

**REPUBLIC OF KENYA  
BARINGO COUNTY GOVERNMENT**

www.baringoassembly.go.ke



P.O BOX 159-30400  
KABARNET

**BARINGO COUNTY ASSEMBLY  
OFFICE OF THE CLERK**

**TENDER DOCUMENT**

**FOR**

**DISPOSAL OF OBSOLETE ASSETS- MOTOR VEHICLES**

**TENDER NO. BCA/T/003/2023-2024**

**CLOSING DATE:19<sup>th</sup> MARCH, 2024  
CLOSING TIME: 5PM**

**THE CLERK COUNTY  
ASSEMBLY OF BARINGO  
P.O BOX 159- 30400**

**KABARNET.**

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## **INVITATION TO TENDER (ITT)**

### **BARINGO COUNTY ASSEMBLY**

#### **NAME AND CONTACT ADDRESSES OF PROCURING ENTITY**

**INVITATION TO TENDER (ITT) No. BCA/T/003/2023-2024**

**TENDER NAME: DISPOSAL OF OBSOLETE ASSETS-**

#### **MOTOR VEHICLES**

1. The Baringo County Assembly now invites sealed tenders from eligible candidates to purchase motor vehicles.
2. Interested eligible candidates may obtain further information at the address provided below. Items will be disposed as is where basis, without any encumbrances is.
3. Interested tenderers may inspect the goods to be disposed during office hours **0900 hrs to 1600 hrs** East Africa time at the address given below.
4. A complete set of tender documents may be obtained free of charge electronically from Baringo County Assembly Website [www.baringoassembly.go.ke](http://www.baringoassembly.go.ke) or [www.ppip.go.ke](http://www.ppip.go.ke).
5. Tenderers will be required to pay in advance refundable deposit as indicated in the

Appendix to Instructions to tenderers.

6. Completed tenders must be delivered to the address below on or before 19<sup>TH</sup> March, 2024 clearly marked **TENDER DOCUMENT FOR DISPOSAL OF OBSOLETE ASSETS- MOTOR VEHICLES TENDER NO. BCA/T/003/2023/2024** and be dropped in Tender Box located on Ground floor, Electronic Tenders **will not** be permitted.
7. Prices quoted should be net, must be in Kenya Shillings and shall remain valid for a period of 180 days 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.

The addresses referred to above are:

**A. Address for obtaining further information on the tender documents**

The Clerk  
Baringo County Assembly  
Baringo County Assembly Headquarters,  
Opposite KCB building  
P.O. Box 159-30400  
Kabarnet, Kenya  
Tel: 053 22115  
Email: [baringocountyassembly@gmail.com](mailto:baringocountyassembly@gmail.com)

**B. Address for Submission of Tenders.**

The Clerk  
Baringo County Assembly  
Baringo County Assembly Headquarters,  
Opposite KCB building  
P.O. Box 159-30400  
Kabarnet, Kenya  
Tender Box located on Ground floor.

**C. Address for Opening of Tenders.**

The Clerk  
Baringo County Assembly  
Baringo County Assembly Headquarters,  
Opposite KCB building  
P.O. Box 159-30400  
Kabarnet, Kenya

Tender Box located on Ground floor.

## **SECTION I - INSTRUCTIONS TO TENDERERS**

### **1 Eligible Tenderers**

This Invitation for Tenders is open to all tenderers eligible as described in the Appendix to instructions to tenderers.

Tenderers shall be under a declaration of in eligibility for corrupt or fraudulent practices

The Procuring Entity's employees, committee members, board members and their Spouses, Child, Parent, Brothers or Sisters. 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.

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**

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.

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**

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.

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**

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 thirty (30) 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.

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.

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**

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

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.

In order to allow prospective tenderers reasonable time in which to take the amendment in to 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**

The tenderer shall indicate on the appropriate Price Schedule the unit prices and total tender price of the item it proposes to purchase under the contract.

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.

The Price quoted shall be in Kenya Shillings.

#### **7 Tender deposit**

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.

Failure to put the required deposit for any item tendered for will lead to disqualification of the tender for the item.

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.

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.

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**

Tenders shall remain valid for 180 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.

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. Viewing of Tender Items**

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.

## **10. Sealing and Marking of Tenders**

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.

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 **19<sup>st</sup> March, 2024** 5:00pm.

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**

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.

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**

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**

The Procuring Entity will open all tenders in the presence of tenderers' representatives who choose to attend at 5:00 Pm on **19<sup>TH</sup> MARCH 2024** and in the location specified in the invitation to tender. The tenderers or representatives who are present shall sign a register evidencing their attendance.

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.

The Procuring Entity will prepare minutes of the tender opening.

