

<p><u>PROCURING ENTITY</u></p>	 <p>KENYA GOOD NEIGHBORS, P.O BOX 76327-00508, NAIROBI KENYA. EMAIL disposal@goodneighbors.ke</p>
<p><u>TENDER NO:</u></p>	<p>KGN/HO/AD/2026/005</p>
<p><u>TENDER NAME</u></p>	<p>DISPOSAL OF MOTOR VEHICLES</p>
<p><u>CLOSING DATE</u></p>	<p>FRIDAY 29TH MAY 2026</p>
<p><u>CLOSING TIME</u></p>	<p>4.00 P.M.</p>
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INTRODUCTION

Good Neighbors International (GNI) is an international humanitarian and development NGO established in 1991, and it is in general consultative status with the United Nations Economic and Social Council (UN-ECOSOC). GNI has made great strides in its mission to eradicate poverty and provide a better quality of life to people around the world through community development projects.

Kenya Good Neighbors (KGN) was established in Kenya in 1995. Kenya Good Neighbors implements Community Development Projects by supporting the stable and self-sufficient development of the communities through interventions in education, health, water and sanitation, income generation, advocacy, environment, climate change and emergency relief. KGN is currently operating projects in 9 counties, namely, Nairobi, Kiambu, Embu, Kajiado, Narok, Kisii, Siaya, Marsabit, and Turkana Counties.

SCHEDULE OF ITEMS AND PRICES

Five (5) Motor Vehicles:

	REG NO	MAKE/TYPE	STATION	YOM	Deposit
1	KBL582E	TOYOTA/RAV4	HO	2006	20,000
2	KCJ812V	TOYOTA/RUSH	HO	2009	20,000
3	KCC874R	HONDA/CRV	HO	2008	20,000
4	KCC848V	TOYOTA /PRADO	HO	2009	20,000
5	KCG839U	TOYOTA/HIACE	HO	2008	20,000

*The Deposit(s) should be made in name of the account holder as below in Banker's cheque form.

Name of Account Holder: *Kenya Good Neighbors*

INSTRUCTION TO TENDERERS

1. **Duly Completed tenders must be delivered in a single sealed envelope**, bearing the name and Reference number of the Tender, addressed to the Country Director to **Kenya Good Neighbors Head Office in Ruiru by 16:00hrs of 29th May 2026 (Friday)** *along 3rd Sunrise Avenue in Ruiru off Eastern Bypass Between Greenspot Gardens/Brook Breeze Apartments and Deliverance Church. Left-hand side After Greenspot Gardens Carpark and of Coordinates (-1.16637,36.96845)*
2. Duly completed documents should also be returned by email to: disposal@goodneighbors.ke before/ by **04:00p.m. of 29th May 2026 (Friday)** East African Time, addressed to the Country Director. Please name the title of your email as “Bidder Name/AD/ 005/Vehicle Disposal”. For example, if your company name is ABCD, then please name your email title as “ABCD/ AD/ 005/Vehicle Disposal”. Emails named in a different way might not be checked.
3. For a bidder to be considered responsive, it shall be **mandatory to submit both hard copy and soft copy on time.**
4. All documents shall be in a **non-editable format such as PDF.**
5. Mandatory submission for organization, institutions and companies includes:
 - a) Valid Tax Compliance Certificate
 - b) K.R.A. Pin certificate
 - c) Valid Certificate of Incorporation/ Registration. (For institutions/organizations/companies)
 - d) **Quotations:** should include vehicle information, unit price, quantity, and Grand total
6. Individual bidders are expected to submit the below mandatory documents:
 - a) K.R.A. Pin certificate
 - b) Valid identification document
 - c) **Quotations:** should include vehicle information, unit price, quantity, and Grand total

7. Late submission will be considered a non-responsive application. Failure to furnish all information required or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderer's risk and any result in the rejection of its tender.

ELIGIBLE TENDERERS

8. This tender is open to ALL tenderers, with the exclusion of:
- Lineal families and close relatives, beneficial owners, shareholders, members of governance, and key stakeholders of KGN; and
 - Tenderers who have a history of engaging in corruption or fraud and who have a criminal record.

COST OF TENDERING

9. Tenderers shall bear all costs associated with the preparation and submission of their tender. KGN in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

CLARIFICATION OF TENDER DOCUMENTS

10. Tenderers can make inquiries on tender documents through email address

disposal@goodneighbors.ke no later than 16:00 of 19th May 2026 (Tuesday).

