 15<sup>th</sup> September 2025 – Friday 19<sup>th</sup> September 2025**



12. Prospective bidders are encouraged to view the bid item at our CHS office before they bid. This will enable them to arrive at the most reasonable and competitive bid. Bids are based on **“AS IS WHERE IS CONDITION”** and the conditions of the bid item are not warranted by the seller.
13. Any effort by the Bidder to influence the process will lead to automatic disqualification.
14. CHS will award the contract to the successful bidder whose bid has been determined to be substantially responsive subject to the reserve price and discretion of CHS management.
15. CHS will notify the successful bidder in writing and the successful bidder will be required to make payment within ten days (10 days) of notification of award.
16. In the event the successful bidder fails to pay for the bid item, CHS shall notify, the person who had submitted the second highest bid who will be expected to make payment within ten days (10 days).
17. Where the item duty and applicable taxes are not paid, the bidder is responsible to make the necessary payment to the tax authorities after payment of the bid price to CHS. In this regard, prospective bidders should verify the duty and taxes status for the bid item on offer.
18. Once the payment is received by CHS, the bidder will be expected to sign a sale agreement and undertake to collect the offered item immediately.



### PRICE SCHEDULE

No.	Vehicle Make/ Model	Year of Manufacture	Registration Number	Location	Quoted Amount (KES)
1.	Ford Everest	2014	KBZ 653E	Nairobi	

**Authorized Official/Person/Bidder**

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

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

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



## BID FORM

To:

Chief Executive Officer  
Centre for Health Solutions - Kenya (CHS)  
Watermark Business Park, Ndege Road, Spring Court, First Floor  
P.O. Box 23248-00100 GPO,  
Nairobi

Date: \_\_\_\_\_

### RE: Invitation of Bids- Disposal of Motor Vehicles

Dear Sir,

Having examined the bid document instructions, we the undersigned offer to purchase and collect the item (s) offered to us in conformity with the said bid documents

instructions for the sum of \_\_\_\_\_ (figures)

\_\_\_\_\_ (words)

1. I/We undertake, if our bid is accepted, to pay for and collect the item(s) in accordance with the requirements of the bid.
2. I/We agree to abide by the bid for a period of \_\_\_\_\_ [number] days from the date fixed for bid opening of the instructions to bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
3. I/We understand that you are not bound to accept the highest or any bid that you may receive while awarding the bid to the successful bidder.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ at \_\_\_\_\_

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[In the capacity of/Title]

Duly authorized to sign bid for and on behalf of \_\_\_\_\_



## CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated below and you are advised that it is a serious offence to give false information on this form:

Business Name or Name of individual

.....

Location of business premises or individual.

.....

Plot No.....

Street/Road .....

Postal Address ..... Tel No. ....

Company Mobile .....

E mail address.....

Contact Person ..... Mobile.....

Nature of Business/ occupation of the individual

.....

Registration Certificate No or Identification number (ID No.)

.....

Name of your bankers ..... Branch. ....

**END OF THE BID DOCUMENT FOR DISPOSAL OF MOTOR VEHICLES**