### **15 Clarification of tenders**

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**

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.

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.

The Procuring Entity will evaluate and compare the tenders, which have been determined to be substantially responsive.

The tender evaluation committee shall evaluate the tender within 30 days of the validity period from the date of opening the tender.

### **17 Award**

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 Criteria tendered price, subject to the reserve price.

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

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.

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

### **18 Canvassing/Contacting the Procuring Entity**

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.

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.

**EVALUATION CRITERIA**

A	PRELIMINARY EVALUATION/ MANDATORY REQUIREMENT	MANDATORY
1.	Bidders <b>Must</b> submit a copy of Certificate of Registration or Incorporation for a company or identification certificate or card for individual bidders	Mandatory
2.	Bidders <b>Must</b> submit a copy of current valid KRA Tax Compliance Certificate for registered/incorporated company	Mandatory
3.	Bidders <b>Must</b> fill, sign and stamp the form of tender in the format provided ( <i>Form 1</i> )	Mandatory
4.	Bidders <b>Must</b> fill, sign and stamp confidential business questionnaire form indicating the names of all the shareholders/directors ( <i>Form 2</i> )	Mandatory
5.	Bidders <b>Must</b> fill, sign and stamp tender deposit commitment declaration form ( <i>Form 3</i> )	Mandatory
6.	Bidders <b>Must</b> fill, sign and stamp self-declaration form signed and stamped ( <i>Form 4</i> )	Mandatory
7.	Bidders <b>Must</b> fill, sign and stamp the declaration and commitment to the Code of Ethics. ( <i>Form 5</i> )	Mandatory
8.	Bidders <b>Must</b> fill, sign and stamp site visit certificate ( <i>Form 6</i> )	Mandatory
9.	Bidders <b>Must</b> fill, sign and stamp beneficial ownership disclosure form ( <i>Form 7</i> )	Mandatory
10.	Bidders <b>Must</b> fill, sign and stamp the price schedule in the format provided in the tender document	Mandatory
11.	<p>Bidder <b>Must</b> Deposit cash equivalent to 5% of the Reserved price. Baringo County Assembly Accounts.  <b>Bank Details are as follows:</b></p> <p style="text-align: center;"><b>Bank: KCB</b>  <b>Account Name: Baringo County</b>  <b>Assembly Operations</b>  <b>Account: 1142302326</b>  <b>Branch: Kabarnet</b></p> <p>Bidders <b>Must</b> Provide a copy of the Deposit Slip and Original Payment Receipt. Bidders who will be successful will make payment through the above bank account.</p>	Mandatory
12.	Bidders should have their documents paginated consistently to ensure compliance with Section 74 (1) (i) Public Procurement and Assets Disposal Act, 2015 (in format 1,2,3,4..... to the last page).	Mandatory

*Pursuant to Section 80 of Public Procurement and Assets Disposal Act, 2015 any tender not meeting the mandatory and other eligibility criteria will not proceed to Financial Evaluation Stage.*

1.

**FINANCIAL EVALUATION**

The Highest evaluated Tender will be recommended for award for each item

**SECTION II - SCHEDULE OF ITEMS AND PRICES**

NO	VEHICLE MAKE REG NO/ YEAR OF MANUFACTURE (YOM) OBSOLETE ITEMS.	UoM	TOTAL QTY	RESERVED PRICE	REQUIRE D DEPOSIT (5% OF EQUIVAL ENT RESERVED SUM)	TOTAL TENDER PRICE
1.	<b>Toyota Prado 30CG053A,YOM 2014</b>	NO	1	3,760,000	188,000	
2.	<b>Toyota Fortuner 30CG049A,YOM; YOM; 2014</b>	NO	1	2,310,000.00	115,500.00	
3.	<b>Mitsubishi Lancer KBQ 156D,YOM; 2009</b>	NO	1	350,000.00	17,500.00	
4.	<b>Land Rover Defender KAW 765Z,YOM; 2007</b>	NO	1	860,000.00	43,000.00	



The Deposit (s) have been made to the Account as detailed below: Name of  
Account Holder \_\_\_\_\_  
Name of the Bank \_\_\_\_\_  
Branch Name and \_\_\_\_\_  
City/Town \_\_\_\_\_  
Account Number \_\_\_\_\_  
Banking correspondent (If any) \_\_\_\_\_  
Name of Tenderer \_\_\_\_\_  
Name of Authorized official \_\_\_\_\_  
Signature \_\_\_\_\_  
Date \_\_\_\_\_



### **SECTION III - CONDITIONS OF TENDER**

A tenderer may tender for each item or each lot and may tender for as many items or lots he/she wishes.

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.

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.

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.

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.

