

**KNC/PROC/BID/001/2024**

**INVITATION TO BID FOR DISPOSAL OF ASSETS**

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## 1. Introduction

Kenya Network Information Center invites bids from eligible and qualified companies and Individuals for the purchase of the obsolete assets.

## 2. Background of KeNIC

Kenya Network Information Centre (KeNIC) is a not-for-profit organization licensed to manage and administer the dot ke Country Code Top-Level Domain (.ke ccTLD) name. We are incorporated by the Companies Act, Chapter 486 of the Laws of Kenya, as a Company limited by guarantee. Further information on KeNIC is available on our website: [www.kenic.or.ke](http://www.kenic.or.ke)

## 3. Scope of Services

KeNIC seeks to dispose off obsolete assets. The scope of this bid includes the purchase, transfer of ownership, and removal of the assets from KeNIC premises.

## 4. Eligibility Criteria

To be eligible for this bid, bidders must:

- Provide proof of identity as outlined in 5.1 for companies and individuals.

## 5. Outlined Requirements for the Bidders

Bids must include the following:

- Completed and signed Bid Form (attached as Annex 5).
- Proof of eligibility (as outlined in 4 above).
- Detailed price offer for each asset listed.

### 5.1 Mandatory Requirements

Prospective Bidders should provide KeNIC with the following documents: (and equivalent for individual)

No.	Item description	Yes	No
1	Valid copy of the company's certificate of registration or National ID		
2	Valid copy of the company's Personal Identification Number (PIN)		
3	Complete confidential business questionnaire (Attached in Annex)		
4	Self-declaration that the person or tenderer will not engage in any corrupt or fraudulent practice. (Attached in Annex)		
5	Completed Bid Form (Attached in Annex)		

## 6. Bid Clarification and Enquiries

Please send an email to [procurement@kenic.or.ke](mailto:procurement@kenic.or.ke) or call the Administrator on or +254 715 275 483 between 0800hrs and 1700hrs, Monday to Friday to make Inquiries concerning this open Bid.

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## 7. Confidentiality

Information relating to evaluation of the Bids and recommendations shall not be disclosed to the bidders who submitted the bids or to other persons not officially concerned with the process, until the winning bidder has been notified of the award.

## 9. Terms and Conditions

- Assets are sold on an "as-is, where-is" basis. No warranties or guarantees are provided.
- Payment is made immediate on collection of items
- KeNIC reserves the right to accept or reject any or all bids without providing reasons.
- To place a bid, a non-refundable deposit of **KES 2,000** is Mandatory payable to the company Bank account only. The amount will be used to offset the bid amount for successful bidders.

## 10. Submissions of the Bids

Interested firms/individuals that meet the criteria should send their bids together with the supporting documents via responding to this email [procurement@kenic.or.ke](mailto:procurement@kenic.or.ke) on or before **16<sup>th</sup> August 2024**.

**We do not accept hard copies submission.**

### **Chief Executive Officer**

Kenya Network Information Centre (KENIC)  
CAK Complex, Waiyaki Way, Opp. Kianda School  
P.O. Box 1461 – 00600  
Nairobi, Kenya  
+254 715 275 483

**ANNEXES**

**ANNEX I: CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM**

You are requested to give the particulars indicated in Part I and either Part 2(a), 2(b) or 2 (c) whichever applied to your type of business.

You are advised that it is a serious offence to give false information on this form.

**Part I – General:**  
Business Name .....  
Location of business premises. ....  
Plot No..... Street/Road .....  
Postal Address ..... Tel No. .... Fax ..... E mail .....  
Nature of Business .....  
Registration Certificate No. ....  
Maximum value of business which you can handle at any one time – Kshs. .... Name of your bankers ..... Branch .....

**Part 2 (a) – Sole Proprietor**  
Your name in full ..... Age ..... Nationality .....  
..... Country of origin ..... Citizenship details .....

**Part 2 (b) Partnership**  
Given details of partners as follows:  
Name Nationality Citizenship Details Shares  
1. ....  
2. ....  
3. ....

**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.....

Date ..... Signature of Candidate .....