11. KGN shall reply to clarifications sought by the tenderer within three (3) working days of receiving the request to enable the tenderer to submit its tender on time.

12. Any **telephone canvassing** from any of the tenderers shall not be allowed and will lead to automatic disqualification.

AMENDMENT OF TENDER DOCUMENTS

13. At any time prior to the deadline for tender submission, KGN, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by issuing an addendum.

14. The amendment shall be notified on the KGN website, and such amendment(s) will be binding on all tenderers.

15. To allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, KGN, at its discretion, may extend the deadline for the submission of tenders.

LANGUAGE OF TENDER

16. The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and KGN, shall be written in English language.

17. Any printed literature furnished by the tenderer may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

TENDER PRICES

18. Prices quoted by the tenderer shall remain fixed during the term of the contract unless otherwise agreed by the parties. A tender submitted with an adjustable price quotation without justification for unavoidable circumstances (which KGN reserves the right to accept the explanation or not) will be treated as non-responsive and will be REJECTED.

TENDER CURRENCIES

19. Prices shall be quoted in Kenya Shillings unless otherwise decided.

20. Where other currencies are used, KGN will convert those currencies to Kenya Shillings using the selling exchange rate on the tender closing date, provided by the Central Bank of Kenya.

FORMAT AND SIGNING OF TENDER

21. All documents should be in a non-editable format such as PDF.

22. All documents including certificates, affidavits, official letters, and so forth shall be duly authorized by the issuer as per the established mode of officialization or custom dictates.

23. The tender shall have no **interlineations**, **erasures**, or **overwriting** except as necessary to correct errors made by the tenderer, in which case such corrections shall be signed by the person or persons signing the tender.

DEADLINE FOR SUBMISSION OF TENDERS

24. KGN may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents, in which case all rights and obligations of KGN and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

CLARIFICATION OF TENDERS

25. To assist in the examination, evaluation, and comparison of tenders KGN may at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing by email, and no change in the prices or substance shall be sought, offered, or permitted before awarding a contract.

26. Any effort by the tenderer to influence KGN in its tender evaluation, tender comparison or contract award decisions may result in the rejection of the tender.

PRELIMINARY EXAMINATION AND RESPONSIVENESS

27. KGN will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required securities have been furnished, whether the documents have been properly signed, and whether the tenders are generally in order.

28. KGN may waive any minor informality or nonconformity or irregularity in a tender that does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking

of any tenderer.

EVALUATION AND COMPARISON OF TENDERS

29. KGN will evaluate and compare the tenders which have been determined to be substantially responsive.

30. KGN's evaluation of a tender will comprise the below:

- a) Eligibility check;
- b) Financial evaluation;
- c) Due diligence.

31. KGN reserves the right to accept or reject any tender and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the KGN's action.

32. A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be debarred from future tendering opportunities placed by KGN.

AWARD OF CONTRACT

33. KGN 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*, subject to the reserve price.

34. Prior to the expiration of the period of tender validity, KGN will notify the successful tenderer in writing that its tender has been accepted.

35. The notification of award will signify the formation of the contract subject to the signing of the contract

between the tenderer and KGN. Simultaneously, the other tenderers shall be notified that their tenders have not been successful.

36. A contract template shall be provided by KGN and reviewed together with the successful tenderer. The contents of the sample contract shall be subject to discussion and negotiation. Upon exchange of opinion and consent, both parties shall sign and effect the contract.

SIGNING OF CONTRACT

38. Both parties shall keep an original copy of the contract.

39. The parties to the contract shall have it signed within ten (10) business days from the date of notification of contract award unless there is an administrative review request.

CORRUPT OR FRAUDULENT PRACTICES

40. The successful tenderer shall observe the highest ethical standards of the industry on the execution of the contract.

41. KGN will reject a proposal for an award if it determines that the tenderer recommended for the award has engaged in corrupt or fraudulent practices in competing for the contract in question.

CONDITIONS OF TENDER

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

43. Viewing of the motor vehicles is strictly on **20th and 21st of May 2026**

44. 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.

45. *Tenderers who will be awarded contracts will be required to pay for the items after 14 days and not later than 21 days of contract signing*, 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.

46. 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.

47. 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 may be charged at a fee of Kes 1,000 (Kenya Shillings One Thousand only) per day.

48. KGN will retain confidential reserve prices for all the items.

End of Document.