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**

**Form 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
Item No.	Description of Item	Unit of Issue	Total Quantity	Unit Price (KSH)	Total Tender Price	Required Deposit
2						
3						
4						
5						

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

\_\_\_\_\_

[signature] [in the capacity of]  
 Duly authorized to sign tender for and on behalf of \_\_\_\_\_

**FORM 2 - 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.

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 .....

**FORM 3 - 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: -

<b>Item No or Lot No,</b>	<b>Item Description</b>	<b>Deposit Kshs.</b>	<b>Receipt No. and Date</b>
1			
2			
3			
4			

\_\_\_\_\_  
(Signature) (Date)

Authorizing Official \_\_\_\_\_  
(Name)

Designation \_\_\_\_\_

**FORM 4**

**FORM SD1**

**SELF-DECLARATION FORM**

**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 here in above is true to the best of my knowledge, information and belief.

\_\_\_\_\_  
(Title) \_\_\_\_\_ (Signature) .....  
(Date).....

Bidder Official Stamp\_\_\_\_\_

**FORM 5 - 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.....

**FORM 6 - VIEWING CERTIFICATE**

**BARINGO COUNTY ASSEMBLY**

**TENDER SITE VISIT CERTIFICATE**

**TENDER No: (BCA/T/003/2023-2024)**

The tenderer shall attend the Site for the above tender to be conducted by Baringo County Assembly designated staff.

I hereby certify that I have attended the Tender site visit and have confirmed the bonded Obsolete/idle assets in this tender.

Tenderers Name.....

Sign.....Date.....

Designated BCA Officer.....

Sign..... Date.....



**FORM NO. 7 BENEFICIAL OWNERSHIP DISCLOSURE FORM**

**(Amended and issued pursuant to PPRA CIRCULAR No. 02/2022)**

**INSTRUCTIONS TO TENDERERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM**

*This Beneficial Ownership Disclosure Form ("Form") is to be completed by the successful tenderer pursuant to Regulation 13 (2A) and 13 (6) of the Companies (Beneficial Ownership Information) Regulations, 2020. In case of joint venture, the tenderer must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission.*

*For the purposes of this Form, a Beneficial Owner of a Tenderer is any natural person who ultimately owns or controls the legal person (tenderer) or arrangements or a natural person on whose behalf a transaction is conducted, and includes those persons who exercise ultimate*

Tender Reference No.: \_\_\_\_\_ [insert

identification no] Name of the Tender Title/Description: \_\_\_\_\_ [insert

name of the assignment] to: [insert complete name of Procuring Entity]

In response to the requirement in your notification of award dated [insert date of notification of award] to furnish additional information on beneficial ownership:

\_\_\_\_\_ [select one option as applicable and delete the options that are not applicable]

I) We here by provide the following beneficial ownership information.

**Details of beneficial ownership**

	<b>Details of all Beneficial Owners</b>		<b>% of shares a person holds in the company Directly or indirectly</b>	<b>% of voting rights a person holds in the company</b>	<b>Whether a person directly or indirectly holds a right to appoint or remove a member of the board of directors of the company or an equivalent governing body of the Tenderer (Yes / No)</b>	<b>Whether a person directly or indirectly exercises significant influence or control over the Company (tenderer) (Yes / No)</b>
<b>1.</b>	Full Name		Directly- ----- %	Directly... .....% of voting rights	1. Having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer: Yes ____No____	<b>1.</b> Exercises significant influence or control over the Company body of the Company (tenderer) Yes -----No- ---
	National identity card number or Passport number		of shares  Indirectly y----- %	Indirectly--- -----% of voting rights	2. Is this right held directly or indirectly?:  Direct..... .....  Indirect..... .....	2. Is this influence or control exercised directly or indirectly?  Direct..... .....
	Personal Identification Number (where Applicable)		of shares			
	Nationality					
	Date of birth [dd/mm/yyyy]					

Details of all Beneficial Owners		% of shares a person holds in the company Directly or indirectly	% of voting rights a person holds in the company	Whether a person directly or indirectly holds a right to appoint or remove a member of the board of directors of the company or an equivalent governing body of the Tenderer (Yes / No)	Whether a person directly or indirectly exercises significant influence or control over the Company (tenderer) (Yes / No)
Postal address					Indirect..... .....
Residential address					
Telephone number					
Email address					
Occupation or profession					
2.	Full Name	Directly- ----- %	Directly... .....% of voting rights	1. Having the right to appoint a majority of the board of the directors or an equivalent governing	1. Exercises significant influence or control over the Company body of the
	National identity card number or Passport	of shares	Indirectly--- -----% of voting		