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If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

**ANNEX 2: SELF DECLARATION FORMS (r 62) (MANDATORY) REPUBLIC OF KENYA  
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) Form SD I**

**Self-declaration that the person/tenderer is not debarred in the matter of the public procurement and asset disposal act 2015.**

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 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 hereinabove is true to the best of my knowledge, information and belief.

.....  
(Title) (Signature) (Date)

Bidder Official Stamp

**ANNEX 3: SELF DECLARATION FORMS (r 62) (MANDATORY) REPUBLIC OF KENYA  
FORM SD2**

**PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)**

**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 hereinabove is true to the best of my knowledge information and belief.

.....

(Title)  
Bidder's Official Stamp

(Signature) (Date)

**ANNEX 4: Bid Form**  
**Bid Form for Disposal of Assets**

**Bidder Information:**

- Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_

**N/B** To place a bid, a non-refundable deposit of **KES 2,000** is Mandatory payable to the company Bank account only. The amount will be used to offset the bid amount for successful bidders.

**Payment instructions**

Account Name: Kenya Network Information Centre

Bank Name: NCBA

Account Number KES: 6634930017

Swift Code: CBAFKENX

Bank Branch: Upperhill Branch

Bank Code: 07

Branch Code: 000

Or

**Lipa Na Mpesa**

**NCBA Paybill No:** 880100

**Account No:** 6634930017

**Account Name:** Kenya Network Information Centre

**Asset Bid Details:**

No.	Asset tag	Asset description	Make& Model Number	Bided for Yes/No	Bid Amount (Kes)	Comment if any
I	No Tag	"APPLE AIRPORT BASE STATION M5757 (WIRELESS WI-FI ROUTER)	Poor			

2	KNC/COE/0068	CISCO TELEPRESENCE MICROPHONE MODEL: TTC7-21	Fair			
3	KNC/COE/0055	COLLASAL CONVERTER				
<b>CPU</b>						
5	KNC/COE/0011	"MAKE: HP MODEL: PRODESK (4GB RAM, 500 HDD)	Fair			
6	KNC/COE/0013	MAKE: LENOVO MODEL: LENOVO THINKCENTRE E73 S/N; PCOEDYOW	Scrap			
7	KNC/COE/0016	MAKE: LENOVO MODEL: LENOVO THINKCENTRE E73	Scrap			
8	KNC/COE/0020	CPU-Dell Tower	Scrap			
9	KNC/COE/0079	MAKE: LENOVO MODEL: LENOVO THINKCENTRE E73 S/N; PC0450JF	scrap			
10	KNC/COE/0081	CPU-Dell Tower	Scrap			
11	KNC/COE/0082	"MAKE: HP MODEL: HP COMPAQ	scrap			
<b>IP PHONES</b>						
12	KNC/COE/00014	"MAKE: GRANDSTREAM MODEL: GXPI625	Fair			
13	KNC/COE/0003	"MAKE: GRANDSTREAM MODEL: GXPI628"	Fair			
14	KNC/COE/0004	MAKE: GRANDSTREAM MODEL: GXPI625	Fair			
15	KNC/COE/0017/70/71	3Cisco Unified IP Phones 7942G with AC Power Adapt	Fair			
16	KNC/COE/0021	GXPI628 Gigabit HD IP Phones	Fair			
17	KNC/COE/0024	"MAKE: GRANDSTREAM MODEL: GXPI628	Fair			
18	KNC/COE/0043	GXPI628 Gigabit HD IP Phones	Fair			
19	KNC/COE/0066	Cisco Phone				
20	KNC/COE/0073	"MAKE: GRANDSTREAM MODEL: GXPI628"	Fair			