Details of all Beneficial Owners		% of shares a person holds in the company Directly or indirectly	% of voting rights a person holds in the company	Whether a person directly or indirectly holds a right to appoint or remove a member of the board of directors of the company or an equivalent governing body of the Tenderer (Yes / No)	Whether a person directly or indirectly exercises significant influence or control over the Company (tenderer) (Yes / No)																	
<table border="1"> <tr> <td>Identification Number (where applicable)</td> <td></td> <td rowspan="7">Indirectly----- % of shares</td> <td rowspan="7">Rights</td> <td rowspan="7">           body of the Tenderer: Yes -----No-----             2. Is this right held directly or indirectly?:             Direct..... .....             Indirect..... .....         </td> <td rowspan="7">           Company (tenderer) Yes ----- No-----             2. Is this influence or control exercised directly or indirectly?             Direct..... .....             Indirect..... .....         </td> </tr> <tr> <td>Nationality(ies)</td> <td></td> </tr> <tr> <td>Date of birth [dd/mm/yyyy]</td> <td></td> </tr> <tr> <td>Postal address</td> <td></td> </tr> <tr> <td>Residential address</td> <td></td> </tr> <tr> <td>Telephone</td> <td></td> </tr> <tr> <td>Identification Number (where applicable)</td> <td></td> </tr> </table>	Identification Number (where applicable)		Indirectly----- % of shares	Rights	body of the Tenderer: Yes -----No-----  2. Is this right held directly or indirectly?:  Direct..... .....  Indirect..... .....	Company (tenderer) Yes ----- No-----  2. Is this influence or control exercised directly or indirectly?  Direct..... .....  Indirect..... .....	Nationality(ies)		Date of birth [dd/mm/yyyy]		Postal address		Residential address		Telephone		Identification Number (where applicable)					
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	<b>Details of all Beneficial Owners</b>		<b>% of shares a person holds in the company Directly or indirectly</b>	<b>% of voting rights a person holds in the company</b>	<b>Whether a person directly or indirectly holds a right to appoint or remove a member of the board of directors of the company or an equivalent governing body of the Tenderer (Yes / No)</b>	<b>Whether a person directly or indirectly exercises significant influence or control over the Company (tenderer) (Yes / No)</b>
	number					
	Email address					
	Occupation or profession					
<b>3.</b>						
<b>e.t.c</b>						

II) Am fully aware that beneficial ownership information above shall be reported to the Public Procurement Regulatory Authority together with other details in relation to contract awards and shall be maintained in the Government Portal, published and made publicly available pursuant to Regulation 13(5) of the Companies (Beneficial Ownership Information) Regulations, 2020.(Notwithstanding this paragraph Personally Identifiable Information in line with the Data Protection Act shall not be published or made public). *Note that Personally Identifiable Information (PII) is defined as any information that can be used to distinguish one person from another and can be used to deanonymize previously anonymous data. This*

*information includes National identity card number or Passport number, Personal Identification Number, Date of birth, Residential address, email address and Telephone number.*

III) In determining who meets the threshold of who a beneficial owner is, the Tenderer must consider a natural person who in relation to the company:

- (a) holds at least ten percent of the issued shares in the company either directly or indirectly;
- (b) exercises at least ten percent of the voting rights in the company either directly or indirectly;
- (c) holds a right, directly or indirectly, to appoint or remove a director of the company; or
- (d) exercises significant influence or control, directly or indirectly, over the company.

IV) What is stated to herein above is true to the best of my knowledge, information and belief.

*Name of the Tenderer ..... \*[insert complete name of the Tenderer]\_\_\_\_\_*

*Name of the person duly authorized to sign the Tender on behalf of the Tenderer:*

*\*\* [insert complete name of person duly authorized to sign the Tender] Designation of the person signing the Tender ..... [insert complete title of the person signing the Tender]*

*Signature of the person named above: ..... [insert signature of person whose name and capacity are shown above]*

*Date this ..... [insert date of signing] day of..... [Insert month], [insert year]*

Bidder Official Stamp

**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	3	4	5	6
<b>Item No.</b>	<b>Description of Item</b>	<b>Unit of Issue</b>	<b>Total Quantity</b>	<b>Unit Price</b>	<b>Offered Price</b>
1					
2					
3					
4					
TOTAL PRICE OF ALL ITEMS					XXX

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]* 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.

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1					
2					
3					
4					
<b>TOTAL PRICE OF ALL ITEMS</b>					<b>XXX</b>

Authorized Signature:.....  
Name and Title of Signatory:.....  
Name of Procuring Entity.....  
Officer(s) to be contacted



Name of Officer \_\_\_\_\_  
Postal Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
E-mail 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:

Return this letter signed within 14 days; or

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*.....