21	KNC/COE/0074	GRANDSTREAM MODEL: GXPI628	Fair			
22	KNC/COE/0075	GRANDSTREAM MODEL: GXPI628	Fair			
<b>KEY BOARDS</b>						
23	KNC/COE/0131	Keyboard	Fair			
24	KNC/COE/0132	Keyboard	Fair			
25	KNC/COE/0140	Keyboard	Fair			
26	No Tag	Dell Keyboard	Fair			
27	No Tag	IBM Keyboard	Fair			
<b>LAPTOPS</b>						
28	KNC/COE/0018	Laptop HP Pavillion 15 Notebook	Not powering			
29	KNC/COE/0022	MAKE: MACBOOK PRO	Not powering			
30	KNC/COE/0023	MAKE: MACBOOK PRO	Not powering			
31	KNC/COE/0084	"MAKE: HP MODEL: PROBOOK 430 G2"	Not Powering			
33	KNC/COE/0108	MAKE: MACBOOK AIR MODEL: A1932   EMC 3184	Not powering			
34	KNC/COE/0143	"MAKE: LENOVO MODEL: THINKPAD L440"	Not powering			
<b>MONITORS</b>						
35	KNC/COE/0028(No tag)	Dell Monitor MODEL: E178WFPC SN: CN-OWY564- 64180-7BI-029H	Fair			
36	KNC/COE/0044	Lenovo Monitor MODEL: L11931eWA	Fair			
37	KNC/COE/0076	HP monitor				
38	KNC/COE/0078	LENOVO Monitor				
39	KNC/COE/0080	Dell Monitor MODEL: E1910HC	Fair			
40	KNC/COE/0107	HP 250 G6 Core i5- 7200U/15.5 HD				
	KNC/COE/0012	"MAKE: LENOVO MODEL: E2054A VK590702	Fair			
41	KNC/COE/0137	Lenovo Monitor MODEL: L11931eWA	Fair			
<b>PABX</b>						

42	KNC/COE/0101	PABX GRANDSTREAM				
<b>PRINTER</b>						
43	KNC/COE/0007	PRINTER - HP LASERJET PRO200 COLOR M251NW	Functioning Fair			
44	KNC/COE/0008	PRINTER - KYOCERA ECOSYS FS-6525MFP	Functioning Fair			
<b>LCD PROJECTOR</b>						
45	KNC/COE/0087	MAKE: EPSON MODEL: EMP-S5	Fair			
<b>REMOTE CONTROL</b>						
46	KNC/COE/0102	CTS-RMT-TRC 5- Remote Control TRC 5				
<b>ROUTERS</b>						
47	KNC/COE/0027	CISCO 2911 series router	Fair			
48	KNC/COE/0126	Mikrotic Cloud Router CCR1009-7G-1C-1S+	fair			
49	KNC/COE/0138	TP Link Router	fair			
	KNC/COE/0099	MAKE: CISCO MODEL: CISCO 2911	Good			
<b>SERVERS</b>						
50	KNC/COE/0029	POWER EDGE 2950 SERVER STORAGE: 15NO. SATA 1TB, 7.2K)	Fair			
51	KNC/COE/0030	POWER EDGE R720 SERVER -2012 STORAGE: 15NO. SATA 1TB, 7.2K)	Fair			
52	KNC/COE/0031	POWER EDGE 2950 SERVER STORAGE: 6 NO. (SAS 146GB, 15K)	Fair			
53	KNC/COE/0089	IBM SERVER 3650 M4 - 2015	Fair			
54	KNC/COE/0091	IBM SERVER 3650 M4 - 2015 MODEL: ACI (YOM 2015)	Good			
55	KNC/COE/0093	MAKE: IBM SYSTEM x3650 M4 MODEL: ACI (YOM 2015)	Fair			
56	KNC/COE/0094	DELL POWEREDGE 2950 MODEL: EMS01 -	Fair			

		<b>STORAGE: 6 NO. (SAS 146GB, 15K)</b>				
57	KNC/COE/0095	DELL POWEREDGE 2950 MODEL: EMS01 – <b>STORAGE: 6 NO. (SAS 146GB, 15K)</b>	Fair			
58	KNC/COE/0096	DELL POWEREDGE 2950 MODEL: EMS01 – <b>STORAGE: 6 NO. (SAS 146GB, 15K)</b>	Fair			
59	No Tag	MODEL: DELL POWER EDGE R420 STORAGE: 4 NO. (SATA 500GB, 7.2K)	Good			
<b>UPS</b>						
60	KNC/COE/0032	Comet EX RT 7KVA UPS	Scrap			
61	No Tag	"MAKE: EATON MODEL: MGE EX 7 RT 12 V DC"	Scrap			
62	No Tag	MODEL: LIEBERT UPSTATION GXT - 3KvA	Scrap			
	No Tag	"MAKE: APC MODEL: SMART UPS 3000"	Poor			

I, the undersigned, agree to the terms and conditions outlined in the bid document and submit this bid in good faith.

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

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